

AFFILIATED STUDENT GROUPS

TERMS OF REFERENCE

Section 1 – Establishment

Background

1. The MACQUARIE UNIVERSITY MUSICAL SOCIETY (may be referred to as Macquarie Musical Society, and/or MacMS) is affiliated with the University in accordance with the Student Groups Policy.

Purpose

2. The purpose of MACQUARIE MUSICAL SOCIETY is to produce and promote works of musical theatre on campus. This includes, but is not limited to, musicals, cabarets and concerts. The Society is open to all with a genuine interest in musical theatre.
3. To provide an enjoyable and non-discriminatory atmosphere around the Shows and social events put on by the Club.

Section 2 – Definitions

4. In these Terms of Reference:

Central Online Storage Repository means the appropriate online storage location for the Group's governance documents and reports as determined by the First Year Experience and Peer Programs team.

Executive Committee means the Group's President, Treasurer, Secretary, and Diversity and Inclusion Officer;

Executive Member means either the Group's President, Treasurer, Secretary, or Diversity and Inclusion Officer;

Member means a member of the Group;

Membership means the status of being a Member.

Non-Student means a person who is not a Student;

Non-Student Member means a member of the Group who is not a Student;

Student means a person currently enrolled in a program or unit of study at the University;

Student Member means a member of the Group who is a Student;

The Group means Macquarie Musical Society.

The University means Macquarie University.

Section 3 – Membership

5. MACQUARIE MUSICAL SOCIETY must comprise of at least 80% (eighty) student members who are currently enrolled in an award program of study at Macquarie University. If the proportion of student members falls below 80% (eighty), the Student Group will cease to exist.

6. MACQUARIE MUSICAL SOCIETY must have a minimum of 30 (thirty) members to exist. If after a Membership is terminated and there would be less than 30 (thirty) Student Group members, the MACQUARIE MUSICAL SOCIETY will cease to exist.

Eligibility for Membership

7. There are two categories of membership;

- a. Student Membership for those currently enrolled in a Macquarie University Award program of study; and
- b. Non-Student Membership for persons not enrolled at the University (including former students of the University).

8. Membership of MACQUARIE MUSICAL SOCIETY is open to any individual over the age of 18 (eighteen) who has a genuine interest in the group may seek approval from Student Engagement, Inclusion and Belonging at StudentGroups@mq.edu.au to become members of the Group, following completion of the University's mandatory onboarding modules.

9. All applications for membership of the group must be reviewed within a meeting held by the management committee.

10. All Members must pay a Membership fee except the Lifetime Member as defined in Section 3.17.

11. Membership is not transferable.

Cessation of Membership

12. Membership ceases if the member:

- a. provides a written notice of resignation to the Management Committee;
- b. dies;
- c. is suspended or expelled from the University;
- d. has their membership terminated by the Management Committee or the Student Engagement, Inclusion and Belonging;
- e. fails to pay any membership fees charged by the Student Group within 6 (six) weeks of the due date of payment.

13. The Executive Committee may by majority vote resolve to terminate a Member's Membership if the Member:

- a. willfully or negligently fails to comply with the requirements of this Terms of Reference
- b. fails to satisfy reasonable requirements regarding Member conduct; or
- c. brings or risks bringing discredit upon the Group.

14. If a Membership is terminated by the Executive Committee, the Executive Committee must issue the respective Member with a written notice of termination, confirming the reasons for termination and allowing 14 days for the Member to appeal their termination in accordance with Section 13.

15. The Executive Committee must communicate any Membership terminations to the First Year Experience and Peer Programs team within 14 days.

16. If a member is removed for failure to pay membership fees, the individual may be readmitted once the amount owing is paid.

17. At the close of the Management Committee's term, a Lifetime Member may be selected through a process of nomination and discussion within the Management Committee, and an Absolute Majority vote. A Lifetime Member is not required to pay Membership fees but must provide information each year after their induction if they wish to remain an active Member. The Management Committee will determine whether Lifetime Membership will be granted based on criteria including:

- i. consistent and credible length of involvement with Macquarie Musical Society;
- ii. commendable participation throughout the current year;
- iii. admirable contribution in various areas of Macquarie Musical Society; and
- iv. upholding the purpose of Macquarie Musical Society.

Section 4 – Executive Committee

4. The Executive Committee is responsible for the management of the Group and is comprised of the Group's Executive Members.
5. The Group's Executive Members are:
 - President;
 - Secretary;
 - Treasurer; and
 - Diversity and Inclusion Officer.
6. Once elected, Executive Members begin provisionally acting from each Annual General Meeting (AGM) or Extraordinary General Meeting onwards.
7. The duration of office for executive members will be a one (1) year term concluding at the next AGM.
8. Executive positions become vacant upon:

- a. the date of the AGM in the year following their election;
or
 - b. an executive member's resignation, which must be given to the Executive Committee in writing with a notice period of four (4) weeks; or
 - c. the member being removed from office in accordance with this procedure.
9. Executive members who are found to be in breach of Macquarie University policies and procedures will be deemed ineligible to continue in their roles. Such breaches will result in immediate removal from their executive position within the student group, in accordance with the University's disciplinary processes.

Section 5 – Roles and Responsibilities

10. All Executive Members are required to ensure that the Group and its Members have familiarised themselves with the Student Code of Conduct and Student Charter and behave at all times in a responsible manner so as to not bring or risk bringing into disrepute the University or its Students.
11. The role of the **President** is to;
 - a. To Chair Management Committee meetings;
 - b. To Chair general meetings;
 - c. To Chair Annual General meeting/s;
 - d. To retain oversight over Student Group functions;
 - e. To maintain Student Group compliance with the Terms of Reference;
 - f. To provide leadership to the Student Group;
 - g. To liaise on behalf of the Student Group with the University and other parties as required;
 - h. To provide a written annual report at the AGM;
 - i. To coordinate Student Group activities within the period of their appointment;
 - j. To assume responsibility for the induction of members of the Student Group; and
 - k. To provide an adequate and appropriate handover, including all documentation and materials to the next president.
12. The role of the **Secretary** is to:
 - a. ensure the Group's current Terms of Reference are available on the Central Online Storage Repository;
 - b. make available to all members a current copy of the Student Group's Terms of Reference;
 - c. ensure the Group's reports, including the President's and Treasurer's reports, are available on the Central Online Storage Repository;

- d. make the Group's reports available to all Members;
 - e. to prepare and distribute in a timely manner appropriate notices and agendas for Executive and General Meetings, including:
 - i. the date, time, and location of the meeting; and
 - ii. items for discussion;
 - f. record accurate and appropriate minutes for all Executive and General Meetings, including:
 - i. a list of those present and any apologies;
 - ii. a record of declarations of conflicts of interest;
 - iii. a list of matters discussed;
 - iv. agreements and actions;
 - v. log of resolutions and actions associated;
 - g. upload these minutes to the Central Online Storage Repository;
 - h. be the key point of contact for student group communication;
 - i. establish and maintain an accurate register of group members, complying with the University's [Privacy Policy](#) and [Privacy Management Plans](#), recording Member information which is necessary for the administration of the Group, including:
 - i. names
 - ii. email addresses;
 - iii. Student Members' student numbers;
 - iv. Non-Student Members' legal addresses;
 - v. changes of membership including new members, terminations and resignations etc.
 - j. provide an adequate and appropriate handover, including all documentation and materials to the next secretary; and
 - k. produce and provide an end-of-year Secretary's Report at the AGM, including a copy of the approved minutes for each meeting held year to date.
13. The role of the **Treasurer** is to:
- a. engage in financial planning, budgeting, monitoring and reporting for the student group;
 - b. facilitate the creation of an annual budget in collaboration with the other Executive Committee members;
 - c. make this budget available to Members;
 - d. maintain accurate and up-to-date financial records;
 - e. make the Group's financial records available to Members who submit a written request to view these documents;
 - f. ensure the Group's receipts are available on the Central Online Storage Repository;

- g. maintain an accurate and up-to-date asset register;
 - h. action required payments at the direction of the Executive Committee;
 - i. to assist with the induction of new members;
 - j. provide a written annual financial report which outlines all financial activity within the last twelve (12) months and the current financial status of the Group;
 - k. prepare and provide an adequate and appropriate handover, including all documentation and materials to the next treasurer; and
 - l. produce and provide an end-of-year Treasurer's Report at the AGM, outlining the Group's current financial status and the Group's financial activity since the last AGM.
14. The role of the **Diversity and Inclusion Officer** is to:
- a. promote and uphold principles of equity, diversity, and inclusion within all activities and operations of the Student Group;
 - b. advocate for the inclusion and fair treatment of students from diverse backgrounds, including but not limited to culture, gender, sexuality, ability, and socioeconomic status;
 - c. develop and implement initiatives, campaigns, or events that foster an inclusive student group environment;
 - d. provide guidance to the Executive Committee on inclusive practices and language, and to identify opportunities for greater accessibility and representation;
 - e. monitor group practices and activities to ensure alignment with relevant university policies and equity frameworks;
 - f. assist with the induction of new members, ensuring that diversity and inclusion values are communicated and upheld;
 - g. prepare and deliver an annual Diversity and Inclusion Report at the AGM, outlining:
 - i. actions taken;
 - ii. outcomes achieved;
 - iii. areas for improvement;
 - iv. training received by the Executive members
 - h. prepare and provide an adequate and appropriate handover, including all documentation and materials, to the next Diversity and Inclusion Officer; and
 - i. ensure the Executive Committee complete their mandatory training requirements within three months of the commencement of their term.
15. The Executive Committee may establish a Management Committee to involve other Members in the operation of the Group, but these other Members will not be part of the Executive Committee or share in their entitlements or liabilities.

16. Executive Members may delegate the responsibilities of their role to a Member for a maximum of six (6) weeks, after which time if the Executive Member is unable to personally fulfil their roles and responsibilities they must resign from the Executive Committee.
17. The President, Secretary, Treasurer and Diversity and Inclusion Officer must provide their signature on these Terms of Reference once they have been presented and endorsed by their student group.
18. Additional members may be appointed to the Management Committee but will not form part of the executive and have any associated authorities. These roles are:
 - a. Vice-President;
 - b. Social Co-Ordinator;
 - c. Publicity Officer;
 - d. Technical & Safety Officer;
 - e. Properties Officer;
 - f. General Officer;
 - g. Junior General Officer; and
 - h. Up to three General Management Committee Members
19. The President, Secretary and Treasurer must provide their signature on these Terms of Reference once they have been presented and endorsed by their student group.

Management Committee Roles:

20. Roles designated as Management Committee positions are as follows:
 - a. Vice-President;
 - b. Social Co-Ordinator;
 - c. Publicity Officer;
 - d. Technical & Safety Officer;
 - e. Properties Officer;
 - f. General Officer;
 - g. Junior General Officer; and
 - h. Up to three General Management Committee Members
21. The role of the **Vice-President** is;
 - a. To assist the President in their duties
 - b. To fill the position of President in their absence;
 - c. To assist the other Elected Office Bearers at the discretion of the Executive;
 - d. To oversee the processing of show rights, licensing, and materials through the appropriate companies; and

- e. To provide an adequate and appropriate handover, including all documentation and materials to the next Vice-President.

22. The role of the **Social Coordinator** is;

- a. To be responsible for organising all of the Social Events of the Club;
- b. To contribute to the coordination of events including;
 - i. Orientation event;
 - ii. End of Year event in replacement or collaboration with Final Production at the discretion of the Management Committee;
 - iii. Rehearsals, meetings, and performances; and
 - iv. Submitting event requests within the timeframes requested by the University.
- c. To provide an adequate and appropriate handover, including all documentation and materials to the next Social Coordinator.

23. The role of the **Publicity Officer** is;

- a. To be responsible for all communications pertaining to the publicity and promotion of Club events;
- b. To run the social media accounts of the Club, including but not limited to Facebook, Twitter, Instagram, Youtube;
- c. To manage per-semester budget outside of show budgets of \$1000 or otherwise determined by Management Committee to cover promotional materials including, but not limited to:
 - i. General Club information (ie brochures, packages, cards)
 - ii. Non-show related events (ie social events, GMs)
 - iii. Imaging items (ie badges, stamps, banners)
 - iv. Show based promotions (ie discount offers, flyers, posters);
- d. To be responsible for the maintenance of the overall official image of the Club in collaboration with the Management Committee;
- e. To maintain the Club logo, and keep consistency and quality of all Club imaging;
- f. To liaise with production teams for unified designs within the season
- g. To assist with promotional material design if required;
- h. To orchestrate the distribution of promotional materials;
- i. To be aware of the University promotional restrictions and branding guidelines and maintain a positive relationship with printing networks; and
- j. To provide an adequate and appropriate handover, including all documentation and materials to the next Publicity Officer.

24. The role of the **Technical & Safety Officer** is;

- a. To approve a Technical Director for each Show, ensuring that they are of adequate standard to manage technical elements and crew, and act as an advisor if necessary, overseeing technical arrangements;
- b. To absorb the role of Technical Director in the event one cannot be appointed;
- c. To fill the role of Workplace Health and Safety advisor of the Club, liaising with Student Engagement;
- d. To provide the Management Committee with an insight into the Workplace Health and Safety Regulations and Standards of theatre operation and Club events outside the theatre, and ensuring all Management Committee have a safety induction before the academic year commences;
- e. To attend a minimum of rehearsals for the appointed Show at the Management Committee's discretion;
- f. To be responsible for maintaining and organising all technical assets of the Club; and
- g. To provide an adequate and appropriate handover, including all documentation and materials to the next Technical and Safety Officer

25. The role of the **Properties Officer** is;

- a. To be responsible for maintaining and organising all non-technical and non-financial assets of the Club;
- b. To advise production teams on set, costume and props elements as required;
- c. To oversee loaning and return of assets to entities outside of the Club;
- d. To liaise with production teams to ensure responsible and sustainable use of Club assets;
- e. To ensure that theatre maintenance and issues of cleanliness are resolved following the proper procedures outlined by Student Engagement in a timely and safe manner;
- f. To provide an adequate and appropriate handover, including all documentation and materials to the next Properties Officer.

26. The role of the **General Officer** is;

- a. To distribute tasks and coordinate activities of the General Management Committee members;
- b. To assist the other Elected Office Bearers at the discretion of the Executive;
- c. In collaboration with the Management Committee, to archive pertinent club materials; and
- d. To provide an adequate and appropriate handover, including all documentation and materials to the next General Officer

27. The role of the **Junior General Officer** is;

- a. To be in their first twelve months as a Member of the Club; and
- b. To assist the other Executives.

28. The role of **General Management Committee Members** is;

- a. To be open to any member of Macquarie Musical Society
- b. To assist the other Executives at the discretion of the Executive.

Section 6 – Elections

Election of Executive Members

20. Any Member is eligible for nomination as an Executive Member if they:
 - a. Are a Student currently enrolled in an award program;
 - b. Have Satisfactory academic standing;
 - c. Are not an executive member for a different student group at the University;
 - d. provide a written statement via email confirming their nomination for a specific Executive Committee position at least seven (7) days prior to the date of the election;
 - e. are eighteen (18) or more years of age.
21. Executive Members are elected according to a simple majority vote of those present and eligible to vote at the AGM.
22. All Members are eligible to vote at the AGM.
23. If insufficient nominations are received to fill all open Executive Member positions, any vacant positions are taken to be casual vacancies.

Terms of Office

24. An Executive Member's term of office is the calendar year following the AGM in which they were elected.
25. Individuals may serve up to a maximum of two (2) terms equivalent to two (2) years in each Executive role.
26. Elected Members will begin provisionally acting in their roles as Executive Members from the date of their election.
27. Elected Members terms will begin from the date at which these Terms of Reference are approved by the First Year Experience and Peer Programs team until the date listed in the Affiliation Agreement.

Cessation of Executive Membership

28. An Executive Member position is vacant if the term of office of the Executive Member in that position has concluded or they have ceased to be an Executive Member.
29. An Executive Member ceases to be an Executive Member if they:
 - a. resign;
 - b. are no longer a student;
 - c. fail to maintain Satisfactory academic standing;
 - d. accept an Executive role in a different University Student Group;
 - e. are removed from office by the Executive Committee in accordance with the procedure in this Terms of Reference;
 - f. have been disqualified from being involved in the management of a student organisation by the University; or
 - g. have been found responsible for academic or general misconduct or are otherwise found to have been in breach of any University Policy or Procedure, in accordance with the University's disciplinary processes.
30. An Executive Member's resignation must be provided in writing to the Executive Committee with at least four (4) weeks notice.
31. The Executive Committee may remove an Executive Member from office if the Executive Member fails to attend three (3) or more Executive Meetings without providing appropriate formal notice to the Executive Committee, except in extenuating circumstances which are appropriately communicated to the Executive Committee.
32. The Executive Committee must temporarily suspend an Executive Member who fails to meet the eligibility criteria for their Executive Member position.
33. The Executive Committee must notify an Executive Member as soon as possible if they are found to not meet the eligibility criteria for their Executive Member position.
34. The Executive Committee must notify the First Year Experience and Peer Programs team as soon as possible regarding any failures of Executive Members to meet the eligibility criteria of their positions.
35. The First Year Experience and Peer Programs team will undertake regular checks to ensure all Executive Members meet their eligibility requirements. Should an Executive Member be found to fail to meet these requirements, they will cease to be an Executive Member.
36. If an Executive role is vacated by the Executive Committee, the Executive Committee must issue the respective Member with a written notice of termination, including the reasons for termination and allowing 14 days for the Member to appeal their termination in accordance with Section 13.

Casual Vacancies

37. In the event of a casual vacancy occurring in the Executive Committee, the Executive Committee must, as soon as is feasible, call a General Meeting to fill the vacancy.
38. An Executive Member appointed at an Extraordinary General Meeting to fill a casual vacancy will hold that position until the next AGM, pending confirmation of eligibility by the First Year Experience and Peer Programs team.
39. The Executive Committee must notify the First Year Experience and Peer Programs team should any casual vacancies occur or be filled, providing updated information regarding newly appointed Executive Members.

Section 7 – Membership Fees

40. The Executive Committee may determine that annual membership fees are payable by both or either Student and Non-Student Members.
41. Membership fees must be:
 - a. approved by the office of the First Year Experience and Peer Programs team;
 - b. reviewed annually by the executive committee; and
 - c. used only to further the Group's purposes as stated in these Terms of Reference.
42. All membership fees collected immediately become property of the University with caretaker responsibilities undertaken by the First Year Experience and Peer Programs team upon collection. All monies must be paid directly into Student Group bank accounts.
43. If the Group collects membership fees, it must ensure compliance with all relevant legislation, including the Australian Tax Office's requirements for lodging an income statement and the obligation to submit an annual self-review return to maintain income tax exemption status.
44. The fee for Macquarie Musical Society membership is **\$5.00 AUD**

Section 8 – General Meetings

Conduct at Meetings

45. All members and guests present at General Meetings must adhere to the conduct requirements outlined in the [Student Code of Conduct](#).

General Meetings

46. All Members are entitled to attend General Meetings and vote on agenda items.
47. The Secretary must record accurate minutes for all General meetings, including records of:
 - a. individuals present and any apologies;
 - b. declarations of conflicts of interest;
 - c. matters discussed; and
 - d. resolutions and actions.
48. General Meetings will be chaired by the President. In the President's absence, an alternative chair must be selected from the Executive Members in attendance.
49. The quorum of a General Meeting is the greater of either 10 or 10% of the Group's membership, up to a maximum of 30 members.
50. Any decision at a General Meeting requires the presence of a quorum.
51. If a quorum is not present within fifteen (15) minutes after the appointed meeting time, the General Meeting will be dissolved and all business for that general meeting shall be held over until the next General Meeting.
52. If a General Meeting is dissolved, the Executive Committee must, as soon as is feasible, call another General Meeting, providing at least fourteen (14) days' notice to Members, except in the case that the exclusive purpose of the General Meeting was filling a casual vacancy, in which case clause (71) applies.

Notice of General Meetings

53. The Secretary must provide each Member with at least fourteen (14) days' written notice of any General Meeting, including:
 - a. time;
 - b. date;
 - c. location/mode;
 - d. agenda;
 - e. vacancies of Executive Member positions; and
 - f. any associated documentation.
54. For Annual General Meetings, notice should also include a copy of the:
 - a. President's Report;
 - b. Secretary's Report;
 - c. Treasurer's Report; and
 - d. Diversity and Inclusion Officer's Report.
55. Notice must be sent by email to the nominated email address of each member.
56. The Executive Committee may also provide a secondary notice via social media channels to members.

General Meeting modes

57. A General Meeting may be called or held using any technology consented to by a majority of the Executive Committee.
58. Hybrid meetings which take place both in person and online are an acceptable modality.
59. Consent to modality must not be unreasonably withheld, delayed or withdrawn.

Annual General Meetings

60. The Executive Committee must hold an AGM once each calendar year, before the end of November.
61. In addition to any other business which may be transacted, the business of an AGM is to include:
 - a. the presentation of Executive Committee reports regarding the activities of the Group since the last AGM, including the President's, Treasurer's and Diversity and Inclusion Officer's reports; and
 - b. election of vacant Executive Member positions.

Extraordinary General Meetings

62. The Executive Committee must call an Extraordinary General Meeting within 14 days, if:
 - a. requested by the University;
 - b. a member of the Executive Committee considers a meeting necessary; or
 - c. the Executive Committee receives a written request from a current Member.
63. If an EGM fails to fill a casual vacancy on the Executive Committee because the meeting is dissolved, Executive Committee members may nominate a Member of the Student Group to fill the vacancy until the next AGM.

Decisions at General Meetings

64. A decision is made at a General Meeting according to a simply majority vote of present Members.
65. The number of votes for and against any decision must be recorded in the meeting minutes.

66. All Members present at a General meeting are entitled to one (1) vote on each matter. No member has a second or deciding vote.

Schedule of General Meetings

67. General Meetings must be held on at least 2 occasions during the academic year

Section 9 – Executive Meetings

Conduct at Executive Meetings

68. All Members and guests present at Executive Meetings must adhere to the conduct requirements outlined in the Student Code of Conduct.

Executive Meetings

69. An Executive Meeting is a meeting consisting of Executive Members.
70. Any 3 Executive Members constitutes a quorum for the transaction of business at an Executive Meeting.
71. Any decision at an Executive Meeting requires the presence of a quorum.
72. If a quorum is not present within fifteen (15) minutes after the appointed meeting time, the Executive Meeting will be dissolved and all business for that Executive Meeting shall be held over until the next Executive Meeting.
73. Executive Meetings will be chaired by the President. In the President's absence, an alternative chair must be selected from the Executive Members in attendance.
74. The Secretary must record accurate minutes for all Executive Meetings, including records of;
 - a. individuals present and any apologies;
 - b. declarations of conflict of interest;
 - c. matters discussed; and
 - d. resolutions and actions.

Decisions at Executive Meetings

75. A decision is made at an Executive Meeting according to a simple majority vote of present Executive Members.
76. The number of votes for and against any decision should be recorded in the meeting minutes.

77. Each Executive Member is entitled to one (1) vote. The President is entitled to an additional vote in the case that an impassable tie of votes has been reached after reasonable allowance for discussion.

Schedule of Executive Meetings

86. Executive Meetings must be held on at least 8 occasions during the academic year.

Section 10 – Financial Reporting

Appropriate Use of Finances

87. The Group must use its funds only to further the Group's purposes as stated in these Terms of Reference.
88. Any expenditure on travel must be in accordance with the University's [Travel Policy](#) and [Procedure](#), which requires that the Group seek guidance on the use of funds for travel from the First Year Experience and Peer Programs team.
89. The Group must not use their funds to provide catering for Executive Meetings.

Financial records

90. The Group's finances must be held within the approved University finance system.
91. The group must nominate two Executive Members, including the Treasurer, to be responsible for the management of the Group's funds.
92. The treasurer must retain accurate financial records, including:
 - a. transaction dates;
 - b. a description of the transactions;
 - c. details of the payer/payee;
 - d. amount;
 - e. invoice or transaction number; and
 - f. Any additional notes on the transaction?
93. The Treasurer must regularly update the Central Online Storage Repository with their financial activity, including:
 - a. full tax invoices for all purchases made;
 - b. copies of receipts for any payment or receipt of cash (scanned digital copies of receipts are acceptable); and
 - c. up-to-date financial statements.
94. Other group members have the right to request access to these documents by submitting a written request to the Treasurer.

95. The Treasurer must keep a register of all assets held and acquired at the beginning of the reporting period and by the end of the reporting period.

Financial Reporting

96. The Treasurer, in collaboration with the Executive Committee, must submit an annual financial report to the First Year Experience and Peer Programs team by November and make that report available to all Members at each year's AGM.
97. Annual financial reports must include:
 - a. Revenue, where applicable, including:
 - i. grants or funding received from the University;
 - ii. grants of funding from other sources;
 - iii. sponsorships or donations;
 - iv. revenue generated by events;
 - v. any other revenue received; and
 - b. expenditure, where applicable, including:
 - i. catering;
 - ii. event and venue hire fees;
 - iii. publicity, including postage, social media and any other expenses;
 - iv. publications, including advertisements;
 - v. travel; and
 - vi. any other expenditure.
98. An Annual Financial Report must include all details of the Group's financial activities and position currently and since the previous year's annual financial report.
99. Upon conclusion of each year's AGM, the Treasurer, in collaboration with the Executive Committee, must produce an annual budget projecting income, expenditure and changes in assets over the calendar year following the AGM.
100. The Treasurer must make this budget available to Members and the First Year Experience and Peer Programs team by the end of the February following the AGM.

Section 11 – Dispute resolution

101. A dispute between a Member and another Member (in their capacity as Members), or between a Member and the Group, are to be referred to the Executive Committee, where the Executive Committee will attempt to resolve the dispute by mediation.

102. If a dispute is not resolved to the satisfaction of all parties by the Executive Committee, it may be escalated by to the First Year Experience and Peer Programs team.
103. Members may seek guidance regarding concerns related to the management of the Group or the resolution of disputes from the First Year Experience and Peer Programs Team.
104. Members must report concerns regarding Members violating the Group's Terms of Reference, the Student Groups Policy or the Student Code of Conduct to the First Year Experience and Peer Programs Team.
105. Where formal mediation and dispute resolution is required, members are required to follow the University Policy and Procedure on lodging a formal [complaint](#).

Section 12 – Dissolution

106. If at any time the majority of members at any meeting decide to dissolve the Group, the Executive Committee will remain in office and be responsible for the orderly conclusion of group affairs.
107. After making provision for all outstanding liabilities of the group, the Executive Committee must relinquish the remaining assets and funds to the University via coordination with the First Year Experience and Peer Programs team within 14 (fourteen) days of the dissolution.
108. A final report relating to the group must be sent to the University (First Year Experience and Peer Programs team) containing;
 - a. a current assets register;
 - b. the location of all assets (must be stored on campus);
 - c. annual financial report to end date;
 - d. treasurer's report to end date;
 - e. president's report to end date; and
 - f. a copy of the minutes indicating dissolution of group by vote.

Section 13 – Appeal Rules

109. A decision of the Executive Committee to:
 - i. suspend or expel a member of the group;
 - ii. remove an Executive Member from their Executive role; or
 - iii. Withholding or not granting membership of the group to an applicant may be appealed by the person affected to the University

(First Year Experience and Peer Programs team) in accordance with this procedure.

110. An appeal may be made on one or more of the following grounds:
 - a. the decision to withhold membership, suspend or expel a person was not the correct or preferable decision in the circumstances (having regard to any applicable University policies or procedures);
 - b. The person affected was not given a reasonable opportunity before the decision was made to present their case as to what the decision should be.
 - c. that the persons making the decision were biased against the person affected;
 - d. The decision was dishonest or for an improper purpose, or
 - e. there was no evidence to justify the making of the decision.
111. The person affected has fourteen (14) days from the date of the final notice from the Executive Committee of the decision, to make an appeal:
112. If a Member has been removed by the Executive Committee, they may appeal to the First Year Experience and Peer Programs team.
113. If a Member has been removed by the First Year Experience and Peer Programs team, the member may appeal to the Head, Student Engagement, Inclusion and Belonging as an escalation point.
114. If Members are not satisfied with the outcome of their appeal, they may lodge a complaint via the formal university complaints procedure.

Suspension and Exclusion

115. A decision to suspend or expel a member has no effect until:
 - i. the expiration of that fourteen (14) day period if no appeal is made;
 - or
 - ii. A final decision on the appeal is made.
116. The person affected must be given the opportunity to:
 - i. provide any relevant written material to the University;
117. The University or Executive Committee, after receiving the appeal, may make any decision it thinks appropriate in the circumstances, including any decision:
 - i. confirming the appeal; or
 - ii. varying that decision; or
 - iii. setting aside that decision, or
 - iv. Refer to the [complaints process](#) outlined above.
118. The Student Group and the person affected are bound by the decision of the University.

Section 14 – Amendments

119. The Group can apply to the First Year Experience and Peer Programs team to amend any provision of these Terms of Reference, provided that:
 - a. The amendment is voted on at a General Meeting;
 - b. Members are given 14 (fourteen) days' notice of the meeting at which the proposed amendments are to be moved, together with the text of the proposed amendments; and
 - c. Any resolution to amend the Terms of Reference is passed by a two-thirds majority of the votes cast at a general meeting.
120. A copy of any resolution amending the Terms of Reference must be sent to the University within twenty-eight (28) days of it being passed, detailing all changes made.

Executive & Witness Signatures:

Name: Hudson Lear

Student ID: 48231363

Signature:

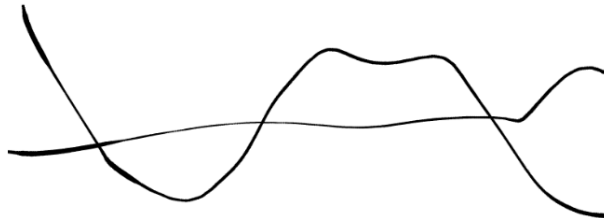


Position: President

Name: Hugo Allen

Student ID: 48428655

Signature:



Position: Treasurer

Name: Miranda Charge

Student ID:4826 7376



Signature:

Position: Secretary

Name: D&I Officer will be elected on 24 May

Student ID: _____

Signature: _____

Position: Diversity and Inclusion Officer

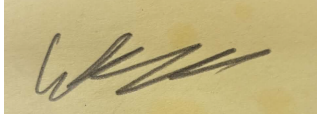
Witness [For all signatures above]

- The witness must not be an Executive Member of your Student Group.
- The witness can be a member of the general public.

Name:Grant Brennan

Address: 7/522 Windsor Road Baulkham Hills 2153

Signature:

A rectangular area containing a handwritten signature in black ink on a light-colored background. The signature is stylized and appears to consist of several connected, sweeping strokes.

Date: 19/05/2026