

**MINUTES OF THE MEETING OF THE COUNCIL OF THE SYDNEY UNIVERSITY
POSTGRADUATE REPRESENTATIVE ASSOCIATION HELD ON WEDNESDAY 22nd
MARCH 2006 AT 6.00 PM**

Present: Jenny Leong (President and Chair), Roozbeh Araghi, Richard Bailey, Kate Barnsley, Mike Beggs, Jack Clegg, Jodie Coleman, Brian Doyle, Kirsten Harley, Lian Jenvey, Adrienne Jerram, Anthony Kachenko, Mark Kelly, Sophia Leon de la Barra, Will Noonan, Leona Oliver, Julian Pinder, Timotheos Roussos, Rosemary Whitecross

Apologies: Frances di Lauro, Alison Doriean, Xue Yang Li, Zhen Yi Li, Estelle Noonan, Jun Zhao

1. Election of Indigenous Officer

On 6th March a caucus of indigenous students elected two indigenous students to share the responsibilities of Indigenous Officer. They are Leona Oliver and Brian Doyle.

2. Minutes of meeting held on 8 March 2006

Motion: *THAT the minutes of the meeting held on 8th March 2006 be accepted.* Moved Kirsten Harley seconded Adrienne Jerram. Carried.

3. President's Report

- Tomorrow the decision on the international transport concessions case will be handed down from the Administrative Decisions Tribunal (after 4 years). Media release was put out today – if the decision is favourable tomorrow, we will try to get some media publicity for SUPRA afterwards. Tomorrow we will work out strategies if it is a good decision.
- A draft letter to be sent to the former president was tabled for discussion. Recommendation: THAT the President, in discussion with Julian Pinder write a letter to Janet Lee, based on the first and last paragraph of the tabled letter, making it broader, and also write a letter to the university, out of courtesy, saying have written to former president and asked her to contact us her direct. It was noted that we should also be proactive and do an ASIC search for Oaklands to find out who the directors are, etc.
- Motion: *THAT Council approve the payment of up to \$3000 to Lucid Surf for an update of the SUPRA website design and layout, purchase of a content management system, training for two people to manage the site and re-establishment of the newsletter feature of the site.*
- SUPRA's Senate Liaison Committee members – the Chancellor has provided three meeting dates for the year, and the first is in May.
- Post-VSU survival discussion. The President will send an e-mail asking for people's views on what we should do. No-one in the university has made a decision yet, which is why we need to get a position. The President, Vice-President and PAC Officer will put together a briefing paper. There will be a meeting to discuss this at 5.00 pm on Wednesday 29th March.
- Requesting continuing on 35 hour stipend until 16th April.

Motion: *THAT the President's Report, recommendation and motion contained therein be accepted.* Moved: Katherine Barnsley, seconded Will Noonan. Carried.

4. Vice-President's Report

- Amend hours request to work for up to 14 hours a week until 16th April.

Motion: *THAT Council notes the Vice-President's report and recommendations therein.* Moved Jack Clegg, seconded Jodie Coleman. Carried.

5. Treasurer's Report

- Superannuation accounts for office bearers – please forward details to the Finance Manager. If there is no suitable account, other staff and office bearers use HESTA.
- The Finance Manager is working on the draft budget, assuming there will be 14,000 subscriptions. It includes provision for group funding of \$10,000 for university groups and \$10,000 collegial.

Motion: *THAT PASC will consider group funding applications up to \$200 until we have got the budget finalised.* Moved Anthony Kachenko, seconded Will Noonan. Carried

Motion: *THAT Council notes the Treasurer's report.* Moved Jack Clegg, seconded Adrienne Jerram. Carried

6. Secretary's Report

Motion: *THAT the Council approves the expenditure of up to \$10,000 on a contract with IT Services to maintain workstations and printers for the 2006 year.* Moved Roozbeh Araghi, seconded Jack Clegg. Carried

Motion: *THAT the Secretary's request for up to 14 hours per week stipend while the office set-up and sorting out is still taking place be accepted.* Moved Jack Clegg, seconded Kate Barnsley. Carried

Motion: *THAT Council notes the Secretary's report.* Moved Jack Clegg, seconded Adrienne. Carried.

Motion *THAT in future council not approve the expenditure of more than \$2,000 for any one item without at least a week's notice.* Moved Jack Clegg, seconded Anthony Kachenko. 1 abstention. Carried.

7. Work reports from the staff were tabled.

8. Stipend payment authority periods

Motion: *THAT council approve all stipended hours in advance and acknowledges that previous stipend approvals applied to the following pay cycles:*

Council Meeting 9/2/06: pay cycle 6/2/06 - 19/2/06

Council 22/2/06: 20/2/06 - 5/3/06

Council 8/3/06: 6/3/06 - 19/3/06

And that tonight's Council meeting assign stipended hours for a four week period between 20/3/06 and 16/4/06.

(NB. Officers may apply for stipend maximums to be assigned as far in advance of time as they wish, so long as they are always applying in advance). Moved Roozbeh Araghi, seconded Katherine Barnsley. Carried.

Motion: *THAT Council endorses the suggestion that the indigenous officers have up to seven hours stipend a week split between them* Moved: Roozbeh Araghi, seconded Rosemary Whitecross. Carried.

Motion: *THAT the following maximum weekly hours be set for the period 20 March to 16 April: Treasurer: 7; International Officer: 7; Queer Officer : 7 Women's Officer: 7; Director of Publications: 14; PAC Officer: 3; PASC Convener: 3.* Moved: Roozbeh Araghi, seconded Will Noonan. Carried.

9. Administration & Finance Committee Update

Motion: *THAT Council note the minutes and recommendations of the AFC meeting of 13-3-06.*
Moved: Roozbeh Araghi, seconded Will Noonan. Carried.

10. Policy Advisory Committee Update

a) Motion: *THAT Council notes the minutes and recommendations of the PAC meeting of 17-3-06 and accepts the report of the PAC Officer.* Moved: Roozbeh Araghi, seconded Katherine Barnsley. Carried.

b) Draft constitutional changes. There is a tight timeline to get constitutional changes passed by an EGM and accepted by the Senate in time for them to be applicable for the Council elections for the AGM in May 2006.

The revised draft motions, including the amendments agreed at the Council Meeting, are appended to these minutes.

Council requested the President to call an EGM to consider constitutional changes which would then go to Senate.

c) Electoral regulations

Motion: *THAT Council accept all recommendations for changes to the Constitution and the Electoral Regulations.* Moved: Jack Clegg, seconded Jodie Coleman. Carried.

d) Method for approving stipend hours increase to be circulated tomorrow.

e) Grievance policy to be circulated tomorrow.

11. Publications, Activities & Services Committee Update

Motion: *THAT Council note and accept the minutes and recommendations of the meeting of 16-3-06 and accept that as the PASC Convenor's report.* Moved: Jack Clegg, seconded Will Noonan. Carried

12. Interim Director of Publications Report:

Motion: *THAT the report of the Interim Director of Publications be noted.* Moved Jack Clegg, seconded Roozbeh Araghi. Carried

13. Indigenous Officers' Update

- Having a male and a female Indigenous Officer means that they are operating in a culturally appropriate way.
- The Graduate Diploma in Indigenous Health Promotion (Faculty of Medicine) has not been recognised by one New South Wales Area Health Service. There was support from the university for one person who was not being paid as a graduate. The Indigenous Officers will be working to get the NSW Health Department to accept it as a valid qualification.

Motion: *THAT Council note the report and accept it with acclamation.* Moved: Jack Clegg, seconded Julian Pinder.

Motion: *THAT as an interim measure, Council interprets the constitution to read that office bearers position cannot be shared, and therefore the two Indigenous Officers should have only one vote between them.* Moved: Roozbeh Araghi, seconded Timotheos Roussos. Carried

14. International Officer's Report

Motion: *THAT the International Officer's Report be noted and accepted.* Moved Jack Clegg, seconded Roozbeh Araghi. Carried.

15. Queer Officer's Report

In relation to the \$500 for film rights, this would include technical support, etc. It is possible that the Union will support up to \$200. It was suggested that if quick approval is needed, the Queer Officer can take the request to AFC

Motion: *THAT Council note and accept the report and endorse spending up to \$500 but request that the Queer Officer endeavour to keep costs down.* Moved Richard Bailey, seconded Jodie Coleman. Carried.

16. Women's Officer's Update

- The university is apparently intending to buy the childcare centres from the Union.
- There are other issues re childcare (such as needing extended time for assignments etc.)
- The Women's Officer will contact the parenting co-op at Macquarie uni and Margaret Edmonds from Student Services to discuss further.
- Aboriginal people tend to have children first and then study – so child care critical for them.

Motion: *THAT the Women's Officer's update be noted.* Moved: Jack Clegg, seconded Timotheos Roussos. Carried.

17. Other Business

- Motion: *THAT the international officer be responsible for catering for council meetings.* Moved: Roozbeh Araghi, seconded Brian Doyle. Carried.
- The Secretary will investigate which nights coursework students could attend council meetings

Meeting closed at 9.10 pm.

Next meeting 6.00 pm on Wednesday 5th April 2006.

Draft Motions for EGM

1. Replace s6.1-s6.5 with the following:

6.1 There shall be a Council which shall have power, subject to the powers of a General Meeting, to determine and interpret policy and to take action in accordance with the aims of the Association.

6.2 (a) The Council shall consist of twenty five Councillors, of whom twenty one shall be General Councillors, and four shall be Equity Officer Councillors.

(b) The election of the 21 General Councillors shall be conducted each year in May in such a manner as the Council may prescribe, subject to this Constitution, by an Electoral Officer appointed by the Council. The electoral process shall always be completed prior to, or at the Annual General Meeting. At least fourteen clear days' notice of the close of nominations shall be given by publication of a notice of election which shall be posted at and around the University and advertised in at least one publication within the University. In addition, the President shall request that the University circulate such notice via email to all members of the Association.

(c) The General Councillors shall be elected by SUPRA members voting as one electorate under the system of proportional representation set out in Schedule 1 of this Constitution, with reference to 6.3 below, which should be applied after the ballot count has been concluded according to Schedule 1.

The four Equity Officer Councillors shall be elected from members of the Association. The election shall be conducted each year in May in such a manner as the Council may prescribe, subject to this Constitution. The Equity Officer Councillors shall be:

- (i) The Indigenous Officer who shall be elected by the Indigenous members of the Association and who shall be an Indigenous member of the Association;
- (ii) The International Officer who shall be elected by the International student members of the Association and who shall be an International student member of the Association;
- (iii) The Women’s Officer who shall be elected by the female members of the Association and who shall be a female member of the Association; and
- (iv) The Queer Officer who shall be elected by the queer identifying members of the Association and who shall be a queer identifying member of the Association.
- (e) Councillors shall hold office from the first day of July in the year of their election until the thirtieth day of June in the year after their election, subject to sections 6.14 and 5.6 of this Constitution.
- (f) No person shall be eligible for election as a Councillor or office-bearer who is not at the time of his or her election a member of the Association.

6.3 (a) Eight General Councillor positions shall be reserved for females.

(b) Three General Councillor positions shall be reserved for coursework students and three positions shall be reserved for research students.

(c) In the event that there are fewer nominations tendered under the provisions in 6.3 (a)-(b) from females, coursework students and research students than positions reserved for those groups, the nominees shall be declared elected and the reserved positions remain vacant until nominations are received for the positions under section 6.18.

(d) Council acknowledges the value of as diverse a representation of the postgraduate student body as possible amongst its membership. Efforts will be undertaken to advertise Council vacancies widely and to target students in equity designated groups.

(e) No member may hold more than one of the 25 Councillor positions referred to in 6.2(a). If a member is elected as both a General Councillor and one of the Equity Officer Councillors, they shall be designated as the relevant Equity Officer Councillor and their General Councillor position shall become vacant.

6.4 The Councillors-elect shall meet at least seven days after the Annual General Meeting and the elections for the Equity Officer Councillors and no later than the second week of June in the same year as they were elected, for the purposes of appointing Councillors to the Standing Committees and electing the following office-bearers for the new term:

- (i) President
- (ii) Vice-President
- (iii) Treasurer
- (iv) Secretary
- (v) Any other office-bearers as the Council may determine appropriate from time to time.

At this meeting:

(a) Nominees shall be Councillors, and nominations shall be taken from the floor.

(b) Nominations need not be seconded, and candidates may nominate themselves.

(c) In the event that a ballot is required, such a ballot shall be secret and the votes shall be counted by a Returning Officer appointed by the meeting. The Returning Officer may not be a candidate for any ballot prescribed under this section of the Constitution. Councillors shall be entitled to appoint a scrutineer to observe the conduct of any such ballot in which they may be a candidate, save that no scrutineer may be simultaneously a candidate in the ballot for which they have been appointed.

6.5 The convenor of the first meeting of Council referred to in 6.4 of this Constitution shall be the Electoral Officer or their nominee, who shall not be eligible to vote, and who shall hand over the chair and the convenorship of the Meeting to the new President upon election to that office as prescribed in 6.4 of this Constitution.

2. In ss.6.6, 6.15, 6.17 and 6.19, replace “6.4 (a)-(d)” with “6.4 (i)-(v)”.

3. Amend s.6.18 to read:

6.18 In the event that a position on Council is not filled, or a casual vacancy arises, and subject to 6.3(a) and (b) of this Constitution:

(a) vacancies may be filled from among those members of the Association present at a General Meeting for whom written nominations bearing their signature and student identification number, as well as those of the nominator and seconder, are lodged with the Returning Officer if present, or else the Secretary, prior to the close of nominations from the floor. If there is an excess of nominations from the floor for those vacancies, the vacancies shall be filled by election at the General Meeting, in accordance with Schedule 1; or

(b) the Council may appoint a member of the Association to hold office provided that the Secretary receives a written nomination from a Councillor, citing the nominee's name and student number, which is seconded in writing by another Councillor and accepted in writing by the nominee, and gives seven days' notice of such nomination in accordance with 6.20 of this Constitution.

(c) Councillors appointed under 6.18(a) or (b) hold office until the thirtieth day of June subsequent to their election.

4. Insert into the Constitution:

Schedule 1

PROPORTIONAL REPRESENTATION WITH THE SINGLE TRANSFERABLE VOTE METHOD OF COUNTING VOTES WHERE MORE THAN ONE POSITION IS TO BE FILLED:

1. The number of first choices recorded for each candidate shall be counted.
2. The aggregate number of such first choices shall be divided by one more than the number of candidates required to be elected and the quotient increased by one, disregarding any remainder, shall be the quota, and (except as hereinafter provided in Rule No. 9) no candidate shall be elected until he or she obtains a number of votes equal to or greater than the quota.
3. Any candidate who has, upon the first choices being counted, a number of such votes equal to or greater than the quota shall be declared elected.
4. Where the number of such votes obtained by anyone candidate is equal to the quota, the proportion of votes in excess of the quota shall be transferred to the other candidates not yet declared elected, next in order of the voters' preferences, in the following manner:-
 - (a) All the voting papers on which a first choice is recorded for the elected candidate shall be re-examined, and the number of second choices, or third or next consecutive choices recorded for each unelected candidate thereon shall be counted.
 - (b) The surplus of the elected candidate shall be divided by the total number of votes obtained by him or her on the counting of the first choice and the resulting fraction shall be the transfer value.
 - (c) The number of second or other choices ascertained in Rule 1., to be recorded for each unelected candidate, shall be multiplied by the transfer value.
 - (d) The resulting number shall be credited to each unelected candidate, and added to the number of votes obtained by her or him on the counting of the first choices.
5. (a) Where, on the counting of the first choices, or on any transfer, more than one candidate has a surplus, the largest surplus shall be first dealt with. If then, more than one candidate has a surplus, the then largest surplus shall be first dealt with, and so on; provided that, if one candidate has obtained a surplus at a count or transfer previous to that at which another candidate obtains a surplus, the surplus of the former shall be first dealt with.

(b) Where two or more surpluses are equal, the surplus of the candidate who was the highest on the poll at the count or transfer which they last had an unequal number of votes shall be first dealt with, and if they have had an equal number of votes at all preceding counts or transfers, the Returning Officer shall decide by lot which candidate's surplus shall be first dealt with.

6. (a) Where the number of votes obtained by a candidate is raised up to, or above, the quota by a transfer as aforesaid, he or she shall thereupon be declared elected; and in such case, notwithstanding the fact that he may have reached the quota, such transfer shall be completed, and all the votes to which he is entitled there from shall be transferred to her or him, but no votes of any other candidate shall be transferred to her or him.

(b) Where the number of votes obtained by a candidate is raised up to, but no above, the quota by a transfer as aforesaid, the whole of the voting papers on which such votes are recorded shall be set aside as finally dealt with.

(c) Where the number of votes obtained by a candidate is raised above the quota by a transfer as aforesaid, his or her surplus shall be transferred to the candidates next in order of the voters' respective preferences, in the following manner:-

(i) The voting papers on which are recorded the votes obtained by the elected candidate in the last transfer shall be re-examined, and the number of third or, in the case provided for in Rule 11, next consecutive choices recorded for each unelected candidate thereon counted.

(ii) The surplus of the elected candidate shall be divided by the total number of voting papers mentioned in paragraph (i) and the resulting fraction shall be the transfer value.

(iii) The number of second, or other, choices, ascertained in paragraph (i) to be recorded for each unelected candidate shall be multiplied by the last mentioned transfer value.

(iv) The resulting number shall be credited to each unelected candidate, and added to the number of votes previously obtained by her or him.

7. (a) Where, after the first choices have been counted, and all surpluses (if any) have been transferred as herein before directed, no candidate or less than the number of candidates required to be elected, has or have obtained the quota, the candidate who is the lowest on the pool shall be excluded, and all votes obtained by her or him shall be transferred to the candidates next in the order of the voters' respective preferences, in the same manner as is directed in Rule 5.

(b) The votes obtained by such excluded candidate as first choices shall be first transferred, the transfer value of each vote in this case being 1.

(c) The other votes of such excluded candidates shall then be dealt with in the order of the transfers in which, and at the transfer value at which he or she obtained them.

(d) Each of the transfers which takes place under the two previous clauses of this Rule shall be deemed for all purposes to be a separate transfer.

8. (a) Where the number of votes obtained by a candidate is raised up to or above the quota by any such transfer as aforesaid, he or she shall thereupon be declared as elected; and in such case, notwithstanding the fact that he or she may have reached the quota, such transfer shall be completed, and all the votes to which he or she is entitled therefrom be transferred to him or her, but no other votes shall be transferred to her or him.

(b) Where the number of votes obtained by a candidate is raised up to, but not above, the quota, by any such transfer as aforesaid, the whole of the voting papers on which such votes are recorded shall be set aside as finally dealt with.

(c) Where the number of votes obtained by a candidate is raised above the quota by any such transfer as aforesaid, his or her surplus shall be transferred to the candidate next in the order of the voters' respective preferences in the same manner as directed in Rule 6, Clause (c); provided that such surplus shall not be dealt with until all the votes of the excluded candidates have been transferred.

(d) Where any surplus exists, it shall be dealt with before any other candidate is excluded.

9. The same process of excluding the candidate lowest on the poll and transferring to other candidates her or his votes, shall be repeated until all the candidates, except the number required to be elected, have been excluded, and the un-excluded candidates who have not already been so declared, shall then be declared elected.

10. Where at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, then whichever of such candidates was lowest on the poll at the last count or transfer at which they had an unequal number of votes shall be first excluded, and if they have had an equal number of votes at all preceding counts or transfers, the Returning Officer shall decide which candidate shall be first excluded.

11. In determining what candidate is next in the order of the voters' preferences, any candidates who have been declared elected shall not be considered, and the order of the voters' preferences shall be determined as if the names of such candidates had not been on the voting paper.

12. Votes shall be counted to the nearest hundredth part of a vote only, and transfer value calculated to the third decimal place only.

5. Replace 5.5 with:

5.5 The President shall initially Chair all General Meetings until the meeting can appoint a Chair. In the absence of the President, the meeting shall appoint a Chair.

6. Replace 5.3 with:

5.3 At least fourteen clear days' notice shall be given of any General Meeting of the Association by notice posted at and around the University and advertised in at least one publication within the University. In addition, the President shall request that the University circulate such notice via email to all members of the Association. Such notice shall set out the time, date and location of the meeting, along with the business to be conducted.

7. Replace 8 with:

SECTION 8: FINANCES

8.1 The Council may determine that a bank account or accounts be opened in the name of the Association. The President, Vice President, Secretary and Treasurer and any other members of Council as Council may determine from time to time and two senior staff members are signatories to the SUPRA accounts.

8.2 Expenditure shall be made only with the approval of Council, provided that Council may devolve funds to any Standing Committee, or Office-bearer, it thinks fit for purposes and within limits specified by Council.

8.3 The accounts of the Association shall be audited by an auditor registered under the *Public Accountants Act 1945*, as amended. The auditor shall be appointed at the Annual General Meeting or, where no such appointment is made or where a vacancy occurs, at a subsequent General Meeting.

8.4 The assets and income of the association shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the association except as *bona fide* compensation for services rendered or expenses incurred on behalf of the association. All such expenses shall be approved by the Council.