



International College of Management, Sydney
Student Representative Council
Constitution and Bylaws

INTERNATIONAL COLLEGE OF MANAGEMENT, SYDNEY



STUDENT REPRESENTATIVE COUNCIL

SRC ABN 274642673548

Approved by EMG 11 August 2023

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1. Preamble

- 1.1. The Institution, through the activities of the Student Representative Council (SRC), encourages the involvement of students in the decision-making and strategic planning on student-related matters, through student representation on committees and advisory groups.
- 1.2. The SRC is a recognised student representative body that represents the interests and welfare of students.
- 1.3. It is an unincorporated student body approved by the Executive Management Group (EMG).

2. Objectives

- 2.1. The objectives of the SRC are to:
 - a. promote and advocate the interests and welfare of students.
 - b. advise the Chief Executive Officer (CEO) and EMG on student experience matters, via the Student Experience Department.
 - c. report to and attend Learning and Teaching Committee (LTC) meetings.
 - d. be informed of and represent the views of the whole student body.
 - e. encourage the formation and successful management of student cultural, social, sporting and educational groups.
 - f. encourage students to be involved in the activities of the SRC.
 - g. provide for and promote student extra-curricular activities and social events.
 - h. provide for the welcome and social engagement of new students.
 - i. promote diversity, equity and inclusion by creating and supporting opportunities to celebrate the Institution's diverse community.
 - j. perform such other roles as may be determined by the CEO or other authorised staff member.
- 2.2. The SRC may only exercise the powers outlined in the SRC Constitution and Bylaws.
- 2.3. The CEO is responsible for the oversight of the implementation of the SRC Constitution and Bylaws.

3. Responsibilities

- 3.1. The SRC shall fulfil the objectives of the SRC by:
 - a. improving the student's quality of life by being an accessible resource that provides an avenue of communication between the student body and EMG in an effective manner.
 - b. advertising student feedback mechanisms on behalf of the Institution (e.g. online feedback tool and student forum).
 - c. advertising and promoting social, academic, and cultural activities to the student body.
 - d. ensuring adequate notice is given for events, and all media and promotion are approved by the Student Experience Department.
 - e. consulting with the relevant Student Experience and Operations staff regarding the supply of goods and services, the acquisition of sporting and social engagement resources.
 - f. listening to fellow students and communicating with them in order to receive appropriate feedback.
 - g. supporting and encouraging student groups and their projects.
 - h. supporting the operations student events, functions or other related events.
 - i. assisting staff and students during student orientations, campus open days; social, sporting and cultural activities.
 - j. undertaking training seminars to develop skills required for the delivery of the objectives of the SRC.
 - k. assisting with all reasonable requests for student experience engagement from the CEO and EMG.

- I. carrying out their functions in good faith and in the best interests of the Institution as a whole.
- 3.2. The SRC shall remain democratic in decision making and in the carrying out of the responsibilities under the constitution of bylaws.
- 3.3. The SRC shall act honestly and exercise a reasonable degree of care, skill, and diligence in carrying out their functions.
- 3.4. The SRC shall not make improper use of their position to gain directly or indirectly an advantage for themselves or any other person or cause a detriment to the Institution.
- 3.5. The SRC may hold a maximum of four key events per trimester at the discretion of the Student Experience Department. The SRC may host an additional two major events each calendar year in consultation with the Student Experience Department, Marketing Team and with approval of the CEO.

4. Membership and terms of office

- 4.1. Any member of the student body may serve as a member of the SRC. To be eligible for election as President or remain on the SRC for the full term of office, members must maintain a GPA of 3.0 or above and meet the requirements listed on the description for their chosen position.
- 4.2. The positions identified in this constitution form the SRC.
- 4.3. SRC members are required to act in accordance with the Student Code of Conduct.
- 4.4. Students who are solely on a leave of absence, are not eligible to be a member.
- 4.5. Office is granted for the duration of a maximum of three full trimesters.
- 4.6. The Head of each student club, or one nominated representative must attend the SRC meetings.
- 4.7. SRC members including the President may be removed from office in accordance with clause 9.
- 4.8. All SRC members are entitled to one vote in respect of the
 - a. selection of the Vice President as per clause 5.2.1a
 - b. removal of SRC members from office as per clause 10.1.

5. Descriptions of SRC roles

5.1 President

5.1.1 The President's term of office is a maximum of three full trimesters.

5.1.2 The President:

- a. is elected by the student body;
- b. must confirm if they intend to continue in the role of President at the first SRC meeting of each study period;
- c. shall reside over all student issues relating to the student body through the SRC committees/ affiliations and be responsible for communication with management through the Student Experience Department;
- d. is required to represent the student body as a whole;
- e. is a member of the Learning and Teaching Committee (LTC), and is required to attend all LTC meetings and prepare reports for the LTC in consultation with the Student Experience Department;
- f. chairs SRC meetings;
- g. is responsible for preparing a report of the SRC activities as required for the EMG in consultation with the Student Experience Department;
- h. is responsible for preparing a handover plan for the new SRC President prior to commencement of the new term of office;
- i. is required to spend at least one day per week in the Student Experience Department to ensure constant communication and transparency between the SRC and the Institution.

5.2 Vice President

5.2.1 The Vice President

- a. works with the President and other officers in fulfilling the SRC's objectives and responsibilities;
- b. acts as President in the absence of the President;
- c. is automatically appointed in the role of President in accordance with clause 6 if the President is unable to complete the term of office.

5.2.2 If no Vice President is appointed, or the position is vacant, these responsibilities fall within the role of the President until such time as the role is filled.

5.2.3 The President is responsible for nominating at least two candidates for the position of Vice President. Candidates must accept the nomination and be chosen from either:

- a. unsuccessful candidates who ran for President or
- b. current SRC members.

5.2.4 The Vice President is chosen by a majority vote of SRC members. The form and timing of the vote is determined by the President.

5.3 Secretary

5.3.1 The Secretary:

- a. organises meetings, drafts agendas, distributes meeting paperwork to members, notes apologies, prepares minutes and maintains accurate records;
- b. collects the content for the required reports, including the achievements of each division.
- c. reports directly to the President;

5.3.2 If no Secretary is appointed, or the position is vacant, these responsibilities fall within the role of the Vice President until such time as the role is filled.

5.4 Treasurer

5.4.1 The Treasurer:

- a. receives, disburses and accounts for all funds as directed by the SRC executive;
- b. provides a financial report at each SRC meeting if necessary (reporting through Zipbooks, or any other appropriate reporting platform);
- c. provides a financial report to the Student Experience Department three times per trimester (week 1, week 6 and week 13) with a break down into major charges;
- d. suggests initiatives that improve the financial position of the SRC in order to fund larger scale events or purchase of assets that benefit the SRC and wider student body in the future;
- e. coordinates the funding of student activities, clubs, groups and associations in consultation with the Student Experience Department as required;
- f. reports directly to the SRC president.

5.4.2 If no Treasurer is appointed, or the role is vacant, these responsibilities fall within the role of the President until such time as the role is filled.

5.5 Head of Events

5.5.1 The Head of Events:

- a. produces a detailed events calendar prior to the beginning of each trimester in conjunction with other SRC members;
- b. plans and coordinates SRC functions and events using relevant templates;
- c. undertakes post-event analysis when required as an assessment for inclusion in the President's reports;
- d. produces and oversees all events throughout the trimester;
- e. helps other clubs and associations to carry out events if needed;
- f. reports directly to the President.

5.5.2 If the role is not filled, the responsibilities of the role will be absorbed by other SRC members until such time as the role is filled.

5.6 Head of Marketing and Social Media

5.6.1 The Head of Marketing and Social Media:

- a. implements promotions of SRC functions and events;
- b. produces the necessary marketing collaterals needed by the SRC;
- c. creates posters, other promotional material and the draft annual report;
- d. prepares social media posts on different platforms;
- e. maintains social media pages;
- f. works to increase the number of followers on all social media platforms;
- g. reports directly to the President;
- h. takes photos/videos at different events and store them in a communal SRC drive;
- i. works in collaboration with other SRC members.

5.6.2 If the role is not filled, the responsibilities of the role will be absorbed by other SRC members until such time as the role is filled.

5.7 Basement Bar Manager

5.7.1 The Basement Bar Manager:

- a. may be employed by the Institution;
- b. reports to the Licensee of the Institution and the President;
- c. is required to hold a current RSA qualification and ensure RSA standards are maintained;
- d. is responsible for the operation and management of the student bar including the staffing requirements and stock takes (one per trimester);
- e. is required to carry the SRC keys whilst the bar is in operation.

5.7.2 If the role is not filled, the responsibilities of the role will be absorbed by other SRC members until such time as the role is filled.

5.8 Head of Sports

5.8.1 The Head of Sports:

- a. represents the various student sporting groups and teams affiliated with the Institution.
- b. reports and provides feedback on sporting activities to the SRC;
- c. is a key driver for major sporting activities around campus, including the Nationals competition;
- d. assists with running of all sporting competitions both on and off campus.
- e. reports directly to the President.

5.8.2 If the role is not filled, the responsibilities of the role will be absorbed by other SRC members until such time as the role is filled.

5.9 Head of Clubs and Associations

5.9.1 The Head of Clubs and Associations:

- a. represents the various clubs and associations established through the SRC;
- b. reports and provides feedback on the activities of the clubs and associations to the SRC;
- c. provides support and advice to students seeking to establish a new club or association;
- d. reports directly to the President.

5.9.2 If the role is not filled, the responsibilities of the role will be absorbed by other SRC members until such time as the role is filled.

5.10 Head of Community Engagement

5.10.1 The Head of Community Engagement:

- a. represents the SRC in the community;

- b. researches and engages with the Institution and broader communities through student volunteering, events and more;
 - c. reports directly to the President.
- 5.10.2 If the role is not filled, the responsibilities of the role will be absorbed by other SRC members until such time as the role is filled.

5.11 Head of Online Engagement

- 5.11.1 The Head of Online Engagement:
 - a. represents the SRC in engaging online students;
 - b. holds regular activities and events online to engage the online students.is accountable for the responsible use of online platforms;
 - c. reports directly to the President.
- 5.11.2 If the role is not filled, the responsibilities of the role will be absorbed by other SRC members until such time as the role is filled.

6. Presidential Term of Office

- 6.1 The President is entitled to maintain the presidency for a total of three full trimesters.
- 6.2 The President is required to fulfill their obligations to the Institution and to the SRC for the duration of their term of office.
- 6.3 The President may be removed from office in accordance with the terms of clause 9.
- 6.4 Should the office of President become vacant during the term of office, the Vice President will step into the role of President until an election can be held.

7. SRC members

- 7.1 Every SRC member must sign a letter of commitment at the beginning of each trimester. By signing this, the member agrees to take part in meetings and events on a regular basis and commits to their respective responsibilities.
- 7.2 Apologies for non-attendance must be given to the SRC Secretary at least 24 hours before a meeting or event.
- 7.3 If a member misses more than a cumulative total of three meetings or events, at the discretion of the President, they can refuse to issue the certificate of recognition.
- 7.4 The President is responsible for appointing member of the SRC, with the exception of the Vice President who is appointed by a vote of SRC members.
- 7.5 A maximum of two positions may be held by a single person.

8. SRC meetings

- 8.1 Meetings of the SRC are held weekly during study periods and otherwise at the discretion of the President.
- 8.2 Meetings of the SRC are to be held for the purposes of:
 - a. raising and resolving issues in accordance with the objectives of the SRC;
 - b. planning upcoming events and activities and reflecting and reporting on previous activities;
 - c. resolving matters that may affect the student body as they arise;
 - d. determining any other relevant matter that falls within the powers of the SRC.

9. SRC elections

- 9.1 SRC elections are conducted in the following manner:
 - a. the Student Experience Department manages the election process for SRC President in consultation with the current President;
 - b. all elections are conducted by means of secret ballot;
 - c. in the event that no nominations for President are received or nominees are deemed ineligible, then the continuation of the SRC will be referred to the CEO for consideration and determination;

- d. the presidential candidates may run for election and campaign from the point in time when the candidates' nominations are accepted, and the Student Experience Department announces their names;
- e. election campaigns must be run with respect and integrity, with observance to the Student Code of Conduct;
- f. all campaigns must cease by midnight of the day prior to the elections;
- g. fundraising for candidates is not permitted;
- h. neither the Institution's or SRC funds and resources shall be used in campaigning activities;
- i. elections are undertaken in the trimester preceding the proposed candidature as per the following timeline:
 - i. Week 6: Applications open
 - ii. Week 7 (Monday) – Week 8 (Friday): Candidate campaigning
 - iii. Week 9 (Monday): Voting opens at 10am
 - iv. Week 9 (Friday): Voting closes at 4pm. – new SRC president is announced
 - v. Week 10: Comprehensive handover between current President and new President

9.2 In order to maintain a fair election process, candidates will be disqualified from running for President:

- a. if they are caught manipulating the election process
- b. if they engage in misconduct or other unacceptable behaviour or otherwise act in breach of the Student Code of Conduct

9.3 If two or more candidates receive the same number of votes in an election, the matter will be referred to the CEO for consideration and determination.

10. Removal from office

10.1 SRC members, including the President, may be dismissed by an absolute majority vote at a meeting of the SRC where:

- a. the SRC member has failed to attend, without apology, any three meetings of the SRC.
- b. there is evidence that the SRC member has:
 - (i) knowingly misappropriated SRC funds.
 - (ii) engaged in misconduct, neglect, or unacceptable behaviour or otherwise act in breach of the Student Code of Conduct.
 - (iii) failed to fulfil their responsibilities as set out in the SRC Constitution.

10.2 A motion of dismissal requires at least seven days' notice.

10.3 An SRC member may be dismissed without a vote if they no longer meet the eligibility requirements as set out in clause 4.

11. Access to records

11.1 Any student can make an application to view the records, documents and finances (apart from SRC minutes which are dealt with in clause 11.2 below) of the SRC and the release of this information is decided by the SRC President.

11.2 SRC minutes must be provided upon application by a student and can be provided by the President to the student body at any point in time.

12. Amendments and Ratifications to the Constitution

12.1 The SRC Constitution is due for review every five years or more frequently if required.

12.2 Amendments to the SRC Constitution may be proposed by the SRC or through a petition in writing by any 10 students at any time.

12.3 Proposed changes to the Constitution (minor and major) are reviewed by relevant staff and approved by the EMG.

13. SRC Logo

The logo as part of the Constitution may only be amended with the prior permission of the Institution's Vice President (Marketing).

14. Application of Property

14.1 The income and assets of the SRC must only be applied towards the promotion of the Objectives set out in clause 2.

14.2 No income or property of the SRC, or clubs created under the support for the SRC, will be paid or transferred directly or indirectly to any SRC officer other than payment:

a. of clearly documented and supported out-of-pocket expenses incurred by an SRC officer in the performance of any duty as an SRC officer, where the amount payable does not exceed an amount approved by the CEO.

b. as bona fide compensation for a clearly documented and supported service rendered to the SRC by an SRC officer in a professional or technical capacity, where the provision of the service has the prior approval of the CEO and where the amount payable is approved by the CEO; and is not more than an amount which would be commercially reasonable payment for the service.

14.3 Income may be raised by the SRC and the student group created under the support of the SRC.

14.4 Student activities are partially funded through the annual budget of the Student Experience Department. Any income generated by the SRC is normally applied toward the Objectives set out in clause 2.

15. Establishment of new clubs

15.1 New clubs are permitted where enrolled students are willing to establish the club, decide on the club name, aims, and a plan of what the club's activities would be;

15.2 To propose a new club for establishment by the SRC, there must be a minimum of 10 currently enrolled students willing to sign up to the club as regular and active members. The proposal should be in writing addressing the details (refer to point 5.9a) and proposed members. The proposal must be submitted to the President for approval.

15.3 The management of clubs must operate under the direction of the Student Experience Department and can be disbanded at any point.

15.4 15.4 New clubs will not be supported if they:

- a. replicate an existing club or association.
- b. breach the Student Code of Conduct.
- c. bring the Institution into disrepute.

Version History

No.	Date	Change	President
1.	20/01/09	Constitution Constructed	Iain Bylsma
2.	21/10/10	Constitution detail to reflect new Structure	Phil Watson
3.	21/10/13	Constitution detail to reflect new Structure	Yesul (Kate) Lee
4.	04/07/13	Adoption of new structure	Viktoria Lundquist
5.	16/10/13	Amendments to procedural issues	Viktoria Lundquist
6.	24/11/14	Extensive revision and substantive changes prepared by registrar in consultation with SRC, Student Experience Officer and CEO.	Nathan Cassar
7.	03/10/17	Extensive revision and substantive changes prepared in consultation with SRC, Student Experience Officer and Operations Manager.	Hannah Chadwick
8.	16/08/18	Extensive revision and substantive changes. Implementation of new roles, chart and logo. Prepared in consultation with Student Experience Officer.	Julius-Viktor Grummeck-Braamt & Sophie Cuschieri
9.	21/10/18	Implementation of the SRC Scholarship.	Julius-Viktor Grummeck-Braamt & Sophie Cuschieri
10.	12/05/21	Extensive revision and substantive changes to multiple aspects. Prepared in consultation with Student Experience Officer & ICMS Governance and Policy Manager.	Thomas Bramley
11.	26/06/23	Constitutional review. Prepared in consultation with AVP (Student Experience) & Manager (Quality Assurance & Accreditation)	Jack Parsons