THE STUDENT REPRESENTATIVE NETWORK (SRN)

POLICY AND PROCEDURES

UNIVERSITY OF MELBOURNE STUDENT UNION

1. PURPOSE OF THE SRN

The purposes of the SRN is to:
1.1. Ensure that there is adequate student representation on all relevant decision-making boards, councils and committees of the University of Melbourne;
1.2. Enable students at the University of Melbourne to have a voice on issues that affect them;
1.3. Train and improve the skills of students with respect to student representation, allowing them to gain expertise in this area;
1.4. Allow for engagement of students with the University of Melbourne Student Union (UMSU);
1.5. Allow the UMSU to be able to present co-ordinated policy development proposals to the University of Melbourne;
1.6. Enable the University of Melbourne to fulfil its constitutional requirement with respect to student representation on boards, councils and committees.

2. PROCEDURE FOR APPOINTMENT OF STUDENTS TO RELEVANT COMMITTEES

2.1. Communication with the University Secretariat to determine the Relevant Committees
2.1.1. Communication with the University Secretariat is the responsibility of the UMSU Secretary.
2.1.2. In fulfilling their responsibilities with respect to the Student Representative Network under this head, the UMSU General Secretary in consultation with the Education Academic officers will:
(1) Contact the University Secretary by the end of Week 10 of Semester 2 in order to determine the relevant committees for student representation;
(2) Arrange for all committee papers for the relevant committees to be copied to the email of the UMSU General Secretary effective from 1 January of the year following year; and

(3) Publish a complete list of the relevant committees and the open student representative positions on each committee for the UMSU Education Academic Office-Bearer and UMSU President by the end of Week 11 of Semester 2.

2.2. Call for Nominations

2.2.1. The Call for Nominations and Appointment of Students to Committees is the responsibility of the UMSU Education Academic Office-Bearer(s).

2.2.2. In fulfilling their responsibilities under this head, the UMSU Education Academic Office-Bearer(s) will:

(1) Provide a standard form for nominations, incorporating fields for student details, committees the student is interested in and relevant experience;

(2) Open nominations for open positions, as determined by the list as obtained from the UMSU General Secretary, by the end of Week 12 of Semester 2;

(3) Communicate the opening of these nominations to students on the Student Portal, the Student Union Email the Student Union Website and any other form of Student Union Social Media, by the end of Week 12 of Semester 2;

(4) Close nominations one month after the nominations have opened.

2.3. Appointment of Students to Committees

2.3.1. The Appointment of Students to Committees is the responsibility of the UMSU Education Academic Office Bearer(s), one Wom*n’s Officer Bearer the UMSU President and the UMSU General Secretary and the UMSU General Manager (or appointee).

2.3.2. Appointments for the SRN will be made in January in time for the commencement of committees in February

2.3.3. The UMSU General Secretary will arrange for all relevant committees to be copied to the email of the UMSU Education Academic Officers no later than the 31st of January

2.3.4. It is recognised that certain committees are the responsibility of the Education Academic Office-Bearer(s) and the President. These Committees are those that pertain to university wide teaching and learning and policy concerns. These include but are not limited to
(1) Academic Board, Academic Programs Committee,
Selection Procedures Committee, Teaching and
Learning Quality Assurance Committee, and Teaching
and Learning Development Committee

(2) As well as any committee in which the President is an automatic member as per the committee’s terms of reference

2.3.5 In appointing all further committee positions, the UMSU Education Academic Office-Bearer(s) in consultation with the UMSU President, General Secretary, and Wom*n’s Officer will:

(1) Recommend students as nominees to the University committees by based off of merit of Applications;

a) Such recommendations shall be based on:
   i) Ability of the nominee to sit on a committee under consideration.
   ii) Demonstrated areas of interest;
   iii) Experience in areas of interest;
   iv) Demonstrated commitment to student representation;
   v) Demonstrated commitment to attendance at University committee and UMSU SRN Meetings;
   vi) Relevance of a committee to an office bearing position;
   vii) Relevance of a committee to the student’s area of study;
   viii) Identification with a relevant group to the committee, be it gender, ethnic, or sexuality.

b) Such recommendations shall not be based on discrimination of any kind. This includes, but is not limited to discrimination with respect to age, gender, sexuality, race, nationality, marital status, political orientation and the fact that the person has a disability.

(2) Publish a complete list of SRN recommendations to the UMSU General Secretary no later than January 31st to be voted upon at the immediately following Students’ Council meeting with:

a) The relevant candidates applications included in order to explain merit of appointments

2.3.6 Should Students’ Council be unable to finalise appointments prior to commencement of a University committee meeting, the Education Academic Office-Bearers will appoint interim student representatives until such time as the Students’ Council is able to meet and approve appointments.
2.3.7. In the event that a student is unable to fulfil their requirements as a member of the SRN the Education Academic Officers will reopen nominations for a one week period following the same process as outlined in 2.3.5 and 2.3.6

2.4. Endorsement of Student Representatives by Students’ Council
  2.4.1. UMSU Students’ Council has the responsibility to endorse the appointments of the SRN.
  2.4.2. UMSU Students’ Council has the power to review SRN recommendations before Students’ Council where:
    (1) Recommendations were manifestly not based on the criteria as outlined in R2.3.2(a); or
    (2) Recommendations were manifestly based on criteria as outlined in R2.3.2(b).

3. PROCEDURE FOR REGULAR SRN MEETINGS
  3.1. The UMSU Education Academic Office-Bearer(s) have the responsibility to organise and chair SRN meetings at least once a month during semester in their year of office.
  3.2. Invited attendees of such meetings shall be:
    3.2.1. Education Academic Office-Bearer(s), UMSU President and General Secretary and any other Office-Bearers should they choose to attend and;
    3.2.2. All SRN appointees.
  3.3. The UMSU Education Academic Office-Bearer(s) shall collate and circulate the following at least 3 days before the meeting:
    3.3.1. Notice of the meeting;
    3.3.2. An agenda for the meeting, focusing on issues that are set to arise in upcoming University committee meetings.