



Student Association Regulations 03 – Governance

Part 1 The Regulation

1 Operating Provision

- 1) This Regulation is created under the power conferred upon the Student Association Committee provided by section 5(1)(y) of the Student Association Constitution as promulgated at each Student Association Annual General Meeting.
- 2) This Regulation operates subject to any provisions of the Student Association Constitution.
- 3) Should a conflict arise between the context of the Student Association Constitution and this Regulations, the Constitution will prevail and conflict in the regulation is rendered inoperative.

2 Scope

- 1) This Regulation is binding upon all Student Association Committee members.
- 2) This Regulation governs the duties and powers of Student Association Committee members, the internal relations between Committee members under the enacted Code of Conduct and the resolution of disputes under Grievance Procedures.

Part 2 Student Association Committee: Duties and Powers

3 Student Association President

- 1) The President will:
 - a) Direct, coordinate, oversee and supervise all activities of the other Committee members or office bearers of the Committee of the Student Association;
 - b) Assist or arrange for assistance to any Committee member who may require it undertaking an activity of the Student Association;
 - c) Chair meetings of the Student Association;
 - d) Write references upon request for each Committee member detailing their performance in their Portfolio(s);



- e) Ensure Committee members and the Student Association continue to comply the Student Association Constitution and with any applicable rule, regulation, policy or law;
 - f) At their discretion, assign each Executive member to oversee the conduct of a portfolio or a number of portfolios;
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

4 Student Association Vice President

- 1) The Vice President will:
- a) Assist the President in coordinating and overseeing all activities of the Student Association;
 - b) Chair meetings of the Student Association in the President's absence;
 - c) In the event of a vacancy in the office of President, assume the role of Interim-President until a new President is elected under the relevant procedures;
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

5 Secretary

- 1) The Secretary will:
- a) Co-ordinate the correspondence of the Student Association;
 - b) Keep full and correct minutes of the proceedings of the Student Association Committee;
 - c) Issue Committee members with administrative information including, but not limited to, the Constitution, Regulations and contact details of Committee members;
 - d) Endeavour to ensure the smooth running of the Student Association by producing and maintain a procedures and templates manual, which includes all common procedures and forms used by the Student Association;
 - e) Organise the booking of appropriate venues for meetings of the Student Association;
 - f) On behalf of the Student Association:



- i) Keep and maintain in an up to date condition the Student Association Constitution, Regulations, Rules, Guidelines or Policy;
 - ii) Maintain a record of the names and contact details of Committee members;
 - iii) Have custody of all books, documents, records and registers of the Student Association, except for those required to be kept and maintained by the Treasurer;
 - iv) Be responsible for communication within the Student Association, including but not limited to co-ordinating all Student Association correspondence;
 - g) Perform any other duties imposed by the Student Constitution or directed by the President;
 - h) Be able to delegate responsibilities from the proceedings subsections to a Committee member.
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

6 Treasurer

- 1) The Treasurer will:
- a) Be responsible for the receipt of all moneys paid to or received by, or by the Treasurer on behalf of, the Student Association and will issue Receipts for those moneys in the name of the Student Association;
 - b) Pay all moneys referred to paragraph (a) into such account or accounts of the Student Association as the Committee may from time to time direct;
 - c) Make payments from the funds of the Student Association with the authority of the a general meeting or of the Committee and in doing so ensure that all cheques are signed by himself or herself and at least one other authorised committee member, or by any to others as are authorised by the Committee;
 - d) On behalf of the Student Association:
 - i) Keep such accounting records as to correctly record and explain the financial transactions and financial position of the Student Association;
 - ii) Keeps its account records in such manner as will enable true and fair accounts of the Student Association to be prepared from time to time; and



- iii) Keep its account records in such manner as will enable true and fair accounts of the Student Association to be conveniently and properly audited.
 - iv) Submit to its members at each annual general meeting of the Student Association a report of the accounts and financial position of the Student Association.
 - e) Whenever directed by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
 - f) Draft in consultation with the Executives and Committee the Student Association's annual budget;
 - g) Draft a financial report at the end of each calendar month detailing all income and expenditure of the Student Association;
 - h) Have custody of all securities, books and documents of a financial nature and accounting records of the Student Association;
 - i) Ensure that all affiliated and registered student clubs continue to adhere to any provisions in the University or Student Association on Club finances;
 - j) Have the power to freeze the funds of any account which exceeds its budget allocation;
 - k) Have the power to nominate two assistants from the Student Association Committee to assist in maintaining the funds of the Student Association;
 - l) Perform any such duties as are imposed by the Student Association Constitution, or directed by the Committee or President.
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

5 Clubs and Societies Director

- 1) The Clubs Director will:
 - a) Chair and Convene the Clubs and Societies Forums (CSF);
 - b) Represent registered and affiliated clubs and societies on the Student Association Committee;
 - c) Act as the primary contact point between external organisations, the University, the Student Association, and registered and affiliated clubs and societies;
 - d) Liaise with the University on Club matters;



- e) Ensure registered and affiliated clubs and societies continue to uphold their obligations under University Policies and Procedures and the Student Association Club Guidelines;
 - f) Update and distribute the Student Association Club Guidelines;
 - g) Develop and improve club and society process;
 - h) Develop and update a calendar of club and society events;
 - i) Liaise with the Communications Director to maintain the club and societies section of the Student Association website; and
 - j) Facilitate inter-club events and initiatives.
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

6 Communications Director

- 1) The Communications Director will:
- a) Maintain a consistent communications and marketing strategy for the Student Association;
 - b) Manage the Student Association's website and the Student Association's social media, including, but not limited to, Facebook, Instagram, Twitter, LinkedIn, Canva and Zoom.
 - c) Co-ordinate the graphic design and marketing for events and campaigns;
 - d) Develop Student Association advertising material;
 - e) Assist Clubs with logo development;
 - f) Assist clubs with graphic design and event marketing;
 - g) Act as an official Student Association photographer at events and functions; and
 - h) Develop and coordinate strategies to strengthen Student Association brand recognition.
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

7 Academic & Welfare Director

- 1) The Academic & Welfare Director will:



- a) Represent welfare and equity issues to the Student Association Committee;
 - b) Communicate with and advise students who require help regarding welfare and equity issues;
 - c) Liaise with the University's Counselling department in relation to mental health advocacy and events relating to mental health;
 - d) Liaise with any relevant university office to promote volunteering programs within the student body;
 - e) Liaise with the Clubs Director and School societies or clubs regarding academic issues and communicate and represent those concerns to the Committee and University;
 - f) Ensure policies, programs and events run by the Student Association are inclusive and non-discriminatory;
 - g) Organise campaigns and events to promote student welfare and education; and
 - h) Ensure they do not act in as a Counsellor to any student nor do they have any professional capacity to act in such a manner. Their purpose is to promote and advocate student welfare, well-being and academic issues on the Sydney Campus.
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

8 Events Director

- 1) The Events Director will:
 - a) Plan the Student Association's events calendar;
 - b) Plan and coordinate the Student Association's events, including completing any approvals process and operations during the event;
 - c) Gather and complete any necessary documentation for an event;
 - d) Attend all Student Association events from preparation until the end of the event;
 - e) Inform the Student Association Committee about the preparation for and progress of events;
 - f) Valuate the success of each event in a written report; and
 - g) Co-ordinate and cooperate with any relevant Student Association Committee member for the delivery of the event, including, but not limited to, the Treasurer and Communications Director.



- h) The events director will liaise with all relevant levels and bodies in the university for the planning and coordination of events. These include but are not limited to:
Opening Mass (Chaplaincy), important celebrations presided by the Archbishop, events relating to the Senior Management of the University. Other events include but are not limited to, those that are raised by bodies within the University such as Campus Life
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

9 Sports Director

- 1) The Sports Director will:
 - a) Represent sporting issues to the Student Association Committee;
 - b) Liaise with the Clubs Director and clubs and societies to develop a Student Association sporting calendar;
 - c) Assist clubs and societies to organise inter-club and inter-school sporting events;
 - d) Liaise with Student Services to promote and develop Notre Dame's presences at Tertiary Sports and University Games;
 - e) Organise the Student Association's Notre Dame Interfaculty Games (ND Gift), and any other sporting events determined by the Committee;
 - f) Manage the use and maintenance of Student Association sporting equipment including, but not limited to, the table tennis equipment and pool table equipment; and
 - g) Develop the access to sports at Notre Dame Sydney.
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

10 School Representatives

- 1) School Representatives will, among other things as determined by the Student Association Committee, and not limited to:
 - a) Supporting and assisting the Student Association Executives and Directors to organise and deliver the Student Association's events, initiatives and services;



- b) Scrutinise the activities and finances of the Student Association to keep the Committee accountable to the Student body;
 - c) Proactively communicate with and disseminate information to students in their school, including, but not limited to, promoting Student Association events and initiatives, and encourage student feedback;
 - d) Collate feedback from students to pass on the Student Association Committee;
 - e) Develop a relationship with their School Dean, including having regular meetings, addressing student concerns in the school and fostering understand of the Student Association.
 - f) Contribute to discussions and activities within the Student Association; and
 - g) Liaise with any relevant student club or society and any relevant University department and committee.
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

11 Postgraduate Representative

- 1) The Postgraduate Representative will, among other things as determined by the Student Association Committee, and not limited to:
- a) Supporting and assisting the Student Association Executives and Directors to organise and deliver the Student Association's events, initiatives and services;
 - b) Scrutinise the activities and finances of the Student Association to keep the Committee accountable to the Student body;
 - c) Represent and advocate the views and concerns of Postgraduate students in the University of Notre Dame Australia, Sydney Campus;
 - d) Develop a relationship with and liaise with the University Research Office and Higher Degree by Research Representatives on each School Research Committee of the University;
 - e) Contribute to the discussions and activities of the Student Association;
 - f) Proactively communicate with and disseminate information to Postgraduate students, including, but not limited to, promoting Student Association events and initiatives, and encourage student feedback; and



- g) Collate feedback from students to pass on the Student Association Committee.
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

12 Alumni Representative

- 1) The Alumni Representative will, among other things as determined by the Student Association Committee, and not limited to:
 - a) Support the University and its Schools in their endeavours to grow alumni engagement across the University community;
 - b) Effectively facilitate connectivity between alumni, the University community and its stakeholders;
 - c) Provide opportunities for alumni to develop lifelong connection with the University;
 - d) Develop a relationship, engagement and liaise with the Office of University Relations in the Sydney Campus of the University of Notre Dame Australia, especially the responsible officer for alumni;
 - e) Foster a collaborative relationship between the Student Association and the Office of University Relations;
 - f) If requested by the University, participate and contribute to an alumni consultative committee or equivalent;
 - g) Represent the views and interests of the alumni community of the University;
 - h) Contribute to the discussions and activities of the Student Association; and
 - i) Proactively communicate with and disseminate information to alumni through the Office of University Relations, including, but not limited to, promoting Student Association events and initiatives.
- 2) Failure to adhere to duties under the Student Association Constitution or any Regulation may constitute grounds from removal the office.



13 Immediate Past-President

- 1) The Immediate Past President will, in accordance with 11.5 of the Student Association Constitution:
 - a) Provide guidance and advice to the current Executive and Committee during the course of their term as requested.
 - b) Hold an advisory, non-voting position on the newly elected committee immediately following their term as President.
 - c) Have all rights and privileges of Ordinary Members under 7(1)(a) of the Student Association Constitution.

14 Sub-Committees

- 1) Any Portfolio Director of the Student Association Committee or the Student Association Committee itself may create sub-committees for the purposes of dealing with specific matters including, but not limited to, academic issues, Student Association marketing and publications, sports, or events.
- 2) The sub-committee may consist of any student currently enrolled on the Sydney Campus of the University regardless of whether or not they are a Committee member of the Student Association.
- 3) The relevant portfolio director, upon the creation of the sub-committee, will be the chair of that sub-committee and so, responsible for its activities.
- 4) If a member of the sub-committee attends a Committee meeting of the Student Association Committee, they will not have the right to vote nor be will they be counted towards satisfying quorum requirements unless they are concurrently a Student Association Committee member.
- 5) A sub-committee member, unless concurrently a Student Association Committee member, will not satisfy the qualification of prior service on the Student Association for the purposes of running for an Executive position at the annual general elections.
- 6) The Student Association Committee has the right through a majority vote to dissolve a sub-committee when it is deemed no longer required or not fulfilling its intended purpose.



Part 2 Code of Conduct: Student Association Committee

14 Offensive Behaviour

- 1) Committee members must not:
 - a) Use any form of violence and/or threat of violence upon any person(s); or
 - b) Engage in bullying, harassment, oppressive behaviour, or vilification.
- 2) Committee members are prohibited from the use of physical, emotional or other intimidation to influence the outcome of a hearing, meeting, motion of the Student Association, or any Committee or General Meeting.
- 3) Committee members are responsible for ensuring that bullying is not tolerated in the Student Association and for taking early corrective action to deal with all offensive behaviour.
- 4) Committee members are required to actively work towards the prevention of all offensive behaviours by:
 - a) Being aware of, identifying, and preventing all offensive behaviours;
 - b) Eliminating offensive behaviour regardless of whether a complaint is received about that behaviour;
 - c) Behaving in accordance with the principles of anti-discrimination and equal opportunity;
 - d) Providing leadership as a role model in relation to appropriate and professional behaviour in the Student Association; and
 - e) Respond promptly, sensitively, and confidentially to all situations where offensive behaviour is exhibited or alleged to have occurred.
 - f) Failure to adhere to duties and display or engage in offensive behaviour under the Student Association Constitution or any Regulation may constitute grounds for removal from the office.

15 Acceptance of Gifts and Benefits



- 1) Committee members, may neither solicit nor accept gifts or benefits, either for themselves or for another person, which might in any way, either directly or indirectly, compromise or influence them in their official capacity in the Student Association, or gives the appearance of doing so.
- 2) Committee members may accept occasional gifts or benefits, subject to section 15(1), where the recipient is satisfied that they cannot be compromised, or be seen as having been compromised, by accepting the gift or benefit.
- 3) Any gift or benefit that cannot be considered as occasional and token should be declined.
- 4) Committee members must report any offers of gifts or benefits intending to contravene this section as corrupt behaviour.

16 Conflicts of Interest

- 1) Consistent with the Student Association Constitution, committee members must not use their position to obtain private gain or advantage for themselves, their relative, or any entity in which they have a present or potential financial interest.
- 2) A conflict of interest exists when it is likely that a Committee member could be influenced or perceived to be influenced by a personal interest in discharging their duties as a Committee member.
- 3) It is the responsibility of the Committee member to declare any potential Conflict of interest that arises or likely to arise to the Student Association Committee.

17 Privacy

- 1) Any information obtained by a Committee member in the course of their duties is to be respected and used in a careful and prudent manner.
- 2) All Committee members must ensure the security of any confidential information or documents in their custody and surrender all material when they complete their term in Office.
- 3) In performing their duties, Committee members will respect the confidentiality and privacy of information entrusted to them.
- 4) Committee members must not disclose, or offer to supply, confidential or sensitive information except when authorised to do so as part of their normal duties, or when



required or permitted to do so by the SAUNDA Constitution and Regulations, University policies or by law.

18 Committee Member Ethics

- 1) Committee members represent the Student Association within the University, and must attempt to:
 - a) Uphold the reputation of the Student Association;
 - b) Foster positive recognition of the Student Association within the University; and
 - c) Act in the best interest of students and the Student Association.
- 2) All Committee members are expected to adhere:
 - a) To all policies of the Student Association, including the Student Association Constitution and Regulations; and
 - b) To the University's *Student Code of Conduct* and uphold the policies of the University.

19 Disclosure and Accountability

- 1) Committee members will:
 - a) Report back to the Student Association Committee regarding any relevant activities; and
 - b) Report honestly and accurately about the duties undertaken on behalf of the Student Association.
- 2) Committee members shall ensure that all decision are made on the merits of the case, without bias, and, where necessary, involving robust discussion.
- 3) Committee members are required to disclose any material interest they may have in a matter to the Student Association Committee and in circumstances where:
 - a) It is not appropriate for a Committee member to continue to handle a matter and it should be handed over to another Committee member; or
 - b) A Committee member is uncertain whether an interest that is remote or contingent should be considered 'material' then full disclosure is the principled course of action.
- 4) Committee members are accountable to the Student Association Committee for their actions.



20 Discharge of Duties

- 1) Committee members are expected to adhere to all policies of the Student Association, including the SAUNDA Constitution and Regulations.
- 2) Committee members shall ensure that their governance of the Student Association is in accordance with the principles of good governance, including transparency and accountability.
- 3) Committee members, in performing their duties, will:
 - a) Maintain and develop knowledge and understanding of their area;
 - b) Exercise their best ethical judgement and making decisions without bias using the factual information available;
 - c) Perform their duties diligently and conscientiously;
 - d) Act fairly and reasonable, carrying out work with integrity and objectivity;
 - e) Not prevent, or make it difficult, for other Committee members to do their job properly;
 - f) Not undermine others by making destructive or corrosive comments, including the spreading of gossip or rumours; and
 - g) Not behave in a manner that is hazardous or endangers the health or wellbeing of one's own person or others.
- 4) Committee members shall, where possible, attend all meetings and events of the the Student Association.
- 5) Committee members will make every attempt to be familiar with the resolutions of the Student Association Committee to facilitate its purpose and agendas.
- 6) Committee members will make every attempt to be familiar with the activities and initiatives of the Student Association to ensure that the Committee can discharge those activities or initiatives properly.

21 Student Association Committee Relations: Internal

- 1) Committee members will show respect to other Committee members at all times, including any responsibilities outlined in SAUNDA Constitution and Regulations prescriptive of behaviour towards Committee members.



- 2) Committee members are expected to contribute to deliberation and debates constructively and to avoid personal attacks in the conduct of deliberation or debate.
- 3) Committee members are expected to be inclusive of all other Committee members with backgrounds, abilities and/or opinions different from their own.
- 4) Committee members who observe unethical behaviour from other Committee members should report that to the Student Association Committee and addressed through the Grievance Procedures.

22 Public Relations

- 1) As the spokesperson of the Student Association Committee, the President is authorised to make public comments and sign agreements on behalf of the Student Association as a whole.
- 2) Committee members are authorised to help formulate public comments with the President.
- 3) Committee members are not authorised to make public comment and must obtain permission from the President or Student Association Committee on an explicit issue in order to make public comments on behalf of the the Student Association.
- 4) Committee members making public comments without the permission of the President or Committee must declare that they are expressing their own views and that such views are not necessarily those of the Student Association.

Part 3 Grievance Procedures

23 Application

- 1) The grievance procedure outlined in this Regulation applies to dealing with a complaint or concern raised by any Committee member regarding the conduct of another in the Committee. For the avoidance of doubt, if a Committee member receives a complaint or concern from a person external to the Committee about the conduct of another Committee member, which in the opinion of the Committee member that received the complaint or



concern should be dealt with under the grievance procedures, then they may submit a formal grievance under these Regulations pursuant to section 28(2).

- 2) The procedure shall be applied to the complaints or concerns in a way consistent with the principles of procedural fairness and impartiality.
- 3) The President, or the President's nominee, may elect to vary the steps set out in these grievance procedures for a particular matter if considered appropriate in all circumstances.
- 4) In determining the appropriate course of action in relation a grievance raised, the President shall have regard to any related processes, including University Policies or procedures.

24 Guiding Principles

1) Fairness:

- a) All grievance processes shall be guided by procedural fairness, such that a person against whom a grievance is made has the right to hear the concern and respond to it, and to provide any documents relevant to the matter.
- b) Grievance processes shall be guided by impartiality, sensitivity and fairness, such that the grievance shall be managed by persons who are impartial and free of any conflict of interest or bias in relation to any of the parties.
- c) The conduct of all parties in connection with the procedures shall be consistent with Part 2 of this Regulation.

2) Amicable Interactions:

- a) The preferred outcome of any grievance is amicable resolution between the parties.
- b) Parties will not be victimised by other parties to the grievance or by any Committee member as a result of raising a grievance or being involved in a grievance process.
- c) The grievance process shall be resolved in a timely fashion having regard to the nature of the concern raised and all relevant circumstances.

25 Responsible Parties

- 1) The President will oversee all grievance processes and decide on the appropriate steps to take in relation to a grievance, including, but not limited to:
 - a) Appointment of mediators, investigators, or Grievance Committees;



- b) Deciding to take no further steps in relation to a grievance; or
 - c) Deciding to refer and deal with a grievance under another appropriate process.
- 2) In the event that the President, or members of the Executive are party to a grievance, responsibility for administrating the grievance procedures will fall to the following, in order:
- a) Vice President;
 - b) Secretary;
 - c) Treasurer;
 - d) Academic & Welfare Director; or
 - e) Student Association Committee Nominee.

26 Responsibilities of Participants

- 1) All parties to a grievance are required to:
 - a) Cooperate and participate in the grievance process in good faith;
 - b) Not bring forward vexatious or frivolous grievances;
 - c) Be honest in statements made during grievance processes;
 - d) Maintain confidentiality in relation to the grievance;
 - e) Not victimise any party or participant in a grievance, or cause any other party to victimise any other party or participant in a grievance; and
 - f) Supply relevant information and documents when requested to do so.
- 2) All mediators, investigators and other individuals involved in the resolution or outcomes of a grievance, including members of the Student Association Committee or Executive, are additionally required to:
 - a) Uphold the guiding principles of the procedures in section 24 of these Regulations.
 - b) Declare any conflict of interest they may have in relation to a grievance, and excuse themselves from participating in relevant decisions or processes where appropriate;
 - c) Maintain the confidentiality of the parties to a grievance, particularly with respect to any documentation which may come to their possession in relation to the grievance;
 - d) Not abuse their position for personal gain or the personal gain of an associate; and



- e) Provide the individual handling the grievance with a report of their activities in relation to the grievance, as requested or in accordance with the reporting requirements under the Regulations.

27 Informal Resolution

- 1) Where possible, parties should seek to resolve concerns informally by directly approaching the person they believe is responsible for the issue and telling them what the issue is and asking them to stop or to behave differently.
- 2) As far as possible, the individual parties to a grievance should attempt to resolve the matter informally between themselves before resorting to more formal methods of resolution.
- 3) Where possible, informal resolution should be attempted prior to reporting a grievance to the President. If a party does not feel comfortable raising the issue with the person directly in this way, the party should speak to the Vice President about their concerns. The Vice President will explore ways to progress the matter, including by informal mediation or investigation.

28 Reporting Grievances

- 1) If an aggrieved person is unable to resolve their grievance informally, or does not feel comfortable attempting an informal resolution, they should report their grievance to the President.
- 2) Any person who received a formal report of a grievance from someone else should report it to the President in writing as soon as practicable.
- 3) Any person who reports a grievance must adhere to the privacy requirements of the Regulations.

29 Assessment of Grievance

- 1) Upon receiving a grievance, the President must assess the matter and determine the most appropriate way to deal with it. As part of this assessment, the President may conduct interviews with relevant parties, review documentation and conduct other steps considered necessary.



- 2) The President may decide to deal with a grievance in any manner considered appropriate, including:
 - a) Informal mediation between the parties;
 - b) Investigation;
 - c) Referring the matter to a different process;
 - d) Referring the matter to the Executive to make a determination in accordance with the process set out in the Regulations; or
 - e) Declining to progress the matter.
- 3) Once the President has completed their assessment and determined the appropriate way to deal with the grievance, the President must communicate this outcome to the aggrieved person.

30 Informal Mediation

- 1) If the President decides that informal mediation is the appropriate way to deal with a grievance the President must appoint an appropriate mediator to facilitate the informal mediation between the individuals involved.
- 2) Informal mediation may involve, but is not limited to, clarifying a misunderstanding, obtaining an apology, facilitating a discussion or agreeing on how to avoid similar incidents in the future.
- 3) The mediator should act in a manner consistent with the Regulations.
- 4) Following mediation, the mediator must make a report to the President which includes: the parties to the grievance, the nature of the grievance, the outcome of the mediation, and further action or recommendations for procedural change, if any.
- 5) The President will determine if either party needs to be contacted or if any further action needs to occur.
- 6) The President will be responsible for ensuring that any follow up action takes place.

31 Investigation

- 1) The President may determine that a grievance needs to be investigated. This may be necessary for more serious or contentious matters, or where informal resolution or mediation has been unsuccessful or not considered appropriate.



- 2) If the President determines that a grievance needs to be investigated, the President must communicate this to the parties.
- 3) The President can appoint any appropriately trained person who is external to the grievance to investigate the matter. For example, this may include another member of the Executive, a Committee member or a Notre Dame staff member.
- 4) The President may prepare Terms of Reference for the investigation which should include:
 - a) Any formation or evidence that has already been collected in relation to the grievance;
 - b) Any steps that have already been taken in an attempt to resolve the grievance (such as informational resolution or informal mediation);
 - c) Any implications of the grievance for the Student Association as a whole;
 - d) A description of what the investigator is required to do (e.g. make findings of fact and/or recommendations); and
 - e) Any other information considered relevant.
- 5) The investigator must comply with all relevant policies, procedure and laws, but can otherwise determine their own procedure for conducting the investigation.
- 6) The investigator will make a written report to the President that contains their findings, the reasons for their finding and any recommendations (if relevant).
- 7) The President can decide to obtain professional external advice in relation to the investigation of a grievance.

32 Handling of Investigation's Findings

- 1) Upon receipt of the investigator's report, the President will provide a written statement of the findings of the investigation to the Executive for consideration.
- 2) The Executive will decide whether to accept the investigator's findings, and will determine the appropriate outcome.
- 3) The Executive will provide a written statement of the outcome to the parties to the grievance, as considered relevant.

33 Resolutions and Outcome of a Grievance Process

- 1) Outcomes of a grievance process may include, but are not limited to:



- a) No action being taken;
- b) A party, or parties, to the grievance being required to make an oral or written apology to another party or parties;
- c) A party to the grievance being required to attend training or counselling as appropriate;
- d) Directions to an individual to cease or change behaviour;
- e) Referral to another resolution process such as under University policies and procedures; and
- f) Recommendations being made to the Student Association Committee.

34 Remedies and Disciplinary Action for Student Association Committee Members

- 1) In the case of Committee members, outcomes recommended to the Committee may include, but are not limited to:
 - a) A formal warning being issued to that Committee member or members;
 - b) A party, or parties, to the grievance being required to make an oral or written apology to another party or parties;
 - c) A party to the grievance being required to attend training or counselling as appropriate;
 - d) Directions to an individual to cease or change behaviour; and
 - e) Removal from the Student Association Committee or subcommittee in accordance with the Student Association Constitution.

Part 4 Amendment

35 Amendment of the Regulations

- 1) Subject to the Constitution, amendments to these Regulations shall be made by passing a special resolution at a committee meeting.
- 2) Motions to amend these regulations must be circulated with the agenda before being presented at the Committee meeting.



Amendment Table:

Version	Date	Proposed by	Approved by	Amendment
2	10/03/22	Heath Cauchi	Committee	Section 13 (1) a-c & logo