

Purpose:

The Avondale University (Avondale) Student Council is an elected governance body that oversees the independent allocation and expenditure of at least the minimum legislated amount of the Student Services and Amenities Fees (SSAF) collected each year for the benefit of all students in accordance with the mission, purpose and values of Avondale as an institution of the Seventh-day Adventist Church.

Terms of Reference:

The Student Council shall be made up of

- A majority of members who are either or both of the following:
 - Students currently enrolled in a course of study at Avondale for the calendar year;
 - Students who have been enrolled in a course of study at Avondale during any of the 3 immediately preceding calendar years; and
- A majority of members who have been democratically elected by currently enrolled Avondale students.

The Student Council will

1. Make independent decisions regarding the designation portion of the SSAF revenue in consultation with the Avondale Student Association (ASA) and the Avondale Nursing Student Association (ANSA) as required in these terms of reference;
2. Prioritise strategies and events that promote and enhance student wellbeing, mental health, safety and faith engagement;
3. Maintain and comply with policies and procedures relating to corporate governance, specifically relating to minutes, risk management, fraud prevention and financial controls;
4. Receive regular reports from the Avondale Student Association (ASA) and the Avondale Nursing Student Association (ANSA);
5. Make recommendations to, and advise, the Chief Students and Engagement Officer (CSEO), Executive Committee, and other standing committees on policies and practices regarding the overall student experience particularly in relation to student mental health, wellbeing and safety;
6. Receive, evaluate and grant funding proposals from the Avondale Student Association (ASA) and the Avondale Nursing Student Association (ANSA);
7. Provide an annual financial report to the Executive Committee on or before 15 December each year;
8. Keep and publish annual audited accounts in coordination with Avondale's Finance Office that record the Council's income and expenditure, including any transactions directly to or through Avondale University, itself;
9. Monitor the inclusion and engagement of all students, including those from equity groups and international backgrounds;
10. Evaluate the performance of funded services or activities and their effectiveness for supporting student success, satisfaction and wellbeing across student groups and campuses;
11. Assist with establishing mechanisms for receiving input on perceived priorities, usage and satisfaction with services and activities provided or desired;

12. In coordination with the Chief Students and Engagement Officer (CSEO) will consult with all students and notify them of the purpose and amount of anticipated SSAF revenue, the proposed allocation of funds and the mechanisms and timing used for establishing priorities; and
13. Ensure required information is published on Avondale's website in a timely manner.

Standing Orders of the Student Council:

1. The Student Council will coordinate with the Chief Students and Engagement Officer (CSEO) once a year to carry out a process that gives all students the opportunity to participate in electing the members of the Student Council for the following year.
2. The Chair of the Student Council will be elected by its members at the first meeting of the year.
3. Avondale University Council, through the Executive Committee, will provide adequate and reasonable support resources and infrastructure to allow the Student Council to carry out its functions.
4. Avondale Executive representatives will meet at least once each semester with the Student Council to consult on the priorities for usage of the SSAF revenue.
5. The Student Council is to ensure the designated portion of SSAF revenue is allocated only in accordance with subsection 19-38(4) of the HESA on the following items:
 - providing food or drink to students on one of Avondale's campuses;
 - supporting a sporting or other recreational activity by students;
 - supporting the administration of a club most of whose members are students;
 - caring for children of students;
 - providing legal services to students;
 - promoting the health or welfare of students;
 - helping students secure accommodation;
 - helping students obtain employment or advice on careers;
 - helping students with their financial affairs;
 - helping students obtain insurance against personal accidents;
 - supporting debating by students;
 - providing libraries and reading rooms (other than those provided for academic purposes) for students;
 - supporting an artistic activity by students;
 - supporting the production and dissemination to students of media whose content is provided by students;
 - helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
 - advising on matters arising under Avondale's Student Charter;
 - advocating students' interests in matters arising under Avondale's Complaint Resolution Policy or Procedure;
 - giving students information to help them in their orientation;
 - helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.

Membership:

Democratically Elected Student Members

ASA President (Lake Macquarie Campus and Online Students)

ANSA President (Sydney Campus)

Treasurer

Secretary

Undergraduate Student Representative

Post Graduate Student Representative
Student Representative from University Council

University Staff Members

Staff Advisor (non-voting member)

All positions elected on an annual basis, with a maximum of two terms.

Meeting Schedule:

The Student Council will meet at least four times per year, normally twice per semester, or at any time provided 1 week notice is given.

Quorum:

At any meeting of the Student Council, a majority of the total number of voting members shall constitute a quorum.

Report to:

The Student Council reports to the Executive Committee.

Relevant Legislation:

Higher Education Support Act 2003 (HESA) [subsections 19-38 and 19-39]

Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 (SSARA Guidelines)

Table of Amendments:

Version Number	1.0	Replaces Version	NEW
Date Published	25 February 2025	Scheduled Review Date	February 2030 or as needed
Approving Body	Executive Committee	Approval Date	24 February 2025
Policy Owner	Chief Students and Engagement Officer	Date first introduced	25 February 2025
Short description of amendment	New		