



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Policy:

Financial Recognition of Student Association Executives

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Audience: Staff and Students

Policy Category: Governance
Policy Sub-category: Student
Representation

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1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
 - i. teaching, scholarship and research;
 - ii. training for the professions; and
 - iii. pastoral care for its students.

2 PURPOSE

- 2.1 This Policy sets out the principles for the University providing an ex-gratia payment to financially recognise the significant contribution made to the Student body by the elected Student Association Executives.

3 SCOPE

- 3.1 This Policy applies to all Campuses of the University.

4 BACKGROUND

- 4.1 The University formally recognises and supports a Student Association on each of its Fremantle and Sydney campuses.
- 4.2 The Student Association of the University of Notre Dame Australia (Fremantle Campus) Incorporated (**'NDSA'**) is an incorporated body under relevant Western Australian legislation. The Student Association of the University of Notre Dame (Sydney Campus) (**'SAUNDA'**) is an unincorporated association.
- 4.3 Each Student Association is governed by its own Constitution and the Statutes of the University.
- 4.4 The Executive of each of the Student Associations is elected by the student body in accordance with the Constitution and, during their term, takes on various responsibilities in accordance with the Constitution which involve significant time commitments.
- 4.5 In some cases, students elected as a member of the Student Association Executive have chosen to reduce study loads and/or give up paid employment opportunities in order to have additional time to commit to undertaking the role.

5 ALLOWANCE FOR STUDENT ASSOCIATION EXECUTIVE

- 5.1 The University recognises that active and committed Student Association Executive make significant contributions to the life and community of the University.
- 5.2 In recognition of such contributions, the University may, at its discretion, make a payment to a Student Association elected Executive (**'Allowance'**) subject to the requirements of this Policy. For the avoidance of doubt, the Allowance is an ex gratia payment to recognise the contribution to the University Campuses and Students by the Student Association Executive.
- 5.3 The Student Association President is eligible for an Allowance up to a maximum of \$8,000 per

annum. The Allowance shall be paid for the term of the presidency and may take the form of a cash payment or a fee remission.

- 5.4** Members of the Student Association Executive other than the President are eligible for an Allowance as follows:
- 5.4.1 Vice President – up to a maximum of \$2,000 per annum
 - 5.4.2 Treasurer - up to a maximum of \$1,000 per annum
 - 5.4.3 Secretary – up to a maximum of \$1,000 per annum.
- 5.5** . The Allowance shall be paid for the term of a student’s membership on the Student Association Executive and take the form of a cash payment or a fee remission, in accordance with the student’s preference.
- 5.6** Any decision to pay an Allowance as set out in Clause 5.4 remains entirely at the discretion of the University. This Policy does not create any entitlement for a Student Association Executive to receive any financial recognition.
- 5.7** Any Allowance that is provided to a Student Association Executive is not wages or salary. as these roles are not undertaken as an employee of the University, nor are these Students directly accountable to the University for their performance in undertaking the Executive roles.
- 5.8** The Allowance provided for in this Policy does not affect entitlement to separate benefits that the Student may receive for contributions made to the Student Board as an ex officio member, in accordance with applicable signed Student Board Member Agreements.
- 5.9** Any Allowance to be paid in accordance with this Policy shall be paid by the University, the source of which shall be determined at the Vice Chancellor’s discretion.
- 5.10** There is no right of appeal from any decision of the University on any matter in or relating to this Policy.

6 PROCESS FOR PAYMENT

- 6.1** Payment of an allowance to the Student Association President or a Student Association Executive who elect to receive a cash payment will be made through the payroll system and the student may elect to be paid:
- 6.1.1 in two instalments, in June and November each year, or
 - 6.1.2 fortnightly; or
 - 6.1.3 quarterly.
- 6.2** Payment of an allowance will be subject to approval of the Head of Campus..
- 6.3** The allowance will be subject to any applicable tax or deduction that the University is required to make.
- 6.4** The Student Association President and all Executive will be required to submit relevant supporting documentation to the University prior to any allowance being paid.

7 CONDITIONS OF ALLOWANCE

- 7.1** In order for a Student Association Executive to remain eligible to receive an Allowance they must:
- 7.1.1 remain an enrolled Student on no less than 0.5 equivalent full time load in good standing at the University;
 - 7.1.2 not have any finding of misconduct made against them;
 - 7.1.3 continue to hold the position of Student Association President or other position on

the Student Association Executive and to perform the duties and responsibilities of the position for which they have received the Allowance.

- 7.2** In order for a Student Association President to remain eligible to receive an Allowance, they must, in addition to the obligations set out at subclauses 7.1.1, 7.1.2 and 7.1.3:
- 7.2.1 continue to contribute to and actively engage with, the appropriate offices (including, but not limited to, the Campus Student Life Offices) and University Officers (including, but not limited to, the Head of Campus and Executive Director, Student Services or equivalent) in relation to Student life on campus; and
 - 7.2.2 fulfil the University's expectations as set out in Appendix A.
- 7.3** For the purposes of determining whether a Student Association Executive has maintained the conditions set out in Clause 7.1 or, in the case of a Student Association President, in relation to Clause 7.2, the University may take into account any evidence available to it, including but not limited to:
- 7.3.1 a written self-review provided by the Student Association Executive to the Head of Campus by the end of May each year; and
 - 7.3.2 the opinion of any relevant University Officers.
- 7.4** If a Student Association Executive fails to maintain the conditions relevant to their position, the University may elect to suspend or terminate any Allowance awarded to them.
- 7.5** The Vice Chancellor shall suspend any Allowance paid in accordance with this Policy to any Student found guilty of misconduct in accordance with the *General Regulations* or any relevant policies or procedures of the University as may be in force from time to time. Such suspension shall take effect on the date of the ultimate finding of misconduct. In the event that the Vice Chancellor suspends any such Allowance as a result of a preliminary finding of misconduct which is subsequently reversed or overturned on appeal, the Allowance shall be reinstated and back paid from the date of the original suspension.
- 7.6** The Vice Chancellor shall suspend any Allowance paid to a Student Association Executive in accordance with this Policy if they are unable, in the Vice Chancellor's opinion, to fulfil the ordinary duties of the position for a period greater than four (4) weeks. Notwithstanding this Clause, the Vice Chancellor may extend the payments of the recipient of the Allowance who is unable to complete their ordinary duties for any period greater than four (4) weeks at the Vice Chancellor's sole discretion and on a case-by-case basis.

8 ROLES AND RESPONSIBILITIES

- 8.1 Student Association Executive** has responsibility for:
- 8.1.1 maintaining the Conditions of the Allowance set out in this Policy; and
 - 8.1.2 submitting required supporting documentation for payment of the Allowance.
- 8.2 The Vice Chancellor** has responsibility for:
- 8.2.1 determining the amount of the Allowance;
 - 8.2.2 terminating or suspending any Allowance paid.
- 8.3 The Head of Campus** has responsibility for:
- 8.3.1 Approving the payment of an Allowance to the Student Association Executive.

9 RELATED DOCUMENTS

- 9.1 *Policy: Provision of Funding to the University's Student Associations (Fremantle and Sydney)*
- 9.2 *Policy: Code of Conduct: Students*
- 9.3 *General Regulations*

10 DEFINITIONS

10.1 For the purposes of this Policy, the following definitions apply:

Allowance means an allowance paid to a Student Association Executive as described in Clause 5 of this Policy.

Campus means a campus of the University.

Constitution means the Constitution of NDSA or SAUNDA.

Executive/Student Association Executive means a Student holding the elected position of President, Vice President, Secretary, or Treasurer of NDSA or SAUNDA.

President means the elected President of NDSA or SAUNDA.

Student Associations means both of the "Student Association of the University of Notre Dame Australia (Fremantle Campus) Incorporated" and the "Student Association of the University of Notre Dame (Sydney Campus)".

Student means a student enrolled to study at the University.

University means the University of Notre Dame Australia.

University Officers means officers and staff members of the University.

Version	Date of approval	Approved by	Amendment
1	18 April 2017	Vice Chancellor	Effective date – new Policy.
2	3 September 2019	Acting Vice Chancellor	Updated to expand Allowances to Student Association Executives (in addition to the President) and reformatted to new Policy template.

THE UNIVERSITY'S EXPECTATIONS OF STUDENT PRESIDENTS

The Student Association President is expected to:

1. At all times, act lawfully, with integrity and uphold the internal processes and vision of the Student Association and mission and Objects of the University and understand and follow relevant policies, processes and guidelines of the University, particularly as they pertain to the Student Association.
2. Be familiar with the relevant Student Association Constitution and manage the affairs of the Association in accordance with the Constitution.
3. Chair regular meetings of the Student Association Constitution and meet regularly with Office Holders and Management Committee members, fostering collaboration.
4. Ensure the internal management of the Association is cohesive and effective.
5. Oversee the activities of other Executive Committee members and ensure the Association is meeting key performance indicators.
6. Be executively responsible for the finances of the Association (through the Treasurer), including the allocation, evaluation and reporting of the Association's spending and stocktake of materials.
7. Promote and demonstrate the value of membership of the Association to Students, as well as leadership opportunities.
8. Aim to ensure all Student interests are being represented and promoted through the services and activities of the Association.
9. Consider the interests of all Students in issues of student representation and liaise with the various offices of the University to assist in this.
10. Liaise with and develop strong relationships with the Head of Campus, Executive Director Student Services, Manager of Student Services and other Staff of the University as required.
11. Liaise with and develop strong working relationships with community organisations or businesses who can provide support for the activities coordinated by the Association or whose community services the Association can support.
12. Communicate events and information of the Association and of the University to Students, where appropriate.
13. Attend major Campus functions as appropriate or other significant University or Campus activities., and nominate Students from within the student body.
14. When invited to, represent the Association and Students on various committees and boards of the University and nominate other Students from within the student body.
15. Actively contribute to the planning, development and implementation of the strategic and operational plans of the Student Association.
16. Liaise with the Head of Campus regarding Campus matters.
17. Be accountable to the Head of Campus for the sound financial management of the Student Association and good stewardship of resources, including presenting audited accounts annually to Campus Student Association members and all Students through posting on the University website.

18. Undertake effective management of all Student Association social media in accordance with the University's social media policies, procedures and guidelines.

The following characteristics would contribute to success in the role of Student Association President:

- Clear understanding of, and engagement with, the University's Objects
- Acts with integrity
- Organised and hardworking
- Enthusiastic and proactive
- Collaborative
- Able to consult effectively with Student, Staff and University stakeholders
- Able to manage competing priorities
- Effective communication and interpersonal skills
- Able to effectively coordinate a team of peers and achieve agreed outcomes
- Leadership ability and experience