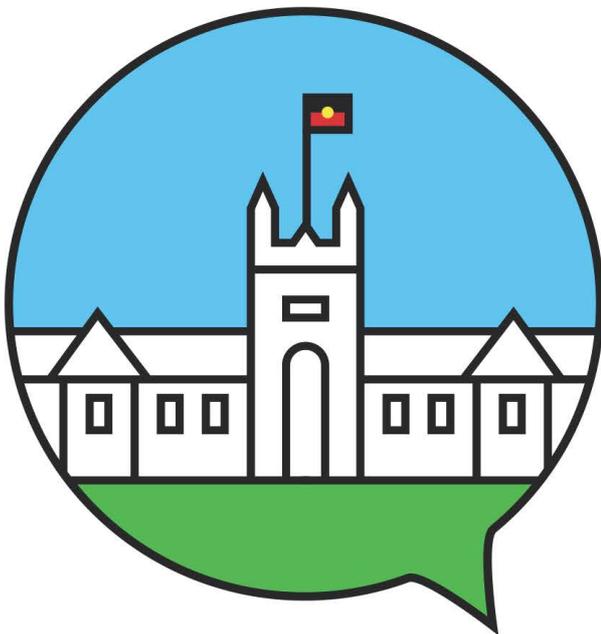


SRC Induction 2021 Handbook



src

activism
advocacy
representation

ACKNOWLEDGEMENT OF COUNTRY

The Students' Representative Council acknowledges the traditional owners of the land where this document was written (Sydney) and the land on which the SRC Offices are located, 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.

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WELCOME TO THE SRC

WHAT IS THE SRC?

The SRC is the peak representative body for undergraduate students at the University of Sydney, we exist to defend the rights of our students and their education. It is run for and by students. The aims, values and objectives of the organisation are laid out in Section 8 of the Constitution.

Section 8: Objects and Functions

- (a) The Objects of the Council shall be to defend and advance the interests of students at Sydney University and in the community.*
- (b) The Council shall represent the Student body and conduct its affairs.*
- (c) The Council shall encourage the development of organisations formed within the University by members of the Student Body and may assist them in the furtherance and attainment of their objectives.*

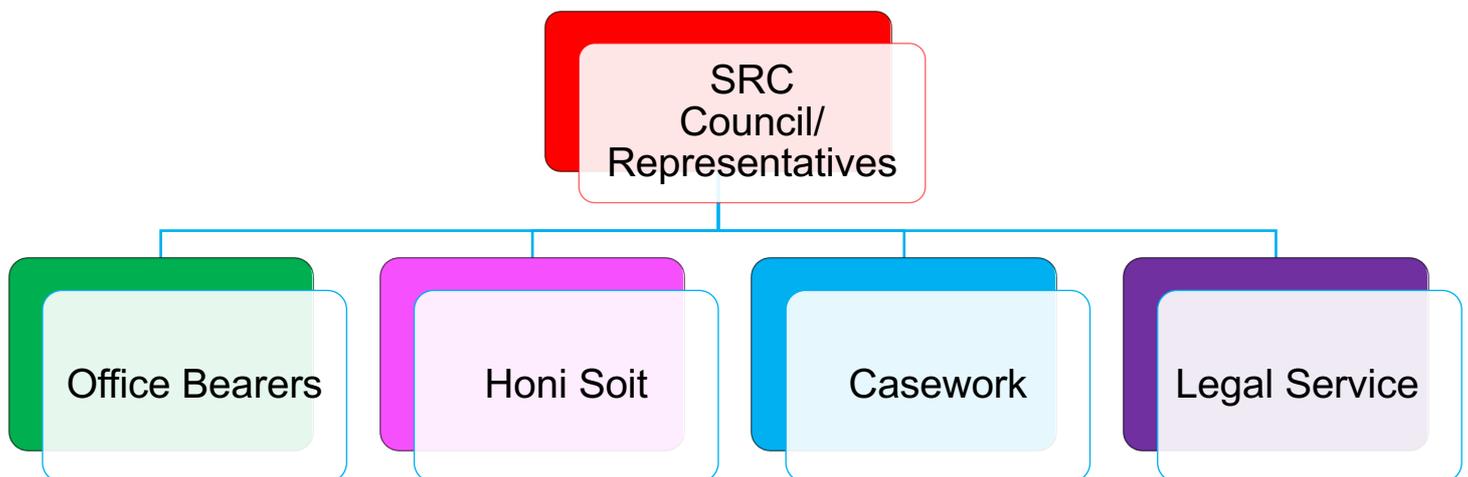
Founded in 1929 the SRC has been advocating for students for over 90 years. The SRC is a student run, unincorporated association. We receive our funding almost entirely from the Student Services and Amenities Fee (SSAF). After the implementation of Voluntary Student Unionisms (VSU) in 2006 the SRC was able to continue its work thanks to an agreement with the University which secured us the funding that allowed us to continue our activism work as well as our casework service, at a time when many other student unions collapsed.

The SRC has taken stances on major domestic and international political issues throughout its history, from Anti-Vietnam protests, writing to the Soviet Union's Student Union during the cold war, to more recently campaigning for marriage equality. The SRC remains one of the most active and influential student unions in the country, with the media both paying attention to its meetings and also to its student paper Honi Soit, the only remaining weekly student paper in Australia.

The SRC Casework and Policy department look after individual students in need. They can assist students facing academic, and tenancy issues. They also assist the President with committee work and creating briefing papers aimed to push University (and at times state and federal) policies to be in the best interests of students. In 2011 the SRC expanded its services by founding the SRC Legal Service. The SRC Legal Service provides legal advice and support to students with issues including employment, criminal, and immigration law. They are also able to provide certified copies and witness statutory declarations.

THE STRUCTURE

The SRC has 4 main branches, the Officers, Honi Soit, The Casework and the Legal service. The Council Acts as the Board of the organisation and the President is effectively like the CEO, with the Executive works ins the Board for the day to day operations. The President and Representatives are effectively the bosses of the SRC and bear the responsibilities that come with that.



Each of these 4 groups effectively answer to the Council for funding support and direction, much of the day to day of this is manage by the executive whose minutes and reports are presented to the Council so the decisions can be ratified. The Managers of each of the staff departments (Admin, Casework, Publications and Legal) report to the Executive and update them on the work of their respective departments and present any requests for the Executive to consider. The incorporated status of the Legal Service means that it is effectively a separate entity, though affiliated through funding and its board directors.

The SRC also fits within the wider context of the University of Sydney. The President sits on many of the University's committees and there are two SRC appointed members to the Academic Board. The SRC is not a department or centre of the University. At most the SRC could be described as independent affiliate, the University does not get a say on the decisions of the council nor do they have a vote like they do in the University of Sydney Union (USU). They do however have substantial control over our budget. Each year the SRC applies for money from the pool of SSAF to assist with funding its projects and campaigns, along with all the other USyd student organisations. The University decides which project it will allocate funds to.

The Constitution and the Regulations of the SRC are its governing documents. As such **you should read them carefully and, in their entirety**, to better understand the processes, principals and parameters of the organisation. Depending on your role there is also a number of sections the deal directly with your duties and expectations. Alterations of the Constitution and Regulations are harder than passing a general motion. 2 weeks' notice must be given for a motion to alter the Regulations and the Constitution cannot be altered unless by a general meeting of the student body or a referendum. The process is covered in Section 16 of the Constitution.

WHO'S WHO?

People you will be working with in the SRC

Members of Council

Although the Representatives are the only people who can vote, other people can be 'Members of Council'; being a member of Council allows a person to stand for certain committees and have speaking rights at Council meetings.

The Members of Council are:

The President

The Representatives

The Officers

The Undergraduate Student Senator

The Immediate Past President

Faculty Society Presidents

Convenor of Student members on the Academic Board (if an undergraduate)

Presidents of student organisations at Cumberland College, Conservatorium, and College of the Arts.

Representatives

There are 35 Representatives who are elected by the undergraduate student body at the annual elections in September. They are the only people who have a vote at SRC meetings (unless they give their vote to a proxy). All decisions on policy and major expenditure are made at SRC meetings by the Representatives, and the final decision on any issue rests with them.

The Executive

The Executive meets regularly to manage the day to day running of the SRC. It consists of the President, the Vice-President, the General Secretary, and 5 general members. They deal funding approvals, expenditure, staff leave and other administrative tasks.

The President

The President is the Chief Executive Officer (CEO) of the SRC. At present the President is the only full-time paid officer bearer of the SRC as the position requires them to be available at the SRC nearly every day (and night) during their term of office. The President represents the SRC to the media, to the University, etc. The President is bound by the policy of the SRC, i.e. policy that has been adopted at SRC meetings by a majority vote of the Representatives.

The Officers

The Officers are elected to various departments to work within the SRC in specific areas. They are required to work within existing policy, or to propose new policy to Council before acting on it. They may request the Council to provide funding for certain projects, but it is up to the Representatives to approve this funding.

Standing Committees

These Committees are established by the SRC Constitution and Regulations. The President is a member of every Standing Committee. The Vice-President and General Secretary are also members of many of the Committees, and the remaining members are elected by the Representatives. The Standing Committees cannot initiate action by

themselves; they make recommendations to Council meetings which are voted on by the Representatives.

Ad hoc Committees

These Committees are established as necessary to deal with specific issues. The President is an ex officio member of all ad hoc committees. The composition of the rest of the committee is for Council to decide, and recommendations from the Committees must be ratified by Council.

Staff of the SRC

As a member of Council, you will be working with the staff of the SRC. What follows is an explanation of who the various staff members are and what they do.

MEET THE STAFF

Admin Team

Chitra Narayanan

Administration Manager

Chitra is the head of the Admin team and generally runs the entire Office. She helps put together our SSAF applications and is your port of call if you have any IT issues in the office. She is also the go-to person if you want to know how much of your budget you've spent.

Laura Kitsos

Administrative Assistant

Laura runs reception, she works with both SRC Office Bearers and students needing casework and legal advice. If you have any questions or need someone, chances are Laura will be able to point you in the right direction. Laura is your go-to-person and first point of contact for swipe card access, stationary, activist equipment loans and printing/photocopying. She works Monday to Friday 9am- 5pm so make sure you come and say hi!

Julia Robins

Secretary to Council

Julia is your main point of contact with the SRC staff. She takes the minutes at Exec and Council meetings. She also keeps the mechanics of them working - sending out notices, maintain addresses, maintaining the Constitution and Regulations and any other council documents. Please make sure you check your emails regularly as Julia will often have important information for you throughout the year. She is also in charge of receiving funding and reimbursement requests for the Executive to discuss and room bookings. Please make sure you hand in all room requests well in advance

the University is slower than you think.

Hani Bawazir

Accounts Officer

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

Publications Department

Amanda LeMay and Mickie Quick

Publications Managers

Amanda and Mickie manage the SRC's Communications department. During semester, their time is mostly dominated by Honi Soit, but extends to website, social media, print requirements and other related projects. They run publications training for students and can assist office bearers with the design of printed or electronic material for your projects and campaigns. Please make an appointment if you need help.

SRC Legal Service

Jahan Kalantar, An Li and Cade Badaway

The SRC Legal Service provides advice and advocacy for students on a range of legal issues including criminal, immigration and employment law. They are a separate Legal entity to the SRC, but the SRC President and General Secretary/ies sit on the Legal Service Board.

Casework and Policy Department

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

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.

IN THE OFFICE

The SRC Offices are located on level 1 of the Wentworth building. This is a shared space between staff and students. Casework also do outreach and student engagement projects out at satellite campuses where undergraduates study. Student spaces in the office include the President's Office, Office Bearers Room, Women's Room, Honi Office and the Gosper Meeting Room – there are also number of other shared facilities.

The Bathrooms are gender neutral, these are shared between staff, officers and students coming in for casework or legal help. Please be respectful and make sure you leave the space as you found it. If you notice any issues such as no toilet paper, soap or paper towels, please let the admin assistant admin.assistant@src.usyd.edu.au know so it can be addressed.

There is also a kitchen with filtered cold and boiling water on tap, a microwave, refrigerator, and a sandwich press, as well as glasses, cutlery and crockery. You can bring and store your own food (remember to label it) and sometimes there is food to share. It's only a small space, please make sure you return all crockery and cutlery and wash them when you are done.

Work health and safety is a concern for everyone who uses the SRC offices. Complete the online training (found here: <http://srcusyd.net.au/council/training/>) to ensure that you know how to deal with any situation.

After-hours access to the SRC as well as easy of access during the day is via a swipe card. To apply for a swipe card, please fill out the online form found here <http://srcusyd.net.au/council/src-forms/>, please note you will need to complete your Forms and WHS training before you can apply for swipe access. All Officers and any interested collective members may apply for swipe access, the application will the go to the executive for approval.

Please turn off lights, air conditioning, and computers when you are finished using them, especially if you're the last one in the office. Not only is it better for the environment (the carbon dioxide emissions from leaving one computer on for just one day, is the equivalent of driving from here to Penrith) but it's also better for the computer.

If you need anything posted talk to Laura. Things we receive for you will be left in your pigeonhole (in the corridor next to the Gosper Room). Each department is allocated a pigeonhole and they are all labelled. If you are getting something sent to the front office let us know so we expect it.

YOUR RESPONSIBILITIES

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:

- admin,
- casework,
- cleaning,
- elections,
- legal services, and
- publications work.

Staff have Duty Statements for their jobs, as do office bearers and other student representatives.

All staff, other than the solicitors and the electoral officer, work within the structure of an Enterprise Agreement, between the SRC and the CPSU & NTEU unions. The Legal Service has its own incorporated arrangement, and there is a similar arrangement for the electoral officer. When you are using the SRC please remember it is a shared workspace. This might mean that there are some WHS rules you need to follow, you might need to be a bit quieter sometimes, but staff are always happy to work with you.

BE ON TIME

You are one of many working in the SRC. There are lots of different cogs running, many you don't see, but to make sure things run smoothly please be on time. This means being aware of your time management. Planning helps but the unexpected can make that difficult at times making sure you've set enough time aside to balance, uni, work, rest and your SRC duties will help. Getting reports, motions, apologies and requests in early saves everyone time prevents hold ups. This is something that will be important not just for SRC meeting but any other meeting you may have now and in the future.

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. If someone gives you their contact details to be used in a campaign, it’s not okay for you to contact them for any other purpose, even if they seem to be interested. Consent is super important.

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.

BEING A STUDENT AND AN ACTIVIST

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 including the length of exposure, the other stressors in their life, and previous traumatic events.

If you know ahead of time that a particular situation may be traumatic to you (or others), e.g., a protest, be prepared. Let friends know that this might be a difficult environment for you, give yourself some possible exits (e.g., leave when you start to feel uncomfortable), reduce the potential for distress (e.g., stay at the back of the protest), or just avoid it altogether. Consider talking to a professional counsellor before and/or after the event.

If vicarious trauma causes you to miss assessments, please see your GP or counsellor to get a Professional Practitioner’s Certificate (medical certificate), so you can apply for special consideration.

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; and don't walk into a staff office without asking if that is ok. If, in the course of your work, you find out confidential information you should keep it to yourself.

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 out of reach if you're on a stall, in a locked drawer if you're in the office, or with access limited to group admin for online lists). When sending group emails, use 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.

COVID-19

What a pest. When you're in the SRC office please wash and sanitise your hands, keep your physical distance, and sanitise anything (keyboard, mouse, phone, pens, etc) that you touch. We also need you to send a text message to our covid19 tracing phone when you arrive and leave. The number is **0450 776 792***. Send your name the first time you message, then after that you can just say, "arriving" or "leaving". If you are there with other people you can sign in as a group, by listing everyone that's with you. Please be aware of the limits to the number of people allowed in each of the rooms. If possible, it would be good to have your collective meetings outside, or in one of the Uni's rooms, as they are larger than ours.

If you have any suggestions or concerns about the way that the SRC is responding to your safety with COVID19 please email the President on president@src.usyd.edu.au

*This phone is only used for this purpose. If you need to speak to someone please call the office on 9660 5222.

YOU ARE A STUDENT

Yep. It seems pretty obvious really, but you are a student, who is required to attend classes and complete assessments. If your work at the SRC causes you to miss classes, hand in assessments late, or feel unwell, please talk to a caseworker about some options you could consider. This might include improving your time management skills, applying for special consideration, or taking some time off.

MEETING PROCEDURES

MOTIONS

SRC decisions can only be made by means of motions being adopted by a simple majority of Representatives (Reps) present, or their proxies.

This means if more than half of the Reps or proxies who vote, vote in favour of the motion, it is declared CARRIED. If less than half vote in favour, or the motion is tied, the motion FAILS. Those who don't vote (abstain) will not be counted as voting, however if the number of abstentions are larger than those in favour, the motion will FAIL.

A motion is moved, seconded, debated and possibly amended and finally put (that is, voted upon). The motion must have a written copy submitted to the Chair and the Secretary to Council so that the council knows exactly what they are voting on.

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.

Substantive Motions

Substantive motions are the predominate motion you will come across during a council meeting they range from as simple as accepting a report of an officer, e.g.

Motion: to accept the report of the Education Officers

To the more complicated which calls for stances and actions on behalf of the council to take place. An example of a substantive motion like that can be found in the motion template section.

These are the motions that set the agenda of the council politically, a motion accepted becomes the official stance of the SRC on its given issue. To change this stance the council can either rescind a motion or put a new motion that is contrary to the Council's existing position. There is often discussion and debate around these motions before they are put to the council.

Procedural Motions

Procedural motions work differently to substantive or the soon to be motioned foreshadowing motions. As the name would suggest they concern themselves only with process and technicalities of the meeting rather than the substance of a motion. Examples of a procedural motion are

That the speaking list now be closed or That the motion be put immediately

In general, procedural motions are put without debate as long as they have received a mover or a seconder. Once a procedural motion has been moved, it must be voted

upon before the meeting can continue with the debate on the substantive motion. Unlike substantive or foreshadowing motions, a procedural motion must be voted on, you cannot abstain.

The Chair can also unilaterally pass a procedural, such as that the speaking list be closed. If there is dissent to this ruling a procedural motion to dissent from the Chair can be put so that the council can decide, these are rarely necessary. For more information on procedural motions and what can and can't be done refer to Part 10 or the SRC's regulations.

Foreshadowed Motions

Sometimes a person tries to move an amendment which is unacceptable to the mover and seconder of the motion. When this happens, there are two possibilities: one is that the amendment is voted on separately, the other is, if the Chair deems the amendment to change the intent of the motion, for the amendment to be put as a foreshadowing motion. For this to happen the proposer of the amendment must then request

I wish to foreshadow a motion that...

Once it is decided that the amendment is now a foreshadowing motion debate will revert back to the original substantive motion. After the substantive motion is put to the vote, and only if the substantive motion is lost, will debate commence around the foreshadowed motion (which now becomes the substantive motion).

Moving and Seconding

For a motion to be put to council it must have a mover and a seconder. Motions may be moved and seconded any member of the student body, they do not need to be present at the meeting to move and second the motion, but if they are not, they will waive their speaking rights.

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.

At the Chair's discretion the mover may reply to comments earlier than the end of debate. While generally each speaker will only be heard once, speakers may request to the Chair they be allowed to speak on a motion more than once.

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, they may choose to increase or decrease a donation amount, or to change wording, this may be for clarity or to add in new parties the motion may have left out.

If the amendment is acceptable to the mover and seconder of the motion, then, when the motion is put to a vote, it will be put in its amended form.

If the amendment is NOT acceptable to the proposer and seconder, and the amendment is found not to change the intent of the motion, then someone must second the amendment.

The meeting will then debate the amendment and 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 as though the amendment had been acceptable. If, however the majority vote against the amendment, then the motion will be voted on in its original form – the amendment is ignored.

Putting the Motion

At the conclusion of debate, the Chair will read out the substantive motion and put the motion to council. This is where the voting members of Council – the Representatives and their proxies have their say. Voting is generally conducted by a show of hands, the Chair will call “all those in favour?” to a show of hand followed by “all those against”, the Chair may also call for abstentions if all votes were not cast. After each has been counted the Chair will declare the motion CARRIED or FAILED.

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 before the motion is put.

QUORUM

The very first thing that happens at a Council meeting is a quorum count - all Representatives are asked to raise their hands (or stand) and if there are enough present to constitute quorum (half the number of Reps plus one, i.e. 19 out of 35 for the 93rd SRC), then the meeting can start. The meeting should start within half an hour of the advertised time; if quorum is not reached, Representatives can ask to wait further time to allow for more Representatives to arrive, this is the only type of motion that can be voted on without quorum. If the meeting continues to fail to meet quorum it may be adjourned or declared lapsed.

Inquorate meeting should be avoided at all costs. We give out as much notice as possible and try to keep the Council meeting constituent thought the year to allow you to plan that time to be free. It also means that the council is able to address its business and make decisions that affect the student body who elected you.

We also understand that things do come up. Please do your very best to send apologies well in advance (like a week), this way if we know the meeting will not make quorum we can save everyone time and stress and reschedule it in advance rather than making people prepare, set aside time just to wait in an almost empty room for hours on end!

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 already hold a vote at that meeting.

Proxies however don't count towards quorum. If the number of elected Representatives present at the meeting falls below 18 (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 18 Representatives present, then the meeting has to be adjourned.

THE CHAIRPERSON

In accordance with the regulations the President will be the Chairperson of every council meeting unless they are unable to attend. If that is the case the Vice President or General Secretary will take their place with the permission of the council.

The Chair has the job of maintaining order and ensuring the meeting proceeds according to the rules laid down in Standing Orders and Regulations of the SRC.

- The Chairperson puts motions to the vote, counts and declares the outcome
- The Chair may not express an opinion on any motion - if they wish to take part in debate the Chair must be handed to the Deputy Chair, who is elected at the start of each meeting. If the deputy chair has or will speak to the motion another person must be appointed
- The Chair must be listened to and obeyed
- If a person is unruly or disruptive the Chairperson may 'name' them e.g.

Joe Bloggs, you are called to order for the first time or Joe Bloggs you've been named

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.

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

You will most likely have already been through this meeting. Conducted during the term of the existing council no substantive motions may be discussed. This meeting is just to elect the Office Bearers for the incoming Council, but no one will officially take office until December 1st. The meeting is chaired by the Electoral Officer of the Annual Elections to ensure the votes are fair and unbiased, also all elections are conducted by secret ballot.

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.

You are not allowed to move forward on the agenda any Elections – though they can be pushed back. This is to prevent people being excluded from standing for election because they arrive a bit late or were under the impression their election was later in the meeting.

'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 if you don't submit them in time to be on the agenda.

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

ADMIN PROCEDURES

EMAILS

Make sure you check your officer's email **OFTEN**. You can have these emails forwarded to a preferred account if you're worried you won't check them. To set up your email and for any assistance to do with them always contact the Administration Manager Chitra admin.manager@src.usyd.edu.au. If you have any issues with your email address, let us know as soon as possible.

Not only will the Secretary to Council be contacting you with important information and deadlines, but other staff, student and members of the public will contact you for a range of reasons – asking on how to join a Collective or upcoming action, maybe asking questions for an assessment or out of curiosity.

Sometimes you will be contacted by students or others looking for assistance. When this happens DO NOT give them advice, even if you think you know the answer, this opens you up to risk if you get it wrong or something goes wrong don't take that risk. This is especially important for officers like welfares, women's and sexual harassment officers. If someone contacts, you for advice or discloses sensitive information and looks like they need help refer them to casework or the legal service right away. If they are comfortable with you doing so, you can forward their original email straight to help@src.usyd.edu.au where a caseworker can either assist or assign the case to the relevant party.

BUDGETS

Each Collective will receive a prospective budget and an actual budget allocation before and after SSAF negotiations respectively. SSAF now happens in semester 2 which makes the job of the General Secretary that much easier as they know how much money they have to allocate to collectives. This also mean you will have a much clearer idea of your budgets sooner.

The General secretaries will start to ask for budget submission soon so they can get an idea of where the money is most needed based of your projects. Remember asking for a budget allocation for potential projects is different to asking for funding approval. All funding will need to go through the executive regardless to if it was in your budget request.

Keep track of your spending! To make sure you don't use up or leave project to the side when you have the funds waiting for them try to keep track of how much your

requested and spent. If you lose track ask the General Secretaries general.secretary@src.usyd.edu.au or Chitra admin.manager@src.usyd.edu.au for an update.

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.

SUPPLIES AND PRINTING

There is a section further down which is just a list of our preferred suppliers so you can just jump to there if that's all you want to know! For the most up to date version of the (as we find new and better details), contact the Secretary to Council secretary.council@src.usyd.edu.au. You can get most of your printing and stationary needs through the SRC, we also always have a supply of paint and calico for banner paints.

You only need the President's approval to print or get calico with the SRC, whereas you need Exec approval to print or purchase externally and you may end up out of pocket. The SRC allocates a printing budget to all collectives so you don't need to worry about your budget either. Just fill out the printing/photocopying request (found here: <http://srcusyd.net.au/council/src-forms/>) and attach what you need printed. **Don't forget your printing needs to include the SRC logo.** 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. Printing and photocopying requests **need to be submitted at least 48 hours before required collection.**

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 cheap!

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

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.

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 - this is a good chance to get your funding requests in too, don't leave it to the last minute!

Any Office Bearer can submit a report to Executive if they so wish and include requests for expenditure. Please send this to the Secretary to Council at least the day before, but you can send them at any time.

There is a template to use when writing a report if you are unsure at the end of this document.

Office Bearer reports in Honi Soit

The SRC President is required to publish a weekly report in each edition of Honi Soit. Others Office Bearers also submit reports for publishing on the SRC pages. Honi Soit editors coordinate the schedule of reports to be published. In general OB's on stipends (Vice-President, General Secretary, Education Officer, and Women's Officer) publish reports more regularly (weekly or fortnightly).

ROOM BOOKINGS

The SRC has an agreement with the University to provide free room bookings for the SRC during University hours, these are 7am to 8pm

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 will come out of your budget when we receive the invoice from the University.

University Venues are notoriously slow. What you think shouldn't take more than a day will take them week. If you hand in a form with just or less than two week it's all but guaranteed not to be approved in time, this is event longer for outdoor bookings. COVID19 has made this process even slower as for every booking you will need to provide a COVID19-safe plan. So please make any room booking well in advance, I recommended **4-6 weeks in advance**, if you need to cancel the booking that's a much faster process, just give at least a week's notice.

To book a room, you must fill out the University's room booking form and submit it to the Secretary to Council. **DO NOT** book a room yourself, it will take just as long and you will be charged for the booking, for us it is free, don't waste your budget giving it to the Uni!

AD BOOKINGS AND SOCIAL MEDIA

SRC Office Bearers can book ads in Honi Soit and/or scheduled posts on SRC Social Media Platforms (Facebook/Instagram/Twitter) * You will need to supply artwork and any text/links you require to the SRC Publications Managers, Amanda and Mickie.

You can book ads or posts via the **Student Advertising link** on the SRC website <http://srcusyd.net.au/publications/advertising>, or call SRC Publications Managers for enquiries or bookings.

*NOTE: WeChat posts may also be available in 2021.

HELP WITH DESIGN

If you need help with graphic design or just need some assistance with a project you are working on, please contact the SRC Publications Managers publications.manager@src.usyd.edu.au, to discuss any requirements. You will need to book an appointment to work on the project together. Please prepare any images, text or working files you intend to use prior to meeting.

IMPORTANT DATES AND DEADLINES

These are a scaffold and are subject to changes. This is by no means comprehensive. Please make sure you are checking your emails for updates and changes!

Date	Event
15 Dec	Induction Day
22 Dec	Uni/SRC Christmas shutdown
7 Jan	SRC reopens
15 Jan	Welcome Week Deadline (Int. Shipping)
20 Jan	Council Notice – Last day for Regulations changes
3 Feb	First Council Meeting (reports and motions due 1 week before)
15 Feb	Welcome Week deadline (Printing, stationary, domestic shipping)
15 Feb	Council Notice – Last day for Regulations changes
1 Mar	Welcome Week/Semester 1 begins
3 Mar	March Council Meeting (reports and motions due 1 week before)
24 Mar	Council Notice – Last day for Regulations changes
7 Apr	April Council Meeting (reports and motions due 1 week before)
21 Apr	

	Council Notice – Last day for Regulations changes
5 May	May Council Meeting (reports and motions due 1 week before)
19 May	Council Notice – Last day for Regulations changes
2 Jun	June Council Meeting (reports and motions due 1 week before)
23 Jun	Council Notice – Last day for Regulations changes
7 Jul	July Council Meeting (reports and motions due 1 week before)
21 Jul	Council Notice – Last day for Regulations changes
4 Aug	August Council Meeting (reports and motions due 1 week before)
18 Aug	Council Notice – Last day for Regulations changes
1 Sep	September Council Meeting (reports and motions due 1 week before)
22 Sep	Council Notice – Last day for Regulations changes
6 Oct	October Council meeting (reports and motions due 1 week before)
20 Oct	Council Notice – Last day for Regulations changes
3 Nov	Final Council Meeting (reports and motions due 1 week before)
1 Dec	94 th Council take Office

PREFERRED SUPPLIERS

Stickers:

Fast printing – <https://www.fastprinting.com.au/sticker-printing.htm>

Oz Sticker Printing – <https://www.ozstickerprinting.com/>

Bags:

After Bags – <https://afterbags.com.au/>

T-Shirts:

Arcade Screen Printing – <https://arcadescreenprinting.com.au/>

Mabuzi - <https://www.mabuzi.com/>

Other:

Stationary:

Contact Laura admin.assistant@src.usyd.edu.au for all your stationary needs, we do regular orders throughout the year so we may already have what you need, if not delivery takes 2-3 days so place your orders in advance to make sure we have what you need. If something is running low let Laura know so she can get more before we run out!

Printing:

The SRC is our preferred printer! We ask for 48 hours' notice as we have a number of other tasks throughout the day we need to get done, but the SRC is your cheapest option – and has the added benefit of not needing a reimbursement form or risk of not getting funding.

But sometimes we know it's just not right for the job. This is mostly the case for things like large Zines or Handbooks, getting in touch with the Publications Manager is recommended if you think you're going to be needing to print off site. World of Print on Broadway is fast, good quality and cheap if you need something that's bound – again talk to Pubs before making any decisions, they'll go through all your options.

EVENT PLANNER

You will run a number of events throughout the year. Some will be small, and some will be much bigger and involve a lot more people. Planning an event takes quite a bit of work at the best of times but since we are still in the middle of the COVID19 pandemic there is even more we need to think of.

Please use the following as a guideline for planning your event. Please contact the Secretary to Council to arrange a planning meeting if you need help. I highly recommend you do this, if the Secretary know what events you are planning through the year, they can help you avoid clashes, missing deadlines and help in getting the best deal if you're using external companies for things like marquees!

MAJOR EVENT TIMELINE

Start of Term/ Year

- Plan your projects for the year, get together groups who want to put on joint events (like welfare week and radical education week)
- Set when you want to run these events – e.g. semester one or two etc.
- Start reaching out to possible interested parties
- Think about the things you will need space, power, screens, projectors, PAs or microphones

8 weeks before the event

- Put in your room booking for the room/rooms/space you want, have back up plans if these spaces are already booked, if you can have some flexibility in dates – better to start this part too early than too late, once the event itself is approved you can more easily move the dates
- Get quotes from external companies if you require a marquee or anything of the like
- Get in contact with your guest speakers, lock in their availability
- Make sure you have your covid19 plan ready to hand in with the event form

7 Weeks

- Design your posters and any materials you want to distribute to promote your event

6 Weeks

- At this Stage it's a waiting game for the Uni to get back to us, if they do now it the time to make changes if needed
- Apply to Exec for any funding you may need for the event – Food, materials etc.

5 Weeks

- Set your agenda for your event – who and when people are presenting etc
- By now the Uni should have got back to us with any issues, now is the time to try correct or adapt for these
- If you have confirmation, you're in the home stretch

4 Weeks

- If the Uni has confirmed the go ahead by now you can start booking in things like catering or a marquee which if you've followed this timeline you will have already got approval for so you can book it without being out of pocket (Woo-hoo!)
- If the Uni have thrown a spanner in the works, you still have plenty of time to find a solution! (if this was days before this could be a disaster)

- Create social media pages and event, maybe talk to pub about advertising it in Honi on SRC socials/website

3 Weeks

- Finalise and confirm your events agenda with all relevant parties (speakers etc) make any materials for attendees
- Start promoting your event with posters, stickers and flyers, maybe start lecture bashing

2 Weeks

- Keep drumming up interest and support!
- Do you need more help? Recruit more volunteers from the collectives and other OBs to help make sure everything runs smoothly – the downside to running an event, you don't get to enjoy it as much

1 Week

- Almost there! Final promotional push
- Check in with your guest speakers or stall holders make sure they've got everything they need
- Got invoices and receipts? Do a second Exec approval round if things have gone over what you expected or there were other costs that arose – don't forget to take into account if your speakers are charging or if they will need gifts for donating their times and knowledge to your event.
- Make sure if there are any external suppliers such as a marquee who need to set things up that
- Make sure your guest speakers know where they need to be and how to get there, look into maps or having a meeting area for people to take them to the event if they are not familiar with campus

EVENT WEEK!

Well done you're here! And by doing things early you've been able to drum up more interest than you first thought the event is going to be a hit just a couple of things left to do

- The day before - make sure everything is set up and on track
- Final reminder posts on all socials you're using about the event and when it starts
- If you haven't already, get gifts for your guest speakers (have a spare ready if someone drops out and you get a last-minute hero to fill in)
- On the day, don't forget when you can take photos, so you show off your successes and use it to promote other events the SRC are running
- Have you got a way for attendees' info to you can stay in touch? Make sure you have that on hand – mailing lists and links to groups on the event page are great for this
- Take some time to enjoy yourself but remember to keep track of socials and emails to make sure there are no issues

Post Event

- Send out any feedback forms you may have to find out how people went and if there's anything they would like to see more of or done differently in the future, these are a great resource to you and future OBs too!
- Collate any final invoices and send the off the SRC to pay
- Congratulations you're all done! Take a break!

Hopefully by really only having to do one or two things a week over 8 weeks rather than all at once you've been able to do some other things and aren't too far behind on your uni work. Remember you can always **ASK FOR HELP**, and if you ask early, we're more

likely to be able to help you when you need it. Keep us in the loop and we'll be able to help along the way.

MINOR EVENT TIMELINE

I'm going to split this into three groups: collective meetings, banner paints, snap actions. Calling these minor events is not meant to devalue their importance just the amount of work needed to make them happen.

Collective meetings

Start of Term/ Year

- Similar to major events thinking about these things early in the year help!
- If you are planning collective meetings maybe decide if they are going to be weekly, fortnightly or monthly. Setting these and making them consistent even just for a semester makes it easier for you member to set that time aside, for collective meeting during the usual 'lunch' for most classes (usually around 1pm) will help maximise the number of student who can attend, or if you have weekly meeting maybe alternating the time and the day.
- Once you know when you're having your meetings think about if you'll ever need a room, while having them outside is a great way to get new people involved it can fall a fowl of bad weather, consider making a semester long standing booking

6 weeks before the start of semester

- If you decide to have a standing room at the ready (just in case) please send this request to the Secretary to Council, no later than this. This is the Uni will still be setting timetable so the sooner they know we are wanting a constant space, the more likely we are to get it!
- Please note you may not have the same room every time, the Secretary to Council will send you the timetable for your booking for the semester I recommended you ask your members to put it in their diary if the room moves around

During Semester

- Hopefully you've got a room for all your meetings but if not or you have an extra meeting for a small event 2 weeks is enough notice if you don't need to promote the event and you don't mind getting confirmation on the day, otherwise try for **3 weeks just to be sure**
- Worst comes to worst, you didn't get a room, it's raining, and you didn't see it coming – call the Secretary to Council we'll see what we can do – t. here's always the Royal.

Banner Paints

Start of Term/ Year

- Yeah, it's pretty pointless thinking about these now. They tend to come up with maybe a week or two's notice, a good thing to do here is check the paint supplies and let Laura know if anything is low

Week Before a Banner Paint

- If you do know you have a banner paint coming up, get your calico and check the paint supplies early!
- If you are going to have it in the office check no one else has booked the OB Room at the time. While COVID19 persists, we have to be more careful about social distancing than we were in the past

Day Before/Day Of

- Try to do it on office hours if you can, this means we can help you get supplies and also get them back, so they don't get lost
- Make sure you've collected your calico from front office
- Doing banner paints on the lawns once you've traced your stencil is a great way to reach new students and get engagement with your collective
- If it's raining – out-side the SRC is relatively sheltered if it's not raining too much
- If it's really raining, you can use the OB room, again all social distancing and WHS measure apply

Snap Actions

Day Before/Day Of

- Let's face it, there is little to know planning time for these actions.
- The best you can do it ask for an Exec Circular if you need printing done and we're not able to do it, thankfully there's generally not much printing needed
- You can get megaphones and PAs from the front office
- Go through the banners in the OB room, you'd be surprised how many things happen again and again over the years and those old banners can come in handy at a moment's notice!

PROTESTS

These are a whole different ball game. Generally, these can involve informing the police of an action if required (if you intend to march down a road that will need to be closed etc.). They are usually not something that one can afford to spend months planning, and when they are usual involve several groups, not just the SRC. Generally, if they are on campus you probably don't want to give notice – potentially defeats the purpose. For advice on this book and appointment with the SRC Legal Service to make sure you've got you, and all your attendees covered should something happen, also if they know it's happening in advance they may be able to set aside time to make sure they can help if needed. Just because you follow all the rules and have a peaceful protest does not guarantee something won't happen and someone may need legal assistance, always good to be prepared.

Protests are often in public spaces and need different types of permits and approvals. And sometimes they are just a group of people getting together at a moment's notice. We will run some workshops on these but the best resources for these are your fellow and former OBs.

REPORT TEMPLATE

Writing a report is simpler that you would think. It doesn't have to be pages long or even in full paragraphs; dot points are fine too! The best way to keep on top of things is to have a running document where you can make quick notes like a diary about all the things you did between meetings.

Remember your report doesn't need to be up to the minute, sending your report in a

week in advance means everyone has time to read it before the meeting which saves everyone a lot of time. If you copy and paste the below into a document and just make dot points at the end of each week your report will be written before you even know it. You don't need to use all the subheadings these are just there to help you think about what you might want to put in your reports.

Title

Past events summary:

Future events summary:

Goals still to be achieved for the semester/month/year:

Challenges to achieving them:

Plan to overcome challenges:

Relevant events/news external or internal to your department/collective:

MOTION EXAMPLE AND TEMPLATE

Title: Something catchy that makes clear the intention of your motion

FROGS NOT FLATS: Amphibians over Apartments for the Affluent!

Preamble:

This is optional, but it usually is good to give the background and motivation for the motion. While the motivation for the motion may seem obvious in the moment, remember these motions are kept on file forever as part of our history, in 20 or 30 years' time people might not remember why something was of great importance this month, a preamble lets them see why you chose this to be a motion.

For example:

It's Frog ID Month and many of you may be aware there was a noticeable decline in the number of frogs spotted in NSW this year. This should be of grave concern as frogs are a vital part of our state's ecosystem and they're also really cool. A reduction in biodiversity poses a threat to other native species as well. In the same month the NSW government has announced a new road and development project near the X river on the border of the Blue Mountains National Park, in an area known to be home to a number of frog species. At a time where our native species are under enormous strain taking away further habitat for an unnecessary project that doesn't even include adequate social housing allocations is atrocious. In this motion we call on the council to condemn the NSW government for their lack of consideration of both the environmental and social cost of supporting this project.

Platform:

Here is where you state your stance on the issue, e.g.

1. The SRC council condemns the NSW government for their lack of consideration of both the environmental and social cost of supporting this project.
2. The SRC recognises that biodiversity is crucial to a healthy and stable environment
3. The SRC acknowledges that frogs are really cool, and we should be nicer to them

Action:

Here is where you call for action to be taken rather than just taking a position on an issue, e.g.

1. The SRC calls on the President to write a press release condemning the project
2. The SRC calls on all member to support and attend the protest save our frogs outside Parliament house on November 30th, 2020
3. The SRC will donate \$200 to animal ark for their work in protecting our native wildlife.

Here's a template for you to copy and paste

Title:

Preamble:

Platform:

1. The SRC stands for...
2. The SRC condemns ...
3. The SRC supports...
4. The SRC demands...

Action:

1. The SRC calls on...
2. The SRC will ...
3. The SRC will ...

TL;DR

Sorry there is no TL;DR for this

In many ways this while document is the TL;DR of everything you will learn over the year. There's lots missing, but you'll get the gist.

We hope this guide will help you through your term. It's a lot to take in all at once I know. But keep it on hand (or on your desktop) and pull it out when you're not sure where to go, you'll save everyone time if you look here before you shoot off an email. The contents page should make it easy to find what you're looking for, and if you still don't know we are all here to help.

Good luck with the year ahead and I hope you all have a wonderful time serving on the 93rd University of Sydney, Student's Representative Council!



*The Blue Mountains Tree Frog. It will make sense when you read the whole thing.
Source: <https://frogs.org.au/frogs/species/Litoria/citropa/>*