



Australian
National
University

AGENDA – ANUSA SPECIAL GENERAL MEETING (OGM) 2 2022

Wednesday, 24 October 2022
6:15pm, Zoom (with in-person option in the Granee Room)

Join Zoom Meeting

<https://anu.zoom.us/j/89960621848?pwd=eEhRUeS1TWZJeXoyc2lwblM2QU5XZz09>

Meeting ID: 899 6062 1848

Password: 445422

Item 1: Meeting Opens and Apologies

1.1 Acknowledgement of Country

1.2 Apologies

1.3 Chair outlines standing orders for the meeting (please also see the following:

<https://anusa.com.au/pageassets/about/meetings/ANUSA-Standing-Orders-Guide.pdf>)

1.4 Declaration of conflicts of interest

Item 2: Motions on notice

Motion 2.1: Updated finance regulations

The ANUSA Finance Regulations have not been systematically updated since 2017 in many parts. This update provides a number of much-needed changes. The majority of these changes are not substantive, but rather form a tighter, more coherent set of regulations.

This working document is provided to assist in understanding the drafting of motion 2.1 and 2.2: <https://drive.google.com/file/d/1EldmOx07-muE4AfslvP7mX9Zq1qOew1g/view?usp=sharing>

Motion

Amend sections under the ANUSA Finance Regulations as set out below:

Amend Regulation 1.3.1 by deleting “\$200,000” and inserting instead “\$500,000”

Delete section 2.2 insert instead

2.2 Conflict of Interest

- 2.2.1 Officers of the Association must comply with section 22A of the Constitution.
- 2.2.2 Subject to section 22A, officers of the Association should avoid participating in making of financial decision in respect of which, although not constituting a material personal interest, they may reasonably be considered to have a real or perceived conflict of interest.
- 2.2.3 If an Officer of the Association is involved in the making of a financial decision in respect of which they may reasonably be considered to have a real or perceived conflict of interest then they must inform the General Secretary of that conflict of interest in writing.
- 2.2.4 The General Secretary must inform the SRC of any reported conflict of interest at the first SRC meeting after the General Secretary is informed of that conflict of interest.

Delete regulation 3.3.9

Delete regulations 3.3.17 and 3.3.18

Delete Schedule A

Delete Regulation 5 ('PAYMENT TO MEMBERS OF THE CLUBS COUNCIL EXECUTIVE')

Renumber Payment to Student Contractors as follows:

5. PAYMENTS TO STUDENT CONTRACTORS

5.1 OVERVIEW

- 5.1.1 Section 17(8) of the Constitution provides that no payment may be made to a member except as reasonable payment for services rendered to the Association. This Regulation is made to provide for reasonable payment to contractors who are members for services rendered to the Association.
- 5.1.2 Subject to this Regulation, and subject to the availability and allocation of funding, and execution of a contract, contractors may be paid for services rendered subject to the provisions of this regulation.

5.2 PAYMENTS

- 5.2.1 Payment will only be made to a contractor who holds a current Australian Business Number (ABN).

5.2.2 The amount of payment to a contractor is based on the expected outcomes expressed in the contract between the parties and as agreed by the ANUSA Executive.

5.2.3 Payment will only be made if a contract has been entered into and there is a legal obligation for the payment based on the terms of the contract.

5.3 PROGRESS PAYMENTS

5.3.1 Progress payments will only be made where such payments have been provided for in the contract between the parties and at such rate(s) as specified in the contract and on production of an invoice as agreed

between the parties.

5.4 TRAVEL AND OTHER EXPENSES

5.4.1 The Association will meet reasonable travelling or other expenses incurred by a contractor when travelling on Association business, or purchasing material for the Association, subject to production of receipts for any expenditure incurred and the agreed contractual terms.

5.4.2 All travel and expenditure are to be approved in advance by the President or their nominee.

5.4.3 Travel will be administered in accordance with the Associations' Travel Policy.

Renumber Payments to Elected Officials and Ordinary Members as follows

6. PAYMENTS TO ELECTED OFFICIALS AND ORDINARY MEMBERS

6.1 Overview

6.1.1 Section 17(8) of the Constitution provides that no payment may be made to a member except as reasonable payment for services rendered to the Association. This Regulation is made to provide for reasonable payment to an ordinary member or elected officials not otherwise covered in the Payment Regulations for services rendered to the Association.

6.1.2 Subject to this Regulation, and subject to the availability and allocation of funding, ordinary members or elected officials not otherwise covered in the Payment regulations may be paid a discretionary honoraria.

6.2 HONORARIA

6.2.1 Payment of any honoraria is discretionary and depends on the decision of the SRC as to whether honorarium will be paid.

6.2.2 Honoraria may only be paid in recognition of voluntary service to the student body (over and above any basic duties of an office or role description). Voluntary service does not give rise to an entitlement to an honorarium.

6.2.3 Honoraria may be paid to an ordinary member or elected official not otherwise covered in the Payment Regulations, who has made a contribution to the student body, which in the opinion of the SRC warrants an honorary payment in accordance with this regulation.

6.3 ADMINISTRATION

- 6.3.1 The total amount available which may be allocated is to be set by the budget of the Association passed at the first General Meeting held in the first Teaching Period of the Academic Year. No more than half of the budgeted amount for honoraria may be allocated within the first Semester. Unallocated funds from the first Semester may be allocated in the second Semester.
- 6.3.2 The ANUSA General Secretary will open nominations to receive an honoraria at the first SRC of Teaching Period 2 and 4. Nominations will remain open for two (2) weeks.
- 6.3.3 An ordinary member or elected official not otherwise covered in the Payment Regulations may be nominated or self-nominate to receive an honoraria.
- 6.3.4 The total amount an individual can be nominated or self-nominate for cannot exceed \$1,000.
- 6.3.5 Nominations received will be reviewed by a committee (the Committee) comprising the ANUSA President (or nominee), ANUSA Treasurer, a Department Officer, a College Representative, a General Representative and a member of the Clubs Council Executive.
- 6.3.6 In reviewing nominations, the Committee has the discretion to recommend either full, part or none of the nominated honoraria amount.
- 6.3.7 If a Committee member has been nominated or has nominated someone else, they will abstain from the discussion regarding that nomination.
- 6.3.8 The Committee will make recommendations for honoraria to be allocated to be decided at the final SRC of Teaching Period 2 and 4. Decision by the SRC will be a resolution passed by 70% of the members of the SRC present and voting.
- 6.3.9 Successful nominees must provide their bank account details to the ANUSA Treasurer within ten (10) teaching days on being notified about their honorarium.

Delete renumbered 6.3.7 and insert instead:

- 6.3.7 If a Committee member has been nominated or has nominated someone else, they may not vote, participate in discussion or be present during discussion of that nomination.

Moved: Christian Flynn
Seconded:

Motion 2.2: Changes to Department Officer Stipend and Related Changes

Preamble

Department Officers are critical in supporting marginalised students at the ANU. Currently, Department Officer remuneration varies greatly between departments, with inconsistency making financial stability of the role difficult. These changes are two-fold: the first is a change to the total pool available for departments, and the second is a few changes to improve the structure of payments. These involve solidifying the payment to department officers through a more fixed percentage system, as well as commencing payment from 1 December.

There are further changes made which seek to align the rest of the Department Officer regulations more closely with the rest of the finance regulations. These changes are mostly non-substantive.

Motion:

Amend sections 4.1.2 as follows:

4.1.2 Subject to this Regulation, and subject to the availability and allocation of funding, a Department Officer may be paid a stipend as an elected Representative of the Association and member of the Student Representative Council under the ANUSA Constitution, which role includes the proper discharge of their responsibilities as Departmental Officer.

Delete sections 4.2-4.5 and replace with:

4.2 Stipend

4.2.1 The Department Officer is responsible for the effective and efficient operation of their Department and for meeting the core responsibilities of the Department Officer. In fulfilling their role, they may delegate some of their functions to a deputy or other members of the Department (the “delegate”). In recognition of their contribution to the Department, the delegate may be paid part of a stipend that would otherwise be paid to the Department Officer.

4.2.2 An amount allocated to an individual as stipend shall be paid in tranches (no more frequently than monthly) in arrears. It is a condition of payment of the stipend that the Department Officer is effectively fulfilling the duties of Department Officer.

4.3 Withholding Stipend

4.3.1 It is a requirement of payment of stipend that the stipend recipient is fulfilling the core responsibilities of the Departmental Officer or of the work delegated to them.

4.3.2 The core responsibilities of the Departmental Officer are:

- (a) Duties set out in section 11(3) of the Constitution
- (b) Duties set out in section 11(5) of the Constitution
- (c) Duties set out in section 26(14) of the Constitution
- (d) To attend any induction training set as mandatory by the ANUSA President
- (e) Ensure proper financial records are maintained by the Department and provide financial information, financial documents and financial reports relating to the operation of the Department in a timely manner on request from the ANUSA Treasurer;
- (f) ensure that expenditure of funds of the Department is compliant with SSAF requirements and any funding agreement to which ANUSA is subject; and
- (f) such other duties as are reasonably determined from time to time by their Department and set out in the Department Constitution.

4.3.3 The ANUSA Executive may (on recommendation of the Department concerned and following a meeting of the Department members where a motion to withhold or suspend payment from a Departmental Officer was passed by seventy per cent (70%) of those present and voting) suspend or withhold payment of the stipend or part of the stipend for a specified period to a Department Officer if, in the opinion of the Executive, the Officer is failing to adequately perform the ~~duties~~ core responsibilities of their office.

4.3.4 Before withholding or suspending payment of stipend, the Executive must be satisfied that the Department concerned has counselled the Officer and provided the Officer with a reasonable opportunity

to remedy the identified shortcomings in performance before suspending or withholding the stipend (pursuance to section 50 of the Act).

4.3.5 A Department may refer the question of withholding stipend to the ANUSA Executive for decision, if the Department considers this to be in the best interests of the Department, in which case the ANUSA Executive may decide the matter.

4.3.6 Payment of a stipend is not intended to imply or create an employment relationship with a recipient. Office holders of Departments remain responsible under the ANUSA Constitution and the provisions of their Department Constitution, for the performance of their office.

4.3 Honoraria

4.3.1 Payment of any honoraria is discretionary and depends on the decision of the Department or collective as to whether honorarium will be paid.

4.3.2 Honoraria may only be paid in recognition of voluntary service to the student body through a Department or collective (over and above any basic duties of an office). Voluntary service does not give rise to an entitlement to an honorarium.

4.3.3 Honoraria may be paid to a Department Officer, or to other members of the Department who have made a contribution to the Department, which in the opinion of the Department warrants an honorary payment in accordance with this Regulation.

4.4 Administration

4.4.1 Each department shall receive an equal total allocation of honoraria and stipends.

4.4.2 In 2023, this amount shall be a total of \$25,000 for each department. -The total amount will be increased each year in line with the Consumer Price Index (CPI – all groups).

4.4.3 The Department Officer shall be allocated 80% of the total pool. A higher percentage cannot be allocated to the Department Officer out of the total pool. The Department collective may choose to reallocate a portion of this funding to a collective member or members other than the Department Officer by a vote passed by sixty-six per cent (66%) of the Department collective.

4.4.4 Each Department's pool for non-Department Officer honoraria and stipends shall be no less than \$5000. The Department collective shall choose to allocate this funding to non-Department Officer honoraria by a vote passed by fifty per cent (50%) of the Department collective.

4.4.5 The allocations outlined in 4.4.3 and 4.4.4 shall be presented to each Department's collective at the first meeting of the calendar year,

4.4.6 If a Department has Co-Officers, the Department Officer stipend shall be equally split between them.

4.4.7 Should a Co-Officer commence part way through another Co-Officers term, both officers shall each be paid on a pro-rata basis from the date on which they commenced. The division of Department Officer stipend may be adjusted by agreement of both Co-Officers and by a vote passed by fifty per cent (50%) of the Department collective.

4.4.8 Payments made to Department Officers shall be made commencing in the first pay period after a Department Officer is elected.

4.4.9 If a Department Officer considers they are unable to fulfil the core responsibilities of the Department Officer they should draw this to the attention of their Department so that responsibilities can be delegated as envisaged in Regulation 4.2.1.

4.4.10 Processes for payment of any honoraria will be in accordance with the Association's Payment of Stipends and Honoraria policy.

4.4.11 Where during the year, a Department Officer ceases to perform the role, they are entitled to pro-rata payment of the stipend to the date they ceased to perform the function.

4.4.12 An individual who commences as a department officer during the year is entitled to payment of stipend on a pro-rata basis from the date they commenced in the role.

Commencement

The amendments to the Finance Regulation set out in this motion shall commence from 1 December 2022. After that time, this commencement clause shall be deleted from the Regulations.

Moved: Christian Flynn

Seconded:

Item 3: Other Business

Item 4: Meeting Close

Expected Close of Meeting: 6:45pm

Released: 24 October 2022 by Ben Yates

The next general meeting of ANUSA will be in 2023.

Reference A

