

CALL FOR NOMINATIONS 50th STUDENT ASSOCIATION COUNCIL

Nominations are called for the following position on the Fiftieth (50th) Student Association Council to take office from 1st November 2019 to 31st October 2020 inclusive.

OFFICE BEARERS

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)

EQUITY & DIVERSITY OFFICER

INTERNATIONAL OFFICER

(who must be enrolled as an International student).

POSTGRADUATE OFFICER,

(who must be enrolled as a Postgraduate student)

ELIGIBILITY

All Ordinary members of the Student Association who are enrolled as at 9am ON THE 17th of September 2019 are eligible to nominate candidates in the categories listed above.

REGULATIONS

The Student Association Regulations set out how the election is to be conducted and the roles and responsibilities of all involved. Candidates and potential candidates, as well as all students, are advised to read the Regulations and in particular, **Part 8 – Elections**

- 8.11 Approval of Election Material** – All electoral material must be submitted to the Electoral office for approval before publication or display.
- 8.12 Authorisation of Electoral Material** – All material must name the candidate standing for election who has authorised the material.
- 8.13 Association Council Induction** – All members elected to Council must attend an Association Council Induction outlining the duties and responsibilities involved in being a member of the Association Council.

NOMINATIONS

Nominations open at 9am on the 9th of September 2019 and close at 4pm on Monday 23rd of September 2019. Nomination forms are available from the Townsville Campus Student Association Office and the Cairns Campus Student Association Office. Completed nomination forms must be in the hands of the Electoral Officer by 4.00pm on Monday 23rd of 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.

ELECTION

The election will be held on Tuesday 8th October and Wednesday 9th October 2019.

Polling will be conducted via electronic ballot. Eligible members of the JCU Student Association will vote through the JCU Students online portal. An email will be sent to JCU Student Association members with a link to the voting system. Voting should be possible from most devices such as laptops, mobile phones, tablets and computers. The electronic voting process will be managed by JCU.

FORM OF NOMINATION

We the undersigned hereby nominate (block letters):
(full name as per University roll)
 for the position of on the 2020 Student
 Association Council.

3 NOMINATORS: (WHO MUST BE ORDINARY MEMBERS OF THE JCU STUDENT ASSOCIATION)

NAME (block letters)	STUDENT NUMBER	SIGNATURE
1.		
2.		
3.		

****By signing this document I acknowledge that I have read and understood the collection statement (see reverse) and voluntarily consent to the Student Association confirming my enrolment status subject to the provisions of the Privacy Act 1988. This information is collected for the JCU Student Association's own use in connection with this nomination.**

ACCEPTANCE

I hereby accept nomination Date:
(signature required)

Nominee's Student Number:

Nominee's Address for posting of notices:

Email: Telephone no.:

IMPORTANT NOTICES

This form of nomination is required by Regulations, only for election by the JCUSA Ordinary Member Body. All names appearing on this form must be those of members of the Student Association - i.e. they must be students enrolled in any Subject, Course, or Degree programme of the James Cook University and be a current Ordinary member of the James Cook University Student Association.

No person shall nominate more than one person for the same position.

CONFIRMATION OF VALIDITY OF NOMINATION

Before nominations close, candidates are advised to seek written advice from the Electoral Officer confirming that their nomination is in order.

CORRECTIONS...ALTERATIONS...AMENDMENTS APPEARING ON THIS FORM WILL RESULT IN THE NOMINATION BEING DECLARED INVALID.

Electoral Officer to Complete:

Name of Nominee:

Address:

Nomination received at (date/time):

Checked and found in order (signature):

FURTHER IMPORTANT INFORMATION FOR NOMINEES

Please note that the Regulations (8.4, Method of Nomination) state that:

"It shall be a requirement of nomination that a policy statement of no longer than 500 words in the case of Presidential candidates and no longer than 200 words for other candidates be submitted at the time of nomination. Failure to submit a policy statement shall automatically invalidate the nomination. The Policy statements shall be reproduced in an edition of The Bullsheet prior to the commencement of voting"

In other words, you **must submit a policy statement with your nomination form**. Because of the tight deadlines for producing policy statements, policy statements must be provided to us in electronic format.

DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS

THE PRESIDENT

The President will:

- (a) oversee and co-ordinate all aspects of the Association's activities;
- (b) give administrative effect to the resolutions of Association Council;
- (c) ensure that the Association is carrying out its objects as listed in the Constitution;
- (d) be the official spokesperson for the Association for all forms of media;
- (e) ensure that office bearers are aware of and are carrying out their duties;
- (f) convene the Management Committee;
- (g) be the proprietor of all Association Publications during his/her term of office;
- (h) be an ex-officio voting member of all Association Standing Committees;
- (i) ensure that there is effective student representation on the various University Committees and that student representatives attend meetings and report regularly to Association Council on matters that arise in those meetings;
- (j) maintain, or develop where necessary, contacts with other organisations (including the media) and represent the Association where necessary;
- (k) report regularly to students through the student publications;
- (l) submit a written report to each ordinary meeting of the Association Council outlining activities conducted and decisions made since the previous meeting;
- (m) attend meetings of committees, organisations and bodies of which he/she is a member by virtue of the Constitution or Regulations or by resolution of the Association Council;
- (n) present a written report to the last ordinary meeting of the Association Council reviewing activities in the portfolio for the year and if appropriate making recommendations to the Association Council for the following year;
- (o) perform any other duties imposed by the Constitution or Regulations or directed by Association Council; and
- (p) to act in accordance with the Association's General Operations Policy.

Breach of Discipline and/or Loss of Confidence. If the President fails to act in accordance with clause 12.1.3, the President will be liable to be subjected to proceedings for breach of discipline and/or loss of confidence as provided under the Regulations.

President's Leave of Absence. When the President is not able to be contacted all powers of the President will be exercised by the Vice President. In the absence of both, the powers of the President will be exercised by a member of the Management Committee nominated by the President, which member must also be a voting member of the Association Council.

THE VICE PRESIDENT

The Vice President will:

- (a) assist the President in carrying out Presidential duties;
- (b) deputise for the President as required;
- (c) report regularly to students through the Bullsheets;
- (d) submit a written report to each ordinary meeting of the Association Council outlining activities conducted since the previous meeting;
- (e) attend Management Committee meetings;
- (f) attend meetings or committees, organisations and bodies of which he/she is a member by virtue of the Constitution or Regulations or by a resolution of the Association Council;
- (g) present a written report to the last ordinary meeting of the Association Council reviewing the activities in the portfolio for the year and if appropriate making recommendations to the Association Council for the following year;
- (h) perform any other duties imposed by the Constitution or regulations or as directed by the Association Council; and
- (i) to act in accordance with the Association's General Operations Policy
- (j) to co-ordinate external campaigns from local, state and national bodies in conjunction with councilors and other relevant parties.
- (k) will, in consultation with the President, set Key Performance Indicators that will be presented at the first Ordinary Council meeting of the Association Council with a review by the President four (4) times annually.

THE TOWNSVILLE CAMPUS OFFICER

The Townsville Campus Officer will

- (a) recruit members of the Townsville Campus Committee in accordance with 5.7 of the Regulations;
- (b) submit the list of Committee members to the President by no later than the second Friday after O week;
- (c) submit a written report to each ordinary meeting of the Association Council on the activities/campaigns related to the Townsville Campus
- (d) convene regular meetings of the Townsville Campus Committee;
- (e) attend meetings of committees, organisations and bodies which he/she is a member by virtue of the Constitution or regulations or by resolution of the Association Council;
- (f) present a written report to the last ordinary meeting of the Association Council reviewing the activities in the portfolio for the year and if appropriate making recommendations to the Association Council for the following year;
- (g) perform any other duties imposed by the Constitution or Regulations or directed by the Association Council; and
- (h) to act in accordance with the Association's General Operations Policy.
- (i) will, in consultation with the President, set Key Performance Indicators that will be presented at the first Ordinary Council meeting of the Association Council with a review by the President four (4) times annually.

THE CAIRNS CAMPUS OFFICER

The Cairns Campus Officer will

- (a) recruit members of the Cairns Campus Committee in accordance with 5.6 of the Regulations;
- (b) submit the list of Committee members to the President by no later than the second Friday after O week;
- (c) submit a written report to each ordinary meeting of the Association Council on the activities/campaigns related to the Cairns Campus
- (d) convene regular meetings of the Cairns Campus Committee;
- (e) attend meetings of committees, organisations and bodies which he/she is a member by virtue of the Constitution or regulations or by resolution of the Association Council;
- (f) present a written report to the last ordinary meeting of the Association Council reviewing the activities in the portfolio for the

year and if appropriate making recommendations to the Association Council for the following year;

- (g) perform any other duties imposed by the Constitution or Regulations or directed by the Association Council; and
- (h) to act in accordance with the Association's General Operations Policy.
- (i) will, in consultation with the President, set Key Performance Indicators that will be presented at the first Ordinary Council meeting of the Association Council with a review by the President four (4) times annually.

THE POSTGRADUATE OFFICER The

Postgraduate Officer will

- (a) recruit members of the Postgraduate Committee in accordance with 5.9 of the Regulations;
- (b) submit the list of Committee members to the President by no later than the second Friday after O week;
- (c) submit a written report to each ordinary meeting of the Association Council on the activities/campaigns related to the Postgraduate students;
- (d) convene regular meetings of the Postgraduate Committee;
- (e) attend meetings of committees, organisations and bodies which he/she is a member by virtue of the Constitution or regulations or by resolution of the Association Council;
- (f) present a written report to the last ordinary meeting of the Association Council reviewing the activities in the portfolio for the year and if appropriate making recommendations to the Association Council for the following year;
- (g) perform any other duties imposed by the Constitution or Regulations or directed by the Association Council; and
- (h) to act in accordance with the Association's General Operations Policy.
- (i) will, in consultation with the President, set Key Performance Indicators that will be presented at the first Ordinary Council meeting of the Association Council with a review by the President four (4) times annually.

THE INTERNATIONAL STUDENT OFFICER

The International Student Officer will

- (a) recruit members of the International Committee in accordance with 5.10 of the Regulations;
- (b) submit the list of Committee members to the President by no later than the second Friday after O week;
- (c) submit a written report to each ordinary meeting of the Association Council on the activities/campaigns related to International students;
- (d) convene regular meetings of the International Committee;
- (e) attend meetings of committees, organisations and bodies which he/she is a member by virtue of the Constitution or regulations or by resolution of the Association Council;
- (f) present a written report to the last ordinary meeting of the Association Council reviewing the activities in the portfolio for the year and if appropriate making recommendations to the Association Council for the following year;
- (g) perform any other duties imposed by the Constitution or Regulations or directed by the Association Council; and
- (h) to act in accordance with the Association's General Operations Policy.
- (i) will, in consultation with the President, set Key Performance Indicators that will be presented at the first Ordinary Council meeting of the Association Council with a review by the President four (4) times annually.

EQUITY AND DIVERSITY OFFICER The

Equity and Diversity Officer will

- (a) recruit members of the Equity and Diversity Committee in accordance with 5.11 of the Regulations;
- (b) submit the list of Committee members to the President by no later than the second Friday after O week;
- (c) submit a written report to each ordinary meeting of the Association Council on the activities/campaigns related to students;
- (d) convene regular meetings of the Equity and Diversity Committee;
- (e) attend meetings of committees, organisations and bodies which he/she is a member by virtue of the Constitution or regulations or by resolution of the Association Council;
- (f) present a written report to the last ordinary meeting of the Association Council reviewing the activities in the portfolio for the year and if appropriate making recommendations to the Association Council for the following year;
- (g) perform any other duties imposed by the Constitution or Regulations or directed by the Association Council; and
- (h) to act in accordance with the Association's General Operations Policy.
- (i) will, in consultation with the President, set Key Performance Indicators that will be presented at the first Ordinary Council meeting of the Association Council with a review by the President four (4) times annually.

Further information in relation to honorarium for Office Bearers can be found in the James Cook University Student Association Regulations. To obtain a copy of this document, please contact the James Cook University Student Association:

Townsville Student Association

JCU Student Association
PO Box 1
James Cook University
TOWNSVILLE QLD 4814

Ph: (07) 4781 4400

Email: studentassociation@jcu.edu.au

Web: www.jcusa.edu.au

Cairns Student Association

JCU Student Association
PO Box 6811
James Cook University
CAIRNS QLD 4870

Ph: (07) 4232 1160

Email: admin.ccsa@jcu.edu.au

Web: www.jcusa.edu.au

COLLECTION STATEMENT

ADMINISTRATION

James Cook University Student Association is committed to protecting your privacy.

The *Privacy Act 1988* (the Act) sets out a number of principles concerning the protection of your personal and sensitive information.

Personal Information – is any information, whether recorded by document or electronically, about you. It may include your name, date of birth, address, telephone number, email address or drivers licence number.

Sensitive Information – is a special category of personal information including details or opinion about a person's:

- Racial or ethnic origin;
- Political opinion;
- Political, religious or philosophical memberships, beliefs or affiliation;
- Membership of a professional association, trade association or trade union;
- Sexual preferences or practices;
- Criminal records;
- Health or disability (past or present); and
- Expressed wishes about the future provision of health services.

Who will be Collecting your Personal Information at JCU Student Association?

JCU Student Association, its agents and employees will collect your personal information only for its own use in connection with your service requirements.

If you wish to contact JCU Student Association about your personal information you should contact:

James Cook University Student Association
Secretary

By email: catherine.fraser@jcu.edu.au
By telephone: (07) 4781 4607
Or FREECALL: 1800 330 021

How JCU Student Association Collects Information?

Personal information is collected by JCU Student Association in document form when:

- You fill out and submit one of JCU Student Association Application or Registration forms;
- JCU Student Association receives any information about you from any other source.

Storage of Information by JCU Student Association

All personal information that JCU Student Association hold about you will be stored securely;

- By hardcopy; and/or
- Electronic filing.

All information stored electronically will be stored within secure software accessible only by or through authorised JCU Student Association personnel.

How your Information will be used by JCU Student Association?

Your personal and sensitive information may only be used for the purpose for which it is collected which will include:

- The provision of the particular service which you require;
- The delivery and management of the services you require;

Accuracy of Personal Information

You should ensure that the personal information you provide to JCU Student Association is accurate, complete and up to date where possible.

Disclosure of your Information to Others

- Your personal information and (with your consent) your sensitive information may only be disclosed for the purpose for which it was collected and will only be disclosed to:
 - JCU Student Association's staff and personnel;
 - JCU Student Association professional advisers including lawyers;
 - Government or regulatory authorities as required by law;
 - JCU Student Association related service providers

Failure to Provide Information to JCU Student Association

If you do not provide the information JCU Student Association requests from you, JCU Student Association may be unable or limited in its ability to provide the services you require.

Accessing and Correcting Your Information with JCU Student Association

Subject to some exceptions, which are set out in the National Privacy Principles (Principle 6 – Access and Correction), you have a right to access and obtain a copy of the information held by JCU Student Association about you.

Should you become aware that any information that JCU Student Association holds about you is not accurate, complete and up to date, please inform JCU Student Association and JCU Student Association will take responsibility steps to correct it so that it is accurate, complete and up to date.

Should JCU Student Association disagree that any information that JCU Student Association holds is not accurate, complete and up to date, you may submit to JCU Student Association a written statement by you stating that particular information is not accurate, complete and up to date.

If you wish to exercise your rights of access and correction you should contact JCU Student Association Privacy Officer whose details are indicated above.

In some cases JCU Student Association may impose a moderate charge for locating and providing access to your information.

CONSENT TO COLLECTION AND STORAGE OF INFORMATION BY JCU STUDENT ASSOCIATION

I, of

Who can be identified by (student identification number)

Have read and understood the Collection Statement and voluntarily consent to:

- Personal and sensitive information about me being collected by JCU Student Association as outlined above
- Personal and sensitive information about me being used by JCU Student Association as outlined above
- Personal and sensitive information about me being stored by JCU Student Association as outlined above
- Personal and sensitive information about me being disclosed by JCU Student Association as outlined above

Dated this

day of

2019

Signed:

Witness:

Name:

Address: