

Terms of Reference Student Council

1 Purpose and scope

AIE Institute's Student Council (the Student Council) is established by the Board of Directors as a sub-committee of the Academic Board and acts as a mechanism to encourage engagement between the student body and the governance and management of AIE Institute.

Being a sub-committee and not a separate legal entity, the Student Council has no power to represent or bind AIE Institute and no power to spend money or incur debts. It holds no authority to delegate tasks to other persons, its purpose solely being that of a conduit between students and the Academic Board and Board of Directors.

2 Objectives

As the voice of the student body, the objectives and responsibilities of the Student Council are:

- a. To provide a forum for students to share their views and ideas regarding the student experience
- b. To promote an environment for students to build relationships with their peers
- c. To represent the student community's views, through the President as a member of the Academic Board
- d. To provide recommendations to the Academic Board on potential improvements to the student experience, including the effectiveness of policies and procedures
- e. To report annually to the Board of Directors on student matters.

3 Membership

The Student Council consists of:

- a. The President
- b. The Vice President
- c. The Secretary
- d. Five General Members

The Student Council should preferably include at least one representative from each campus.

3.1 Roles

The President is the Student Council's representative as a guest on the Academic Board. The President must sign all minutes of the Student Council meetings.

The Vice President is the President's proxy for attending meetings of the Academic Board when the President is unable to do so.

The Secretary is responsible for ensuring accurate records are taken and retained of the notices and minutes of each Student Council meeting.

All members are generally responsible for ensuring that they are active members of the student body to effectively convey all students' views and perspectives to the Academic Board.

4 Elections

The Student Council is elected annually as per the academic calendar.

4.1 Votes

All students are entitled to vote by secret ballot in a manner determined by the Academic Board.

4.2 Electees

In respect of each position, the Academic Board declares the candidate with the greatest number of votes as elected.

4.3 Term

Any elected candidate holds their position for two years unless they resign or are removed from office earlier by the Academic Board.

4.4 Vacancies

The Student Council may, by resolution, appoint any student to fill a casual vacancy if that student has consented in writing.

5 Meetings

The Student Council must meet regularly in an agreed manner at least 4 times per year and conduct itself according to the following principles:

- a. **Notice:** Sufficient notice of meetings should be given to all members, depending on the gravity and urgency of the matters for discussion
- b. **Forum:** Meetings may be conducted face-to-face, by telephone, by videoconferencing or teleconferencing technologies, including online via web conferencing or similar technology
- c. **Quorum:** The quorum for a meeting is 50 per cent of the Student Council, at least one of whom must be the President or the Vice President
- d. **Conduct:** The Chair of each meeting is the President, or if the President cannot attend, the Vice President
- e. **Resolutions:** A resolution is valid if supported by a majority vote of those present
- f. **Circulating resolution:** A resolution in writing signed by all the members is as valid and effectual as if it had been passed at a duly constituted meeting at the time the resolution was last signed. It may consist of several documents in like form, each signed by one or more of the members.

6 Code of Conduct

In discharging their role, each member of the Student Council must:

- a. Keep their comments to matters before the Council
- b. Attend meetings, be punctual, and come prepared
- c. Act in the best interests of the student community at AIE Institute and not bring the student community or AIE Institute into disrepute
- d. Act lawfully and appropriately as a representative of student views
- e. Comply with all AIE Institute policies and procedures
- f. Not make false statements or falsify records
- g. Act appropriately to not gain advantage for themselves or others
- h. Not make offensive statements or comments or behave improperly
- i. Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest.

7 Dismissal

The Academic Board may by resolution immediately terminate any student's membership of the Student Council if it reasonably resolves that

- a. the student has breached the Code of Conduct
- b. the student is otherwise unsuited to be a student representative such as
 - I. breaching other applicable policies of AIE Institute, or
 - II. being an unreliable or destructively disruptive member of the Student Council.
- c. the student repeatedly fails to attend scheduled meetings.

Any consideration of a resolution to dismiss a student's membership of the Student Council is decided in such manner (as to notice, hearing, evidence etc) as the Academic Board resolves from time to time.

8 Related documents

The following documents are related to these terms of reference:

- a. Constitution of AIE Institute Limited
- b. Delegation Register
- c. Delegations Policy and Procedure
- d. Governance Framework
- e. Student Code of Conduct
- f. Terms of Reference AIE Institute Academic Board
- g. Terms of Reference AIE Institute Audit and Risk Committee
- h. Terms of Reference AIE Institute Board of Directors
- i. Terms of Reference AIE Institute Course Advisory Committee
- j. Terms of Reference AIE Institute Executive Management Committee.

9 Review

Three years from commencement.

10 Accountabilities

The Board of Directors is responsible for review and approval of this policy, with input from the Academic Board.

11 Revision history

Approval authority	Contact person	Revision due date	Revision date	Approved date	Version no.	Revision description
Board of Directors	President	15/02/26				New document
			30/04/19	v1.0		BoD approval
				v1.1		BoD approved final edit
			27/05/21	v2.0		BoD approved.
			07/10/21	V3.0		BoD approved.
			27/10/22	V4.0		BoD approved.
Academic Board	Chair		28/1/26	25/11/25	v5.0	AB approved minor amendments to clarify role of president at AB meetings.
Drafting details						
Prepared by	Preparation date	Revised by	Revision date	Draft no.	Revision description	
HL	28/03/19			0.01	Preparation of new document	
		NT		0.01NT	Minor edits	
		MK	4/4/19	0.01NT-MK	No edits. Just clarified that there will be 1 Student Council meeting over Teams or Online	
		NT	16/4/19	v0.03	Endorsed by AB 16 April. AB amendments at 1 Purpose and scope, 3 Responsibilities, 4.2.1.2 Quorum, 4.2.1.3 Appointment of proxy, 4.2.1.9 Dismissal, 5 related documents.	
		CG/NM	30/04/19 – 22/06/21	v0.04	Added wording to Purpose and scope as agreed at 30-Apr-19 BoD meeting. Copyedited and proofread; new template applied; AIE Institute objectives moved to 'Purpose and scope' and more specific Student Council objectives added.	
		AB	24/06/21	V2.0	Tabled at AB for endorsement to objectives. Endorsed for BoD approval. Updated to v2.1	
		BOD	15/07/21	V2.1	Tabled at BOD	
		SC/NM	29/07/21	V2.2	TOR rewritten to include only necessary details; inclusion of Student Council objectives; copyedited and proofread new version and	

			applied AIE Institute template and styles.
MK	27/09/21	V2.3	As suggested in AB meeting dated 23.9.2021, clarified membership, election and dismissal sections
CG	07/10/21	V2.4	Amendments requested at BoD meeting.
JS	7/10/22	V3.1	Duration of term amended to 2 years (to ensure continuity of members) - as per recommendation from CAC meeting on 24 August.