



Election Information Pack

Elections 2020

*An election to elect the members of the
JCU Student Association Council*

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Further Information

If you have any further questions, contact the Electoral Officer Camilla Strom:

stromcams@gmail.com ,

Townsville Student Association Office: studentassociation@jcu.edu.au or

Cairns Student Association Office: admin.ccsa@jcu.edu.au.

Alternatively, you are welcome to call into the Student Association Offices' in both Townsville and Cairns.

1. INTRODUCTION

We hope this information pack will provide you with all the information you need for this year's JCU Student Association elections for the following positions.

Elected Office Bearers who will be voting members and shall include:

President
Vice-President
Cairns Campus Officer
 (who must be enrolled on the Cairns Campus)
Townsville Campus Officer
 (who must be enrolled on the Townsville Campus)
Postgraduate Officer
 (who must be enrolled as a Postgraduate student)
Equity and Diversity Officer
International Students Officer
 (who must be enrolled as an International student)

Standing for election to the Student Association Council is a big decision. As a Representative for all the students at JCU in our various campuses you will, if elected, have the responsibility for the governance of the Student Association. The Student Association provides a wide range of services to both the external and internal students of JCU.

You may be daunted or feel you lack some aspects of experience or skills to carry out this important role. However, if you are elected, your fellow councillors and the staff of the Student Association are committed to providing support and training to you. You will need to have the enthusiasm and willingness to work hard and learn about the Association, its role within the University as well as your role and responsibility.

2. WHAT IS THE STUDENT ASSOCIATION COUNCIL

The Student Association is the social, cultural and sporting centre of the University, providing a wide range of activities and services to students of JCU (i.e. our members) including the essential services of academic support. It is a non-profit organization. As membership of the Student Association is voluntary, the majority of income is generated from its commercial trading areas. In the past the Student Association has used funds to provide facilities and services for the benefit and welfare of its members and for recreational, cultural, artistic and sporting events for the University community.

The Student Association is established under the **James Cook University Act**. This Act provides for a Student Association to be an incorporated body with a Constitution that must be approved by the University Council. The Constitution provides for a Council consisting of seven (7) students plus a Vice Chancellor's Nominee, a Special Expertise Member, Secretary and a Staff Representative.

The Council is responsible for the governance and policy direction of the Student Association on behalf of the members. Councillors must act honestly, in good faith and in the interest of members, without favour and exercise due care and diligence over the funds entrusted to the Student Association. They must not use their position to gain personal advantage or to cause detriment to the Association.

The Council usually meets once a month between December and October and establishes policies and procedures which the General Manager and staff of the Student Association are responsible for implementing.

3. ELIGIBILITY

To be eligible for election to the JCU Student Association Council you must be a current Member of the Association. On Tuesday 17th September 2019 at 9am the membership roll is closed, this roll is then sent to the University for confirmation of enrolment. This then becomes the Electoral Roll for the purpose of the 2020 Annual Elections.

4. TERM OF OFFICE

Under the provisions of the current Constitution, members elected will hold office from 1st November 2019 to 31st October 2020 inclusive.

5. COUNCIL MEETINGS

Council meetings are usually held in Townsville & Cairns JCUSA Office connected via video conferencing.

Councillors who are unable to attend meetings in person may attend by teleconference.

6. QUALITIES OF A COUNCIL MEMBER

Qualities of a Councillor include:

- Honesty and integrity;
- Ability to work as a member of a team;
- An interest in the welfare of the Student Association as a whole;
- Ability to adopt a long range point of view;
- Ability to evaluate change in conditions;
- Courage to take action even though it may be unpopular or unpleasant;
- Ability to ask discerning questions in the spirit of enterprise and good faith;
- Willingness to take well calculated risks.

7. ROLE DESCRIPTIONS

Position: All Elected Representatives

Position Overview: Elected Representatives are elected by the membership and are charged with the broad responsibility to: Diligently attend Council; positively and professionally represent and promote member and JCU Student Association issues internally, locally and nationally; gather and disseminate information pertinent to members; develop and deploy representational strategies; exhibit good governance; engage in Strategic Planning.



Accountabilities/Duties

Council Meetings/ Committees

To attend Council Meetings as required by the Constitution and Regulations
 Be prepared to accept the responsibilities of elected Committee positions
 To be available for representation and consultation with members
 To communicate member concerns to relevant Committees and the Council
 To provide feedback and updates to members on the activities of the JCU Student Association on issues of relevance to members
 To ensure that all discussions and debates at Council and Committee level are performed in an informed, honest and orderly manner
 To abide by the Regulations set down by the Council
 Liaise with the President and / or Vice-President to ensure that Committees operate in an effective manner

Policy

Assist the Council and appropriate Committees in the formation of JCU Student Association Policy
 Monitor at all times the activities of the Council and Association with respect to policy and strategy
 To be active in the creation and monitoring of policy concerned with service quality and member satisfaction

Public Relations and Marketing

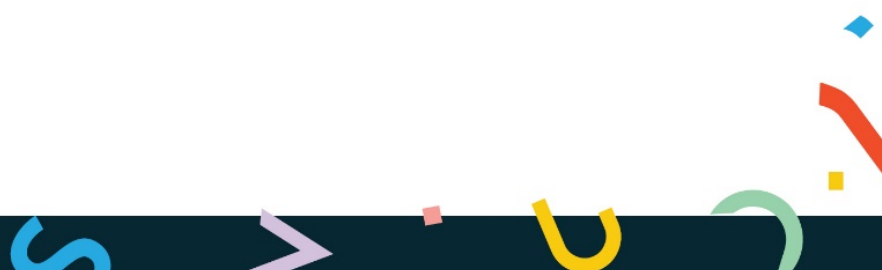
Participate in a range of public relations, promotions and marketing activities
 To offer support and intellectual input to the Council and others in the Association
 Implementation of public relations, promotions and marketing initiatives
 Take an active role in participation in meetings and forums with members and provide feedback to the Association in the prescribed manner
 Represent and promote the Student Association to its members, the University and the community
 Submit articles for publications

Key Performance Indicators

- Attendance record at Council, Committee and General Meetings
- Completeness and timeliness in reporting
- Timely and accurate reporting of member concerns
- Effective and efficient functioning of the JCU Student Association
- Compliance with the Standing Orders of the JCU Student Association
- Compliance with JCU Student Association Constitution and Regulations

- Critical evaluation of implemented policy
- Effective policy operations
- Appropriate functioning of a service quality review process

- Demonstrated preparedness to participate in promotional activities
- Active promotion of the Association
- Participation at meetings and forums
- Individual and collective representational achievements
- Published articles



Accountabilities/Duties

Administration

Undertake such training and development with internal and external professionals as required to ensure that the duties and responsibilities outlined are performed at optimal level
 As a member of the Council ensure that the policies and procedures exist so that all nominated reports are prepared and presented on time

Deployment of Representation strategies

In conjunction with the President and the Vice-President, assist as required in the development and deployment of representational strategies
 In conjunction with the President and the General Manager, assist as required in lobbying and advocating issues on behalf of members

Governance

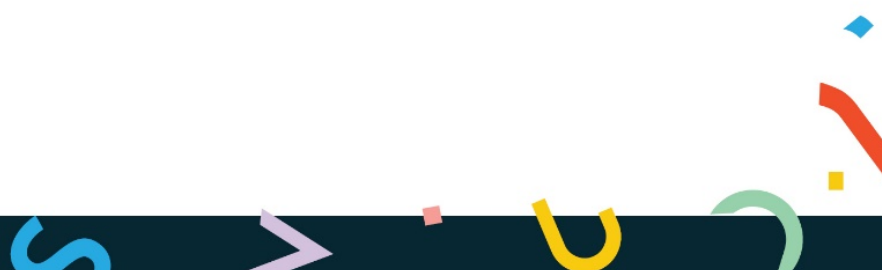
To be aware of the fiduciary responsibility to be active in the development and monitoring of Student Association governance structures to ensure accountability and transparency
 To declare any conflict of interest
 Demonstrated preparedness to participate in promotional activities
 Active promotion of the Association
 Participation at meetings and forums
 Individual and collective representational achievements
 Published articles appropriate functioning of a service quality review process
 Demonstrated preparedness to participate in promotional activities
 Active promotion of the Association
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 Published articles

Key Performance Indicators

- Induction and training participation
- Timely submission of reports

- Individual and collective representational achievements
- Demonstrated understanding of member issues

- Ability to act in a manner such as to protect the Association from liability at all times
- Demonstrated understanding of JCU Student Association operations and issues
- Functional integrity of the JCU Student Association
- Professional conduct as per the JCU Student Association Code of Conduct



Accountabilities/Duties

Relationships

To develop collaborative relationships with the President, Vice-President, General Manager, other Council and Committee Members and Association staff

To be active in the development and maintenance of relationships and networks between JCU Student Association and JCU Student Association staff, James Cook University, other student organizations, community leaders and the corporate sector

To act as a point of contact and source of information for student representatives and student members

To attend, present, and answer questions at student events and functions

Where appropriate directly inform students of issues

Strategic Planning

Engage in and contribute to the Strategic Planning process of the JCU Student Association

Compliance with the Standing Orders of the JCU Student Association

Compliance with JCU Student Association Constitution and Regulations

Critical evaluation of implemented policy

Effective policy operations

Appropriate functioning of a service quality review process

Have input into Organisational Strategic Plans

Develop and monitor initiatives derived from the Organisational Strategic Planning Processes

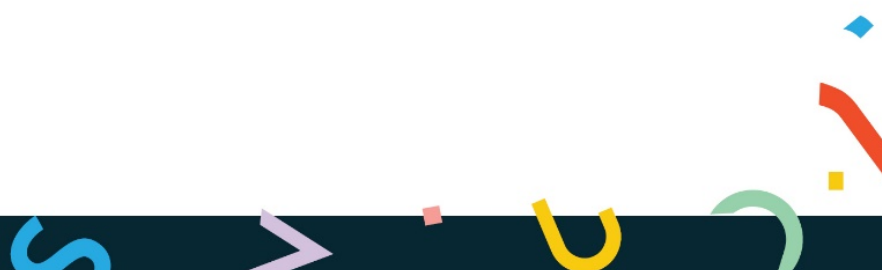
Functions

Where applicable, represent the JCU Student Association at functions and events

Key Performance Indicators

- Demonstrated compliance with PD indicators
- Demonstrated willingness to establish and develop relationships

- Integration of Council and Organisational Strategic Planning processes
- Applicability of departmental initiatives
- Critical evaluation of initiatives



8. STATEMENT OF VALUES FOR COUNCILORS

Accountability

We are responsible for our decisions and actions.

Community Focus

We will ensure that in all our actions, as a group representing the JCU Student Association members and the University, we will remain aware of and respond appropriately to community issues involving our members.

Confidentiality

We understand that there are some matters that must be kept confidential for staff privacy, commercial or other reasons. We will maintain confidentiality in accordance with our undertaking as a Council member of the JCU Student Association.

Continuous Improvement

We strive to meet our goals and objectives and continually improve all areas of our performance.

Creative and Resourceful

We will seek out opportunities and capitalize on them, to maximize the benefits to members of our knowledge and skills.

Excellence

We will continue to strive for excellence in all facets of our role – representation, University and Association committee membership, member consultation and community representation.

Fun

We will ensure that our members work in harmonious and positive environment that is conducive to producing a committed and loyal Council membership capable of delivering excellent service to all our stakeholders.

Honesty

We will be truthful and honourable in all our dealings

Identifying Needs

Through market research, listening to advice and other means, we will, with management, identify our members' needs and provide them, where possible, with solutions by providing appropriate services, products and facilities to meet those needs.

Professionalism

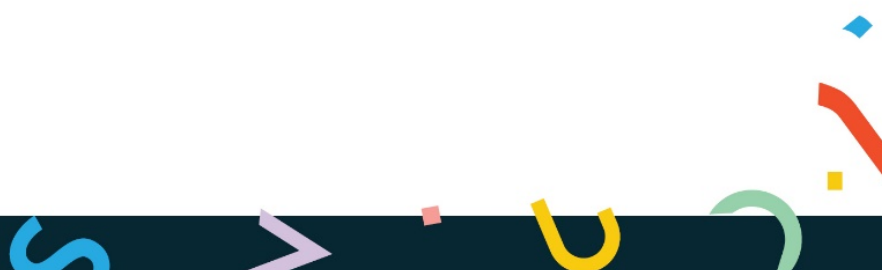
We will ensure that we act with integrity to enhance our reputation both as a professional group and as representatives of the JCU Student Association.

Sustainability

We will provide our products and services to our members at a cost to ensure we remain financially viable.

Teamwork

We will work co-operatively and effectively, showing mutual concern and respect for staff, management, our colleagues and all our stakeholders.



9. DOCUMENTS

Councillors should be aware of and read the following documents:

- a) JCU Act;
- b) JCU Student Association Constitution;
- c) JCU Student Association Regulations;
- d) JCU Student Association Annual Report (Current Annual Report is for year ended 31st December 2018)
- e) JCU Student Association Code of Conduct
- f) JCU Student Association General Operations Policy
- g) JCU Student Association Academic & Higher Education Policy
- h) JCU Student Association Social Policy

10. ELECTION TIMETABLE

Election timetable is as follows:

a) Nominations

Nominations open at 9am Monday 9th September 2019 and close at 4pm on Monday 23rd September 2019.

Nomination forms are available from the Townsville Campus Student Association Office, the Cairns Campus Student Association Office, and the JCUSA 2020 electoral officer. Completed nomination forms must be in the hands of the Electoral Officer by 4.00pm on Monday 23rd September 2019.

Policy statements must be submitted with nominations, or the nomination will be declared invalid. No person shall nominate more than one person for any particular position.

LATE nominations, photos or policy statements will not be accepted under any circumstances.

b) Where to submit your nominations

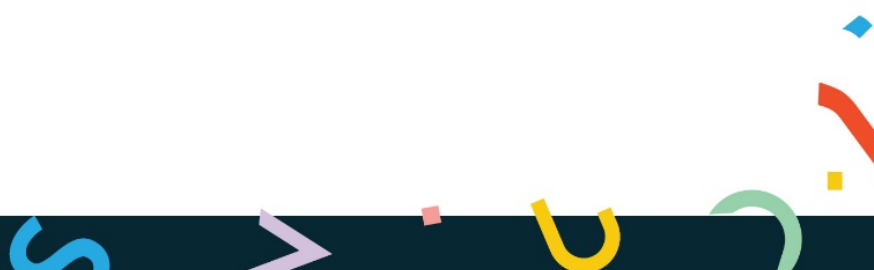
Completed nomination forms and any other material must be submitted to the Electoral Officer in the manner prescribed.

c) Pre Election Briefing

A Pre-Election briefing will be held for Ordinary Members of the Association interested in or considering nominating for an elected position on the Association Council. During this briefing the Electoral Officer or his/her delegate will outline the duties and responsibilities involved with being a member of the Association Council.

A Video Conference will be conducted across both Townsville & Cairns Campus. The briefing will be held on **Monday the 9th September 2019 at 12pm. Location to be announced via the JCUSA Facebook page.**

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d) Draw

Immediately following the close of nominations the draw for the order in which names will appear on the online ballot will be conducted at the Student Association Main Office in Townsville. The ballot will contain the names of the candidates in the order in which their names are drawn by the Electoral Officer by surname. The policy statements and photographs will be reproduced for a voter information pack in a special edition of The Bullsheet

e) Ticket Registration

Should candidates elect to put together a group of nominees to run together on a “ticket”, the Ticket Registrant (person responsible for the Ticket) is required to submit the Ticket Registration before 9am on Monday 23rd September 2019

g) Polling Days and Place

Polling

The elections will be held on Tuesday October 8th 2019 and Wednesday 9th October 2019. Polling will be conducted online through your StudentsOnline portal. The link will be published on the JCUSA website and Facebook page closer to elections.

h) Counting of Votes

Will take place electronically after the close of voting.

i) Declaration of the Results

The results will be announced, if possible on the evening of 9th October. All candidates will be advised by email and the results will be posted on <https://www.jcusa.edu.au/tsv-about-jcusa/elections/> and <https://www.jcusa.edu.au/cns-about-jcusa/elections/> as soon as practicable after the result has been announced.



11. INDUCTION AND TRAINING PROGRAM

An Induction and Training program for all 2020 Council members will take place in Townsville on 25th – 29th November 2019. Successful candidates are expected to attend and participate in this program.

The program traditionally covers a number of areas including:

- ✓ Organizational Structure and Functions of the Association
- ✓ Budget and Auditors
- ✓ Duties and Liabilities of Student Councillors
- ✓ WH&S Obligation
- ✓ Code of Conduct
- ✓ Rules of Debate and Meeting Procedure
- ✓ Legal Issues and Responsibilities
- ✓ Industrial Relations
- ✓ Copyright and Media
- ✓ Administration Issues

12. JCU STUDENT ASSOCIATION REGULATIONS

The Association Regulations set out all the requirements of how the elections are to be carried out. All candidates are directed to familiarize themselves fully with the Regulations before the close of nominations.

13. CONDUCT DURING THE ELECTION

Code of Conduct for Election Candidates

Purpose of the Code

The purpose of the Code is:

- a) *To maintain public confidence in the electoral process by promoting conditions conducive to the conduct of free and fair elections; and*
- b) *To provide general guidance to candidates on what fair and reasonable conduct in elections, thereby ensuring candidates know what is required of them.*

The Code applies to all candidates for the JCU Student Association elections (independents and candidates endorsed by political parties).

A “candidate” is any person who is publicly identified as a candidate in the election, either by the candidate’s party or group, or through the actions of the person in the case of independent candidates. The Code applies to candidates who are so publicly identified before they are formally nominated as a candidate under the Association Regulations and Constitution.

The Code binds candidates personally. Candidates are also expected to make all reasonable efforts to ensure their campaign workers are aware of and observe the standards of conduct set by the Code, and of the public interest in free and fair elections.

How Election Candidates Should Conduct Themselves:

Candidates will conduct themselves and their campaigns so as to maintain and strengthen the members trust and confidence in the democratic election process, and promote integrity in our electoral system.

Candidates conduct should be fair and reasonable. This requires that a candidate will:

- a) Act honestly in making representations about the candidate's own claims for election, and their intention to represent the electorate.
- b) Refrain from knowingly acting dishonestly in making representations about the claims of other candidates for election.
- c) Avoid making public statements which the candidate knows, or ought to know, are untrue, about any matter and especially an opponent's personal affairs.
- d) Avoid making vexatious complaints against opponent during a campaign.
- e) Avoid conduct which is contrary to State or Commonwealth law including but not limited to:
 - Racial or religious vilification offences under the Anti-Discrimination Act;
 - Official misconduct under the Crime and Misconduct Act; and
 - Criminal Code offences.
- f) Avoid conduct which would tend to compromise a free and fair election process.

Election Literature Including Posters, Flyers and How to Vote Cards:

All election literature issued by a candidate must be approved by the Electoral Officer prior to distribution to ensure that it complies with the Code of Conduct. Election literature not authorised by the Electoral Officer will be removed from the University and has the discretion to impose penalties ranging from warnings to disqualification of the ticket/nominee.

Candidates must ensure that all election literature presented to the Electoral Officer carries the name of the candidate, or in the case of groups of candidates, the name of the Group and the name of the Presidential candidate of that group. This information must be displayed on all literature issued or posted.

No posters of any sort may be affixed to any windows of the Association or University. In addition, no chalk, paint or other type of writing should be used on any building or pathway within the University.