FITZROY SRC CHARTER

WHAT WE STAND FOR
The Fitzroy SRC is a group of health and wellness enthusiasts united by a shared interest in representing the student voice. Our aim is to work constructively with each other, as well as with the academic and administrative teams at the College, Campus and cross-Campus level to improve communications, academic support and facilities. The SRC also brings together modalities to build the student community through fun networking events.

THE THREE PILLARS
The Fitzroy SRC champions three key areas:

Advocacy
We offer meaningful support to any student facing difficulty during the course of their study. We refer issues affecting students to the relevant campus team member in a timely and constructive manner when appropriate. We aim to deal with feedback in a positive manner that shows both respect for the College and empathy for the student involved.

Community
We are committed to creating a welcoming College environment that respects and celebrates diversity and inclusivity. We run a variety of events and workshops that create opportunities to network and build relationships with fellow students and have some fun!

Decision Making
We are invited to Campus management meetings each trimester and are consulted on key decisions that impact the student experience. We work collaboratively with the Campus management team and staff to achieve outcomes that help make Fitzroy Campus a better place for all.

OUR PORTFOLIO STRUCTURE
Our portfolios reflect the three pillars of advocacy, community and decision making. The portfolios listed below are current at the time of publishing, however new portfolios are also welcome and we acknowledge that changes to these portfolios will occur as the needs of the campus change.

Advocacy portfolios: feedback and communications; involvement in orientation, open days and festivals.

Community portfolios: events; movie club; wellness classes; medicinal herb garden.

Decision making portfolios: management meetings; academic board reviews; the student forum.
SRC VALUES
As members of the SRC we agree to uphold the following values:

1. **Respect**: we welcome diverse viewpoints, listen to others and focus on what we can learn and how we can improve

2. **Integrity**: we act with sincerity, rather than undermining others

3. **Openness**: we are honest, timely and constructive in our communication with others

4. **Fairness**: we acknowledge the contributions of others and stand up for what is right and in the best interest of all Fitzroy campus stakeholders

5. **Leadership**: we aim to motivate and inspire the best in ourselves and each other

6. **Teamwork**: we work together cohesively under the three pillars of the Fitzroy SRC Charter

7. **Accountability**: we share responsibility in decision-making and are answerable to our actions and promises

**MEMBERSHIP TYPES**

**Active Members**
An active member is someone who meets the following criteria:

- is currently enrolled as a student at Fitzroy campus
- attends the majority of scheduled meetings (in person, via skype or phone). However if you are unable to attend it is expected that you update at least one other active SRC member who will be in attendance of any information relating to your portfolio
- votes on decisions related to SRC budget and portfolios
- actively participates in SRC events/activities
- regularly monitors and contributes ideas, encouragement and support on the Facebook student group(s)
- delivers or assists in the delivery of a portfolio
- demonstrates commitment to developing the group in a positive way
- abides by the SRC Charter

When an active member no longer attends meetings or breaches the Charter, they will be given an opportunity to recommit and if they are unable to, will be given the opportunity to become a member of the SRC Support Group.

**SRC Support Group**
A member of the SRC support group is a current Fitzroy Campus student who just wants to assist the SRC occasionally and bypass membership responsibilities. Support group members
are welcome to assist with SRC events when available, but are not involved in the implementation of SRC portfolios.

We acknowledge the importance of all roles in the SRC; each role is equally necessary to make the SRC an effective and resourceful group.

**HOW OUR TEAM MAKES DECISIONS**

In order to make a decision that impacts on either:

- SRC reputation
- SRC budget
- a new SRC portfolio

At least 50% of all active members must vote in favour of the proposal in order for it to pass. Voting for the purpose of decision making can occur during meetings or via email correspondence.

An active SRC member who is absent from a meeting where a vote occurred has five days from the date of when the meeting occurred in which to send an email to all active members detailing their vote. If they have not submitted their vote within this time period a decision will be made based on 50% of the active members who have voted.

Decisions relating to an already existing portfolio, which are not budget related, can be made by the person/people working on the portfolio, who must give an update of the project’s progress at SRC meetings. Decisions unrelated to the SRC reputation, budget or new portfolios are deemed minor decisions, which can be decided upon during an SRC meeting by majority assent of those members in attendance.

**MEETINGS**

**Purpose of SRC meetings (what will we achieve)**

The SRC meets regularly in person (or via Skype or phone where this is not possible) to present ideas and make decisions about current issues and projects. This is a forum to brainstorm new concepts, raise relevant issues affecting the student community and discuss suitable resolutions.

**Behaviours we agree to at each SRC meeting**

Everyone in our team agrees to embody the behaviours outlined below in and out of SRC meetings:

1. **Present:**
   - Active SRC members are expected to attend as many meetings as possible (classes/work permitting).
   - It is also expected that all members who miss a meeting will update themselves on the items discussed during the meeting and any action items raised.
2. **Relevant**
   - We arrive on time to all meetings and stay for the duration of the meeting and advise our team members when we can’t do so.
   - We do our best to keep to the timeline specified on the agenda.
   - Items not included on the agenda are to be raised at the next meeting, unless agreed as urgent by the majority of those in attendance.
   - We only raise agenda items that are relevant and align with our 3 pillars to ensure that their discussion in meetings constitutes a productive and efficient use of all SRC members time.

3. **Attentive**
   - Unless needed for communication purposes where a member cannot be present for a meeting but is dialing in, or where the Timekeeper is using their mobile phone to time the meeting, all mobile phones should be switched off or on silent.
   - We only use our laptops to take minutes or to show something relevant to the meeting.

4. **Listen**
   - One member talks at a time.
   - One opinion does not dominate, all members will be given the opportunity to share their opinion/s.

5. **Courageous**
   - We speak up and communicate our thoughts and feelings with honesty and respect.
   - We’re empowered to speak up should a line be crossed.

6. **Accountable**
   - We are empowered to take ownership of our ideas and make them happen.
   - We use our support network to help us achieve our goals.
   - We keep our promises when we say we’re going to do something.
   - If we can’t fulfill our promises we ask for help.

These behaviours are important to having a healthy, fun and honest working environment.

**Meeting roles**
Active members will take turns to be the Chairperson, Timekeeper or Minute Taker at each meeting and share administration across the team and with Erin at Student Services. If a member is not able to attend a meeting in which they have an allocated role, it is their responsibility to find another member to take on that role.

- **Chairperson**
  It is the role of the Chairperson to send an email asking for any agenda items one week prior to the scheduled date of the meeting. The Chairperson then sends the final agenda out
to all active members 3 days prior to the meeting. The Chairperson provides printed copies of the agenda for the meeting, which can be obtained from Student Services.

- **Timekeeper**
  The role of the Timekeeper is to make sure the meeting runs to the agenda, by keeping time and moving the discussion along when items go over their designated time.

- **Minute Taker**
  The Minute Taker must take notes on the discussions occurring throughout the meeting and mark any action items that may arise. The Minute Taker must send out the minutes within a week after the conclusion of the meeting.

**COMMUNICATION**
We use email as our primary method of communication and share documents on the SRC Google drive. It is requested that members 'reply all' to all SRC email threads and do not delete anything from the Google drive without asking the group. All minutes, agendas and key SRC documents are to be saved in the relevant folders on the Google drive.

The SRC email is accessible to all members and must be checked on a regular basis.

**EXITING MEMBERS**
In order to keep the SRC productive, members may be asked to leave if:
- their behaviour is aggressive or consistently negative, and/or
- members repeatedly don’t deliver on commitments

Those who leave the SRC are removed from voting rights, SRC email access and communication streams.

It is our hope that all past members go on to become an SRC advocate or ally.