



ECU Student Guild

POLICY

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| POLICY TYPE | Operational Business Policy |
| POLICY TITLE | Undergraduate Studies Department Policy |
| POLICY OWNER | Vice-President (Academic) |
| POLICY CATEGORY | Administration |
| POLICY CODE | OBP_AD001 |

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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- 3.1 All policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following recommendations from the Policy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 **"Undergraduate Studies Department"** and this may be abbreviated to **"USD"** throughout any Guild documentation.

4.2 Membership:

The Department's overall membership shall be all General Members and Financial Members of the Guild enrolled in an undergraduate course at the University.

The Department's governing body shall be made of General Members and Financial Members enrolled in an undergraduate course at the University, and shall comprise:

- (a) The Department Chairperson – Vice-President (Academic);
- (b) The Executive Officer – General Secretary (or their nominee);
- (c) The School of Arts & Humanities Officer;
- (d) The School of Education Officer;
- (e) The School of Medical & Health Sciences Officer;
- (f) The School of Science Officer;
- (g) The School of Business & Law Officer;
- (h) The School of Engineering Officer;
- (i) The School of Nursing & Midwifery Officer; and
- (j) The Western Australian Academy of Performing Arts (WAAPA) Officer.

4.3 Accountabilities and Responsibilities:

The Department shall:

- (a) Formally represent all undergraduate students in all forums where undergraduate student participation is required or desirable;
- (b) Facilitate lines of formal communication between the University and undergraduate students;
- (c) Encourage a sense of community for undergraduate students in themselves both as a demographic, and as part of the entire ECU student body;
- (d) Campaign for improvement in the standards of services and facilities for undergraduate students offered by the University;
- (e) Campaign for high quality teaching and learning in courses offered by the University;
- (f) Promote student engagement and education in issues affecting undergraduate students;

- (g) Support the academic interest, social engagement and welfare of undergraduate 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 Academic Societies, 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 undergraduate students 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 an Academic Society, which must be the one peak representative body of that School, 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) Apart from the Department Chairperson and the Executive Officer – all Department Officers shall either be appointed by the Department Chairperson and one other Senator; elected by secret ballot at the next Annual General Meeting of the Department; or filled by a recognised Academic Society's President (or equivalent) pursuant to Clause 4.5(o).
- (e) At a General Meeting of the Department, all members of the Department, regardless of whether they hold a governing body position or not, shall be entitled to one vote.
- (f) All appointments/elections shall take effect immediately.
- (g) Each Department Officer shall hold office from their election/appointment until the next Annual General Meeting of the Department.
- (h) The Department shall hold its Annual General Meeting during a teaching period before the end of Semester 2.

- (i) 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.
- (j) The governing body of the Department may allocate titles and portfolios to Department Officers.
- (k) No sub-committees may be established by this Department, for any purpose.
- (l) Department Officers representing a School must belong to that School.
- (m) When voting for a Department Officer representing a School – only Department members belonging to that School may cast a vote.
- (n) Nominations for the election of Department Officers shall be taken from the floor of the Annual General Meeting.
- (o) In the event of an Academic Society being recognised as such by the Department in the Register of Affiliates; the respective Academic Society’s President (or equivalent) shall automatically fill the position of its respective school’s Department Officer thus superseding the provisions in this Department Policy for elections/appointments of Department Officers.
- (p) 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:

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| Policy Owner | Vice President (Academic) |
| All enquiries contact | |
| Telephone | |
| Email address | |

7 APPROVAL HISTORY

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| Policy Approved by | Senate |
| Date Policy First Approved | 22 November 2016 |
| Date last modified | |
| Revision History | |
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