

**TERMS OF REFERENCE  
Subsidiary Councils**

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| 1. Subsidiary Councils |
| 1.1 The subsidiary councils of the NDSA are:   1. the Clubs Council 2. the Academic Council 3. the Welfare Council   1.2 Unless stated otherwise, the Standing Order of the NDSA apply to each of the subsidiary councils. |
| 2. Membership of Councillors |
| 2.1 The executive of each of the subsidiary council is made up of the executive officers.  2.2 The President of each subsidiary council is elected at the NDSA elections.  2.3 The Vice-President, Secretary and Treasurer are co-opted within the subsidiary council and approved by the NDSA council, selected from existing seats with the relevant subsidiary council.  2.4 Where no existing representative councilor wishes to be co-opted into an executive officer role, this role can be filled from outside the NDSA structure, or temporarily fulfilled by the NDSA general executives.  2.5 Executive officers and representative councilors of the subsidiary councils –  i. must be a member of the NDSA  ii. must not be a member of staff, excluding students employed on the Notre Dame Student Employment Scheme.  iii. (other than the president) are elected by the relevant subsidiary council at the final meeting in each year via application. iv. will take office on 1 December of that year and end their term on 30 November of the following year.  2.6 The President of a subsidiary council may resign their office in the manner set out in the NDSA constitution (section 10).  2.7 Any executive officer or representative councilor of a subsidiary council (other than the President) may resign their office by written notice addressed to the Subsidiary Council Secretary. The resignation will take effect upon its receipt by the relevant subsidiary council.  2.8 A subsidiary council will, within one month of a position being declared vacant (other than the President), co-opt an executive officer or representative councilor by a majority vote of the relevant subsidiary council.  2.9 The NDSA Executives are voting members of all subsidiary councils but need not attend subsidiary council meetings. |
| 3. Subsidiary Councils’ Executive Officers |
| Executive |
| * 1. President   The president of a subsidiary council -  i. will preside at all meetings of the subsidiary council ii. is an *ex-officio* member of all committees of that subsidiary council iii. will regularly report to the NDSA council on the activities, role and responsibilities undertaken by the subsidiary council  iv. will present an annual report to the November NDSA Council meeting on the activities, role and responsibilities undertaken by the subsidiary council during the year. v. must not sit on the executive of a body affiliated to the associated affiliated council. vi. will direct, co-ordinate and supervise the work of the other officials elected and appointed under the NDSA Constitution and terms of reference of the relevant subsidiary council. vii. direct the activities and manage the affairs of the relevant subsidiary council  3. 2 Vice-President  The Vice-President of a subsidiary council –  i. will assist the President in all areas of responsibility ii. will, in the absence of the President, become an *ex-officio* member of all committees of which the President was an *ex-officio* member (including the NDSA Council as proxy).  iii. in the event of a vacancy of the office of President, assume the role of President until a new President is elected by a majority vote of the relevant subsidiary council at the next Council Meeting.  3.3 Secretary  The Secretary of a subsidiary council –  i. keep a record of all proceedings of the subsidiary council ii. call all meetings of the subsidiary council iii. call all meetings of committees of the subsidiary council and act as Secretary of those committees iv. co-ordinate the correspondence of the subsidiary council and any committees.  3.4 Treasurer  The Treasurer of a subsidiary council –  i. keep true and fair accounting records that show the financial transactions of position of the subsidiary councils and comply with the Constitution and NDSA Act obligations are fulfilled. ii. be responsible for all financial affairs of the subsidiary council including the receipt and payment of all moneys are directed by the Council iii. have custody of all securities, books and documents of a financial nature and accounting records of the subsidiary council  iv. comply with the financial procedures of the subsidiary council. |
| 4. Subsidiary Council’s Financial Procedures |
| 4.1 All subsidiary councils will provide a budget at the commencement of each council term which includes an estimate of all receipts and disbursements for the current financial year to the NDSA council.  4.2 The budgets must be approved by the NDSA Council after being reviewed by the Notre Dame Student Services and the Notre Dame Finance Department.  4.3 After granted approval, the subsidiary councils will conduct financial expenditure internally, in accordance with the NDSA Expenditure Process Guidelines.  4.3 The subsidiary councils will provide monthly financial statements to the NDSA General Treasurer, to be collated and presented by the NDSA General Treasurer at the NDSA Council Meeting. |
| **SUBSIDIARY COUNCILS** |
| 5. Clubs Council |
| 5.1 The role of the Clubs Council is to control all social and cultural activities derived from the affiliated clubs and societies of the NDSA.  5.2 The Clubs Council comprises-  i. the Executive officers of the Clubs Council  ii. the presidents (or delegates) of the NDSA’s affiliated clubs and societies  iii. the NDSA Executive (non-compulsory)  5.3. The Clubs Council exists to provide –  i. funding  ii. administrative support for events and initiatives  iii. training to develop treasury and leadership skills  iv. hosts collaborated events e.g. Clubs’ Fairs |
| 6. Academic Council |
| 6.1 The role of the Academic Council is to –   1. Encourage academic cooperation at all levels 2. Examine matters of mutual interest between the schools and the NDSA 3. Encourage discussion and action on education matters 4. Foster interaction between staff and students of the University 5. Encourage cooperation between University schools 6. Examine the student learning experience at all levels 7. Make comments and take action as the Academic Council decides, subject to the proviso that, pending confirmation by the NDSA, motions may be put into effect two week days after the production of the minutes, provided that, if in the course of two week days, any NDSA councilors objects in writing to any item, the item will be laid aside for discussion at the NDSA council meeting 8. Cooperate with other organizations to further the aims set out above   6.2 The Academic Council has the power to raise money for its administration and to carry out of its purposes as set out in these Regulations.  6.3 The Academic Council comprises of –   1. The Executive officers of the Academic Council 2. A School of Business Representative 3. A School of Education Representative 4. A School of Health Sciences Representative 5. A School of Physiotherapy Representative 6. A School of Law Representative 7. A School of Nursing Representative 8. A School of Medicine Representative 9. A School of Arts Representative 10. A School of Sciences Representative 11. A School of Philosophy + Theology Representative 12. A Postgraduate Representative (where another representative seat has not been filled by a postgraduate student). |
| 7. Welfare Council |
| 7.1 The role of the Welfare Council is to –   1. Represent welfare and equity issues 2. Examine matters of mutual interest between student service bodies and the NDSA 3. Encourage discussion and action on welfare matters 4. Foster positive and pastoral care interaction between staff and students of the University 5. Communicate with and advise students who require help regarding welfare and equity issues 6. Examine the student experience at all levels 7. Ensure policies, programs and events run by the Student Association and the University are inclusive and non-discriminatory 8. Organise campaigns and events to promote student welfare 9. Cooperate with other organizations to further the aims set out above   7.2 The Welfare Council has the power to raise money for its administration and to carry out of its purposes as set out in these Regulations.  7.3 The Welfare Council comprises of –   1. The Executive officers of the Academic Council 2. Womens Representative 3. LGBTIQA+ Representative 4. Accessibility Reprensentative 5. Aboriginal and Torres Strait Islander Representative 6. Faith Representative 7. Mature Age Representative 8. International and Residences Representative |

Top of Form

Bottom of Form