

BY-LAWS OF THE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF TECHNOLOGY, SYDNEY

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These By-Laws are made under section 18.4 of the Constitution of the Students' Association of the University of Technology, Sydney ("**Association**"), which permits the Students' Representative Council ("**SRC**") to make any rules, regulations, forms, procedures, and policies as the SRC reasonably considers necessary or convenient to facilitate the Association's activities and governance, subject to the objectives of the Association.

These By-Laws may be amended or revoked only in accordance with the Constitution.

Defined words and expressions used in these By-Laws have the meaning given to them in the Constitution.

1 Honorariums and stipends

Who receives an honorarium or stipend

1.1 Subject to this clause 1, the Association will pay to an honorarium to the persons holding the following designated offices:

- 1.1.1 President;
- 1.1.2 General Secretary;
- 1.1.3 Assistant General Secretary;
- 1.1.4 Education Officer;
- 1.1.5 Welfare Officer;
- 1.1.6 Women's Officer;
- 1.1.7 Indigenous Officer;
- 1.1.8 Postgraduate Officer;
- 1.1.9 International Students' Officer;
- 1.1.10 Environment Officer;
- 1.1.11 Queer Officer;
- 1.1.12 Disabilities Officer; and
- 1.1.13 Ethnocultural Officer.

1.2 The Association will pay a Vertigo Editorial Stipend to each person who is elected as an editor of Vertigo and who is eligible to receive a Vertigo Editorial Stipend under clause 1.4.

Amount of honoraria and stipend

1.3 Honoraria and stipends are:

- 1.3.1 For positions elected in 2024, to be paid in the amounts set out in clause 1.5;
- 1.3.2 in each subsequent year, to be increased in accordance with the Consumer Price Index published by the Australian Bureau of Statistics for the March quarter of that year (provided that if the movement in CPI is downwards this will not result in a decrease in the honorarium or stipend for that year);
- 1.3.3 to be paid fortnightly, with each payment to be calculated on a pro rata basis for the term of office (other than the Vertigo Editorial Stipend); and
- 1.3.4 to be paid only for so long as the person holds the designated position in accordance with the Constitution and payments are not suspended in accordance with these By-Laws.

1.4 The Vertigo Editorial Stipend is:

- 1.4.1 to be divided equally between each of the elected editors of Vertigo who completes their term in that role (that is, who remains an editor as at the date of publication of

the election issue of Vertigo as contemplated by Election Regulations), provided that no single editor will receive a stipend of more than \$5,000; and

1.4.2 half of the total Vertigo Editorial Stipend is to be paid to each editor within one month of UTSSA Executive's end-of-semester evaluation, provided that the evaluation determines the Vertigo Editorial Team has published at least two valid editions that semester during that semester; and

1.4.3 the remaining unpaid stipend is to be paid to each editor as a single sum within one month of publishing the last issue of Vertigo for that year (as contemplated by the Election Regulations); and

1.4.4 to be paid in full if that Vertigo Editorial Team produces at least 5 editions in their term; and if the number of editions produced is less than 5, the Vertigo Editorial stipend shall be reduced by \$8,000 multiplied by the difference between five and the number of editions produced.

1.5 The rates of payment of honorariums and stipends for the term commencing Sunday, 1 December 2024 will be:

Office	Amount
President	\$47,626.80 per annum
General Secretary	\$23,813.40 per annum
Assistant General Secretary	\$7,000 per annum
Welfare Officer	\$7,000 per annum
Education Officer	\$7,000 per annum
Women's Officer	\$5,900 per annum
Indigenous Officer	\$5,900 per annum
Postgraduate Officer	\$5,900 per annum
International Students' Officer	\$5,900 per annum
Environment Officer	\$5,900 per annum
Queer Officer	\$5,900 per annum
Disabilities Officer	\$5,900 per annum
Ethnocultural Officer	\$5,900 per annum
Vertigo Editorial Stipend	\$40,000 per term divided by the number of elected editors that have completed their term to a maximum of \$5,000 per person.

1.6 The payment of honorariums and stipends under this clause 1 are only enforceable in the instance of which the Association has a financial funding agreement with the University.

Conditions of honoraria

- 1.7 For the recipient of an honorarium to access that honorarium, they must:
- 1.7.1 fulfil all duties outlined in section 10 and 12 of the Constitution, as applicable to the office, and all other duties and obligations of members of the SRC as set out in the Constitution;
 - 1.7.2 present a written report to each ordinary SRC meeting, outlining in no less than 250 words, a brief account of the duties they fulfilled in their capacity as an executive member of the Association or Collective Office-Bearer;
 - 1.7.3 assist the General Secretary, in the publication of the Associations Orientation Handbook, in the capacity as editors;
 - 1.7.4 the Assistant General Secretary shall assist the General Secretary in the maintenance of all Executive and SRC minutes;
 - 1.7.5 attend and complete any required training sessions or professional development workshops; and
 - 1.7.6 complete at least three of the following tasks each semester:
 - (a) plan and host a stall during orientation week to represent the UTSSA or the Office Bearer's collective;
 - (b) 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);
 - (c) plan and execute an outreach activity to gather student feedback and concerns, e.g. a survey, focus group or forum;
 - (d) work collaboratively with another student representative on a project or initiative that benefits the student body;
 - (e) attend at least five external meetings, conferences or advocacy sessions representing the UTSSA and report back to the SRC on outcomes;
 - (f) develop resources such as guides, flyers or regular social media content to inform students about important issues relevant to the Office Bearer's role;
 - (g) host regular office hours at UTSSA spaces (min. 4 hours per week) to engage with students and address their concerns (if an Office Bearer, this time must be advertised to Collective members from the start of Semester through email and/or social media platforms).
 - (h) actively participate in at least three committee or working group meetings established to support the union's governance; or
 - (i) propose, develop and implement a new initiative or project that aligns with the goals of their role.
- 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. During this evaluation, the UTSSA Executive will also

determine whether the Vertigo Editorial Team has published at least two valid editions during that semester for the purpose of assessing eligibility for the mid-year stipend payment.

1.9 Honoraria (but not the Vertigo Editorial Stipend) may be suspended in accordance with this clause:

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.

1.9.2 The General Secretary and the Office Bearer subject to a motion to suspend an honorarium must be given at least 14 days' notice of the intention to suspend their honorarium. A motion to suspend an honorarium must be included in the original notice for the next ordinary meeting of the SRC.

1.9.3 A suspended honorarium must be restored by a the SRC if a majority determine that the recipient of the honorarium that has been suspended under clause 1.91 is now performing their duties, as applicable to the office, under the Constitution and By-Laws.

1.9.4 For the purpose of clause 1.9.1, in addition to their responsibilities under the Constitution and By-Laws, a non-Executive Office Bearer is failing to perform their duties if they do not attempt to call or attend a genuine Collective meeting for a period longer than 12 weeks (excluding the months of July and December), fail to attend two consecutive meetings of the SRC without apology, or do not attempt to facilitate an internal Collective election before the conclusion of the Autumn Session.

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.

1.10 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. Whilst Office Bearer positions receive an honorarium, these roles still rely on some volunteer time of the person holding the position. Any indexation, reference or comparison to the FTE pay (in part or whole) or the National Minimum Wage under the Fair Work Act is used as a guide only in determining Honorariums from time to time, and is not indicative of an employment relationship or determinative in deciding future by-law amendments in respect to Honorariums.

Conditions of stipends

1.11 Payment of the Vertigo Editorial Stipend is subject to clause 8.

1.12 To avoid exploitation of the finances of the UTSSA, any changes to the stipend of Executives under clause 1.5 of the By-Laws will not take effect until the beginning of the second term following the term in which the changes are approved.

1.13 All proposed increases in stipends under clause 1.5 of the By-Laws must be justified with a detailed report outlining the need for the change and must be approved by an absolute majority vote.

2 Vertigo

- 2.1 The production and content of Vertigo (including the production of the election edition) shall be the responsibility of an editorial team annually elected by the student body in accordance with the Election Regulations and Schedule 4 of these By-Laws. This team will include the following positions (defined further in Schedule 4):

- 2.1.1 Editor in Chief
- 2.1.2 Managing Editor
- 2.1.3 News Editor (x2)
- 2.1.4 Features Editor
- 2.1.5 Creative Editor
- 2.1.6 Social Media Director
- 2.1.7 Designer
- 2.1.8 General Editors (x2)

- 2.2 The Association may require the Vertigo editors to include in Vertigo both commercial advertising and Association advertising. This advertising in total to not comprise more than one third of the printed newspaper or magazine and not more than 25% of advertising being commercial advertising.

3 Director of Student Publications

- 3.1 In addition to the Vertigo editors, there shall be a Director of Student Publications (“**DSP**”) whose duties shall be as follows in clause 3.1.1 to 3.1.3.
- 3.1.1 To make recommendations to the SRC on any matters affecting the publications of the Association.
 - 3.1.2 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.
 - 3.1.3 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.
- 3.2 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 five days of any such appeal being made. It is recommended that where possible, decisions be made well before publications go to press.
- 3.3 The SRC shall indemnify the DSP for all liability incurred in that capacity as a result of actions which are bona fide, and without negligence.

4 Cheques

The Executive Officer, General Secretary and Members of the Executive are each individually authorized to sign cheques as long as one other student Office bearer also signs.

5 Succession

- 5.1 The General Secretary shall, upon death, resignation, or vacation of the role 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.
- 5.2 The Assistant General Secretary shall, upon the death, resignation, or removal of the General Secretary prior to the expiry of their term of office, succeed to the office of General Secretary and serve as General Secretary for the remainder of the term of office.
- 5.3 The Education Officer shall, upon the death, resignation, or removal of the Assistant General Secretary prior to the expiry of their term of office, succeed to the office of Assistant General Secretary and serve as Assistant General Secretary for the remainder of the term of office.
- 5.4 An Executive may decline to succeed to a higher office in the case of a death, resignation, incapacity, or vacation of another Executive. If the Executive declines to succeed, the role becomes casually vacant.
- 5.5 If a casual vacancy of an Executive occurs and the role is not immediately filled, or a By-Election is required, the SRC may elect any consenting Councillor to fill the role in the interim until either the By-Election is declared, or the term of office expires. A Councillor who becomes an interim Executive member is entitled to any privileges and honorarium, paid on a pro rata basis, of that Executive. This section should not be interpreted to prevent an interim- Executive from acting in their previously elected capacity.

6 Multiple positions

- 6.1 No member of the SRC shall have more than one vote on the SRC in the event that they are eligible to hold additional membership of the SRC.
- 6.2 Clause 6.1 shall not be construed to prevent the casting of proxy votes.
- 6.3 Members of the Executive cannot hold more than one Executive position.
- 6.4 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.
- 6.5 No member of the UTSSA SRC shall concurrently hold an elected representative position in a student union or student representative council at another university. In the event that this occurs, the member shall have 14 days to choose which position to continue holding, before they are deemed to have resigned from their position on the UTSSA SRC. This clause does not apply to positions held within the National Union of Students (NUS), but does apply to positions on the ActivateUTS Board.

7 Collectives

- 7.1 The SRC is empowered to recognize the creation of Collectives to represent particular identities and issues.
- 7.2 The following is a list of Collectives recognized by the Association, this list does not preclude the recognition and funding of any further groups as the SRC sees fit:
 - 7.2.1 the Queer Collective;
 - 7.2.2 the Environment Collective;

- 7.2.3 the Disabilities Collective;
 - 7.2.4 the Ethno-Cultural Collective;
 - 7.2.5 the Women's Collective;
 - 7.2.6 the International Students' Collective;
 - 7.2.7 the Indigenous Collective;
 - 7.2.8 the Postgraduate Collective;
 - 7.2.9 the Welfare Collective; and
 - 7.2.10 the Education Collective.
- 7.3 Each of the Collectives set out in section 7, including its subsections, of these By-Laws shall be required to conduct themselves consistently with and follow all requirements set out in Schedule 2 of these By-Laws.
- 8 Vertigo Editorial Stipends**
- 8.1 The annually elected editorial team of the Associations publication 'Vertigo' outlined in the Election Regulations as amended in 2020, shall be eligible to access Vertigo Editorial Stipends outlined in clause 1.5.
- 8.2 Those in roles eligible to access Vertigo Editorial Stipends will be required to:
- 8.2.1 produce and edit the content of Vertigo in accordance with clause 2, except for the Association having the right to include both commercial advertising and Association advertising;
 - 8.2.2 ensure that student issues are properly represented to the student community;
 - 8.2.3 produce an election edition of Vertigo;
 - 8.2.4 provide a budget for all publications for the SRC before the publication of the first edition within guidelines provided by the Executive;
 - 8.2.5 distribute Vertigo in all Association eligible spaces;
 - 8.2.6 provide adequate space in each publishing cycle for eligible Association reports to be published; and
 - 8.2.7 produce an orientation edition of Vertigo to be circulated physically during orientation week for Autumn session;
- 8.3 Those in roles eligible to access Vertigo Editorial Stipends, may have their stipend suspended if a two-thirds majority of voting members of the SRC determines that the recipient is not performing their duties outlined in clause 8.3 and/or the objectives outlined in section 2 of the Constitution.
- 8.4 Those in roles eligible to access Vertigo Editorial Stipends, who have had their stipend suspended under clause 8.3 can be restored if a majority present at a meeting of the SRC

determines that the recipient of the Vertigo Editorial Stipend under clause 8.4 is now performing their duties outlined in clause 8.3, and/or the objectives outlined in section 2 of the Constitution.

9 Association Code of Conduct

- 9.1 All student representatives, including members of the Executive, SRC councillors, Vertigo editors, and collective members must comply with the Association Code of Conduct set out at Schedule 1 to these By-Laws.

10 Alcohol

- 10.1 Only the Council and the Executive may approve the use of Association funds for alcohol.
- 10.2 Any event run by the UTSSA or Vertigo that will have alcohol present must have been explicitly approved by SRC or the Executive.

11 SRC Membership and removal

- 11.1 In accordance with article 5.5 of the Constitution, a Councillor may be dismissed by an absolute majority vote at a general meeting of the SRC, including any proxy votes cast, where:
- 11.1.1 the Councillor has failed to attend, without apology, any three meetings of the SRC;
or
- 11.1.2 there is evidence that:
- (a) the Councillor has knowingly misappropriated Association funds; or
 - (b) the Councillor has engaged in gross misconduct, neglect or unacceptable behaviour;
or
 - (c) the Councillor has materially failed to comply with the undertakings given under article 5.3 of the UTSSA Constitution or the Association Code of Conduct;
- and the Grievance Committee has considered that evidence and recommends the dismissal of the Councillor; or
- 11.1.3 the Grievance Committee otherwise recommends the dismissal of the Councillor;
and
- 11.1.4 any Councillors proxying their vote must give permission for their proxy vote to be validly exercised in a motion of dismissal; and
- 11.1.5 a motion of dismissal has at least seven days' notice.
- 11.2 In accordance with article 5.5 of the Constitution, a Councillor may be dismissed by unanimous vote of the SRC, excluding that person who is subject to a motion of dismissal, where the motion of dismissal has at least seven days' notice. A motion of dismissal shall only deal with one Councillor.
- 11.3 The Education Officer and Welfare Officer of the Students' Association will hold membership of the SRC.
- 11.4 The Immediate Past President is entitled to observer status at all Association meetings that are ordinarily attended by any Office-bearer or Convenor of the Association.

- 11.5 The Accessibilities Officer may be officially recognised as the 'Disabilities Officer'.

12 Standing Orders

- 12.1 The SRC shall enact Standing Orders with a two-thirds majority and shall only amend the Standing orders by a two-thirds majority. The Standing Orders shall have the same authority as the By-Laws.

13 Committees

- 13.1 Schedule 3 of these By-Laws set out the powers and procedures of the Grievance Committee.

14 Handover Procedure

- 14.1 Each Office Bearer and Member of the Executive must prepare a handover document for the individual succeeding them.
- 14.2 The handover document for Members of the Executive must include, but not limited to , the following information:
- 14.2.1 Summary of all completed and uncompleted campaigns worked on that year by the Member of the Executive.
- 14.2.2 All usernames and passwords for relevant social media accounts held under the Member of the Executive's title.
- 14.3 The handover document for each Office Bearer must include, but not limited to, the following information:
- 14.3.1 Up-to-date email list for current members of the collective
- 14.3.2 Summary of all campaigns worked on during the term of the Office Bearer
- 14.3.3 All usernames and passwords for social media accounts
- 14.4 The handover document will be provided to the General Secretary before the end of the term of all Office Bearers and Members of the Executive, by a date agreed to by the SRC and no later than the second last day of the concluding term.
- 14.5 If handovers are not provided by the designated date, the honorarium of the relevant member will be suspended as specified in section 1.8.1 of the By-Laws until the handover document is provided.
- 14.6 The outgoing President must provide full and exclusive administrative access to accounts managed by them, including email management, to the incoming President as soon as practical after the start of the next term.
- 14.7 The incoming President must provide access to accounts managed by them to incoming Office Bearers as necessary, including an email account, as soon as practical. Email accounts shall not be unreasonably withheld from Office Bearers unless the provision of emails are impractical for the Association or to prevent a breach of the By-Laws, including its schedules, unless otherwise provided by the By-Laws.

15 Policy

- 15.1 The SRC shall have the powers to adopt, amend or revoke policies of the Association, of

which Student Representatives and Association Staff are expected and required to comply with. These policies shall be adopted, amended or revoked by a vote of an absolute majority of all Councillors.

- 15.2 The General Secretary shall have the responsibility of compiling approved policies in a single document easily accessible to all UTSSA representatives and staff. The General Secretary shall update this policy document within 3 business days of approval by SRC.

16 Training

- 16.1 All elected members of the SRC and Vertigo must attend comprehensive training at the start of each term. This training shall cover, but is not limited to:

- 16.1.1 Governance responsibilities;

- 16.1.2 The UTSSA Code of Conduct;

- 16.1.3 Equity and inclusion practices; and

- 16.1.4 Any other areas deemed essential for effective student representation.

- 16.2 The training shall be organised by the incoming President in collaboration with relevant university departments or external providers and must be completed within the first six weeks of each term.

- 16.3 Attendance at training is mandatory for all representatives. Failure to attend without a valid reason may result in the suspension of voting rights or other SRC responsibilities until the training is completed in a makeup session.

Schedule 1 – Association Code of Conduct

1 Definitions

Student Representative means Executive members, SRC councillors, Vertigo editors, office bearers, Collective Convenors, and members.

2 Expected behaviour

2.1 The communication of ideas, opinions and beliefs is a fundamental aim of the Association and this equally applies to all Student Representatives. Respect for the right to freedom of speech of Student Representatives is vital to achieving this aim and fostering an open community on campus.

2.2 Freedom of speech should not be used to defame, vilify, or incite violence against individuals or groups, or to bring the Association into disrepute.

2.3 The Association has a responsibility to ensure that Student Representatives all act within the bounds of accepted behaviour, in a manner which is accountable, safe, legal, and ethical. To benefit from the Association's resources, it is essential that behaviour complies with this Code of Conduct and breaches will not be tolerated.

2.4 In particular, all Student Representatives are expected to:

2.4.1 comply with legal or other administrative requirements, as well as lawful and reasonable directions given by persons in authority;

2.4.2 exercise their judgment in the interests of the Association;

2.4.3 make decisions fairly and without bias using the best information available;

2.4.4 maintain adequate documentation to support decisions made;

2.4.5 respect the dignity of the public, students and other members by treating them with courtesy, honesty, and sensitivity to their rights, including privacy and confidentiality;

2.4.6 act responsibly when becoming aware of any unethical behaviour or wrongdoing; with a view to protect the health and wellbeing of fellow Student Representatives to the best of their ability;

2.4.7 treat others fairly and with respect, and not harass, victimise, or discriminate against members, students, or others in the course of the Association's activities; and

2.4.8 follow processes which ensure that Student Representatives do not and are not seen to have conflicts of interest, including engaging in activities which advance or inhibit personal interests at the expense of the Association, or cause damage to the Association, students, staff, the public, or the University.

3 Unacceptable behaviour

3.1 Unacceptable behaviour is that which is inconsistent with the expected behaviour described above and the objectives of the Association as outlined in section 2 of the

Constitution.

- 3.2 Differing social and cultural standards may mean that behaviour which is acceptable to some may be perceived as unacceptable or unreasonable to others. In determining whether behaviour is unacceptable or unreasonable, consideration will be given to what a “reasonable person” would judge to be unacceptable or unreasonable having regards to the circumstances.
- 3.3 Clause 4 below provides further guidance on what is considered to be unacceptable behaviour.

4 Examples of unacceptable behaviour

- 4.1 Behaviour which would be considered unacceptable includes (but is not limited to) the following:
 - 4.1.1 acting in any manner that brings the Association into disrepute;
 - 4.1.2 aggressive or abusive behaviour such as verbal abuse, threatening gestures or actual violence or assault;
 - 4.1.3 bullying, harassment, intimidation or stalking;
 - 4.1.4 abusive or harassing notes, emails, telephone calls, text messages, etc;
 - 4.1.5 unwelcome physical contact including that of a sexual, intimate, or threatening nature;
 - 4.1.6 teasing, name calling or ridicule or making someone the brunt of pranks or practical jokes, excluding or isolating individuals or malicious or mischievous gossip or compliant;
 - 4.1.7 withholding approval for or denial of requests maliciously, discriminatorily, unfairly or without basis;
 - 4.1.8 belittling opinions or unreasonable and unconstructive criticism;
 - 4.1.9 stealing or misuse of the resources of the Association, or failing to ensure that resources of the Association are used efficiently, carefully, lawfully, and honestly;
 - 4.1.10 having (or being seen to have) a conflict of interest;
 - 4.1.11 involvement with any reprisal made against any person who has made any disclosures under the *Protected Disclosures Act 1994* (NSW) or other complaint;
 - 4.1.12 making public comments (either verbal or written) in a private capacity which are attributed as official comment of the Association, or using official Association stationery for private correspondence or for purposes not related to official duties, especially in a way that could cause damage to the Association, students, staff, the public, or the University; and
 - 4.1.13 failing to comply with the Constitution and/or these By-Laws.
- 4.2 Any Student Representative that is found to be involved in the above types of behaviour shall be deemed to be in breach of the Association Code of Conduct.

5 Disciplinary procedure

- 5.1 In the case of breaches of the Association Code of Conduct, the executive may issue warnings to those involved, for more serious breaches of the code of conduct they shall be referred to the Grievance Committee as instructed in section 14.4 of the Constitution.

Schedule 2 – Collectives

1 Definitions

Autonomous Collective refers to the Women's, International, Ethno-Cultural, Queer, Indigenous, Postgraduate and Disabilities Collectives. An autonomous Collective is any Collective that represents an identity or personal status (characteristics that determine an individual's personal and legal status or identity).

2 Collective Membership

- 2.1 A person is a Collective member if they sign up to that Collective via the UTSSA website. A Collective member must be a student enrolled at UTS and must, if the Collective is autonomous, identify as part of that identity group. Only Collective members can attend internal Collective events or use Collective resources unless authorised by all members present at a Collective Meeting.
- 2.2 All official Collective correspondence to members must be sent to UTS student email addresses to ensure Collective members are UTS students.

3 Collective Meetings

3.1 Calling Meetings

The Collective Office-Bearer or Convenor may call a Collective meeting. A Collective meeting is genuine if the meeting has the required notice (section 3.2), meets quorum (section 3.3), and minutes are recorded (section 3.5). Note, typically, the Convenor issues notice.

3.2 Notice

Collective Office-Bearers or Convenors must send at least five days' notice before the next meeting by email, including the time, place and date of the meeting. If available, the email should have the previous minutes attached, as well as an agenda. All members, including students that have signed up to the Collective in the previous 12 months, shall receive notice. If five days' notice is not provided, that meeting is invalid. A notice must be sent 24 hours before a meeting if there is additional information on the place of the meeting; noting the place of the meeting cannot change.

3.3 Quorum

A quorum of five members must be present at a Collective meeting for the meeting to proceed. A meeting is invalid if it does not meet quorum requirements.

3.4 Attendance

All members of the Collective are permitted to attend Collective meetings and events. A Collective may invite an attendee to a Collective meeting, provided that the attendee identifies as a part of that Collective's identity group, if that Collective is autonomous. A person who is not eligible to be a member of an autonomous Collective may be invited to an autonomous Collective event if two thirds of members agree upon motion to hold the event. Attendees who are not members cannot vote.

3.5 **Minutes**

A member of the Collective, agreed to by the Collective, must record the minutes of Collective meetings. If no member is agreed to, the minutes shall be recorded by the Convenor or, if the Convenorship is vacant, the Collective Officer or nominee. The minutes must include the time, date, and place that the meeting was opened, a full list of attendance of that meeting of the Collective, the agenda followed, and any resolutions agreed to by the Collective. The Collective Officer and/or Convenor(s) are responsible for the Collective minutes.

- 3.6 Notwithstanding section 3.5, an attendee of a Collective meeting who does not want their name recorded in the minutes of a Collective may alternatively have their name or UTS student ID recorded on a confidential list submitted to the Executive Officer.

4 **Collective Convenor and Internal Collective Positions**

4.1 **Role/Responsibility of Convenor**

The Convenor's role is to assist in the internal running of the Collective and they shall have access to the Collective's email. The Convenor is responsible for the internal management of the Collective. The Convenor may assist the Office-Bearer with the external management of the Collective, including raising the Collective's proposals and concerns to the SRC and Executive. Either the Convenor or Office-Bearer can Chair a Collective meeting by agreement.

4.2 **Number of Convenors**

All Collectives may internally elect one Convenor if they determine to do so. If the role of Collective Office-Bearer becomes vacant and the Council fails to elect an Office-bearer at the following meeting, then the Collective may elect two Collective Convenors. If an Office-Bearer is elected and there are two Convenors, both Convenor positions shall become vacant when the Office-Bearer commences their term unless a convenor resigns. In accordance with the Constitution, the Council may elect an Office-bearer at any meeting that the position is vacant.

4.3 **Internal Collective Positions**

Collectives may agree to elect internal positions to assist with the running of the Collective. The SRC must approve all internal positions before an election. The SRC or Executive shall have the power to veto the creation of any internal roles if they believe they are not within the Collective objectives or determined by SRC to be unnecessary, or otherwise not proper. Once a position is approved it remains approved for that Collective until the SRC determines otherwise. The SRC cannot approve any position that handles grievances or matters related to grievances. Only the Collective Convenor(s) and Office Bearers shall have access to the Collective email.

4.4 **Election of Collective Positions including Convenor**

An election for any Collective position(s) must follow the rules and procedure set out in this Schedule – see section 5.

4.5 **Eligibility for Election**

Any Collective member that is not a Collective Office-Bearer or member of the Executive is eligible to be elected as a Collective Convenor. Any Collective member may be elected to an Internal Collective Position, provided there is no conflict of interest.

4.6 **Term of Office for Positions in this Schedule**

- i) A Collective member elected to an Internal Collective Position is entitled to hold that position until they resign or an election for that position is agreed to by the

- Collective.
- ii) An election for Convenor shall only called when the position is vacant or:
 - (1) when the Convenor resigns; or
 - (2) when the Collective agrees to elect a Convenor and the election is called after the commencement of a new term of the SRC; or
 - (3) the position is declared vacant by an absolute majority of SRC.
 - iii) Nothing in section 4.6(ii) prevents the election of a second Convenor under section 4.2.

5 Elections

5.1 Initiating an Election

A Collective election may be initiated by the Collective Office Bearer, who will first request a Returning Officer (RO) to run the election in accordance with this Schedule. The RO must be a member of the UTSSA Executive, but cannot be the Welfare Officer or Education Officer if they are also the Office Bearer for the Collective. The Office Bearer is responsible for selecting and confirming an eligible RO..

5.2 Role of the Returning Officer

The Returning Officer shall read this Schedule and administer its provisions correctly and in good faith. The Returning Officer will send the election rules set out in section 5 of this Schedule to every member of the Collective with the notice of the election sent before the opening of nominations. The RO must obtain the full list of Collective members from UTSSA staff to ensure all eligible members are properly notified.

5.3 Nomination Period

The nomination period must be between 7 and 14 days. For the purpose of interpretation, an election commences when nominations open. The Collective Convenor, Office Bearer, or Returning Officer is to email notice of the election to every eligible member – including the time and date of the opening of nominations, close of nominations, and the election – before the opening of nominations.

5.4 Nomination Method

Individuals who wish to apply for a position must nominate in writing within the nomination period by emailing their intention to the Returning Officer. If no Collective member has nominated within the nomination period, the Returning Officer may open nominations to the floor during the meeting.

5.5 Election Meeting

The meeting must be held within 24 hours after the close of nominations. The Election meeting must fulfil the requirements of a genuine Collective meeting to be valid; the Returning Officer may issue the meeting's notice if required.

5.6 Method of Election

The following shall apply to the election of internal Collective positions.

- (i) The Returning Officer shall Chair the election component of the meeting and conduct the election generally. The Returning Officer cannot vote.
- (ii) Candidates may make speeches before the vote. The Collective may agree not to hear speeches and move directly to the vote. The length of speeches shall

- be a maximum of 2 minutes, unless otherwise determined by the Collective.
- (iii) The vote shall be by a show of hands or secret ballot, as decided by the Collective upon motion to hold an election. If the Collective does not specify a method, the vote shall be by show of hands. There shall be no proxy voting.
 - (iv) In the event that there are more than two candidates and no candidate receives a simple majority of votes in a ballot, the following elimination process shall apply:
 1. The candidate with the fewest votes shall be eliminated and the ballot reconducted with the remaining candidates.
 2. If multiple candidates tie for the fewest votes, the elimination shall be determined by random selection among those tied candidates.
 3. The elimination process shall repeat until either one candidate receives a simple majority of votes or only two candidates remain.
 4. When only two candidates remain, the candidate who receives the most votes shall be elected, provided they receive a simple majority of votes of those present in the meeting.
 - (v) The candidates may leave the room whilst the election is conducted and have their vote counted before they leave.
 - (vi) A candidate is elected if they have confidence of, or are agreed to by, a simple majority present in the meeting.
 - (vii) If a candidate is elected as Convenor, they become the Convenor-elect until confirmed by SRC as Convenor. If a Convenor-elect is not confirmed by the SRC at the next meeting of the SRC the Convenorship becomes vacant. A Convenor-elect shall have the same rights and responsibility as a Convenor.

5.7 **Eligibility of Voters**

Only Collective members may vote. To be eligible to vote, a Collective member must have attended one Collective meeting in the previous 12 months before the election meeting, unless the Collective was deemed an inactive Collective at any time within the previous 12 weeks. All voters must attend the election meeting and be prepared to confirm to the Returning Officer that they are eligible to vote.

5.8 **Confirmation and removal of Convenor**

A Convenor must be confirmed. By simple majority, the SRC may vacate the position of Convenor, or withhold confirmation of a Convenor-elect, if it reasonably believes that the election of that position was performed incorrectly or contrary to the By-Laws. By simple majority, the SRC may vacate the position of Convenor if that person has engaged in an activity or conduct contrary to the Constitution or By-Laws of UTSSA. In any other circumstance, the position of Convenor may be vacated by a two-thirds majority of SRC.

6 Inactive Collectives

- 6.1 An inactive Collective is a Collective that has not held a genuine meeting for 12 weeks. The month of December is excluded from the calculation of time between collective meetings.
- 6.2 If a Collective becomes inactive, all internal positions, including Convenor, become vacant.
- 6.3 If an Office-Bearer is elected and their relevant Collective is inactive, they must seek approval for any expenditure and events from the SRC or Executive where Collective approval would ordinarily be required. The Office-Bearer must call a meeting as soon as practicable and should not unreasonably withhold notice to call a meeting.

7 Other powers of the SRC and Executive

- 7.1 The SRC or Executive may veto decisions and election results of a Collective meeting if it reasonably believes that the meeting is not conducted in good practice or in breach of the clauses set out within these rules.

8 Association Code of Conduct

- 8.1 Personal conduct in Collective meetings, events and spaces should adhere to the Association Code of Conduct.

9 Reimbursements and Spending

- 9.1 **Reimbursements when there is a financial funding agreement between the University and the Association.**
Collectives recognised in clause 7.2 of the By-Laws must follow the process set out in section 9.2. Collectives not recognised in clause 7.2 of the By-Laws must follow the process set out in section 9.4, subject to the terms of the financial agreement.
- 9.2 Each Collective is entitled to reimbursements from the Association of the Collective's expenses, up to a maximum of \$1,500 per term of office. The Executive or Council is required to approve a request for reimbursement from a Collective in accordance with the following procedure:
- (i) The Collective is to approve the expenditure before spending takes place; and
 - (ii) the Collective 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
 - (iii) the Collective provides the minutes of the meeting establishing an upper spending limit; receipts, invoices, or quotes as applicable; and a motion to reimburse to the General Secretary; and
 - (iv) the Executive or Council can only deny a request for reimbursement if it determines that:
 - (1) the spending violates the Constitution or the by-laws; or
 - (2) the spending violates the financial funding agreement between the Association and the University; or
 - (3) the meeting approving the expenditure was not held in good practice; or
 - (4) the spending exceeds, or would when aggregated with other reimbursements approved for that Collective in that year, exceed \$1,500; or
 - (5) the spending allocation is not within the scope of the objectives outlined in article 2 of the Constitution; or
 - (6) the entire process set out in section 9.2 has not been followed.
- 9.3 **Reimbursements, when there is not a financial funding agreement between the University and the Association.**
Reimbursements must follow the process set out in section 9.4.
- 9.4 Each Collective may receive reimbursement from the Association of the Collective's expenses, up to a maximum of \$1,500 per term of office in accordance with the following procedure, subject to approval by Council or the Executive:
- (i) The Collective is to approve the expenditure before spending takes place; and
 - (ii) the Collective 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
 - (iii) the Collective provides the minutes of the meeting establishing an upper spending limit; receipts, invoices, or quotes as applicable; and a motion to reimburse to the General Secretary, and
 - (iv) reimbursement for expenditure on a single item above \$50, or expenditure including an item valued at above \$50, receives Executive approval before purchase.
- 9.5 **Collective Spending**

Total Collective expenditure shall not exceed \$1,500 per term. The Council or Executive may grant spending above \$1,500 to a Collective for specific purposes. A motion or application for a grant requires an upper spending limit, quotes, a clear and specific purpose and an adequate explanation of why that expenditure furthers the Collective's and Association's objectives.

- 9.6 No purchases made by a Collective, including under section 9 of this Schedule, can include gift vouchers, prizes for competitions and/or donations, unless approved at an Executive or Council meeting.
- 9.7 Any spending approved by a collective must be disclosed in the report of the responsible Office Bearer at the next SRC meeting after approval.
- 9.8 **Fundraising or levying fees**
Collectives must not fundraise or charge fees, in any form, unless expressly approved at a meeting of the Executive, and agreed to by the Executive Officer in writing.

10 Alcohol

- 10.1 Any event attended by any Collective, either in part or in whole, that will have alcohol present must be explicitly approved by Council or the Executive.
- 10.2 The Council and the Executive must approve spending on alcohol before the purchase of any items. A motion to approve expenditure on alcohol must include an itemised list to be purchased and provisions to ensure the Collective safety.

Schedule 3 – Grievance Committee

1 Establishment

- 1.1 The Grievance Committee is established by the Association and must operate in accordance with the Constitution.
- 1.2 Capitalised terms and expressions which are not defined in this Schedule 3 have the meanings given to them in the Constitution, the By-Laws or the Standing Orders (as applicable from time to time).

2 Matters to be considered by the Grievance Committee

- 2.1 The Grievance Committee may consider:
 - (a) any dispute between the Association and any Councillor or other person elected or appointed to a position by or within the Association;
 - (b) any dispute between the Association and a Collective, an office-bearer of a Collective or a member of a Collective;
 - (c) any dispute between a Collective and its members and office-bearers;
 - (d) any motion to dismiss a Councillor in accordance with this Constitution;
 - (e) other disciplinary action against an Association member or Councillor; and
 - (f) any matter referred to it by the SRC (by simple majority resolution), by the Executive (by simple majority resolution), or at the request of a personnel committee comprised of Association staff.
- 2.2 The Grievance Committee may initiate an investigation, or dispute resolution, on referral by any student to a member of the Grievance Committee, or Grievance Officer, of a matter specified in section 2.1, or by another manner specified by the Grievance Committee.

3 Composition of the Grievance Committee

- 3.1 The Grievance Committee will be comprised of:
 - (a) two Association staff members;
 - (b) two Association members; and
 - (c) an independent person, appointed from time to time, who is not associated with the University or the Association, such as an external mediator,
- 3.2 **(Grievance Committee Members).**

At least one Association member and one Association staff member on the Grievance Committee must identify as other than cisgender male. At least one member must identify as a person of colour or from a culturally and linguistically diverse background.
- 3.3 The appointment of persons to the Grievance Committee is to be made by an absolute majority of Councillors present and voting at the first ordinary meeting of SRC, that is not a

Representatives Elect meeting, held after the first day of the UTS Summer Session. No such appointment shall be valid unless one half of the total votes available to the current membership of the SRC are cast in favour of the appointment. If a position remains vacant the SRC may fill the vacancy at any subsequent ordinary meeting of the SRC.

3.4 Grievance Committee Members hold tenure until:

- (a) they resign, in writing, to the General Secretary of the Association; or
- (b) if they are an Association staff member, they cease to hold that position;
- (c) if they are an independent person, they cease to be independent as contemplated by clause 3.1(c), as determined by that person or by a majority resolution of the SRC;
- (d) if they are an Association member, they cease to hold membership of the Association in accordance with the UTSSA Constitution;
- (e) if they are an Association member or Association staff member, they are removed as a Grievance Committee Member by a resolution carried by a simple majority at an SRC meeting or two-thirds majority at an Executive meeting; or
- (f) if they are an independent person, they are removed by a resolution carried by two-thirds majority at an SRC meeting or an Executive meeting.

3.5 Where a Grievance Committee Member is removed under clause 3.4(e) or 3.4(f), a person appointed to replace a removed person must not be involved in the consideration of any matter before the Grievance Committee prior to their appointment.

4 Ad hoc sub-committees

- 4.1 The Grievance Committee may form and delegate authority to sub-committees comprised of two or more Grievance Committee Members to consider a particular matter or response.
- 4.2 Any such sub-committee will have the full power and authority of the Grievance Committee, subject to the terms of its delegated authority, and must report to the Grievance Committee in relation to material developments arising in the exercise of that authority.

5 Decision-making by the Grievance Committee

- 5.1 The Grievance Committee must undertake a thorough investigation into any matter referred to it under the Constitution and any person involved must have a reasonable opportunity to be heard.
- 5.2 The Grievance Committee has the power to:
 - (a) make regulations governing the determination of disputes and matters referred to it;
 - (b) designate one or more Grievance Committee Members as a Grievance Officer to manage grievances on behalf of the Grievance Committee and make regulations for the provision of a Grievance Officer or Grievance Officers that are reviewable by the SRC;
 - (c) give directions in relation to the process and resolution of disputes referred to it;
 - (d) make a binding decision regarding any a matter referred to it;

- (e) view any document in the possession of the Association which is relevant to those investigations;
 - (f) recommend the dismissal of the Councillor and therefore the termination of that Councillor's membership to the Executive or to the SRC;
 - (g) revoke the election or appointment of an Office-Bearer or Internal Collective Positions of a Collective;
 - (h) revoke future payments of stipends and honorariums; and
 - (i) prevent Association members from nominating or participating in Association elections.
- 5.3 The Grievance Committee's rights, powers and authorities under clause 5.2, and decisions made in respect of the matters described in clause 5.2, must be exercised or decided by it as a committee and must not be delegated to any Grievance Officer.
- 5.4 All decisions of the Grievance Committee must:
- (a) be recorded in minutes of Grievance Committee meetings; and
 - (b) be documented in a report issued to the SRC setting out the reasons for the decision, except to the extent that they contain confidential, personal or sensitive information, which may not be published.
- 5.5 The report issued to the SRC under clause 5.4(b) may be made available to members of the Association on request, unless otherwise determined by the Grievance Committee and subject to the redaction of any confidential, personal or sensitive information, as determined by the Committee.
- 5.6 A party involved in a matter or dispute referred to the Grievance Committee may appoint another person to act on their behalf in the matter.

6 Unacceptable behaviour

- 6.1 The Grievance Committee may from time to time determine that a person has engaged in unacceptable behaviour.
- 6.2 For the purpose of this schedule 3, unacceptable behaviour includes:
- (a) taking actions deemed unacceptable behaviour, as set out in Schedule 1 of the By-Laws, including the actions expressly set out in section 4.1 of Schedule 1 of the By-Laws; and/or
 - (b) failing to comply with fair and reasonable directives of the SRC.
- 6.3 Where the Grievance Committee has reasonably determined that a person (the "**Contravener**") has engaged in unacceptable behaviour, the Contravener must prepare a letter to the SRC offering a written apology and undertaking to cease engaging in the unacceptable behaviour.
- 6.4 Where:
- (a) the Contravener fails to provide to the SRC a written apology and undertaking in accordance with clause 6.3 within seven days of the Grievance Committee giving written notice of the determination; or

- (b) the Grievance Committee determines that the Contravener has failed to act consistently with the undertaking provided to SRC,

then the following consequences will apply automatically and without the need for further action by the Grievance Committee or the SRC:

- (c) if the Contravener receives a stipend, honorarium or other payment from the Association, the immediate cessation of that person's stipend, honorarium or payment;
- (d) if the Contravener is a Councillor, the immediate recommendation of the dismissal of the Councillor and the termination of that Councillor's membership of the SRC and any other positions that person holds in the Association; and
- (e) a 12 month ban of the Contravener from nominating for, or participating in, an Association election.

6.5 Where the Grievance Committee reasonably determines that the Contravener has engaged in serious and ongoing unacceptable behaviour, the Grievance Committee shall enact the consequences set out in 6.4(c)—(e) without requiring an apology or written guarantee and may reasonably exercise any of the powers set out in section 5.2.

6.6 The Grievance Committee's rights, powers and authorities under this clause 6, and decisions made in respect of the matters described in clause 6, must be exercised or decided by it as a committee and must not be delegated to any Grievance Officer.

6.7 Definitions

Serious means highly offensive, distressing or intentionally harmful, or recklessly indifferent towards causing harm to a person of ordinary sensibilities in the position of the person concerned, noting a failure to address and/or rectify the harm caused is to be regarded as objectively more serious. Note, 'position of the person' is designed to capture the daily exigencies of political life and the level of discourse expected/tolerated (e.g. federal politics compared to corporate Australia).

Ongoing means actions that took place, or are taking place, over an extended period of time.

7 Grievance Committee Procedure

7.1 The quorum for a Grievance Committee meeting is three Grievance Committee Members, including at least one Association member and one Association staff member.

7.2 The Grievance Committee may only exercise its powers outlined in clause 5.2 at a meeting of the Grievance Committee at which a quorum including the independent Grievance Committee Member is present.

7.3 The Grievance Committee Members must, from time to time, elect one of their number as chairperson of the Grievance Committee. This person will preside as chairperson at all meetings of the Grievance Committee.

7.4 A decision is taken to be made by the Grievance Committee if a simple majority of the votes cast on the resolution are in favour of it by a show of hands or a poll.

7.5 If there is an equality of votes the chairperson of the Grievance Committee is entitled to a casting vote in addition to the chairperson's vote as a Grievance Committee Member.

7.6 A declaration by the chairperson that a resolution has on a show of hands been carried or carried or lost, and an entry to that effect in the minutes of the proceedings of the Grievance Committee, is conclusive evidence of the fact. Neither the chairperson nor the minutes need state, and it is not necessary to prove, the number or proportion of the votes recorded in favour of or against the resolution.

7.7 Minutes of each meeting of the Grievance Committee are to be recorded and retained by the Association for a period of at least seven years.

8 Referral

8.1 The Grievance Committee may refer any matter to an external party, such as an appropriate external mediator or community legal centre.

8.2 A matter may be referred to a third party if:

- (a) the Grievance Committee reasonably believes it is unable to deal with the matter, and a third party would be more appropriate in the circumstances;
- (b) an appropriate ad hoc subcommittee cannot be established in accordance with clause 4 to deal with a matter;
- (c) three or more Grievance Committee Members are determined to be unable to consider a matter in accordance with clause 10.2 or

8.3 A matter, or part of a matter, shall be automatically referred to the UTS Governance Support Unit if the matter constitutes, or would constitute, a student misconduct under section 16.2 of the UTS Student Rules.

9 Appeal

9.1 Following a decision of the Grievance Committee, a person directly involved in the matter may appeal that decision by submitting a request in writing to the General Secretary, or the President if it is inappropriate to submit the request to the General Secretary, within 14 days of the decision outlining the reasons for the appeal in no less than 250 words.

9.2 The SRC or the Executive must determine whether the matter ought to be reviewed, and if so, whether the review is to be conducted by the Grievance Committee, by an ad-hoc subcommittee of the Grievance Committee or referred to a third party. If the SRC or the Executive determines that the matter ought not be reviewed, the SRC or the Executive (as applicable) may still determine whether the matter ought to be reviewed.

10 Allegation of Bias

10.1 For the purpose of this clause:

- (a) **Bias** means a real or perceived interest in the outcome of a matter, against or in favour of any person, referred to the Grievance Committee. Examples of relationships, interests and behaviours which may infer a real or perceived bias can include:
 - (i) direct or indirect financial interest;
 - (ii) a form of employee-employer relationship, but not including the relationship between any Councillor and Association staff member;
 - (iii) previous statements or behaviour which suggest bias or prejudice;

- (iv) direct or indirect personal relationship or experiences; or
 - (v) romantic or familial relationship, etc.
 - (b) **Declaration of Interest** means a declaration by a Member of the Grievance Committee that they may have a real or perceived Bias. A Member of the Grievance Committee may make a Declaration of Interest even if they believe they do not have actual Bias but may have a perceived Bias.
 - (c) **Member of the Grievance Committee** includes anyone appointed under clause 3 of this schedule 3 and any person dealing with matters referred to them by the Grievance Committee in accordance with clause 8.
- 10.2 Any Member of the Grievance Committee who has Bias in respect of a matter must not take part in the Grievance Committee's consideration of that matter. Members of the Grievance Committee may make a Declaration of Interest at any time and withdraw themselves from the determination of the relevant matter.
- 10.3 If a Member of the Grievance Committee does not make a Declaration of Interest and there is an allegation of Bias, the Grievance Committee must consider the allegation of Bias and make a determination before dealing with or referring a grievance.
- 10.4 The Grievance Committee may resolve to refer an allegation of Bias for determination to the SRC or the Executive. No Member of the Grievance Committee alleged of Bias may hear or determine any matter relevant to the allegation until the matter of Bias is resolved. A determination of Bias, against a Member of the Grievance Committee, can be made by:
- (a) a simple majority of the Grievance Committee; or
 - (b) a simple majority of SRC or Executive, if referred; or
 - (c) an absolute majority of SRC or two-thirds majority of the Executive, in any case.
- 10.5 If three or more members are alleged of bias an adjudication of their bias can only be made by the SRC.
- 10.6 A Member of the Grievance Committee must not take part in the consideration of a matter, or attend the relevant part of a Grievance Committee meeting, if it is reasonably determined that the Member of the Grievance Committee has a Bias or a conflict of interest regarding that matter.
- 10.7 Despite clause 7.2, if it is determined in accordance with section 10.3 or 10.4 that any three members of the Grievance Committee, excluding the independent person, are unable to consider a particular matter, then the remaining two members may meet and decide that matter or refer the matter to a third party in accordance with clause 8 of this Schedule. Similarly, if, more than three members are excluded, the Committee must refer the matter to a third party in accordance with clause 8.

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;
- 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, student life and university 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.

Attachment 1: Amendment of the By-Laws

The By-Laws are an integral part of the Associations governance and operation. They are crucial in our operation in that they provide clear and consistent rules and directions to Association Office Bearers and staff. Included in our By Laws for example are the OBs stipends, the establishment of the Collectives and their rules, and the Code of Conduct.

The significance of the By Laws mean that the notice required to change them should be more significant and include the people and groups they affect.

Method of Amendment:

The By-Laws may be amended in accordance with the Constitution. There must be at least seven days' notice of the proposed amendment circulated by the General Secretary. Notice of the proposed amendment must be circulated to all Councillors, Association staff and Collective Convenors. The General Secretary must circulate any proposed amendment submitted to them.

This method may be amended from time to time by a simple majority of the SRC.

Attachment 2: Variation of the Constitution and By-Laws

Document	UTSSA Constitution
Responsible Office Bearers	President and General Secretary
Related documents	UTSSA By-Laws, UTSSA Election Regulations
Amendment history	Version 4: November 2019 1. Version 4 of the UTSSA Constitution enacted Version 5: July 2020 1. Section 4.1(i) amended to insert '14' before 'General Members' Version 6: 30 November 2021 1. Section 4.1 omitted and replaced 2. Section 5.5 amended to omit the words 'two-thirds majority', replaced with 'absolute majority' 3. Section 5.5 amended to omit the words 'his or her', replaced with 'their' 4. Section 5.5(b)(iii) amended to omit the words 'where that failure cannot be remedied,' 5. Sections 13.1(a) and 13.1(b) amended to omit the words 'next Representatives Elect meeting', replaced with 'start of the next Term of Office' in every instance 6. Section 13.3 omitted and replaced 7. Section 13.4 be omitted Version 7: 27 November 2024 1. Section 10.4(l) inserted and sections 10.4(l) and 10.4(m) renumbered accordingly. 2. Section 13.2 amended to insert 'if it is for the roles of President, General Secretary, or Assistant General Secretary,' before 'in accordance'. 3. Section 13.2 amended to insert 'For all other positions, the vacancy will remain unfilled until the end of the departing Councillor's Term of Office.' 4. Section 17.6 amended to omit 'provide the auditor's report to the editorial team of Vertigo, for publication in the next issue of Vertigo', insert 'ensure that the auditor's report is published on the UTS Students' Association website'. 5. Section 18.7(a) amended to omit 'and Notice Boards'. 6. Section 12.3(d) amended to insert 'and Technology' after 'Environment'. 7. Section 12.12 amended to insert 'and Technology' after 'Environment'. 8. Section 12.12(d) inserted and sections 12.12(d) and 12.12(e) renumbered accordingly. 9. Section 15.2 amended to omit 'operating budget for Vertigo for the', replace with 'budget covering the necessary costs for publishing, to be submitted for'. 10. Section 15.3(c) inserted and sections 15.3(c) and 15.3(d) renumbered accordingly.

Document	UTSSA By-Laws
Responsible Office Bearers	President and General Secretary
Related documents	UTSSA Constitution, UTSSA Standing Orders, UTSSA Election Regulations

Amendment history	Version 1: 25 August 2020 1. By-Laws passed by council, enacted from 16 November 2020. Version 2: 27 January 2021 1. Section 1.2 amended to omit "1.5", replaced with "1.4" 2. Section 1.3.1 amended to omit "1.6", replaced with "1.5" 3. Section 1.8 amended to omit "1.9" 4. Section 1.8.1 amended to omit "under the Constitution or as outlined in 1.6 of these By-Laws", substitute with "under the Constitution or as outlined in section 1.7 and Schedule 1 of these By-Laws" 5. Section 1.8.2 amended to omit "1.9.1", substitute with "1.8.1" in every instance 6. Section 1.8.3 amended to omit "1.9.1 or 1.9.2", substitute with "1.8.1 or 1.8.2" 7. Sections 5.4 and 5.5 inserted 8. Section 7.3 amended to omit "p.a.", substitute with "per term of office" 9. Section 7.3.2 omitted and replaced Version 3: 25 February 2021 1. Section 12 inserted (Standing Orders) 2. UTSSA Standing Orders enacted Version 4: 31 March 2021 1. Section 7.3 omitted and replaced 2. Section 7.4 omitted 3. Schedule 2 inserted (Collective Rules)
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	Version 5: 28 April 2021 1. Schedule 2, section 3.5 omitted and replaced 2. Schedule 2, section 3.6 inserted 3. Schedule 2, section 9.2(iv) amended to insert 9.2(iv)(3) Version 6: 19 May 2021 1. Section 13 inserted 2. Schedule 3 inserted (Grievance Committee procedures) Version 7: 24 June 2021 1. Attachment 1 inserted (enacted 24 June 2021) Version 8: 30 November 2021 1. Section 1.4.1 amended to omit '\$4,000', replaced with '\$5,000'. 2. Section 1.4.2 amended to omit ':', replaced with '; and'. 3. Section 1.4.3 inserted 4. Section 1.5 amended to omit '15,000 per annum divided by the total number of elected editors of Vertigo to a maximum total of \$4,000 per annum per person', replaced with, '\$40,000 per term divided by the total number of elected editors that have completed their term to a maximum of \$5,000 per term per person'. 5. Section 2.2 amended to omit 'half', replaced with 'third'; 'of advertising' inserted after '25%'; 'newspaper' omitted, replaced with 'newspaper or magazine'. 6. Section 2.3 omitted and replaced 7. Section 2.4 inserted 8. Section 11 amended to omit 'Roles of Officers', replaced with 'SRC membership and removal'. 9. section 11.1 moved to section 11.3. 10. Section 11.1 inserted 11. Section 11.2 inserted 12. Section 11.4 inserted 13. Schedule 2, section 4.3 omitted and replaced 14. Schedule 2, section 4.6(ii) amended to omit, 'The position of Collective Convenor becomes vacant', replaced with 'An election for Convenor shall only be called when the position is vacant or' 15. That Schedule 2, section 5.3 amended to insert 'The Returning Officer will send the election rules set out in section 5 of this schedule to every member of the Collective with the notice of the election sent before the opening of nominations.' 16. Schedule 2, section 5.4 amended to omit, 'one week', replaced with 'seven days', in any instance. 17. Schedule 2, section 5.4 amended to insert, 'The Collective Convenor, Office-bearer or Returning Officer is to email notice of the election to every eligible member –including the time and date of the opening of nominations, close of nominations, and the election – before the opening of nomination.' 18. Schedule 2, section 5.7(iv) amended to omit 'Once', replaced with 'If'; 'Council' omitted, replaced with 'SRC'; 'Council shall not unreasonably withhold confirmation, and may only vacate the position of Convenor in exceptional circumstances.' omitted, replaced with 'If a Convenor-elect is not confirmed by the SRC at the next meeting of the SRC, the Convenorship becomes vacant', after 'confirmed by Council as Convenor.' 19. Schedule 2 section 5.9 inserted 20. Schedule 3, section 2.2 inserted 21. Schedule 3, section 3.1(b) amended to omit 'Councillors', replaced with 'Association members' 22. Schedule 3, sections 3.2 amended to omit 'Councillor', replaced with 'Association member' 23. Schedule 3, section 3.4(b) amended to omit 'or a Councillor' 24. Schedule 3, section 3.4(d) omitted and replaced 25. Schedule 3, section 3.4(e) amended to omit 'a Councillor',
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	replaced with 'an Association member' 26. Schedule 3, section 6.7 inserted 27. Schedule 3, section 7.1 amended to omit 'Association member and one Councillor', replaced with 'Association member and one Association staff member' 28. Schedule 3, section 10.1(a)(ii) amended to insert ', but not including the relationship between any Councillor and Association staff', after 'relationship' 29. Schedule 3, section 10.7, 10.8, 10.9 be omitted 30. Schedule 3, section 10.7 inserted 31. Attachment 2 inserted. 32. Changes 1—30 enacted from 4 December 2021 Version 9: 25 May 2022 1. Section 7.2.3 amended to insert 'known as the Disabilities Collective' after 'Collective' 2. Section 11.5 inserted to read 'The Accessibilities Officer may be officially recognised as the 'Disabilities Officer'. 3. Schedule 2, section 1 amended to delete 'Accessibilities', replaced with 'Disabilities'. Version 10: 22 September 2022 4. Section 1.5 omitted and replaced 5. Section 1.7.1 amended to insert 'and 12' after 'section 10'. 6. Sections 1.8.1—3 omitted 7. Sections 1.8.1—5 inserted 8. Changes 1—4 enacted 5 December 2022 Version 11: 29 August 2023 1. Section 14 inserted, enacted immediately Version 12: 28 February 2024 1. Section 15 inserted. Version 13: 29 May 2024 1. Schedule 2, section 9.7 relocated to 9.8. 2. Schedule 2, section 9.7 inserted. Version 14: 26 June 2024 1. Section 2.3 and 2.4 omitted and replaced. 2. Section 2.5-2.7 inserted. 3. Section 8.2.7 inserted. 4. Section 1.5 omitted and replaced. 5. Section 1.9 amended to omit 'As such it does not reflect the number of hours a person spends working in their position.', replaced with 'Whilst Office Bearer positions receive an honorarium, these roles still rely on some volunteer time of the person holding the position. Any indexation, reference or comparison to the FTE pay (in part or whole) or the National Minimum Wage under the Fair Work Act is used as a guide only in determining Honorariums from time to time, and is not indicative of an employment relationship or determinative in deciding future by-law amendments in respect to Honorariums.' 6. Section 1.11-12 inserted. Version 15: 31 July 2024 1. Section 1.3.1 amended to omit '2020', replace with '2024'. 2. Section 8.2.5 amended to omit 'required to'. 3. Section 8.2.4 amended to omit 'be required to'. 4. Section 2.1 omitted and replaced. Version 16: 28 August 2024 1. Schedule 4 inserted. 2. Sections 2.3 – 2.7 omitted. 3. Section 1.7.3 amended to omit 'and'. 4. Section 1.7.4 amended to omit '.', replace with ';'. 5. Section 1.7.5 and 1.7.6 inserted. 6. Section 1.8 relocated to section 1.9. 7. Section 1.9 relocated to section 1.10. 8. Section 1.9.1 omitted and replaced.
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	9. Section 1.9.5 omitted and replaced. 10. Section 1.8 inserted. Version 17: 25 September 2024 1. Section 1.5 amended to omit 'International Officer', replace with 'International Students' Officer' 2. Section 1.1 omitted and replaced. Version 18: 27 November 2024 1. Section 7.2.5 amended to omit '*', replace with 'e'. 2. Section 7.2.3 omitted and replaced. 3. Section 10.2 amended to insert 'or Vertigo' after 'the UTSSA', omit 'council', replace with 'SRC' and omit 'executive', replace with 'Executive'. 4. Section 15.2 amended to omit 'available on the UTSSA website', replace with 'easily accessible to all UTSSA representatives and staff.' 5. Table of Contents inserted. 6. Schedule 2, section 5.3 amended to omit 'If the Collective is autonomous, the Returning Officer must be eligible to be a Collective member', replace with 'The Returning Officer must be a member of the Executive, but cannot be the Welfare Officer or Education Officer if they are also the Office Bearer for the Collective holding the election.' 7. Section 6.5 inserted. Version 19: 25 June 2025 1. Section 1.7.6(e) amended to omit 'three', replace with 'five',: 2. Section 1.7.6(f) amended to insert 'regular' before 'social media content'. 3. Section 1.7.6(g) amended to insert 'at UTSSA spaces' after 'hours', and to insert '(if an Office Bearer, this time must be advertised to Collective members from the start of Semester through email and/or social media platforms)' after 'concerns'. 4. Section 1.7.6(h) amended to omit 'two committees or working groups', replace with 'three committee or working group meetings'. 5. Schedule 2, section 5.1 – 5.4, omitted and replaced with 5.1 – 5.3, sections 5.5 - 5.9 renumbered accordingly. 6. Section 1.9.3 amended to omit 'a', omit '1.8.1 or 1.8.2' and replace with '1.9.1'. 7. Section 1.9.4 amended to omit '1.8.1', replace with '1.9.1'. 8. Schedule 2, section 1 amended to omit 'Wom*n's', replace with 'Women's'. 9. Schedule 3, section 3.1 amended to omit 'Subject to this clause 0,' 10. Schedule 3, section 3.5 amended to replace 'clause 0 or 0)' with 'clause 3.4(e) or 3.4(f)', 11. Schedule 3, section 5.5 amended to omit 'clause 0' and replace with 'clause 5.4(b)'. 12. Schedule 3 amended, section 6.4(a) to omit 'clause 0' and replace with 'clause 6.3'. 13. Schedule 3, section 7.2 amended to omit 'clause 0' and replace with 'clause 5.2'. 14. Schedule 3, section 8.2(b) amended to omit 'clause 0' and replace with 'clause 4'. 15. Schedule 3, section 8.2(c) amended to omit 'clause 0' and replace with 'clause 10.2'. 16. Schedule 3, section 10.1 amended to omit '0'. 17. Schedule 3, section 10.1(c) amended to omit the first 'clause 0' and replace with 'clause 3', and omit the second 'clause 0' and replace with 'clause 8'. 18. Schedule 4, section 3.4.1 amended to omit 'university life and student news', replace with 'student life and university news'. Version 20: 29 October 2025 1. Schedule 2, section 5.6 (iv), (v) and (vi) renumbered as (v), (vi)
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	and (vii) respectively. 2. Schedule 2, section 5.6 (iv) inserted. 3. Section 1.4.2 and 1.4.3 renumbered as 1.4.3 and 1.4.4 respectively. 4. Section 1.4.2 inserted. 5. Section 1.4.3 amended to insert 'the remaining unpaid stipend is' 6. Section 1.8 amended to insert 'During this evaluation, the UTSSA Executive will also determine whether the Vertigo Editorial Team has published at least two valid editions during that semester for the purpose of assessing eligibility for the mid-year stipend payment.'
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