

Agenda

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 - 8.6 NSW ISRC Recognition*
 - 8.7 Budget Approval for International Collective*
 - 8.8 Election Nominations Motion*
 - 8.9 UTSSA Conferences Policy*
- 9. General business*

10. Close of Meeting

Attendees

Mia Campbell (Chair)

Adam Levett (Elected Deputy Chair)

Neeve Ann Nagle

Dirk Hoare

Rahgav Motani

Sina Afsharmehr

Januka Suraweera (zoom)

Aylin Cihan (zoom)

Bridie O’Kelly (zoom)

Bilkivka Abburi (zoom)

Mariam Yassine (zoom)

Daewah Thein (zoom)

Samiha Emran (zoom)

Observers

Olivia

Erin

Raph (vertigo)

Isabel (vertigo)

Jennifer (staff)

1. Opening of meeting

Meeting opened at 6:34

1.1 Acknowledgement of country

Mia delivers acknowledgement of country

1.2 Confirmation of deputy chair

Mia nominates Adam as deputy chair

Mover: Neeve

Seconder: Dirk

Passes without dissent or abstentions

1.3 Attendance, apologies and proxies

Alisa Hamilton Proxies to

1 Samiha

2 Daewah

3 Mathew

Samiha accepts

Joseph Naffah proxies to

1 Dirk

2 Rahgav

3 Neeve

Dirk accepts

Adrian Lowzanzic proxies to

1 Mia

2 Alisa

3 Bridie

Bridie accepts

Kurt Cheng proxies to

1 Salma

2 Mariam

3 Rahgav

Mariam accepts

2. Confirmation of previous minutes

No dissent to approving minutes

3. Matters arising from minutes

No matters arising from the meetings

4. Correspondence

No correspondents to report

5. Office Bearers' Reports

5.1 President

This month has had some great achievements and some other incredibly frustrating moments. Here is a summary:

Academic Administration Working Group – SUCCESS!

At the Teaching and Learning Committee this month, UTS agreed to a number of academic reforms that I have been pushing all year, including:

1. Establishing a 72-hour simple extension process for all UTS students;
2. Standardised 11:59pm submission times across faculties;

3. Mandated 5% late penalty per day, with a 1 hour 'grace period' after submission time.
4. Review and reform of the Special Considerations process.

I am so, so happy with these changes despite the pushback they have received across certain faculties, and truly believe they will make a major positive difference to students. This is a huge win for the UTSSA and shows just how much of a difference we can make.

Campaign for Palestine

Since the last meeting, I have grown increasingly disappointed with UTS' slow and unmoving approach towards our continued campaign for divestment and disclosure. After reviewing the draft MOU sent to me by DVC(ES) Kylie Readman on the 19.08.24, I responded to Kylie's email, outlining why the proposed MOU was completely insufficient and emphasising the need for more substantive commitments which were not at all in the current draft. I am currently awaiting a response to that email.

In the meantime, the UTSSA's public campaign for Palestine is continuing to grow. Myself and Samiha conducted interviews with students at Night Owl Noodles in Week 2 to build interest in the campaign and engage students who may not have engaged in previous campaign activities or who might be less inclined to engage in protests, rallies or more traditional forms of activism. The goal will be to make another 2-3 videos, starting with light and easy questions and progressively addressing more serious content related to Palestine. We also have the Art + Action for Palestine event hosted in conjunction with Cornerstone Café where we are raising money for the Palestine Children's Relief Fund (27th August) and the School + Uni Strike for Palestine (28th August). I have been attending UTS Staff for Palestine meetings every Friday and am also assisting to promote their fundraiser event on September 7th, raising money for the Palestinian Australian New Zealand Medical Association.

Sexual Harm Reporting Reform

The student reporting form for Sexual Harm at UTS has now been updated with a number of suggestions, including many that I sent to the Director of Student Services earlier this year. Significant changes include the ability to make a report anonymously, having a clearer sense of possible outcomes from the reporting form, and a great improvement in the clarity and accessibility of the form. Student safety caseworkers are currently being interviewed as well, which I have advocated for through the UTSSA since my first year as General Councillor in 2022. I am really pleased with these improvements, and hope that they substantially improve the process of reporting sexual harm at UTS.

NUS Reform Working Group

Since the last SRC meeting, we have had three meetings of the NUS Reform Working Group that I established following the NUS Education Conference. In these, we have decided on the key areas that the NUS needs reform in, and have drafted up a number of motions for consideration at the NUS National Executive (NX) meeting in the first week of September. The forward plan for this group is – pending reception at NX – is to

draft up motions that can be put up at the NUS National Conference later this year including changes to the NUS' governing documents and procedures.

Mia: really good success in academic administration working group, firstly simple extension process that will be implemented from next autumn and probably trialed in summer, simple extension 72hr and no documentation require. Standard 11:55 standard submission times, didn't know why law faculty called it 'horrifying'. Standard 5% penalty, which will only apply from 1am but this wont be advertised. Also agreed to reform of special consideration process but don't know what that is yet.

Campaign for Palestine, memorandum of understanding hasn't been sent to be and has no commitments in it, Instagram post listed what they offered, (disclosure for humanitarian and scholars at risk program). 'Completely nothing' compared to responses from UQ and Macquarie. Harsh response generally. Speaks to 1800\$ raised yesterday, nice community building event, good for accessibility issues

Sexual harm report, sent different suggestions to director of student services, integrated into new reform and will automatically be within UTS so you don't need to log in with student ID. Student safety case workers, 40 applicants for 3 positions.

Lastly NUS reform working group which has put up motions for national executive, hopefully NUS accepts and will be nothing to consider when considering how much we put up when affiliating

5.2 General Secretary

Generally this month for me has consisted of mostly day-to-day operational duties from myself, however there are a few things I would like to note.

Vertigo: After some unforeseen setbacks the third volume of Vertigo is finally on stands today as of the time of writing. The issue is very much an improvement from earlier this year, however I would still like to see a higher total of non-fiction pieces directly related to UTS as per the recent reforms passed in June. This is understandable as the changes for requirements were only recently implemented, I would still like to see further compliance with these reforms in future. I am also looking forward to the Vertigo x UTSSA information night.

BHS Policy: Samiha and myself have been collaborating this month on a BDS policy to be tabled in our next meeting in September. This is quite exciting as the UTSSA will finally have an internal commitment to the Boycott, Divestment, Sanction campaign without our own organisation.

Written report issues: I also want to issue a reminder to all Office Bearers regarding reports, as many have been sent after the time of notice, or with other issues which make compiling work difficult before issued out on notice. Reports and motions need to be sent to the general secretary email and not to my personal one. It is also ideal

for reports to be sent as word document and not as a PDF file, as this makes it hard to compile into one document. Reports sent after notice will be included in the minutes but marked as late, they will also be sent to Vertigo if the report sent after notice corresponds with the month an issue is edited during. Our standing orders actually state that reports are required by 5:30, so this is something I would strongly encourage as it allows for reports to be collated and sent out on notice on time easier. Finally reminder that reports received after the notice cannot be taken as read during a meeting.

Takes report as read

5.3 Assistant General Secretary

Bridie: (*Delivers spoken report*) Unable to submit in time. Last semester meet your exec post light, it'll be more focused on project initiatives this week, later tonight you will receive an email for roster to upload video, to edit content and post to socials. IF you want more engagement happy oo advertise on IUTSSA socials but will need 2 weeks notice.

5.4 Education officer

It was announced that some of the things that Mia and I have been pushing for; automatic extensions and standardised assessment times, have been approved and are now going to be trialled by the uni!
This is a huge win for the UTSSA and for the students at UTS, and I am so happy this change is being implemented.
The Universities Accords legislation also was passed this month, meaning paid placements, 40% SSAF for student organisations and HECS-debt cuts have all been legislated. There is still much more to do, but it is always exciting to see progress moving in the right direction.
There has not been too much happening in the ed collective this month, but I look forward to more happening in September.

Adam: accepts report as read on her behalf

5.5 Welfare officer

Aylin: Apologizes for forgetting to submit report

5.6 Women's officer

Mariam: Failed to submit report, speaks to upcoming events

5.7 International students officer

1. Student Partnership Agreement (SPA) Iteration

Throughout August, we have been working on the Student Partnership Agreement (SPA) to ensure that the voices of international students are included in the next iteration. This effort is vital in safeguarding the interests of international students at UTS, particularly in shaping policies and initiatives that directly affect their academic and social experiences. By embedding the perspectives of international students within the SPA, we aim to build a stronger and more inclusive foundation for their experience at UTS. This ongoing work is crucial in maintaining a responsive and supportive environment for the diverse international student community.

2. Establishment of the NSW International Students' Forum

Significant progress has been made towards the formal establishment of the NSW International Students' Forum. This initiative has been a major focus for us this month, as it represents a pivotal step in creating a unified voice for international students across the state. We have scheduled a meeting with Study NSW to secure formal recognition for the NSW International Students' Representative Council (ISRC) chair as an official representative in the Study NSW board meetings with the Department of Education. This recognition is essential for ensuring that international students are represented at the highest levels of policy discussion and decision-making. Our upcoming meeting will focus on outlining the formal procedures necessary to integrate the ISRC into the Study NSW framework, thereby strengthening our advocacy efforts.

3. Day Trip to Wollongong

On August 11 and 18, 2024, we organised a day trip to Wollongong, which saw the participation of 62 international students. This event was not only an opportunity for students to explore a new region and enjoy a day out, but it also provided a platform for us to engage with them directly. We had meaningful conversations with many students about their experiences, challenges, and needs. These discussions were invaluable in gaining insights into the current concerns of international students. Additionally, we used this opportunity to inform students about the UTS Students' Association (UTSSA) and the various services it offers, including support resources, advocacy, and social activities. The trip was well-received, and the feedback will help us tailor our future initiatives to better serve the international student community.

4. Monthly Meeting and Expenditure Motions

On August 9, 2024, we held our monthly meeting to discuss and approve expenditure motions and fund allocations. Several key motions were passed during this meeting:

- The International Collective agreed to partner with the AusLeap program, approving a maximum expenditure of \$1,000. This partnership is expected to provide valuable

opportunities for international students to engage in leadership and professional development activities.

- A motion was approved to allocate up to \$200 for expenses related to the day trip to Wollongong, ensuring that the event was well-supported and successful.

- Another motion was passed to submit a request for \$500 in the next Student Representative Council (SRC) meeting to cover the collective's ongoing expenditures. This funding is crucial for maintaining our activities and ensuring that we can continue to offer support and engagement opportunities for international students.

Conclusion

August has been a productive month for the International Students Collective, marked by significant progress in our advocacy and community-building efforts. The work on the SPA, the establishment of the NSW International Students' Forum, the successful Wollongong trip, and the strategic financial decisions made during our monthly meeting all contribute to strengthening the support and representation of international students at UTS and beyond. As we move into the next month, our focus will remain on ensuring that the interests of international students are prioritized and that they continue to receive the support they need to succeed in their academic and personal lives.

Rahgav: Takes report as read, highlights chance to submit to SPA meeting, and putting in perspective of international students in next SPA, establishes the international students committee with 6 different unis, meeting with study UNSW and have invited to our office. If agreed we get administrative approval to sit in VC board meetings, huge achievement, good way to put forward voice of international students at a state level.

Trip to Wollongong, got a lot of student perspectives and things they want UTSSA to work on. Monthly August meeting where we approved a few expenses, partnering with AUSLEAP as a student partner, expenditure 1000\$ and approval for trip to Wollongong subject to approve this meeting. Wishing to extend budget at this meeting

5.8 Indigenous officer

No report received

5.9 Postgraduate students officer

No report received

5.10 Ethnocultural officer

No report received

5.11 Disabilities officer

August has been a good month for the collective. We were able to collaborate with the Centre of Social Justice and Inclusion for Inclusion Week two weeks ago. Our event was held on the evening of Tuesday 13th of August where we were able to get a small number of attendees, but regardless was a good turnout due to the inactive nature of the collective. It was opened to non-collective members for better reach, and I would say that it did do that, we for example had a few film students attend who were inspired by the filming style of an activist documentary. Amazing to see impacts we did not anticipate either. It was great overall, we had sushi and drinks.

I am currently starting my OB handover document for the following officer, so there is more of a faster transition into this role. Other than that, Activate UTS reached out on an 'Accessibility Module' they want to run for their clubs and want our input which I am currently in the middle of editing. We are also joining the Collaborative Strategy and Development Session in two weeks to build upon the foundation of existing Inclusion and Access Plans.

Samihah: takes report as read, speaks to successful if small event, which is the nature of the collective, mix of UTSSA and film students and posted about it on their global Instagram.

5.12 Queer officer

Daewah: No report received, apologies, speaks to organising collective meeting and reimbursements.

5.13 Environment officer

Adam: No report received obviously, will likely update future agendas to reflect recent recognition

6. Other Reports

6.1 committee

xxx

6.2 Reports from Councillors, Convenors and Staff if requested or required

xxx

6.3 Vertigo report

Deliver spoken report:

Raphaella: update on team, as editor in chief resigned, Raph taking over editor in chief, belle creative writing editor taking up managing editor, wanted to flag it and update contact, and admin email which can be given on request

Volume 3 hit stands and volume 4 hopefully come out in 2 weeks, volume 5 will have staggered release, firstly online with election guide and secondly in person without election guide. Speaks to info night next Wednesday with UTSSA and the general operation business to be covered. Also encouraging anyone to bring portfolio of design and written work.

Mia: first info night looking forward to it 27 registered and 60 capacity, if needed people can sit on the floor. Want to make clear with ty resigning and that I don't condone threats of violence and this space will never be acceptable of that. Direct questions to myself if you have any questions about what happened.

7. Operational and Procedural Business, Stipends and Reimbursements

8. Other Business arising on notice

8.1 By Law Changes: (Schedule 4)

Preamble:

The purpose of this motion is to formally establish a comprehensive set of policies that will guide the operations and editorial practices of the Vertigo team. These policies are designed to enhance transparency, accountability, and consistency in our work, ensuring that all members are clear on their responsibilities and the processes that govern our magazine's production.

As Vertigo continues to grow and adapt to the changing media landscape, it is essential that we have clear guidelines in place to protect editorial freedom, maintain high standards of journalistic integrity, and ensure that all decisions regarding content, budgeting, and operations are made transparently and democratically. This motion outlines the necessary frameworks for handling conflicts, managing the Vertigo budget, and ensuring compliance with both UTSSA policies and broader industry standards.

By putting these policies in writing, we aim to foster a collaborative environment where all team members feel supported and empowered to contribute creatively while also holding each other accountable to the high standards that define our

publication. This initiative is not just about formalising procedures but about reinforcing our commitment to producing a magazine that is both innovative and responsible, reflective of the diverse voices within our student body, and accessible to all.

Action:

1. That the UTSSA deletes sections 2.3 – 2.7 of the UTSSA By-Laws.
2. That the UTSSA inserts 'Schedule 4 – Vertigo' into the UTSSA By-Laws as follows:

Schedule 4 – Vertigo

1. Purpose and Goals

- 1.1. Vertigo's key purpose is to empower and connect the UTS student community by delivering insightful, diverse, and impactful media content. We are dedicated to reflecting the multifaceted experiences and talents of UTS students, championing student rights, and promoting meaningful dialogue on campus issues.
- 1.2. The core goals of Vertigo are as follows:
 - 1.2.1. **Bold Reporting:** Pursue fearless journalism that addresses critical student issues and challenges existing narratives.
 - 1.2.2. **Innovation:** Experiment with new media formats and platforms to reach and engage a diverse audience.
 - 1.2.3. **Empowerment:** Provide a platform for underrepresented voices and student leaders.
 - 1.2.4. **Activism:** Encourage and support student activism and involvement in societal and campus issues.
 - 1.2.5. **Comprehensive Coverage:** Ensure that all faculties and student cohorts are represented in our news and features.
 - 1.2.6. **Engagement:** Foster a sense of community by encouraging student participation and feedback.
 - 1.2.7. **Relevance:** Provide timely and pertinent news that reflects the concerns and interests of the student body.
 - 1.2.8. **Celebration:** Highlight and celebrate the achievements and initiatives of students across the university.
 - 1.2.9. **Ethics:** Uphold the highest standards of ethical journalism, ensuring accuracy, fairness, and respect in all our reporting.

2. Scope

This Schedule operates in conjunction with other requirements of the Vertigo Editorial Team contained in the UTSSA Constitution, By-Laws, Policy and other regulations.

3. Organisational Structure

- 3.1. The Vertigo Editorial Team has the following responsibilities:

- 3.1.1. Ensure all content published aligns with Vertigo's mission statement;
 - 3.1.2. Monitor inventory levels of printed copies and manage reprints or adjustments as needed based on demand and distribution feedback;
 - 3.1.3. Ensure that all production processes comply with accessibility guidelines and journalism industry standards. Address any compliance issues promptly to avoid complications; and
 - 3.1.4. To otherwise work collaboratively, responsibly and respectfully with each member of the Editorial Team to create a cohesive publication in a timely manner.
- 3.2. The Editor-in-Chief has the following responsibilities:
- 3.2.1. Ensure Vertigo's compliance with the UTSSA Constitution, By-Laws, policies and other regulations;
 - 3.2.2. Manage the development and progression of the annual Vertigo publishing schedule;
 - 3.2.3. Chair regular meetings of the Vertigo Editorial Team;
 - 3.2.4. In conjunction with the relevant UTSSA staff member or members ('UTSSA staff'), as nominated by the President, manage relationships with printing vendors by communicating print specifications, managing quotes, and addressing any issues that arise during the printing process; and
 - 3.2.5. Correspond and co-ordinate with the UTSSA SRC and staff on behalf of the Vertigo Editorial Team; and
 - 3.2.6. Develop and execute a distribution plan for print editions of Vertigo.
- 3.3. The Managing Editor has the following responsibilities:
- 3.3.1. Manage the day-to-day operations of the Vertigo Editorial Team, including arranging team meetings and setting deadlines;
 - 3.3.2. Alongside the Editor in Chief, managing the development and progression of the annual Vertigo publishing schedule;
 - 3.3.3. Conduct pre-print proofs to catch any issues before the final print run;
 - 3.3.4. Manage the delegation of work as necessary to the General Editors; and
 - 3.3.5. Develop a collaborative and productive working environment for the Vertigo Editorial Team.
- 3.4. The News Editors have the following responsibilities:
- 3.4.1. Plan, edit and/or create articles and content relating to current events, university life and student news;
 - 3.4.2. Edit and verify news articles for accuracy and clarity; and
 - 3.4.3. Stay informed about university activities and events, changes in policy, the workings of the UTSSA and other relevant news sources.
- 3.5. The Features Editor has the following responsibilities:
- 3.5.1. Plan, commission and/or create feature articles including (but not limited to) profiles, personal essays, investigative pieces and long-form journalism aligned with the editorial team goals;
 - 3.5.2. Collaborate with writers, photographers, and illustrators from the UTS student community to produce feature content;

- 3.5.3. Coordinate with the Designing Director to develop visually appealing layouts for feature content; and
- 3.5.4. Ensure feature content is engaging, relevant and meets editorial standards.
- 3.6. The Creative Editor has the following responsibilities:
 - 3.6.1. Encourage and curate submissions from students in the creative genres such as creative writing, visual arts, multimedia projects and other forms of expressive content that contribute to the magazine's dynamic and engaging atmosphere;
 - 3.6.2. Manage regular columns that bring an entertaining tone to the magazine, including (but not limited to) lifestyle tips, humour pieces, polls, games and quizzes;
 - 3.6.3. Work with the Features Editor to integrate creative content with feature stories, ensuring a balance of serious and more light-hearted material; and
 - 3.6.4. Coordinate with the Designing Director to develop visually appealing layouts for creative content.
- 3.7. The Design Director has the following responsibilities:
 - 3.7.1. Manage the visual and aesthetic aspects of both online and print editions of Vertigo, including the layouts, images and illustrations that convey the brand and message of Vertigo;
 - 3.7.2. Ensure that all visual and textual components of Vertigo editions are correctly formatted and aligned for the selected publication format;
 - 3.7.3. Ensure both online and print editions of Vertigo are accessible and inclusive in their design (in compliance with the below Editorial Guidelines); and
 - 3.7.4. Stay updated on design trends and tools to continuously improve the magazine's visual quality.
- 3.8. The Social Media Director has the following responsibilities:
 - 3.8.1. Manage Vertigo's social media accounts;
 - 3.8.2. Develop and execute a social media strategy to engage and grow Vertigo's online audience;
 - 3.8.3. Manage the creation of unique social media content, including but not limited to breaking developments, live university updates, and digital video content;
 - 3.8.4. Ensure that work published by Vertigo online or in print form is uploaded to social media in a punctual manner; and
 - 3.8.5. Monitor social media and website metrics to assess the effectiveness of campaigns and adjust strategies based on audience feedback.
- 3.9. The General Editors have the following responsibilities:
 - 3.9.1. Work closely with the Managing Editor and Editor-in-Chief to ensure smooth operation across all editorial functions;
 - 3.9.2. Collaborate with various team members, offering insights and feedback to enhance content quality and coherence;
 - 3.9.3. Provide basic graphic design and formatting support during the final editing stages of editions;
 - 3.9.4. Bring fresh perspectives to student media; and

- 3.9.5. Explore and experiment with new formats and platforms to effectively reach and engage the student body, ensuring that Vertigo remains relevant and impactful across diverse media channels.

4. Editorial Guidelines

- 4.1. The Vertigo Editorial Team must adhere to the following guidelines for printed content:
 - 4.1.1. Use a minimum font size of 12 points;
 - 4.1.2. Use clear, easy-to-read fonts including or similar to Arial, Verdana, or Helvetica for text (excluding headings);
 - 4.1.3. Ensure a colour contrast between text and background of at least 4.5:1; and
 - 4.1.4. Avoid using a colour key to categorise content or to convey information.
- 4.2. The Vertigo Editorial Team must aim to ensure that all online content complies with the Web Content Accessibility Guidelines (WCAG) 2.1, conformance level A standard, and adhere to the further WCAG 2.1, conformance level AA where possible.
- 4.3. All contributors to Vertigo must comply with the Media, Entertainment & Arts Alliance *Journalist Code of Ethics*. While Vertigo must comply with the Code in its entirety, the following standards from the Code are additionally emphasised:
 - 4.3.1. Report and interpret honestly, striving for accuracy, fairness and disclosure of all essential facts. Do not suppress relevant available facts, or give distorting emphasis. Do your utmost to give a fair opportunity for reply.
 - 4.3.2. Aim to attribute information to its source. Where a source seeks anonymity, do not agree without first considering the source's motives and any alternative attributable source. Where confidences are accepted, respect them in all circumstances.
 - 4.3.3. Do not allow personal interest, or any belief, commitment, payment, gift or benefit, to undermine your accuracy, fairness or independence.
 - 4.3.4. Do your utmost to achieve fair correction of errors.
 - 4.3.5. Disclose conflicts of interest that affect, or could be seen to affect, the accuracy, fairness or independence of your journalism. Do not improperly use a journalistic position for personal gain.
 - 4.3.6. Do not plagiarise.

5. Publishing Guidelines

- 5.1. In accordance with this section, the Vertigo Editorial Team, led by the Editor-in-Chief and Managing Editor, will develop an annual publishing schedule at the start of each Vertigo term. This schedule will outline the planned publication dates for each issue, both online and print, ensuring timely and consistent content delivery.
 - 5.1.1. Physical editions of Vertigo must only be distributed during the Autumn and Spring sessions. Distribution should commence from

the academic semester dates designated by UTS as “Orientation” and conclude on the dates designated by UTS as “Formal classes end”. Editions leftover from the semester can remain on stands during semester breaks, but no new volumes should be placed on stands.

- 5.1.2. In accordance with the Election Regulations, Vertigo must publish an ‘election edition’ containing details of the UTSSA SRC and Vertigo elections.
- 5.1.3. Vertigo must also produce an orientation edition of Vertigo to be circulated physically during orientation week for Autumn session.
- 5.2. The Vertigo Editorial Team will communicate print specifications, desired print quantities and the annual publishing schedule to the relevant UTSSA staff, as nominated by the President, within the first month of the Vertigo term.
- 5.3. UTSSA staff will organise the logistics of contacting printers, obtaining quotes and managing the printing process of physical editions of Vertigo.
- 5.4. UTSSA staff will ensure that all printing costs align with the approved annual budget. Quotes from multiple printers will be obtained to ensure cost-effectiveness and quality.
- 5.5. The following procedure must be followed for the printing of physical editions:
 - 5.5.1. The Vertigo team must provide a complete transcript of articles to the General Secretary, including a breakdown of how the edition will comply to percentage thresholds under clause 7.6.1. At least two business days must be allowed for the General Secretary to review content.
 - 5.5.2. The Vertigo team must provide a finalised soft copy to the General Secretary to be approved. After approval, it will be the responsibility of the General Secretary to notify UTSSA staff that funding for printing may be approved. At least two business days must be allowed for the General Secretary to review the edition.
 - 5.5.3. If the General Secretary receives a complete edition of Vertigo which fails to comply with the UTSSA By-Laws, payment for printing must be withheld for that issue until alterations are made. If the Vertigo team does not wish to make alterations, they may choose to publish that edition entirely online.
 - 5.5.4. Following approval of the finalised copy by the General Secretary, the UTSSA staff will proceed with managing the printing process.
- 5.6. The General Secretary must not unreasonably withhold confirmation of any requirements set out in this section. Decisions by the General Secretary are reviewable by the Executive or SRC on request of the Vertigo Editorial Team. If a member of the Vertigo Editorial team accuses the General Secretary of unreasonably withholding approval on more than three occasions, the Editorial Team Member may refer the General Secretary to the Grievance Committee for unacceptable behaviour.

6. Meetings and working with the SRC

- 6.1. The Managing Editor will schedule a weekly meeting during semester for the Vertigo Editorial Team. These meetings are to facilitate internal

discussions regarding the ongoing operations and goals of the team, including content planning, operational review, budget and financial updates, and any other relevant agenda items as determined by the team. Meetings set out in this subsection are not subject to the UTSSA Standing Orders, but that decisions must be agreed to by a majority of members present, including with regard to the conduct of its meetings.

6.2. Each year, the SRC must establish a Vertigo Working Group ('the **group**') between the Vertigo Editorial Team and the SRC. The terms of reference for this group are as follows:

6.2.1. **Purpose:** To ensure frequent communication between the Vertigo Editorial Team and the SRC, to enable both parties to assist each other where possible, and to resolve any operational issues swiftly.

6.2.2. **Membership:** The group will consist of 3 members of Vertigo, 3 UTSSA Councillors, and the General Secretary of the UTSSA. Vertigo may independently decide their process of nomination for their representatives of the group. Members of the UTSSA may nominate themselves to be part of the group. The SRC shall confirm membership of the group at the first ordinary meeting of the SRC each term.

6.2.3. **Frequency and notice:** The group will meet approximately once a month, with notice sent by the General Secretary for all meetings at the start of each teaching session with at least five days written notice of the time, date and place of any meeting.

6.2.4. **Conduct of meetings:** Unless otherwise specified in this Schedule, UTSSA Standing Orders apply to the group, but the minutes of any meeting of the group will be provided by email to members of the Working Group within 48 hours after each meeting. For the purpose of interpretation, the group is a committee.

6.3. To ensure transparency, accountability and continuous improvement, the Vertigo Editorial Team is required to submit a monthly report to each SRC meeting. This report must include the following:

6.3.1. A summary of content published in the past month, both online and in print, including percentage breakdowns of the content in accordance with section 2.3 of the UTSSA By-Laws;

6.3.2. An update on the production/printing schedule and any deviations from the planned timeline;

6.3.3. Summary of expenditure for the month, including the status of budget adherence and any financial challenges or opportunities;

6.3.4. Overview of events organised or participated in by Vertigo; and

6.3.5. Relevant updates from any Vertigo Working Group meetings.

7. Editorial Independence

7.1. Vertigo shall maintain an independent editorial stance, free from any bias or influence exerted by the UTSSA.

7.2. Subject to the requirements in section 7.6 of this schedule, the Vertigo Editorial Team shall maintain complete autonomy over all content selection for print and online editions of Vertigo.

- 7.3. Any attempt to influence editorial content for personal, political, or commercial gain must be reported to the Editor-in-Chief and President of the UTSSA immediately.
- 7.4. Readers of Vertigo are encouraged to provide feedback and lodge complaints about content through a transparent process outlined on Vertigo's website.
- 7.5. The Editorial Team must address and respond to all feedback and complaints in a timely and respectful manner, maintaining an open channel for communication with the readership.
- 7.6. Notwithstanding any part of this section, the Association may require:
 - 7.6.1. No less than 50% of the total articles in each physical edition of Vertigo must cover non-fiction content related to student life and university news. No more than 20% of the total articles in each physical edition of Vertigo can be student showcase work, and no more than 30% can be miscellaneous non-fiction unrelated to UTS. Articles must have a minimum length of half a page to qualify towards the percentage allocations specified.
 - 7.6.2. Vertigo must not publish any written work, in whole or in part, that has previously been submitted as an assessment task to UTS or any other academic institution. A written assessment task will only be approved for publication if it has been separately disclosed to the General Secretary and deemed valuable by them to the wider student body. This restriction applies exclusively to physical editions of Vertigo.

8. Budget and Finance

- 8.1. The annual operating budget prepared by Vertigo should detail cost estimations for:
 - 8.1.1. Online and physical copies for the year and approximate length;
 - 8.1.2. Events;
 - 8.1.3. Promotion, including advertising, merchandise, posters;
 - 8.1.4. Training;
 - 8.1.5. Email and storage services;
 - 8.1.6. Digital magazine platform;
 - 8.1.7. Font purchase; and
 - 8.1.8. Other ad hoc items.
- 8.2. The budget must be prepared by the Vertigo Editorial Team and reviewed by the Managing Editor before the budget is submitted for approval by the SRC.
- 8.3. No purchases by the Vertigo team can include gift vouchers, prizes for competitions, or donations unless explicitly approved at an Executive or Council meeting.
- 8.4. Vertigo must not engage in fundraising or charge fees unless expressly approved at an Executive meeting and agreed to by the Executive Officer in writing.
- 8.5. Vertigo may receive reimbursement from the UTSSA for additional expenses in accordance with the following procedure, subject to approval by Council or the Executive:

- 8.5.1. Vertigo is to approve the expenditure before spending takes place; and
- 8.5.2. Vertigo expenditure motion has an upper (maximum) spending limit, where any spending over and above those limits will not be reimbursed, except in exceptional circumstances; and
- 8.5.3. Vertigo provides receipts, invoices, or quotes as applicable; and a motion to reimburse to the General Secretary.

9. Conflict Management and Internal Accountability Processes

- 9.1. All members of the Vertigo Editorial team must abide by the Code of Conduct contained in Schedule 1 of the UTSSA By-laws.
- 9.2. All team members are encouraged to voice concerns or challenges they have faced in their role during weekly meetings of the Vertigo Editorial team, however this must always be done in a respectful and constructive manner.
- 9.3. Minor conflicts within the Vertigo Editorial team should be addressed informally between the parties through direct discussion where appropriate.
- 9.4. Unresolved or more serious conflicts may be escalated by any member of the Vertigo Editorial team to:
 - 9.4.1. The UTSSA Executive; or
 - 9.4.2. The Grievance Committee of the UTSSA outlined in Schedule 3 of the UTSSA By-Laws.

10. Breach of this Schedule

- 10.1. Unless otherwise determined by the SRC, the General Secretary and President are authorised to engage with the Vertigo Editorial Team to identify, rectify and remedy breaches of this Schedule without further action or approval. Where a breach cannot be remedied, the breach is to be referred to the SRC or the Grievance Committee where appropriate.

Mover: Rahgav

Secunder: Neeve

Mia: Opens floor to offer amendments, none received

Passes without dissent or abstentions

Mia: this motion took all year to make really excited to implement

8.2 By Law Changes: (OB Accountability)

Preamble:

This motion seeks to amend the UTSSA By-Laws to introduce clearer conditions for the receipt of honoraria, which are intended to compensate Office Bearers for their time and efforts in serving the student community. By establishing specific requirements and tasks that Office Bearers must complete each semester, the UTSSA aims to ensure that those who hold these positions are actively contributing to the UTSSA's mission and objectives.

Key changes include the requirement for Office Bearers to attend training sessions, engage in outreach and advocacy, and collaborate on projects that benefit students. Additionally, the motion introduces an end-of-semester evaluation process to assess the performance of Office Bearers. This process will allow the UTSSA Executive to review each Office Bearer's contributions and determine whether they have met the expectations of their role.

These amendments are designed to promote greater accountability among Office Bearers, ensuring that honoraria are awarded based on merit and active engagement. The proposed changes also provide a mechanism for addressing underperformance and offer flexibility for Office Bearers who may face extenuating circumstances. Ultimately, this motion seeks to strengthen the governance of the UTSSA and enhance the quality of representation provided to all students.

Action:

That the UTSSA amends section 1.7.3 to delete 'and'.

That the UTSSA amends section 1.7.4 to change '.' to ';'.

That the UTSSA inserts the following sections into the UTSSA By-Laws under 1.7 Conditions of honoraria.

attend and complete any required training sessions or professional development workshops; and

complete at least three of the following tasks each semester:

plan and host a stall during orientation week to represent the UTSSA or the Office Bearer's collective;

plan and execute an event that aligns with the goals of their role, e.g. a workshop, social event or rally (not including orientation stalls);

plan and execute an outreach activity to gather student feedback and concerns, e.g. a survey, focus group or forum;

work collaboratively with another student representative on a project or initiative that benefits the student body;

attend at least three external meetings, conferences or advocacy sessions representing the UTSSA and report back to the SRC on outcomes;

develop resources such as guides, flyers or social media content to inform students about important issues relevant to the Office Bearer's role;

host regular office hours (min. 4 hours per week) to engage with students and address their concerns;

actively participate in at least two committees or working groups established to support the union's governance; or

propose, develop and implement a new initiative or project that aligns with the goals of their role.

That the UTSSA rennumbers sections under 1.8 to be located under 1.9, and amends the subsequent sections under 1.9 to read:

1.9.1 An honorarium may be suspended if:

- a) two-thirds of voting members of the SRC determines that the recipient of that honorarium is not performing their duties; OR
 - b) following an end-of-semester evaluation conducted by the UTSSA Executive and Executive Officer, it is determined that the recipient of that honorarium is not performing their duties;
- as applicable to the office, under the Constitution or as outlined in section 1.7 and Schedule 1 of these By-Laws.

1.9.5 Recipients of an honorarium may request an exemption from specific tasks due to extenuating circumstances. Such requests must be submitted in writing to the UTSSA Executive and will be considered on a case-by-case basis.

1. That the UTSSA rennumbers section 1.9 to 1.10.
2. That the UTSSA inserts section 1.8 to read:

1.8. The UTSSA Executive will conduct an end-of-semester evaluation with the UTSSA Executive Officer to ensure recipients of an honorarium have fulfilled their roles and responsibilities. Office Bearers will be notified at least four weeks before the end of the semester that the evaluation process is approaching. Each Office Bearer must submit a comprehensive end-of-semester report detailing the tasks they have completed, including any supporting documentation.

Mover: Sina

Second: Neeve

Mia: opens floor to questions, notes that when this was written the bylaws have moved around, but this should fall in the right place, we might have to move things around next meeting.

Passes without dissent or abstentions

Salma enters in person 6:54pm

8.3 Election Regulation Changes

Action: That the UTSSA amend the Election Regulations as follows:

1. From section 12.1, replace the row of the table titled 'Editors of Vertigo' with the following row:

Candidates for Vertigo	200 words
------------------------	-----------

2. From section 12.1, replace 'Overseas Students' Officer' with 'International Students' Officer'.

Mover for motion on notice

Salma

Second for motion on notice

Neeve

Additional amendments to motion

“3. In section 12.1, amend '**Womens' Officer**' to read '**Women's Officer**'.

4. In section 7.1, replace 'before the last date to voluntarily withdraw' with 'prior to the close of nominations'. “

Mia: reads out amendments sent on notice to general secretary, minor administrative changes due to alterations in election process due to formstack, other minor grammar and administrative changes which need to be made to make wording clearer.

Mover for motion as amended:

Sina

Second for motion as amended:

Salma

Passes without dissent or abstention as amended

8.4 UTSSA Election- Cash Prize

Preamble:

The aim of this motion is to assist in the promotion of the UTSSA's in-person elections, and to provide a wider pool of the student population with an active incentive to participate in our democratic process. This will entail a 500\$ main prize and 250\$ and 100\$ runner-up prizes to be allocated to the students drawn second and third.

The winning students will be determined at random by the Manager for Marketing and Strategic Projects. The draw will be retaken if a voter randomly selected is an incoming or outgoing elected representative of the UTSSA; or if their name otherwise appears as a candidate on the SRC, Vertigo or NUS ballot.

The success of a cash prize incentive will be assessed based on voter turnout data and qualitative evidence supplied by in-person campaigners. The passing of this motion does not guarantee that a similar policy will be implemented in future elections.

Action:

- 1) That the UTSSA approve 850\$ to distribute a 500\$ main prize and 250\$ and 100\$ runner-up prizes for patriation in the 2024 UTSSA election.
- 2) The UTSSA commits to advertising the main cash prize in promotional material for the election.

Mover: Salma

Secunder: Sina

Adam: To be included in election cost. Highlights that it is very much a trial period, and that no one in the room running will be able to recicve the cash prize as per the motion

Mia: welfare survey staff do has had engagement when offered cash prize

Passes without dissent or abstentions

8.5 Catering for Election Info Night

Preamble: This year, the UTSSA and Vertigo are running an Elections Information Night with the goal of increasing awareness of the new Vertigo roles and encouraging interested students to learn more and consider nominating for the roles on SRC and Vertigo. For making the evening feel professional and engaging, this motion is for snacks to be bought for the Info Night to have in the break between UTSSA and Vertigo's presentations.

Action: That the UTSSA approve an upper spending limit of \$500 to be spent on food such as snacks or catering for the UTSSA x Vertigo Elections Information Night on the 4th of September.

Mover: Salma

Seconder: Neeve

Mia: Upper spending limit for 500\$ on pizza to cater for 40 people based on the fact we have 27 now

Salma: where are we getting pizza from?

Mia: activate arial centre

Passes without dissent or abstentions

8.6 NSW ISRC Recognition

Preamble: International student representatives from 6 universities (UTS, UNSW, USYD, UOW, CQU, WSU) across NSW have come together to form an International student committee to represent International students at a state level. The NSW ISRC constitution gives the opportunity for International Students' representatives from member universities a seat at the committee and discusses the challenges and opportunities for International students in NSW. The constitution is provided in the link -

https://drive.google.com/file/d/1O0k_TWNl6yj80aTFsuCWH3CeT1uoH85P/view?usp=drivesdk

Action:

- 1 That the UTS Students' Association approves and officially recognises the NSW International Student Representative Committee.
- 2 That the UTS Students' Association will apply to become a member organisation of the NSW International Student Representative Committee, and if approved, nominate the UTSSA International Students' Officer for continuing membership of the Committee.

Mover: Rahgav

Seconder: Neeve

Rahgav: as committee has been established we want UTSSA to be a member and elect in international officer, really want UTS to be a part of this, want to get formal recognition from UTSSA to appoint delegates, once if we become apart AGM will happen on October and chair will be elected to be in study UNSW board meetings

Adam: will this be used to elect annually or will we have to do next year?

Mia: annually

Rahgav: presidential form will need to be signed annually, one form for UNSW ICRC which will be done once, new form for delegates done every time there is a new delegate annually.

Mia: similar to NUS, but we only have to affiliated once as there is no spending

Passes without dissent or abstentions

8.7 Budget Approval for International Collective

Preamble: On 9 August 2024 at 11:00am the International collective meeting was conducted for budget approval. The collective agreed in the meeting to have max. \$200 expenditure on Wollongong trip and max. \$1000 for the AusLeap Program which is being done for International students. The collective further agreed to put forward a motion to ask for extra \$500 to the Collective's budget as the collective will need money beyond the \$1500 allocated per year in order to fund the food cost for future events like Cybercrime workshop and another day trip to Kiama.

Action:

- 1 That the UTS Students' Association approves the budget spending of max \$200 for Wollongong trip and max \$1000 for AusLeap Program for International Students.
- 2 That the UTS Students' Association approves an additional \$500 towards the Collective budget to go to the cost of running future events in Spring Semester.

Mover: Raghav

Seconder: Sina

Rahgav: approval for budget to Wollongong trip, AusLeap being close partner good opportunity to partner with, good to get international student engagement from UTSSA, funding for food costs which is how we agreed to propose additional funds. Because we have 1500\$ as our yearly budget we did go over and we want to still plan more events, why we are raising 500\$

Mia: if anyone has any questions for collective budget the standard is 1500\$ but you can request more over that, we are on average under budget for collectives

Passes without dissent or abstentions

8.8 Election Nominations Motion

Action:

1. That the UTSSA requires nominees for the 2025 Vertigo and UTSSA Elections to agree to attend mandatory training in the first week of December as a requirement of nominating for a position.
2. That the UTSSA requires nominees for the 2025 Vertigo and UTSSA Elections to agree that they've read the UTSSA Code of Conduct as a requirement of nominating for a position.

Mover for motion as on notice:

Salma

Second for motion as on notice:

Rahgav

New motion as amended now reads:

1. That the UTSSA requires nominees for the 2025 Vertigo and UTSSA Elections to agree to attend mandatory training in the first week of December as a condition of nominating for a position. While this will be included on the form, in cases where elected representatives have a valid reason preventing their attendance (such as health/accessibility issues or pre-planned travel) elected representatives can notify the UTSSA as soon as possible and complete an alternative training session provided by the UTSSA at a later date in December.
2. That the UTSSA requires nominees for the 2025 Vertigo and UTSSA Elections to agree that they've read the UTSSA Constitution, By-Laws and Election Regulations as a condition of nominating for a position.

Mia: reads out full motion as amended in full. Notes whilst it has your required we're not going to be inflexible.

Mover for motion as amended:

Salma

Second for motion as amended:

Sina

Motion as amended **passes** without dissent or abstentions.

8.9 UTSSA Conferences Policy

Preamble: The National Union of Students (NUS) holds various conferences annually, such as the National Conference, Education Conference, Ethno-Cultural Conference, Disability Conference, and Women's Conference. These conferences serve as important platforms for student representatives to engage in discussions,

vote on key issues, and contribute to the shaping of student policies nationwide.

The

UTSSA sends elected representatives to these conferences to represent the interests of our student body.

As a representative of the UTSSA at conferences, including but not limited to NUS Conferences, it is imperative that you uphold the integrity of our student body by actively participating in the conference proceedings and adhering to the policies outlined in this document. This policy establishes expectations for attendance, participation, conduct, and reporting to ensure that all representatives fulfill their duties responsibly.

Action: That the UTSSA adopts the 'Conferences Policy' as follows:

Conferences Policy

1. Scope and Purpose

1.1. This policy outlines the expectations, responsibilities, and conditions for all University of Technology Sydney Students' Association (UTSSA) representatives attending National Union of Students (NUS) Conferences and any other conferences. This includes student representatives, student media attendees, and any other individuals representing the UTSSA at these conferences.

1.2. For NUS conferences, any UTS student in attendance who participates in discussions, sessions, or activities, and is a member of the UTSSA, may be considered a UTSSA representative, considering that the UTSSA is a member organisation of the NUS and that attendance at NUS conferences is predicated on membership.

1.3. For other conferences, a UTSSA representative is any UTS student who has been formally delegated or endorsed by the UTSSA to attend an NUS conference, regardless of whether they are receiving reimbursement or not.

1.4. The purpose of this policy is to ensure that all UTSSA representatives uphold the integrity of the association, actively participate in conference activities, adhere to the UTSSA Code of Conduct, and fulfill their duties responsibly.

2. Expectations and Responsibilities of Student Representative Attendees

2.1. Representatives must adhere to the UTSSA Code of Conduct throughout the conference, including during all sessions and activities such as debates, plenaries, workshops, voting, breaks, and in safe spaces and accommodation areas. There is particular emphasis on section 2 of the

Code of Conduct outlining Expected Behaviour, section 3 of the Code of Conduct outlining Unacceptable Behaviour and section 4 of the Code of Conduct outlining Examples of Unacceptable Behaviour.

2.2. Representatives must attend a minimum of 80% of conference sessions, workshops and conference activities. If a representative is excluded from the conference for any reason by NUS organisers, security, police or otherwise, the UTSSA still has discretion to pursue consequences for not

meeting minimum attendance percentages.

2.3. Representatives are expected to actively participate in conference activities, including through discussions, voting on motions (including by abstaining), and attending or hosting workshops.

2.4. Representatives must submit a post-conference report to the following SRC meeting. The report should be between 200 and 500 words and must detail the representative's experiences, contributions, and any relevant outcomes from the conference.

2.5. Acting in a way that does not adhere to either this policy or the UTSSA Code of Conduct could result in any of the following consequences:

2.5.1. An informal or formal warning;

2.5.2. A request for an apology to be given;

2.5.3. Referral to the UTSSA Grievance Committee;

2.5.4. A temporary or permanent ban from attendance at future conferences.

3. Expectations and Responsibilities of Student Media Attendees

3.1. Student media attendees must adhere to the UTSSA Code of Conduct and Schedule 4 of the UTSSA By-Laws throughout the conference, including during all sessions and activities such as debates, plenaries, workshops, voting, breaks, and in safe spaces and accommodation areas. There is particular emphasis on section 2 of the Code of Conduct outlining Expected Behaviour, section 3 of the Code of Conduct outlining Unacceptable Behaviour and section 4 of the Code of Conduct outlining Examples of Unacceptable Behaviour.

3.2. Student media attendees must attend a minimum of 80% of conference sessions, workshops and conference activities to ensure comprehensive coverage.

3.3. Student media attendees are required to submit articles, reports, or other media content as specified by the UTSSA prior to attending the conference. The content should provide insights into the conference proceedings and highlight key issues discussed.

3.4. Acting in a way that does not adhere to either this policy, the UTSSA Code of Conduct or Schedule 4 of the UTSSA By-Laws could result in any of the following consequences:

3.4.1. An informal or formal warning;

3.4.2. A request for an apology to be given;

3.4.3. Referral to the UTSSA Grievance Committee;

3.4.4. A temporary or permanent ban from attendance at future conferences.

4. Reimbursement Process and Conditions

4.1. UTSSA representatives and student media attendees are eligible for reimbursement of conference-related expenses, including:

4.1.1. Travel to and from the conference;

4.1.2. Accommodation during the conference (and up to \$200 per person immediately prior to the conference); and

4.1.3. Conference tickets,

subject to SRC approval.

4.2. Other reasonable and necessary costs incurred in connection with attending the conference may be reimbursed at the discretion of the UTSSA if equity or extenuating circumstances are demonstrated.

4.3. Representatives must submit a reimbursement claim within 30 days of the conference's conclusion, including receipts or proof of payment for all expenses claimed.

Mover: Neeve

Secunder: Salma

Neeve: UTSSA representatives have to follow code of conduct when attending conferences and make sure you're actively voting and attend a post conference report,

Adam: will it be one standard document or will it be individual

Neeve: individual, president and one delegate authority will collate and release as one document,

Adam: will everyone have to do a report including observers?

Mia: for student representatives not Vertigo, under section 3 of 8.9 student media will be required to post articles if they attend conferences payed for by the UTSSA. Only reason why it wasn't more specific was just because theres so much variant with conferences, some might require daily articles, some might not require an article at all

Passes without dissent or abstentions.

9. General business

Ethnocultural Officer report spoken report delivered in general business due to late arrival:

Salma: on the 12th we had anti-racism panel, actual panel was quite good "from Kylie onwards", had issues before with centre of social justice due to a Zionist being on the panel, and sending emails about me being antisemitic centre has sent apology to me and Mia and want request from us to see if we are comfortable with working with them again. Still been weird about the whole situation.

Meeting with Elaine from centre for social justice, working on getting co-facilitator for antiracism and sheet and consent forms, government running SEDA which is research on antiracism so we can prepare comprehensive reporting.

Mia: you're very graceful about what happened with centre for social justice, worst behaviour I have witnessed from the university this year, in my personal work I will not be engaging with them as I have told them, don't have much hope way its currently operating.

Salma: still haven't gotten back to me about my question about my Dad's ABN

Raphaella: what's our relationship with them now?

Mia: I sit on their committee which is run by them, it is only UTS and not a wider organisation we're on as an affiliate. When we were running events for inclusion week they offered a 'spare grant or 2' to help with our events, so they're very flippant with money this year. Bridges have been burnt this year which is a shame because we should be aligned with them

Samiha: I hated working with them as well, they are quite demanding relating to deadlines, gave me 12 hour deadline during holiday period

Mia: at rally Omar said great summary of it at the rally today

Move to general business

Salma: want to put forward motion for next month, for Palestinian voices it is good to get Palestinian voices behind motions, really important that we get a Palestinian voice within the organisation, recently been really frustrated getting talked over and shamed as PalSOc for not being political enough, at rally we had microphones taken from us and spoken over. It is always very obviously non-Palestinians who have this issue. This is our lived experience for us its not an activism thing, the people talking over us can go home and not think about this when at uni. To make sure there is a standard next year

Mia: the actual motion will be put up next year, but the requirement should be a general thing, 'not with us without us' standard.

10. Close of Meeting

Meeting closed at 7:26pm