

Burnley Student Association

Meeting 1 2017

Friday 16th December 2017

Responsibilities of the BSA (set out in the UMSU constitution)

- To provide a suitable cultural, social and sporting climate on campus and create opportunities for, and encourage, the development of social interaction between students
- To provide for, protect and develop the interests of Students with regard to financial, social, educational, professional and welfare matters and encourage interest groups and clubs and societies on campus
- To represent Students' interests in any matters as deemed necessary or desirable
- To provide, or ensure the provision of, facilities and services for the academic support, professional education, refreshment, entertainment, recreation and convenience of students
- To assume other such responsibilities and organise and direct such activities as may be deemed appropriate for giving expression to the interests of the department
- To be represented within UMSU and to cooperate with the Departments of UMSU and contribute to the specified aims and objectives of UMSU
- To afford a recognised means of communication between students and the authorities of the campus, University, the community at large and other organisations of students
- To develop and administer the Burnley Student Association budget and finances
- To oversee grants to students
- To direct the BSA campus coordinator

Meetings

- Committees must meet at least once in each calendar month and must meet at least once every two weeks during first and second semesters
- Committees should set a schedule of meetings at their first meeting in each semester
- Notice of a committee meeting must be given to each member via email
- There must be at least four Academic Days between the day on which notice for a regular committee meeting is given and the day the committee meeting is held. If proper notice is not given, the meeting is considered invalid.
- The agenda and any other papers should be sent at least two days before the meeting date
 - Papers should include correspondence to the department and committee, policy you have written up, publication briefs and motions on notice
- Generally speaking, officer bearers chair the meetings
 - At the commencement of each committee meeting the voting representatives present elect a Chair for that meeting. If at any stage of the meeting a majority of representatives vote to remove the Chair, the Chair must be vacated
 - The Chair does not have a casting vote in addition to any deliberative vote
 - The Chair will only have a deliberative vote if the Chair is a voting representative of the body whose meeting they are chairing
 - As Chair, motions you move do not need a seconder
- For meetings to be officially held and valid, they must be quorate
 - Quorum is half of your committee plus one to the largest whole number, eg. 7 members, quorum = 4
 - A person exercising a proxy is not counted in determining whether a quorum is present
 - If a committee member resigns or is terminated, the quorum lowers
 - Decisions made at inquorate meetings are invalid

- If quorum is lost during the meeting, you have half an hour to continue the meeting. Anything that occurs in that time frame must be ratified at the next meeting.
- To make decisions and spend money, you need to make motions
 - Motions need a mover and a seconder (unless made by the Chair)
 - The consent of a majority of the voting representatives present is necessary for decisions of a meeting of a committee
 - In the event of a tie, the motion is defeated
- A voting representative of the committee may appoint another member of UMSU as their proxy for a single meeting, but no member may hold more than one proxy
- Office Bearers from Parkville Campus cannot vote in their meetings; VCA and Burnley Coordinators are voting members in their committees
- A good motion for purchasing mentions the **price**, the **budget line** and the **items**:
- Failure of a member of the committee to attend three duly called regular committee meetings will result in their removal from the committee
 - It is the responsibility of the officers to communicate attendance of committee meetings to the General Secretary
 - Students' Council, Committees and Office Bearers have no power to amend or vary the application of this rule