



src

activism
advocacy
representation

Students'
Representative
Council
Induction
2019

ACKNOWLEDGEMENT OF COUNTRY

The Students' Representative Council acknowledges the traditional owners of this land (Sydney), the Gadigal people of the Eora nation and of the other lands that we call Australia. We stand on this land today as beneficiaries of an uncompensated and unreconciled dispossession that occurred over 200 years ago. As students, it is important to recognise how this history of dislocation and disenfranchisement has contributed to the inequality we observe in modern society. We acknowledge both our privilege and our obligation to redress the situation as best we can: to remember the mistakes of the past, act on the problems of today, and build a future for everyone who now calls this place home, striving always for genuinely practical and meaningful reconciliation.

CONTENTS

THE SRC OFFICE	2
SRC GOVERNANCE	4
STAFF OF THE SRC	5
BEING A STUDENT AND AN ACTIVIST	7
BEING A RESPONSIBLE EMPLOYER	7
SEXUAL HARASSMENT IN THE SRC	10
VICARIOUS TRAUMA	11
MEETING PROCEDURES.....	12
ADMIN PROCEDURES.....	18
SRC MEETING DATES	24

THE SRC OFFICE

The office is situated on level 1 of the Wentworth Building at the Darlington campus. We also conduct casework on a number of satellite campuses, including Mallett Street (Nursing and Midwifery), Sydney College of the Arts, Cumberland campus (Health Sciences), the Conservatorium of Music, Camden (Vet Bioscience), and Westmead campus (Oral Health).

We have a **kitchen** with continuous, filtered, cold or boiling water, a microwave, a refrigerator, and a sandwich press. You can bring your own food and sometimes there is food to share. It's only a small space, so please wash up after yourself, so the dishes don't pile up.

The **toilets** are not segregated by gender. If you notice that we need more toilet paper, or paper towels, or soap, please let Bec or Laura know.

Swipe cards will let you into the front door after hours, and the back and reception door at all times. To apply for a swipe card, send an email for executive's consideration to secretary.council@src.usyd.edu.au, and outline the reason why you should have a card.

Work health and safety is a concern for everyone who uses the SRC offices. Complete the online training to ensure that you know how to deal with any situation (surveyMonkey.com/r/whs19).

Please turn off **lights, air conditioning, and computers** when you are finished using them, especially if you're the last one in the office. The carbon dioxide emissions from leaving just one computer on for just one day, is the equivalent of driving from here to Penrith.

All office bearers have an **SRC email address**. Please check these regularly or ask Chitra to help you forward this to your personal email, so you don't miss any messages from staff or students. It is important to know that sometimes students get a bit confused about whether they need to contact you, or a caseworker. If it is an issue that affects students as a group, then it is usually a matter for you. For example, a subject requires all students to buy a really expensive software license, or a lecturer won't speak into the microphone and nobody can hear them properly. If it affects an individual student it should be forwarded

to a caseworker (help@src.usyd.edu.au). For example, a student doesn't know how to apply for Special Consideration, or they are accused of cheating. If in doubt please ask.

If you need anything **posted** talk to Bec or Laura. Things we receive for you will be left in your pigeon hole, in the corridor opposite the toilets.

We have three **staple guns** available for loan for 24 hours with a \$20 deposit and student card. We can also give you staples. Please be careful with the loaded staple guns, they can do a bit of damage to fingers!

We have an account with Winc, a **stationery supplier**, which gives us a pretty good discount, meaning we get it much cheaper than at Officeworks. If you take the last of something please Bec or Laura know so we can top up.

If you need to **book a room** for a meeting (whether in the SRC or in the campus) talk to Cameron or Julia (secretary.council@src.usyd.edu.au). The booking process can be a bit slow with the university so please give three weeks notice. Bear in mind that after hours (or premium room – ooh lah lah) bookings may attract a fee that will need the president's approval.

Follow these steps to get **photocopying** done:

Step 1: Check you have an SRC logo. Your original can't have too much black or dark colours and doesn't have a thick border (it will jam the machine, and nobody likes machine jam).

Step 2: Get a photocopy request from the pigeonholes and get it authorised by the President. You need to have it authorised before they can start copying.

Step 3: Bring it to Bec or Laura. Plan ahead, because it may take a few days, especially for orientation week.

SRC GOVERNANCE

The Governing Documents (in a nutshell)

- The SRC Constitution is the governing document for the organisation. It defines what the SRC is and how this should be fulfilled.
- The SRC Regulations are articles, which accompany the constitution and provide all the detail, which cannot be included or is unnecessary in the constitution.
- The SRC Policy is a non-binding document, which covers specific areas of the SRC. The policy document is the most fluid and can be changed as situations, platforms and the needs of the organisation change.

The Standing Legal Committee meets to consider any changes to policy, regulations or the constitution to determine whether the proposals contravene any of the existing governing documents. The Standing Legal Committee reports to the Council and presents any findings and determinations.

For example: the SRC could not pass a policy preventing Arts students from being SRC members because the constitution says that:

The Student Body of the University of Sydney shall consist of the whole number of students, whether matriculated or un-matriculated, who:

- enrol in a Bachelor's degree, an undergraduate diploma, or as a non-degree student; and
- who choose to be part of the Student Body for the purposes of this Constitution.

Changes to the policy, regulations or constitution

Changes can be made to the governing documents; however, the Council must be given adequate notice of any intended changes. Proposed changes are put 'on notice' in an official notice document which is circulated via email to Councillors prior to each meeting.

- Policy change requires notice of 7 days.
- Regulation change requires notice of 14 days.

- Constitutional change requires notice of 21 days.

NB: It is very difficult to change the constitution (though not impossible)

STAFF OF THE SRC

Chitra Narayanan

Administration Manager

Chitra is the head of the Admin team and generally runs the entire Office – if you have a question, chances are she'll know the answer. She helps put together our SSAF applications and is your port of call if you have any IT issues in the office.

Bec Sallit (Mon, Tue) and Laura Kitsos (Wed, Thu, Fri)

Administrative Assistant

Bec and Laura run the front counter – phone calls, appointments, lending stuff to students, etc. If you need any stationery or copying they are the ones who will help. Please allow enough time between your requests for printing and the due date.

Cameron Caccamo and Julia Robins

Secretary to Council

Cameron and Julia take minutes at exec and SRC meetings. They also keep the mechanics of them working. This means sending out notices, maintain addresses, storing the policy and constitution and any other council business. They will be sending SRC councillors emails throughout the year. Please answer their emails as it allows them to plan things like venues and catering and anything else needed.

Hani Bawazir

Accounts Officer

Hani pays the bills and the wages. He also processes reimbursements. All up he is a popular guy.

Amanda LeMay and Mickie Quick

Publications Managers

Amanda and Mickie finalise all of the SRC's publications. During semester, their time is dominated by Honi Soit, but extends to website and other print production too. If you need help with the design of any printed or electronic material talk to either of them.

Thomas McLoughlin (Principal) and Annie Zeng

Solicitors

Thomas and Annie are the solicitors in the SRC Legal Service. They provide advice and advocacy for students, as well as providing guidance when necessary to the organisation, with Annie qualified to give visa advice.

James Campbell (Manager), Breda Dee, Sharon Maher, Melissa de Silva, Lorna Pringle (part time), and Louise Stack (part time)

Casework and Policy Officers

Caseworkers provide advice and advocacy to students on issues, including Centrelink payments, tenancy advice, academic appeals (includes academic honesty, show cause and special consideration), misconduct and almost anything else students come up with. We prepare government and university submissions on issues related to higher education. We are also all very experienced in student activism and the community sector, and can provide information and support for any of your campaigns. We provide briefings for the university committees, so if you'd like us to check over one of your committees just let us know. We can also provide you with training in any area you require as an activist or councillor of the SRC.

BEING A STUDENT AND AN ACTIVIST

Being an activist doesn't have to mean failing at Uni. There are a number of things you can do to help you pass the subjects you attempt. Consider these ideas:

- Make a realistic assessment of the time that you have available to you. Allocate the tasks that you have (class, study, work, activism, fun, sleep) onto a timetable. The trick is to be realistic. If you need help with time management have a look at Module 10 at the Learning Centre, or talk to a caseworker.
- If you have taken on too much consider reducing your responsibilities. Do less activist stuff or drop some subjects. If it is after the magic uni cut off dates then talk to a caseworker. If you are on a Centrelink payment make sure that you are not jeopardising your payments by dropping subjects. Again, talk to a caseworker.
- Be effective as an activist. Remember that while it is quicker to do something yourself rather than teaching someone else to do it, you'll be saving your time in the future (not to mention the other benefits of skill sharing). Question if you really have to have a meeting and if so make it concise.
- Talk to your lecturers and tutors. Some academics will be sympathetic to your time constraints. Some will even have so much respect for your activist work that they will readily give extensions, alternative assessments, etc. You will never know if you don't ask.
- Deal with stuff sooner rather than later. If you get the feeling that things are going to go wrong (for example, you won't finish that assignment or you're not ready for that exam) talk to either a caseworker or your academic. There are usually a few options if you have allowed yourself enough time.

CONFIDENTIALITY

We all need to respect students' right to confidentiality. For example, if you see someone talking to a caseworker, don't ask them later how they went with the problem. Staff offices are not for your use. You may be asked to step outside of office while a staff member covers up information they're working on. Please do not take offense to this. If in

the course of your work you find out confidential information you should keep it to yourself. This means don't tell your friends, your housemates, your family or even your partner.

Names, emails and phone numbers are also important pieces of information. This is especially important in terms of protecting people who support groups such as refugees and queer students. When collecting petitions and contact lists you should ensure that people can get involved without fear of being stalked or harassed. This means that contact lists should be on a form filled out by one student only, torn off and placed in a secured box (e.g., left under the desk). The database of these details should be password protected and accessed only by authorised people. Be conscious to protect people's email addresses when sending group emails, by using the BCC function. This may sound over the top, but we have had white supremacists on campus at o-week. They weren't invited, they were promoting their group, and they were not particularly in love with the SRC.

BEING A RESPONSIBLE EMPLOYER

The workplace:

- The SRC is an independent organisation run by students for students, with the help of employees.
- Being an employer (Council, Exec, and President) is a new and interesting experience, but it also carries responsibilities.
- The SRC is a workplace as well as a student space.

The SRC employs people doing:

- Publications work,
- Admin,
- Cleaning,
- Casework,
- Legal Services, and
- Elections.

We all have Duty Statements for the specific jobs we signed up for. In fact, you do too.

We also work within the structure of our Enterprise Agreement

- We are members of a union (CPSU & NTEU)
- The SRC has an Enterprise Agreement between the SRC and the union / Staff.
- The EA sets terms and conditions, and includes collaborative structures like the Staff Committee, Dispute Resolution, and Managing Change clauses. There is also a confidentiality clause explaining that caseworkers cannot be asked by the employers about individual cases.
- There is different formal independent incorporated arrangement for the Legal Service and its two solicitors, and different arrangements for electoral officers.

We also work within the structure of the Law

- WHS Law - well-being and risk
- Disability Law
- Discrimination Law (also in the EA)

We take these very seriously, both because of the principles behind them and because it makes a practical difference to the workplace.

A few final words. The SRC is a workspace – if we make a request there is usually a reason.

- Please keep noise down please. There may be students seeking help, as well as OB, activists or Honi editors trying to do some work.
- Respect confidentiality – don't talk about students you see here, and don't enter a caseworker's office before checking it's ok.
- Staff are committed to working in a democratic and social justice focussed student run organisation.
- Do work with us. We're happy to help, but be reasonable with any demands.

We look forward to doing good things together.

BE ON TIME

You will be invited to many meetings this year and in your professional future. You should do what you can to be on time. The people you are meeting also have things they need to do. If everyone is on time it is easier to plan and make everything fit into a day. It shows respect for the other people's time, and also shows them that you are serious about achieving what you want. So wherever possible, be on time. If not, please call to let them know.

SEXUAL HARASSMENT IN THE SRC

The New Year brings many opportunities to meet new people. Some may have been at Uni or even the SRC before but maybe you didn't notice them. Many will be first year students, who will be new to the University culture. Many come from backgrounds that have made it unusual to be in an environment with so much freedom (what you wear, whether you attend classes, being able to drink alcohol).

Your role in the SRC may increase your social capital, and you may be a prime candidate for lots of attention from lots of new people. This is a great opportunity for you to expand your contact lists, involve more people in campaigns, and make new friends.

HOWEVER, this does not mean it is okay for you to become a predator. First year students should never be viewed as "fresh meat". Recognise the power differential, where you have more experience and familiarity at the University. People will give their contact details to be used in a campaign. This does not mean it is okay for you to contact them for any other purpose, even if they seem to be interested. There are no exceptions. Don't follow them around at meetings or actions – this is stalking.

The University defines harassment as behaviour or language that:

- the other person does not want AND
- offends, embarrasses, or scares them AND
- is sexual OR targets them because of their race, sex, pregnancy, marital status, transgender or intersex identity, sexual preference or orientation, disability or long-term illness, age, family or carer's

responsibility, social origin, political belief or lack of political belief, religious belief or lack of religious belief AND

- in the circumstances a reasonable person should have expected would offend, embarrass or scare.

If you're unsure about your or someone else's behaviour talk to one of the caseworkers. Treat everyone with respect, especially yourself.

VICARIOUS TRAUMA

What is vicarious trauma?

Vicarious trauma (also known as empathic strain or compassion fatigue) is the phenomenon of being traumatised by extended or intense exposure to the trauma of others. For example, the detention of refugees, chronic depression and suicide of friends, and police violence.

The intensity of each person's reaction to stress can be modified by several factors:

- Duration – longer exposure to any stressful event usually makes it more severe,
- Multiplicity – the more stresses the greater the potential reaction,
- Situational Importance – greater importance of the event means greater reaction,
- Individual's Evaluation of The Stress – how threatening is the situation and how prepared are you to cope with the consequences (psychological Achilles heal),
- Reminders That Trigger Vivid Memories (press coverage, trials/lawsuits and similar incidents), and
- Stress Tolerance – General ability to tolerate stress and experience stress inoculation.

What is Pre-Briefing and Debriefing?

Pre-briefing is when you prepare yourself for a trauma ahead of time. Usually this is an actual trauma not a hypothetical. Debriefing is a formal

meeting done individually or in small groups. It is generally held shortly after an unusually stressful incident, strictly for the purpose of dealing with the emotional residuals of the event.

MEETING PROCEDURES

1. MOTIONS

SRC decisions can only be made by means of motions being adopted by a simple majority of Representatives (Reps) present, or their proxies. In other words, if more than half of the Reps or proxies vote in favour of the motion, it is declared Carried; if less than half vote in favour, the motion is Lost; if the vote is even the motion is Lost.

A motion is moved, seconded, debated and possibly amended and finally put (that is, voted upon).

There are a few different kinds of motion; the most common and most important type, i.e. those through which Council makes decisions, are known as substantive motions.

Moving and Seconding

Motions may be moved and seconded any member of the student body. At some stage before they are put, they must be handed to the Chairperson of the meeting in writing, so that when the Chair 'puts the motion' (i.e. asks the Reps to vote on it) s/he is able to read out the right wording.

A typical motion might read: "THAT the SRC express its support in principle for the and donate \$50 towards printing of material publicising this event."

Debate on Motions

After the mover and seconder have spoken in favour of the motion, the Chair may open the question for debate. Any undergraduate student may speak at Council meetings, but a person must first let the Chair know that they wish to speak - this is usually done by raising a hand. The Chair writes down the names of people who indicate that they wish to speak (this is known as the speaking list) and calls on them in the

order in which they indicated. If consecutive speakers have taken the one side (i.e. all in favour of the motion or all against), the Chair may vary the list so that the other side of the arguments are heard next. It is the Chair's job to ensure that speakers are heard in silence. At some stage the Chair may suggest that debate has gone on for long enough and that the speaking list be closed. If the meeting does not object to this suggestion, the Chair will ask if anyone else wants to go on the speaking list; after s/he has noted the names of people who still want to speak, those people will be heard, the mover will be given the chance to reply, and then the motion will be put.

Amendments

Any undergraduate student may move an amendment to the motion - i.e. an alteration which remains in keeping with the purpose of the motion. For example, in the motion quoted above, a person may move an amendment that the amount of the donation be increased to \$75.

If the amendment is acceptable to the proposer and seconder of the motion, then, when it is time for the meeting to vote on the motion, it will be put in its amended form.

If the amendment is NOT acceptable to the proposer and seconder, then someone must second the amendment. After debate, the amendment will be voted on (before the motion). If the majority vote in favour of the amendment, then the motion will be put in its amended form (i.e. in the sample case above, the motion would read ..."and donate \$75 towards printing of material publicising this event.") If, however the majority vote against the amendment, then the motion will be voted on in its original form i.e. the amendment is ignored.

Foreshadowed Motions

Sometimes a person tries to move an amendment which is unacceptable to the proposer and seconder of the motion; and the Chair rules that it cannot be called an amendment because it changes the intent of the motion. The person may still wish to put their point of view anyway, and they can do this in the form of a foreshadowed motion; for example, they may say "I wish to foreshadow a motion that the SRC boycott the event".

Debate then continues on the original 'substantive' motion. After the substantive motion is put to the vote, and only if the substantive motion is lost, debate proceeds around the foreshadowed motion (which now become the substantive motion).

Procedural Motions

Basically, only one motion may be debated at any one time.

However, it is possible for people to bring in 'procedural motions' during the course of debate - these refer to technicalities of meeting procedure rather than the subject being discussed in the substantive motion.

Examples of procedural motions are: 'That the speaker be no longer heard'; 'That the question be now put'; 'That the matter be laid on the table'. SRC Regulations state that certain of these procedural motions be put without debate - it's up to the Chair to know all this but for more information, turn to Part Ten of the SRC Regulations. Once a procedural motion has been moved, it must be voted upon before the meeting can continue with the debate on the substantive motion.

Occasionally, a procedural motion may be carried "That the meeting go into strict order of debate". In this case, the Chair will call for people to speak for and against the motion alternately, and no person is permitted to speak more than once. However, this procedure is rarely followed as Council usually wants to have more open debate.

Putting the Motion

At the conclusion of debate, the Chair will read out the substantive motion and put the motion, i.e. ask those with voting rights (only Representatives or their proxies) to vote on it. Voting is usually on the voices (that is, people say 'Aye' in reply to the question 'All those in favour?' OR 'No' in reply to the question 'All those against?'). If it looks like a close vote, the Chair will probably call for a show of hands in order to be quite sure.

N.B. If you don't want to vote either for or against the motion you can abstain – except for procedural motions.

Before the motion is put, any Representative or proxy may call for a recorded vote- this means that the Chair asks each Representative (or proxy) in turn how they wish to vote, and the replies are recorded

in the minutes.

A secret ballot will be taken if requested by six members of Council.

2. QUORUM

The very first thing that happens at a Council meeting is a quorum count - all Representatives are asked to raise their hands and if there are enough present to constitute quorum (half the number of Reps plus one, i.e. 17 out of 33 for the 91st SRC), then the meeting can start. The meeting should start within half an hour of the advertised time; if quorum is not reached, the meeting may be adjourned.

N.B. Such adjournments are to be avoided AT ALL COSTS - with such a large number of Reps on this Council it will be virtually impossible to arrange a meeting and find a suitable room for an adjourned meeting, and the result will be that Council simply grinds to a halt because its members can't get together to make decisions!!

3. PROXIES

A Representative may give a proxy (i.e. hand over their voting rights) to someone else. Proxies are read out at the beginning of the meeting and noted; also, at any time during the meeting a Representative may hand in a proxy and it will be noted. Thus, the Chair and everyone else in the meeting will know who has voting rights at any one time. Nobody can be given a proxy vote if they are already exercising a vote at that meeting.

There's just one problem with proxies - they don't count for quorum. If the number of elected Representatives present at the meeting falls below 17 (i.e. quorum) at any time, the meeting can still continue. HOWEVER, if any student decides to call for quorum, and there are less than 17 Representatives present, then the meeting has to be adjourned.

4. THE CHAIRPERSON

The Chairperson is elected at the beginning of the meeting and has the job of maintaining order and ensuring the meeting proceeds according to the rules laid down in Standing Orders.

A few points to note:

- The Chairperson puts motions to the vote, counts voices/hands and declares the outcome.
- The Chairperson may not express an opinion on any motion - if they wish to take part in debate the Chair must be handed to someone else until after the conclusion of that agenda item.
- The Chairperson must be listened to and obeyed.
- If a person is unruly or disruptive the Chairperson may 'name' them (they say "Joe Bloggs, you are called to order for the first time"); upon being named three times the person is obliged to leave the meeting and has forfeited their speaking and voting rights for that meeting.
- A person may move 'dissent in the Chair' if they disagree with the Chairperson's decisions. Then the Chairperson must vacate the chair; the mover of the dissent motion speaks and the Chair responds; then a motion is immediately put "That the Chairperson's ruling be upheld", and if this motion is defeated then a new chairperson is elected.

5. ELECTIONS

From time to time, elections may be held during a meeting for any vacant Office Bearer position. Usually the President or the Secretary to Council will serve as the Returning Officer, asking all Representatives and Proxies present to vote. Candidates usually nominate from the floor, and voting is via secret ballot.

Meeting of the Representatives-Elect

After the Annual Elections, but before the start of the new Council term in December, the incoming Representatives gather to elect every Executive and Office Bearer for the next Council Term. This meeting is not like other meetings held throughout the year, in that there are no substantive motions or reports to consider; it is just about electing those positions. The Returning Officer at this meeting shall be the Electoral Officer of the most recent Annual Elections.

6. OTHER BITS AND PIECES

'Standing Orders' refers to the rules for meeting procedure contained in Part Ten of the SRC Regulations.

'Suspension of Standing Orders' - this is moved when someone wants to alter the order of the Agenda. Normally, a meeting must proceed strictly in accordance with the Agenda (the order of the Agenda is laid down in Standing Orders (Part Ten of the SRC Regulations). Sometimes a person may wish to bring forward a report or a motion on notice, and the Council may agree to this. N.B. IT IS NOT POSSIBLE TO BRING FORWARD ELECTIONS (this rule exists to prevent people being excluded from standing for election because they arrive a bit late.)

'Tabling' a report means that you can literally put the thing on the table (and a copy will be included in the official minutes kept for archives). Where possible, it is best for multiple copies to be made of written reports so that the Council can look at them during the meeting.

'Laying on the table' means that the item will be abandoned for now and put on the Agenda for the next meeting.

ADMIN PROCEDURES

1. Emails

All Office Bearers should receive an email address for their position. Please check this email regularly, or have all mail redirected to an inbox you do check regularly. Not only will we contact you at this address, but many regular students will as well – asking on how to join a Collective or upcoming action, asking questions for an assessment or out of curiosity, or looking for assistance.

Especially in the case of a student asking for advice or assistance – DO NOT give them advice. This is especially pertinent in portfolios like Welfare or Sexual Harassment. If someone emails you and discloses information and looks for advice on how to act on it, refer them to our Caseworkers or Solicitors. Even if you think you know what to say, don't risk a lawsuit by giving them advice.

If you have any issues with your email address, let us know as soon as possible.

For Members of the Executive, it is even more important that your emails are checked regularly. Circular Motions – motions sent via email so that they can be passed and actioned quickly – come throughout the year, and the SRC cannot afford for these motions to be lingering for weeks.

2. Budgets

Each Collective will receive a prospective budget and an actual budget allocation before and after SSAF negotiations respectively. This is entirely the responsibility of the General Secretary; they should ask for submissions for SSAF negotiations shortly.

Keeping track of your budget is the responsibility of the General Secretary and yourselves. If you aren't sure how much of your budget you have remaining, please contact the General Secretary.

3. Spending your Budget – Reimbursements, Invoices, and Requests

When it comes to spending your budget, you need Council or Executive approval for every piece of expenditure. Council approval comes

through an Office Bearer report or motion being accepted at a Council Meeting. Executive approval can either be through a vote at a meeting of the Executive, or via a circular motion where the Executive approves it quickly via email. Approval via circular should only be requested if the matter is urgent, such as an invoice due before the next Executive Meeting.

You can either get approval beforehand, or submit a reimbursement after spending the money yourself – just be sure the Exec will approve your expenditure! The process for approving and paying out these pieces of expenditure is quite slow, so please plan well in advance. Invoices, especially for large sums, are best paid directly by the SRC so please do not pay these yourself!

Note to members of Collectives: Only Office Bearers may sign off on Collective expenditure. If you are submitting a request, reimbursement, or invoice, it must have the approval of the relevant Office Bearer.

If you are making a request: Email the Secretary to Council outlining how much you are requesting and why. Once approved by the Executive, you can talk to Chitra about the best way to receive your funding if it is needed beforehand. If you pay the amount yourself and want to be reimbursed, simply fill in a reimbursement form with the date the expenditure was approved, and pass on to the Secretary to Council.

If you are asking for a reimbursement: There are forms available at the Front Office. Fill in all of the details and have an Office Bearer sign off on it. Attach any proof of purchase (like a receipt) and, if it is a banner, t-shirt, or anything else that could be seen as representing the SRC publicly, the design of the item.

If you are submitting an invoice: These are best emailed to the Secretary to Council, along with which Collective or Department it is for and an indication of how urgent it is.

4. Sourcing Supplies and Printing

Printing is available for very, very cheap at the SRC – if you want any posters or flyers printed, do it with us! We can take it straight out of your budget too. You just need to fill out a Printing Request form and attach it to whatever you want to print, then give it to the Admin Assistant. We have a guillotine for cutting up printing jobs for flyers as well. Allow at

least two full business days for the printing to be done.

If you do printing off-site, there is no guarantee that the Executive will reimburse the cost.

Basic Stationery is available at the Front Office – things like scissors, rubber bands, pens, staples etc are always in plentiful supply. If you think you will need a lot of basic stationery all at once, speak to the Admin Assistant, we can order it in extremely cheap!

Staple Guns, Megaphones, and a PA system can be hired out at any time, you just need to show your student card at the Front Office.

Calico and paint are also available upon request, again just ask the office! Calico requires the approval of the President, so ensure you have that before asking. Some paint may be in the Office Bearers room, but we have more available during office hours.

For anything else you may wish to purchase, it is always worth asking the Office if they can purchase it for you, or know a cheap or ethical supplier that have worked well for us in the past.

5. Reports

All Office Bearers are expected to write reports detailing their activities, to be submitted to each Council Meeting. These reports may contain requests for expenditure as well. They are due one week before Council Meetings.

Office Bearers on the Executive or receiving a stipend (President, Vice-President, General Secretary, Education Officer, and Women's Officer) are expected to submit reports to the Executive detailing their work more frequently. Executive Meetings are roughly fortnightly, but the Secretary to Council will give all Office Bearers notice of any upcoming Executive Meeting.

Any Office Bearer can submit a report to Executive if they so wish, particularly if it is coupled with more urgent expenditure requests. Please send this to the Secretary to Council four days before any Executive Meeting.

6. Room Bookings

The SRC has an agreement with the University to provide free room bookings for the SRC during University hours.

If you wish to book a room outside University hours (e.g. a lecture that goes into the night), it can still be done, but the University will charge us a fee. This, like all other expenditure, requires Executive approval.

To book a room, you must fill out the University's room booking form and submit it to the Secretary to Council. Please note the University requires ten days of notice, so realistically we need more than that to ensure that your room is booked.

SRC MEETING DATES

Dates for Office Bearer reports & motions on notice.

- There are only 10 regular meetings scheduled for the year. It is expected that you will attend these.
- If you cannot attend a meeting send your apologies a week before the meeting. Failure to give correct notice may result in a suspension of your vote.
- Reports and motions to Council are usually due one week prior. Motions to amend the Regulations are due two weeks prior.
- Provisional agendas, including Office Bearer reports and motions on notice will be sent out with the second notice one week before the meeting.
- Items which miss the deadlines (noted below) may be tabled at the meeting, however the Council may decide to lay these on the table for the next meeting of Council.

Date of 2019

Council meetings:

Wednesday 5th February

Wednesday 6th March

Wednesday 3rd April

Wednesday 1st May

Wednesday 5th June

Wednesday 3rd July

Wednesday 7th August

Wednesday 4th September

Wednesday 2nd October

Wednesday 6th November

Reports, motions

& apologies due by:

Wednesday 30th January

Wednesday 27th February

Wednesday 27th March

Wednesday 24th April

Wednesday 29th May

Wednesday 26th June

Wednesday 31st July

Wednesday 28th August

Wednesday 25th September

Wednesday 30th October