



ECU Student Guild

POLICY

POLICY TYPE	Operational Business Policy
POLICY TITLE	Social Council Policy
POLICY OWNER	Vice-President (Social Activity)
POLICY CATEGORY	Administration
POLICY CODE	OBP_AD003

TABLE OF CONTENTS

1	INTENT	3
2	ORGANISATIONAL SCOPE	3
3	OVERVIEW	3
4	POLICY CONTENT	3
5	RELATED DOCUMENTS	5
6	CONTACT INFORMATION	5
7	APPROVAL HISTORY.....	5

1 INTENT

The purpose of this policy and its supporting procedures is to regulate how the Department is managed within the Guild's governance framework.

2 ORGANISATIONAL SCOPE

This policy applies to all Officers and Employees.

3 OVERVIEW

- 3.1 All policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following recommendations from the Policy and Accountability Committee.
- 3.2 The Guild shall maintain a Policy Manual of all current policies in a manner which is easily accessible to members, Officers, Employees and other stakeholders where appropriate.
- 3.3 All policies will be reviewed annually to ensure relevance and accuracy.

4 POLICY CONTENT

4.1 Title:

The title of this Department shall be the "**Social Council**" and this may be abbreviated to "**SC**" throughout any Guild documentation.

4.2 Membership:

The Department's overall membership shall its governing body. This shall comprise all recognised Social Clubs defined in the Register of Affiliates and the Guild Affiliation Policy. The President (or their Social Council nominee) shall be interchangeably referred to as a Department Officer.

In addition to the Social Clubs, there shall also be:

- (a) The Department Chairperson – Vice-President (Social Activity); and
- (b) The Executive Officer – General Secretary (or their nominee);

4.3 Accountabilities and Responsibilities:

The Department shall:

- (a) Formally represent all students' social interests in all forums where student participation is required or desirable;
- (b) Facilitate lines of formal communication between the University and students on matters concerning social activity;
- (c) Encourage a sense of community for the entire ECU student body;
- (d) Campaign for improvement in the standards of services and facilities that affect social activity for students offered by the University;
- (e) Campaign for opportunities for social activity offered by the University;
- (f) Promote student engagement and education in issues affecting students' social activity;
- (g) Support the social engagement of all students;
- (h) Ensure the Department Chairperson creates and maintains the **Annual Department Proposal** and **Department Budget** each year;
- (i) Monitor (where appropriate) the **Department Budget** and ensure funds are expended accordingly;
- (j) Provide support and resources to the Social Clubs, as defined in the **Register of Affiliates** and the **Guild Affiliation Policy**;

- (k) Maintain this Department Policy's relevance, accuracy and potency through submitting proposed changes to the Senate, through the Department Chairperson;
- (l) Represent the interests of students' social interests on the Senate, and other Guild Bodies where required or desirable, to encourage and implement the goals of the Department and, in all relevant deliberations regarding student representation, engagement and support;
- (m) Be accountable and adhere to this Department Policy and Annual Department Proposal, the Constitution and other relevant regulations; and
- (n) Ensure the **Annual Department Proposal** is completed and approved by the Senate before the start of Semester 1 each year.

4.4 Powers:

This Department shall have the following powers conferred upon it by the Senate:

- (a) Expend funds within the Department Budget in accordance with the Guild's Schedule of Delegation and Authority;
- (b) Operate and administer activities and initiatives for the exclusive benefit of its membership;
- (c) Publish relevant and appropriate material, subject to relevant Policy;
- (d) Recognise and grant financial assistance to any Affiliated Body it determines is a Social Club, which must be the one peak representative body of that particular interest, in the **Register of Affiliates**;
- (e) Refer General or Financial Members to the Discipline Committee as necessary;
- (f) Conduct campaigns and make representations on behalf of its membership; and
- (g) Do all other things as are incidental or conducive to the attainment of the above powers.

4.5 Meetings, Elections & Appointment Provisions:

- (a) Meetings of the Department shall be held as regularly as the Department Chairperson deems fit.
- (b) Meetings of the Department shall be convened and conducted in accordance with the Guild's Standing Orders.
- (c) Apart from the Department Chairperson (who shall hold both a deliberative vote and a casting vote) and the Executive Officer (who shall not hold a vote, but be considered an Accredited Observer under the **Standing Orders**) – all Department Officers shall have one deliberative vote.
- (d) At a General Meeting of the Department, all governing members of the Department shall be entitled to one vote.
- (e) All appointments/elections made by a Social Club shall be communicated to the Department Chairperson immediately.
- (f) Each Department Officer shall hold office from their election/appointment until the next Annual General Meeting of the Department, when each Social Club's affiliation shall be reconsidered.
- (g) The Department shall hold its Annual General Meeting before the Semester 1 teaching period.
- (h) The governing body of the Department may, by resolution passed by Special Majority, expand its membership by co-opting up to three (3) additional Department Officers.
- (i) The governing body of the Department may allocate titles and portfolios to Department Officers.
- (j) No sub-committees may be established by this Department, for any purpose.
- (k) Department Officers representing a Social Club must be a member of that Social Club.
- (l) In the event of the position of Department Chairperson becoming vacant; the Department Officers will appoint a new Department Chairperson unless the contrary appears in the Constitution.

5 RELATED DOCUMENTS

- 6.1 Constitution
- 6.2 Code of Conduct
- 6.3 Standing Orders

6 CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Vice President (Social Activity)
All enquiries contact	
Telephone	
Email address	

7 APPROVAL HISTORY

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