

# Collectives Governance Framework

Date Approved: 16 September 2016

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## 1. Introduction

The aim of this policy is to provide a clear framework in supplement the NUSA Constitution and Rules and Regulations to the way collectives are internally governed and managed.

## 2. The Framework

- a. This framework should be read in conjunction with the NUSA Constitution, Rules and Regulations and all policies and procedures thereunder.
- b. The Convenor shall be responsible to the NUSA Council for ensuring their collective is compliant with the Framework.

## 3. Membership

- a. Any member of NUSA who expresses an interest in being a member of the Collective, and registers their name, student number and email address with the Convenor and the NUSA Public Officer may join the collective.
- b. There shall be no membership fee charged to join a Collective apart from any membership fee set for NUSA Membership in accordance with the Constitution.

## 4. Internal Positions

- a. The Collective shall have internal Collective Executive Positions that are recognised by the NUSA Council. These positions include:
  - a) Convenor (Elected externally)
  - b) Deputy Convenor
  - c) Secretary
  - d) Events Officer
  - e) Engagement Officer
- b. All Collective Executive Positions (with the exception of Convenor) shall be elected from members of the Collective at the immediate meeting of the Collective following the first NUSA Council meeting of the year.
- c. At a meeting of the collective, any internally elected Office Bearer including Collective Executive members may be removed from a position by a 75% vote.
- d. If there is a vacancy in an internal position in a collective, an internal election shall be held during a meeting to fill that vacancy.
- e. The Deputy Convenor shall sit on the NUSA Council as an Official (non-voting) Member.
- f. A Collective may specify additional non-executive internal positions in its Terms of Reference.

## 5. Meetings

- a. Each Collective should meet at least once before every ordinary NUSA Council meeting.
- b. Written notice of meetings must be provided by the Convenor to Collective members and the NUSA Executive no later than 48 Hours before the date of the collective meeting.
- c. Meetings of the collective shall be chaired by the Convenor. If the convenor is absent, the Deputy Convenor may chair the meeting.
- d. Three (3) Collective members present at a meeting shall constitute a quorum.
- e. Any member of a Collective who has been absent without apology from two consecutive meetings of the Collective shall be deemed to have resigned from that Collective.
- f. Meeting minutes shall be taken in accordance with NUSA's Meeting Minutes Policy and minute's template and submitted to the NUSA Council.
- g. Minutes of the any meetings occurring following the last submission of minutes to NUSAC must be submitted to the next ordinary NUSA Council Meeting no later than 7 days before the date of the NUSAC meeting.

## **6. Finance and Budget**

- a. Each collective will have an allocation of funds in the annual NUSA budget designated for use on general activities by that Collective.
- b. A Collective meeting may approve the use of funds in their budget for activities, events or projects via a resolution at a Collective Meeting provided it is consistent with any NUSA policy or SSAF requirements.
- c. A convenor may approve the use of up to \$100 of the Collective's budget with respect to 5.b. This must be ratified at the next meeting of the Collective.
- d. Projects funded through collective budgets will not be required to be individually approved by NUSAC. However, in line with NUSA's financial delegations, two NUSA Executive members will be required to approve the final transactions.
- e. NUSA shall assist in providing relevant support resources and making approved payments from the Collective's budget for the activities of the collective.
- f. Any revenue or income a collective receives will be paid to the NUSA account and that sum of money added to the collective's allocation in the NUSA budget.

## **7. Social Media**

- a. There shall be a Facebook page for each collective entitled "UON (*insert collective portfolio*) Collective".
- b. The NUSA Admin account shall be an administrator on the page.
- c. Collective executive members shall be editors on the page.
- d. Promotional material for the Collective posted on the page shall include the official NUSA logo.

## **8. Terms of Reference**

- a. Each collective will have a terms of reference document that outlines the objectives and internal functions of the collective.

- b. The Terms of Reference must be consistent and compliant with the Collective Governance Framework and not contradict any NUSA Policy, Rules and Regulations or the Constitution.
- c. The NUSA Council must approve any amendments to the Collective’s Terms of Reference before those amendments can take effect.

**9. Supporting Documents**

[Meeting Minutes Policy](#)

[Meetings Policy](#)

[Social Media Channels Policy](#)

**10. Document History**

Version	Date	Details
1	16 September 2016	Policy adopted

# **NUSA [insert name of Collective]**

## **Terms of Reference**

### **1. Establishment**

The name of the Collective is [insert name of collective as defined by NUSA Constitution] or [insert any abbreviation/acronym].

### **2. Definitions**

Terms used in this constitution will mean the following:

- 2.1. **Collective** or [insert any abbreviation/acronym of collective] shall refer to [insert name of collective].
- 2.2. **Office-Bearers** shall mean the elected representatives of the Collective.
- 2.3. **Collective Executive** are defined as the five (5) positions required the Collective executive: Convenor, Deputy Convenor, Secretary, Events Officer and Engagement Officer.
- 2.4. **Student** shall mean a person currently enrolled for studies at the University of Newcastle.
- 2.5. **The University or UON** shall mean the University of Newcastle, Australia.

### **3. Aims and Objectives**

The aims and objectives of the collective are:

- 3.1. to promote the social and intellectual life of members of the Collective and the students it represents
- 3.2. to enhance and foster the social atmosphere and sense of community of the members of the collective
- 3.3. To protect and promote the principals of social justice, fairness and equality
- 3.4. [Insert aim/objective]

### **4. Membership**

- 4.1. General Membership is open to all members of NUSA.
- 4.2. There shall be no membership fee charged to join the collective.

### **5. Rights and Obligations of members**

- 5.1. The Collective and all its members shall comply with the NUSA Constitution and all policy, Rules and Regulations made thereunder including its Code of Conduct.
- 5.2. Details of all members are to be kept private and shall only be accessible to the Collective Executive, and the NUSA Office.
- 5.3. Membership or related rights and obligations cannot be passed on to another person.

### **6. Cessation of Membership**

- 6.1. Membership ceases if a member:
  - a. Resigns membership through a notice sent to the Secretary;

[Insert Collective Logo]



- b. Ceases to be a member of NUSA; or
- c. Is expelled from the Collective.

## **7. Discipline, Suspension and Expulsion of Members**

- 7.1. The Collective may resolve to suspend or expel a member from the Collective via a 75% majority vote if they have reason to believe the conduct of a member that member has been in violation with the following:
  - a. The Collectives aims and objectives;
  - b. The Collectives Code of Conduct;
  - c. NUSA's policies;
  - d. NUSA's Code of Conduct
- 7.2. A resolution to suspend or expel a member of the Collective may only take effect:
  - a. If at a meeting of the Collective 75% of the member's present vote in favour of the resolution; or
  - b. If the member exercises a right of appeal to the NUSA Executive and the NUSA Executive does not uphold the appeal.
- 7.3. A meeting of the Collective to consider a resolution to suspend or expel a member must be held not earlier than seven (7) days and not later than fourteen (14) days after the notice has been given to the member in accordance with the following:
  - a. The Secretary must, as soon as practicable, give notice to the member:
    - i. Setting out the resolution of the Collective and the grounds on which it is based, and stating that the member (or their representative) may address the Collective at the meeting;
    - ii. Stating the date, place and time of that meeting; and
    - iii. Informing the member that if, at that meeting, the Collective confirms the resolution, they may give notice within forty-eight (48) hours of the meeting that they will appeal to the NUSA Executive.
- 7.4. At a meeting of the Collective to confirm or revoke a resolution, the Collective must:
  - a. Give the member (or their representative) an opportunity to be heard;
  - b. Give due consideration to any written statement submitted by the member;
  - c. Determine by resolution whether to suspend or expel the member;
  - d. In the case of suspension of a member, determine the length of suspension; and
  - e. In the case of expulsion of a member, determine the length of the expulsion, and whether the member will be permitted to apply for membership again after the period of expulsion.
- 7.5. Appeals
  - a. The right to appeal must be lodged within forty-eight (48) hours of notice of expulsion/suspension.
  - b. Appeals are considered at a NUSA Executive Meeting and voted on by the NUSA Executive.
  - c. The decision of the NUSA Executive to either uphold or reject the appeal is final.

## **8. Collective Code of Conduct**

- 8.1. All members must act to be inclusive and treat everyone equitably, consistently and appropriately.

[Insert Collective Logo]

- 8.2. All members must behave and communicate in a manner that does not offend, degrade or humiliate.
- 8.3. All members must show consideration for the property of NUSA and the property of others.
- 8.4. The Collective will not encourage or tolerate bigoted or otherwise hateful behaviour. Sexism, racism, prejudice relating to sexual orientation and gender, religious intolerance, and all other forms of bigotry will not be tolerated.
- 8.5. The Collective will not tolerate drunk and disorderly behaviour that interrupts its events or otherwise adversely affects Collective members or other people. Any member found to be contravening this clause will be asked to leave the event, and the Collective Executive may resolve to suspend or expel a member from the Collective in accordance with the provisions of these Terms of Reference.

## **9. Collective Executive and Office Bearers**

- 9.1. Office Bearers of the Collective shall constitute:
  - a. The Collective Executive comprising of the:
    - i. Convenor (Elected Externally);
    - ii. Deputy Convenor;
    - iii. Secretary;
    - iv. Events Officer;
    - v. Engagement Officer;
  - b. Other Office Bearers comprising of:
    - i. Two (2) Collective Grievance Officers
    - ii. *[insert any other positions necessary]*
- 9.2. All Office Bearers (with the exception of Convenor) shall be elected from members of the Collective at the immediate meeting of the Collective following the first NUSA Council meeting of the year.
- 9.3. Only Collective members may vote in the election of Office Bearers.
- 9.4. Nomination for an executive position must be forwarded in writing to the Secretary and Convenor one (1) day in advance of the meeting must be signed by at least one other Collective member.
- 9.5. No member is to hold more than one executive position in the committee.
- 9.6. An executive position shall be filled by one person each year and cannot be shared with another member.
- 9.7. If a nominated member runs for an executive position uncontested they shall automatically fill the position.
- 9.8. If insufficient nominations are put forward in advance to fill any executive positions the available executive position may be nominated for at the next meeting of the Collective.
- 9.9. Internally Elected Office Bearers shall hold office for a year commencing upon their election during the immediate meeting of the Collective following the first NUSA Council meeting of the year to the same meeting the following year.
- 9.10. At a meeting of the collective, any internally elected member may be removed from a position by a 75% vote.
- 9.11. If there is a vacancy in an internal position in a collective, an internal election shall be held during a meeting to fill that vacancy.

## **10. Executive Committee responsibilities**

- 10.1. The Collective Executive is responsible and personally liable for the following:

[Insert Collective Logo]

- a. Managing the budget of the Collective;
- b. Events and activities of the Collective;
- c. Management of the Collective and all its members;
- d. Representation of the Collective;
- e. Liaising with the relevant bodies and units in UON;
- f. Understand and be able to provide insight into the Collective Governance Framework and the Collective's Terms of Reference;
- g. Abide by the Collective's Terms of Reference.

## **11. Cessation of executive positions**

11.1. A person's office in an executive position will be discontinued if the person:

- a. Resigns their position;
- b. Resigns their membership;
- c. Ceases to be a NUSA member;
- d. Has been absent from two consecutive meetings without apology;
- e. Is removed from their position;
- f. Is expelled from the Collective.

## **12. Roles and responsibilities of Collective Executive Positions**

Roles and Responsibilities of the Collective executives, shall be to:

### **12.1. Convenor**

- a. Be the chairperson of all Collective meetings;
- b. Be the spokesperson for the Collective;
- c. Notify Collective members of meetings;
- d. Ensure the Collective Executive carries out their responsibilities;
- e. Explain the obligations and rights of Office Bearers to them;
- f. Submit a written report to every NUSAC meeting on the activities of the Collective;
- g. Conduct the duties of any vacant Collective Executive position;
- h. Be responsible to the NUSA Council for ensuring their collective is compliant with the Collective Governance Framework.

### **12.2. Deputy Convenor**

- a. Be the chairperson for Collective meetings where the Convenor is absent;
- b. Assist the Convenor in the management of the Collective and its event and activities;
- c. Assist the executive in the carrying out of their roles;
- d. Attend NUSA Council meetings as an Official (non-voting) Member and;
- e. Assist the Convenor in preparing regular reports to the NUSA Council.

### **12.3. Secretary**

- a. Receive and send all external correspondence for the Collective;
- b. Work with the Convenor to prepare an agenda for all meetings;
- c. Supervise voting during all meetings;
- d. Receive and organise all motions put forward by members and raise them during meetings;
- e. Take minutes at meetings;
- f. Liaise with the NUSA office to update and maintain the membership list;

[Insert Collective Logo]

- g. Manage all of the administrative records of the Collective in conjunction with NUSA staff;
- h. Prepare a proposed budget for the Collective to be submitted to the second ordinary NUSA Council meeting of the year;
- i. Work in conjunction with the NUSA Office to monitor the collectives allocated budget.

#### **12.4. Events Officer**

- a. Manage the Collective and its events and activities;
- b. Work with the Convenor to draft a budget for each event and activity;
- c. Complete an Event Run Sheet for each event;
- d. Work with the NUSA office to organise bookings and logistics relating for events.

#### **12.5. Engagement Officer**

- a. Develop strategies to increase membership and student engagement of the collective;
- b. Work with NUSA and UON to engage new members with the Collective;
- c. Work with NUSA, UON Student Communications and the Events officer to promote activities and events of the collective;
- d. Grow the social media presence of the collective.

### **13. Roles and Responsibilities of Other Officer Bearers**

#### **13.1. Grievance Officer**

- a. Work to ensure NUSA's and the Collectives Code of Conduct is upheld;
- b. Support and promote a respectful atmosphere among members of the collective;
- c. Work constructively with members of the collective to resolve internal disputes.

### **14. Meetings**

- 14.1. The Collective shall meet at least once before every ordinary NUSA Council meeting.
- 14.2. The Convenor will give written notice and send the agenda to members at 48 hours in advance of when the meeting is scheduled. The notice will include the date, location, time, and content of the upcoming meeting.
- 14.3. The agenda must include:
  - a. Confirmation of the previous meeting's minutes;
  - b. Reports from the Collective Executive Members;
  - c. Report on the Collectives activities since the last meeting;
  - d. Approval of budget expenditure;
  - e. Amendments to the Terms of Reference (if applicable);
  - f. Filling casual positions of an Office Bearer Position (if applicable); and
  - g. General business.
- 14.4. Quorum at all collective meetings shall be three (3).
- 14.5. Quorum must be reached for any business to be conducted.
- 14.6. If quorum is not reached within half an hour of commencement of the meeting, the meeting shall be rescheduled.
- 14.7. All Collective members entitled to vote may cast one vote on each motion.
- 14.8. If there are more votes in favour than against a motion, it is to be declared carried, if there are not or there is a tie then the motion shall be declared lost
- 14.9. Minutes of each meeting must be taken in accordance with NUSA's meeting policy and distributed to all members present and Office Bearers and submitted to the NUSA Council within 48 hours of the meeting.
- 14.10. All changes made to, the Terms of Reference or requests for approval of financial expenditure must be forwarded to the Convenor and Secretary before the meeting.

[Insert Collective Logo]



14.11. If motions on changes to the Terms of Reference are approved during the meeting, they must be submitted to the NUSA Council for approval.

## **15. Finance and Expenditure**

15.1. The Collective must approve any expenditure from its budget at a meeting

15.2. A convenor may approve the use of up to \$100 of the Collective's budget. This must be ratified at the next meeting of the Collective.

15.3. The purpose of any expenditure being approved must be consistent with any NUSA policy or SSAF requirements.