

BY-LAWS

OF THE

STUDENTS' ASSOCIATION



UTS
STUDENTS'
ASSOCIATION

Our voice. Our way. Our SA.

OF THE

UNIVERSITY OF TECHNOLOGY, SYDNEY

Last Amended: 29/08/2015

By-Laws

Section 3.3 of the constitution empowered the SRC to make By-Laws “not inconsistent with the constitution”.

By-Laws allow the policy and practice of the Students’ Association to be enshrined for future years in a way that compliments the Constitution.

While a By-Law is not as concrete and difficult to change as the Constitution, it is a good first step towards enshrining policy in the Constitution.

To make (or change or rescind) a By-Law there needs to be a resolution “enacted by a two-thirds majority of all of the members of the Students’ Representative council at that time entitled to be present at a Students’ Representative Council meeting.”
(Section 3.3.1 – Constitution).

Section 1: Honorariums & Stipends

The following persons holding the designated office shall receive an honorarium, paid fortnightly, in accordance with the rates of payment set out in table 1 below, for the period in which the designated person holds that office:

1.1 The position of President (section 10.8 of the Constitution).

1.2 The position of Education Vice-President (section 10.9 of the Constitution).

1.3 The position of Treasurer (section 10.10 of the Constitution).

1.4 The positions of Secretary and Assistant Secretary (sections 10.11 & 10.12 of the Constitution).

STANDARD STIPENDS - COLLECTIVES

1.5 The position of Office Bearer of a Collective (see section 8 of the By-Laws), of whom are eligible to receive a *Standard Stipend Rate* (see section 8.4 of the By-Laws) shall be paid fortnightly, in accordance with the rate of payment set out in table 1 below, for the period in which they are elect (outlined in section 8.4.2 of the By-Laws).

STIPENDS – VERTIGO

1.6 The positions of elected Editors of Vertigo (as adopted under By-Laws 3.1 of 2006) of whom are eligible to receive a *Vertigo Editorial Stipend Rate*, shall be paid in a single sum, the amount set out in Table 1, upon the completion of the “Election issue of Vertigo” (section 3 *UTSSA Election Regulations* as amended July 2006).

1.7 **Table 1** – The rates of payment of honorariums and Stipends equate to:

President	\$29,640 per annum
Education Vice President	\$19,760 per annum
Secretary	\$9,880 per annum
Treasurer	\$4,940 per annum
Assistant Secretary	\$4,940 per annum
Standard Stipend Rate	\$3,705 per annum
Vertigo Editorial Stipend Rate	\$15,000 divided by the total number of elected “Editors of Vertigo” (see Election Regulations) to a maximum total of: \$3,000 per annum per person.

CPI INCREMENT

1.7.1 The rates of payment of honorariums, standard and Vertigo stipends, set in July 2015, shall increase each year on July 1st by the annual Consumer Price Index.

SUSPENSION OF HONORARIUMS

1.7.2 An honorarium of the Treasurer may be suspended if two-thirds of voting members of the Students' Representative Council determines that the Treasurer is not performing their duties under the Constitution or as outlined in 1.8 of these By-Laws.

1.7.3 An honorarium of the Treasurer, suspended under Subsection 1.7.2 can be restored if a majority present at a meeting of the Students' Representative Council determines that the Treasurer is now performing their duties under the Constitution.

1.7.4 An honorarium of the Assistant Secretary may be suspended if a two-thirds majority of voting members of the Students' Representative Council determines that the Assistant Secretary is not performing their duties under the Constitution or as outlined in 1.8 of these By-Laws.

1.7.5 An honorarium of the Assistant Secretary, suspended under Subsection 1.7.4 can be restored if a majority present at a meeting of the Students' Representative Council determines that the Assistant Secretary is now performing their duties under the Constitution.

1.8 For the Assistant Secretary and Treasurer to access an honorarium, they will be required to fulfil all duties outlined in sections 10.10, 10.11 & 10.12 of the Constitution, as applicable to the office, including but not limited to:

1.8.1 Present a written report to each Ordinary Student Representative Council Meetings, outlining in no less than 250 words, a brief account of the duties they fulfilled in their capacity as an executive member of the Students' Association.

1.8.2 Assist the Education Vice President, in the publication of the Students' Associations Orientation Handbook, in the capacity as editors.

1.8.3 The assistant Secretary Shall:

1.8.3.1 Maintain, draft and moderate all social media and websites representing the Students' Association

1.8.3.2 Assist the Secretary in the maintenance of all Executive and Students' Representative Council Minutes.

1.8.3.3 Assist in drafting press releases upon the request of the President.

1.8.4 The Treasurer Shall:

1.8.4.1 Maintain a total expenditure list of Clubs and Collectives in assistance with the Executive Officer of the Student's Association

1.8.4.2 Handle all approved financial documents at each Executive Meeting, supplying documentation to the Executive Officer of the Students' Association in a reasonable time.

1.8.4.3 Notify the President and Collectives (By-Laws 8.2), eligible to receive minimum budgets (By-Laws 8.3), once their minimum budget has reached half way, and once exhausted.

1.9 **The Special Needs Officer Shall:**

- 1.9.1 Represent the views and needs of students with special needs to the Students' Representative Council.
- 1.9.2 Represent the views and interests of students with special needs to the University.
- 1.9.3 Be appointed by the Students' Representative council at the beginning of each year, for a term of one year.

1.10 **The Environment Officer shall:**

- 1.10.1 Work within the Students' Association and University to promote environmentally friendly policies and practices both on and off campus.
- 1.10.2 Work to educate students and staff of the University about environmental matters with a view to changing lifestyles and policies at all levels of administration and government.
- 1.10.3 Be appointed by the Students' Representative Council at the beginning of each year, for a term of one year.

1.11 **The Queer Officer shall:**

- 1.11.1 Represent the views and interests of lesbian, gay, bi-sexual, transgender, queer (non-heterosexual) students to the Students' Representative Council.
- 1.11.2 Represent the views and interests of lesbian, gay, bi-sexual, transgender, queer (non-heterosexual) students to the University, in the media, and in the wider community.
- 1.11.3 Be open to students who openly identify as of lesbian, gay bi-sexual, transgender, queer (non-heterosexual) and who are prepared to have a public profile on and off campus.
- 1.11.4 Be appointed by the Students' Representative Council at the beginning of each year for a term of one year.

1.12 **The Ethno-Cultural Officer shall:**

- 1.12.1 Represent the views and interests of ethnic students to the Students' Representative Council.
- 1.12.2 Represent the views and interests of ethnic students to the University, in the media, and in the wider community.
- 1.12.3 Work to promote awareness of, and organize campaigns addressing, political issues of inequality, racism and cultural diversity. These campaigns shall be seen as an integral part of the Students' association's work at UTS, with activist groups in wider community, and through the alternative and mainstream media.
- 1.12.4 Be responsible for the co-ordination of the Ethno-Cultural Collective.
- 1.12.5 Work in conjunction with the Overseas Students' Officer, the Aboriginal and Torres Strait islander Officer, and the research staff of the Students' Association, as well as other office bearers in the Students' Association.

- 1.12.6 Be appointed by the Students' Representative Council at the beginning of each year, for a term of one year.
- 1.12.7 Be a student of ethnic background. (non-international)
- 1.12.8 Only hold the position for a maximum number of 2 (two years) unless circumstances arise where there is no other eligible candidate.

1.13 The Welfare Officer Shall:

- 1.13.1 Work within the Students' Association and University to promote the general welfare of students both on and off campus.
- 1.13.2 Work to educate students and staff of the University about welfare and low socio-economic and social inclusion matters with a view to challenge and change education policies at all relevant levels of society.
- 1.13.3 Be a student who identifies as being from a low socio-economic background.
- 1.13.4 Be appointed by the Students' Representative Council at the beginning of each year, for a term of one year.

2. Remuneration for Office Bearers

- 2.1 The honorarium is not a system of wages for hours worked. Rather, it is granted to allow students the time to concentrate upon their office bearer responsibilities. As such it does not reflect the number of hours a person spends working in their position.

3. Vertigo

- 3.1 The production and content of Vertigo shall be the responsibility of an editorial team annually elected by the student body, except for the Students' Association having the right to include both commercial advertising and Students' Association advertising – this advertising in total to not comprise more than one half of the newspaper and not more than 25% being commercial advertising.

4. Director of Student Publications (DSP)

- 4.1 There shall be a Director of Student Publications (DSP) whose duties shall be:
 - 4.1.1 To act as publisher of all publications of the Association.
 - 4.1.2 To be solely responsible for making arrangements for the printing of any material ordered by the SRC to be printed.
 - 4.1.3 To make recommendations to the SRC on any matters affecting the publications of the Association.
 - 4.1.4 To protect the SRC from possible legal action by deleting any material of the Association which, in the opinion of the DSP, may involve the Association in civil or criminal liability, including defamation, contempt and copyright.
 - 4.1.5 To enact Association policy by deleting any material published by the Association that is discriminatory on the basis of sex, sexuality, race,

ethnicity or disability – provided that the Letters to the Editor section of Vertigo is excluded from this.

- 4.2 **Appealing Deletions made by the DSP**
The editor of any Association publication can appeal to the President, who shall obtain legal advice and hold a meeting of the Executive to determine the issue within 5 days of any such appeal being made. It is recommended that where possible, decisions be made well before publications go to press.
- 4.3 **Indemnity of the DSP**
The council shall indemnify the DSP for all liability incurred in that capacity as a result of actions which are bona fide, and without negligence.

5. Cheques

- 5.1 The Executive Officer and Accountant are authorized to sign cheques as long as one Student Office bearer also signs.

6. Succession Provisions

- 6.1 The Education Vice-President shall, upon death, resignation or removal of the President prior to the expiry of their term of office, succeed to the office of President and serve as President for the remainder of the term of office.
- 6.2 The Assistant Secretary shall, upon the death, resignation or removal of the Secretary prior to the expiry of their term of office, succeed to the office of Secretary and serve as Secretary for the remainder of the term of office.
- 6.3 The Welfare Office shall, upon the death, resignation or removal of the Treasurer prior to the expiry of their term of office, succeed to the office of Treasurer and serve as Treasurer for the remainder of the term of office.
- 6.4 The Secretary shall, upon the death, resignation or removal of the President prior to the expiry of their term of office, succeed to the office of President and serve as President for the remainder of the term of office if no person holds the office of Education Vice-President at the time of the death, removal or resignation of the President.
- 6.5 The Treasurer shall, upon the death, resignation or removal of the Secretary prior to the expiry of their term of office, succeed to the office of Secretary and serve as Secretary for the remainder of the term of office if no person holds the office of Assistant Secretary at the time of death, removal or resignation of the Secretary.

7. Multiple Positions

- 7.1 No member of the Students' Representative Council shall have more than one vote on the Council in the event that they are eligible to hold additional membership of the SRC.
 - 7.1.1 Subsection 7.1 shall not be construed to prevent the casting of proxy votes.
- 7.2 Members of the Executive cannot hold more than one Executive position.
 - 7.2.1 In the event of a member of the Executive being appointed or elected to, or succeeding to, another Executive position, they shall be deemed to have resigned from their previous position.

8. Collectives

- 8.1 The Students' Representative Council is empowered to recognize the creation of Collectives to represent particular identities and issues.
- 8.2 The following is a list of Collectives recognized by the Students' Association, that does not preclude the recognition and funding of any further groups as the Students' Representative Council sees fit:
- 8.2.1 The Queer Collective.
 - 8.2.2 The Environment Collective.
 - 8.2.3 The Disability Action Group of Students.
 - 8.2.4 The Ethno-Cultural Collective.
 - 8.2.5 The Womns Collective.
 - 8.2.6 The International Collective.
 - 8.2.7 The Indigenous Collective.
 - 8.2.8 The Postgraduate Representative Union.
 - 8.2.9 The Low SES Collective.
 - 8.2.10 The Education Action Group.
- 8.3 Each of the Collectives recognised in Subsection 8.2 are entitled to a minimum budget of \$1,500 from the Students' Association's funds.
- 8.3.1 Subsection 8.3 is only enforceable in the instance of which the Students' Association has a financial funding agreement with the University.
 - 8.3.2 The Students' Association Executive is required, at no later than the next ordinary meeting, to approve spending and reimbursement requests for Collectives if the requests are evidenced by minutes of a genuine meeting of the Collective in accordance with that Collective's established processes or procedures.
 - 8.3.3 The Students' Association Executive may only deny a request for expenditure or reimbursement if it determines that any of the following are true:
 - 8.3.3.1 The spending is in violation of the Students' Association Constitution.
 - 8.3.3.2 The spending is in violation of the financial funding agreement between the Students' Association and the University.
 - 8.3.3.3 The spending exceeds the minimum budget allocated for the Collective outlined in Subsection 8.3.
 - 8.3.3.4 The spending allocation is not within the scope of the Objectives' outlined in the Constitution 1.1-1.8.

- 8.3.4 All assets purchased using funds outlined in section 8.3, remain the property of the Students' Association; unless explicitly stated otherwise, subject to approval by an executive meeting.
- 8.3.5 Purchases made using budget allocations outlined in 8.3 cannot include gift vouchers, prizes for competitions and/or donations; unless explicitly stated otherwise, subject to approval by an executive meeting.
- 8.4 The *Womns Collective*, The *Low SES Collective*, and The *Indigenous Collective*, recognised in Subsection 8.2, are entitled to appoint one individual, or multiple individuals to a Maximum of 3 individuals on a shared basis, all of whom are to be currently enrolled students at UTS, to receive the Standard Stipend Rate, for the role of ensuring the Collective is maintained and for undertaking activities in accordance with that Collective's aims and objectives.
 - 8.4.1 Subsection 8.4 is only enforceable in the instance of which the Students' Association has a financial funding agreement with the University.
 - 8.4.2 All eligible elected individual(s) under 8.4, shall be appointed at the beginning of each year, for a term of one year, terminating on the first Sunday of December.
 - 8.4.3 The Student's Representative Council is required, at no later than the next ordinary meeting, to approve the ongoing payment of a stipend to member(s) of a Collective if the appointment is evidenced by minutes of a genuine meeting of that Collective in accordance with that Collective's established processes or procedures.
 - 8.4.4 The Students' Representative Council is required, at no later than the next ordinary meeting, to cease the ongoing payment of a stipend to its recipient(s) if a termination of appointment is evidenced by minutes of a genuine meeting of that Collective in accordance with that Collective's established processes or procedures.

9. Stipends

- 9.1 Those in roles eligible to access standard stipends will be required to:
 - 9.1.1 Present a written report to each Ordinary Student Representative Council Meeting, outlining in no less than 250 words, a brief account of the duties they fulfilled in their capacity as being a paid member of the Collective.
 - 9.1.2 Present a written report to Vertigo, to be published, each publishing cycle, outlining in no less than 150 words, a brief account of the activities their collective are undertaking.
 - 9.1.3 Assist the Education Vice President, in the publication of the Students' Associations Orientation Handbook, in the capacity as editors.
- 9.2 Those in roles eligible to access standard stipends, may be suspended if a two-thirds majority of voting members of the Students' Representative Council determines that the recipient(s) are not performing their duties outlined in Subsection 8.4 & 9.1 and/or the Objectives outlined in the Constitution 1.1-1.8.
- 9.3 Those in roles eligible to access standard stipends, suspended under Subsection 9.2 can be restored if a majority present at a meeting of the Students' Representative Council determines that the recipient(s) is now performing their

duties under Subsections 8.4 & 9.1 and/or the Objectives outlined in the Constitution 1.1-1.8

- 9.4 Where a role eligible to access a stipend is shared between two or more people (up to a maximum of three), the rate received may be split evenly between those sharing the role, unless altered by written agreement of the recipients.

10. Vertigo Editorial Stipends

- 10.1 The annually elected editorial team of the Students' Associations, publication 'Vertigo' outlined in the Election Regulations 31, shall be eligible to access Vertigo Editorial Stipends outlined in the By-Laws 1.6.
- 10.1.1 Subsection 10.1 is only enforceable in the instance of which the Students' Association has a financial funding agreement with the University.
- 10.1.2 The Students' Representative Council is required, at no later than the next ordinary meeting, to cease the ongoing payment of a Vertigo Editorial Stipend to its recipient(s) if a termination of appointment is evidenced by minutes of a genuine meeting of Vertigo and a written notice of resignation is provided to the President and Secretary.
- 10.2 Those in roles eligible to access Vertigo Editorial Stipends will be required to:
- 10.2.1 Produce and edit the content of Vertigo, except for the Students' Association having the right to include both commercial advertising and Student's Association advertising.
- 10.2.2 Be required to provide quotes for publications that are within the budget allocated by the executive within a reasonable time.
- 10.2.3 Required to distribute Vertigo in all Students' Association eligible spaces, inclusive but not limited to, all campuses.
- 10.2.4 Provide adequate space in each publishing cycle for eligible Students' Association reports to be published.
- 10.3 Those in roles eligible to access Vertigo Editorial Stipends, may have their stipend suspended if a two-thirds majority of voting members of the Students' Representative Council determines that the recipient(s) are not performing their duties outlined in Subsection 10.2 and/or the Objectives outlined in the Constitution 1.1-1.8.
- 10.4 Those in roles eligible to access Vertigo Editorial Stipends, who have had their stipend suspended under Subsection 10.3 can be restored if a majority present at a meeting of the Students' Representative Council determines that the recipient(s) is now performing their duties under Subsection 10.2, and/or the Objectives outlined in the Constitution 1.1-1.8.