

Schedule Regarding Committees

1. Definitions

- 1.1. The definitions in section 2 of the CA Constitution are applicable to this Schedule, unless a contrary definition appears here, or a contrary intention is evident.
- 1.2. "SRC" shall mean The Student Representative Council (Adelaide), incorporated.
- 1.3. "chair" shall mean chair of the relevant committee.

2. Objectives

- 2.1. To define the committees of the CA and the rules governing their conduct.

3. The Grievances Committee

- 3.1. In accordance with the constitution, there shall be a Grievances Committee of the CA.
- 3.2. The Grievances Committee shall deal with matters of harassment, the management of staff employed by or on behalf of the CA or other grievances within the CA.

Composition

- 3.3. The Grievances Committee shall be composed of the following, who shall all be voting members of the Grievances Committee:
 - 3.3.1. The President
 - 3.3.2. The Vice-President
 - 3.3.3. The Women's Officer
 - 3.3.4. Two general members, who shall be elected by Council.
- 3.4. A Voting member of the Executive shall be ineligible to serve as general member of the Grievance Committee
- 3.5. The President shall serve as chair of the Grievances Committee.
- 3.6. The Grievances Committee may resolve by absolute majority to include, in an ex-officio, non-voting capacity, any of the following in its deliberations on a specific topic:
 - 3.6.1. The AUU President.
 - 3.6.2. Any relevant office bearers of the SRC.
 - 3.6.3. An Education and Welfare Officer.
- 3.7. A member of the Grievances Committee shall recuse himself or herself where they are personally involved in a matter before the committee, or have a conflict of interest in such a matter.
- 3.8. Where the President has recused himself or herself, the Vice-President shall serve as acting Chair. Should both the President and Vice-President be recused, the Women's' Officer shall serve as chair.

Election and Termination of membership of the Committee

- 3.9. The general members of the Grievances Committee shall be elected at the AGM, and shall have terms of office concurrent with the Executive elected at that AGM.
- 3.10. A person shall cease to be a member of the Grievances Committee under any of the following circumstances:
 - 3.10.1. That person becomes a voting member of the Executive.
 - 3.10.2. That person submits, in writing, their resignation to the President, Vice-President or a meeting of Council.
 - 3.10.3. A special resolution of Council expresses no confidence in that member of the Committee.

- 3.11. Casual vacancies shall be filled by election.
- Petitioning the Grievances Committee
- 3.12. The CA shall provide to Council details of e-mail accounts where the members of the Grievances Committee may be reached.
- 3.13. A person wishing to bring a matter before the Grievances Committee shall submit an application to the members of the Grievances Committee outlining the reasons why it should be brought before the committee. Such communication shall be treated in confidence by the members of the Grievances Committee.
- 3.14. Should two members of the Grievances Committee decide that the matter should be brought before the committee, they shall petition the chair to call a meeting of the committee.
- 3.15. The chair shall then call a meeting of the committee for a date between one and two weeks from the date where he or she received the second petition.
- 3.16. Council may petition the chair to call a meeting of the Grievance Committee by simple majority.
- 3.17. Executive may petition the chair to call a meeting of the Grievance Committee by absolute majority.
- 3.18. Should the chair receive a petition to call a meeting of the Grievance Committee from the Council or Executive, they shall call a meeting for a date between one and two weeks from the date where he or she received the petition.

Notice and Statements

- 3.19. Notice shall be considered given to a voting member of the Grievances Committee when notification of the meeting is sent to the last e-mail address registered with the CA by that voting member.
- 3.20. At least one week's notice shall be given for a meeting of the Grievances Committee.
- 3.21. Notice of a meeting of the Grievances Committee shall be given to as many involved parties as is practical and appropriate, with reference to the circumstances of the matter to be considered.
- 3.22. Notice shall be considered given to an involved party who is not a member of the Grievances Committee when a majority of members of the Grievances Committee are satisfied that sufficient, reasonable efforts have been made to notify the involved party.

Meetings of the Grievances Committee

- 3.23. Meetings of the Grievances Committee may resolve by absolute majority to consider matters in closed session.
- 3.24. Meetings of the Grievances Committee may hear verbal statements and receive written statements from involved parties in open or closed session.

Recommendations to Council

- 3.25. The Grievances Committee may make recommendations to Council by absolute majority, but its resolutions shall not be binding on the CA.
- 3.26. Where the Grievances Committee makes a recommendation to Council, it may provide such justification as the Committee deems necessary, and appropriate, with reference to the circumstances of the matter before the Committee.