

**Auckland University of Technology Student Association | Tāmaki Herenga Tauria
Student Representative Council Meeting**

AGENDA

Date: Thursday 19 September
 Time: 12:00 pm – 2:00 pm
 Venue: WG517, City Campus | [Microsoft Teams](#)
 Chair: Alicia Lemmer - President
 Attendees: Sophie Lei - Design and Creative Technologies Faculty Representative
 Louisa Marschner - Health and Environmental Sciences Faculty Representative
 C Fonseca – Culture and Society Faculty Representative
 Sharmin Memon - North Campus Representative
 Rohan Patel - City Campus Representative
 Merlin Babu – Wellbeing Officer
 Jie Yin – International Affairs Officer
 Kelsey Moleu - Diversity Affairs Officer
 Chloe Macdonald – Disability Affairs Officer
 Āria Harrison-Sparke - Māori Affairs Officer

Apologies: Tasfia Mahmood – Vice President Academic
 Regina Tao – Vice President Community
 Ayse Almila Kilic - Business, Economics, and Law Faculty Representative
 James McBain – South Campus Representative

In attendance: Ashrit Nand – AUTSA Advocate

SRC KARAKIA

Whāia rawatia te mōhiotanga
 me te mārama ki ngā kōrero a tēnā, a tēnā.
 Kia kaha, kia māia e tutuki ai ngā wawata me ngā tūmanakotanga
 Kia ngākau māhaki, kia aronui ki ngā whakatau a ētahi atu,
 Kia manawanui, kia manawaroa, kia aroha tētahi ki tētahi
 Mā te mahi tahi i raro i ngā kaupapa o te tika me te pono
 e ora ai tātou katoa o Te Wānanga Aronui o Tāmaki-makau-rau

We seek wisdom, understanding,
 insights into the views and circumstances of others,
 strength to seek what we believe in,
 humility to accept the combined decisions of others,
 patience, good humour at all times, tolerance and courtesy,
 while working in the best interests,
 of our community at the Auckland University of Technology.

#	AGENDA	TIME
1	Attendance, quorum, conflicts of interest, call for general business items	2
2	Motion to Ratify August 22 Meeting Minutes	2
3	Motion to Accept the President’s Report	3
4	AUTSA Constitution Discussion	10
5	AUTSA x Titahi Ki Tua Memorandum of Understanding Discussion	10

6	Advocacy Roundup with Ashrit	5
7	SRC Report Roundup	20
8	Event Collaboration Invitation with the Diversity Affairs Officer	5
9	General business	

CLOSING KARAKIA

Kia whakairia te tapu
 Kia wātea ai te ara
 Kia turuki whakataha ai
 Kia turuki whakataha ai
 Haumi e. Hui e. Tāiki e!

*Restrictions are moved aside
 So the pathways are clear
 To return to everyday activities*

**Auckland University of Technology Student Association | Tāmaki Herenga Taurira
Student Representative Council Meeting**

DRAFT MINUTES TO BE RATIFIED AT THE NEXT SRC MEETING

Held on Thursday 22 August 2024 | 12:00 pm – 2:00 pm

Chair: Alicia Lemmer - President

Attendees:

- Louisa Marschner – Health and Environmental Sciences Faculty Representative
- James McBain – South Campus Representative
- Rohan Patel – City Campus Representative
- Chloe MacDonald – Disability Affairs Officer
- Jie Yin – International Affairs Officer
- Kelsey Moleu – Diversity Affairs Officer (arrived after 12:25pm)
- Merlin Babu – Wellbeing Officer (online)

In attendance:

- Tom Vasey – AUTSA Election Officer
- Ashrit Nand – AUTSA Advocate
- Ashley Kirkness – AUTSA Head of Events

Apologies:

- Tasfia Mahmood – Vice President Academic
- Regina Tao – Vice President Community
- Ayse Almila Kilic – Business, Economics, and Law Faculty Representative
- Sophie Lei – Design and Creative Technologies Faculty Representative
- C Fonseca – Culture and Society Faculty Representative
- Madz Crouth – AUTSA Head of Student Communities

Absent:

- Sharmin Memon – North Campus Representative
- Āria Harrison-Sparke - Māori Affairs Officer

Minutes: Willy Leiataua – Student Representative Coordinator

SRC KARAKIA, QUORUM, CONFLICTS OF INTEREST, GENERAL BUSINESS ITEMS	
<p>The meeting started at 12:12pm with a quorum of eight SRC members met. James recited the SRC Karakia. Alicia would present the President’s Report verbally, and that reports from Regina and Tasfia were not currently available. The council then went over the meeting agenda. One general business item to note was an event planning proposal by Kelsey.</p> <p>Amendment: it has since been confirmed that Tasfia submitted the Vice President Academic Report two days prior to the meeting, but it was not attached to the meeting documents.</p>	
#	AGENDA
2	<p>12:18pm: Motion to Ratify July 24 Meeting Minutes</p> <p>Forwarded by: James</p> <p>Seconded by: Roham</p> <p>There were no further comments, and the minutes were ratified.</p>

3	<p>12:19pm: Motion to Accept the President’s Report</p> <p>Alicia gave the President’s Report verbally.</p> <ul style="list-style-type: none"> • Prior to the meeting, the University Advisory Group visited the North Campus, and Alicia was present for the visit with Jie, Louisa, and Tom from AUTSA Advocacy. • The Memorandum of Understanding between AUTSA and Titahi Ki Tua, the AUT Māori Student Association, is ongoing. • Alicia attended a conference with Regina and AUTSA General Manager Jo-Hill Ismail. • Other general updates included the rollout of three-day extensions, the Turnitin Draft Coach, and the opening of North Campus’ new AZ Building, named Tukutuku. • The AUTSA Board is currently looking for a new independent director. • The AUTSA Constitution is undergoing changes and will be put forth for feedback and a vote in a Special General Meeting happening in October. <p>The verbal report was accepted with no opposition.</p>
4	<p>Motion to Accept the Vice President Academic’s Report</p> <p>This item was pushed to the next meeting.</p>
5	<p>Motion to Accept the Vice President Community’s Report</p> <p>This item was pushed to the next meeting.</p>
6	<p>12:25pm: AUTSA Elections Update with Tom Vasey</p> <p>Usually heading AUTSA’s Advocacy service, Tom is present as the Election Officer, overseeing election operations for next year’s Student Representative Council. The Declaration of Candidates have been released. The next stage is the voting period.</p> <p>Tom spoke on limitations and ambiguity with AUTSA Elections due to how it’s laid out in the current AUTSA Constitution. This leads to an election policy that could standardise requirements in future elections and clarify eligibility requirements.</p> <p>Tom and the SRC discussed how to potentially approach vacancies and filling them, and how often to do so. Tom mentioned conduct checks from AUT must take place for every student wanting to run for candidacy in the SRC space, which can be a lengthy process outside of the official election period. Frequently going through the process, especially with AUT, throughout the year to fill vacancies outside the election period would not be ideal.</p> <p>Alicia proposed having a post-election vacancy fill-in meeting, as a starting idea.</p>
8	<p>12:52pm: Motion to Accept the Resignation of the Postgraduate Affairs Officer</p>

	<p>Postgraduate Affairs Officer Rao Naumaan Nasim Khan graduated from AUT in the Winter Graduation Season and, as per the AUTSA Constitution, has automatically resigned from the Student Representative Council. Rao sent the following resignation email to Alicia:</p> <p><i>“Kia Ora, Madam President, Through this email I want to inform you that I have graduated from the AUT on 1st of August. Therefore, kindly accept my resignation from the office of the postgraduate affairs officer of AUTSA. Please let me know if you do need any further information in this matter.</i></p> <p><i>Regards Rao”</i></p> <p>The SRC accepted Rao’s resignation. James asked Alicia to send Rao the council’s regards for his future.</p>
	<p>BREAK at 12:56pm. Ended 1:03pm.</p>
<p>10</p>	<p>1:04pm: Advocacy Roundup with Ashrit Nand</p> <p>Ashrit explained AUTSA’s Advocacy service, which facilitates issues and matters related to (but not limited to) academic representation, complaints, and tenancy issues. Louisa asked for clarification on complaints and what areas are covered. Ashrit noted purely academic-related issues, or problems with lecturers, or AUT’s processes in general.</p> <p>There were no academic-related issues brought up.</p>
<p>7</p>	<p>1:07pm: SRC Event Planning Changes with Ashley Kirkness</p> <p>Ashley laid out a process for future SRC event and funding proposals – event proposals being one proposal and funding proposals being another:</p> <ul style="list-style-type: none"> • Give at least three weeks’ notice for an event • Inform Willy of the event pitch as soon as you come up with it. Willy will then inform Ashley and there will be a three-day turnaround to process and suggest meeting times to discuss your event • Before the meeting, fill out the event planning form and the Risk Assessment Method Statements (RAMS) form. The event planning form is a must; however, the RAMS form is not urgent but requires an attempt at filling in, at least. For the event planning form, be extremely specific about what your event is, its justification, when it is, how it will run, etc. The less details there are, the more likely your event will be declined. Your filled out event planning form sets up expectations on your working relationship with Ashley. • The above forms must be sent to Ashley three days before the initial meeting. • The forms will be discussed in the half-hour meeting. • You will leave the initial meeting with a task list (i.e. ensure it’s an agenda item in the next possible SRC meeting, researching catering options) • Every week until your event, there will be a half-hour checkup meeting to see where you are tracking in event preparation. This is also the time to inform AUTSA Events what’s needed, what’s missing, what’s on your mind, meaning any possible emergencies can be sorted in advance. <p>Funding proposals go through the same process. Ashley clarified that SRC clear how much funding is approved – AUTSA Events handle purchasing and organising catering delivery</p>

	as well as equipment pickup. Ashley emphasised a requirement for SRC members to have at least two members part of the event for support, with consideration given to capacity.
9	<p>1:22pm: SRC Report Roundup with Willy Leiataua</p> <p>The SRC brought up activities either from their reports or since the last meeting:</p> <ul style="list-style-type: none"> • Jie mentioned an upcoming change from Immigration New Zealand in October, which may see international students paying triple times the visa fees they are paying now. A press release about the change is pending. • Louisa discussed much of her updates in the following agenda items. • Rohan pointed out a campus-based perspective on AUTSA and its visibility to students. • Kelsey noted planning progress on an upcoming Leadership Workshop. • James highlighted more AUTSA and SRC visibility on South Campus. He has met with a potential candidate for his position. • Chloe noted that the newly established Disabled Students Association was recently affiliated with AUTSA. She also noted complaints from students about their accessibility-related accommodations for study. • Merlin is working on a potential buddy system to implement across AUT through AUTSA, with ongoing planning to ensure it is different from similar iterations attempted by AUT. • Rohan: provided an update regarding Student Job Search as part of the Student Job Search Advisory Committee, mainly about changes to the service’s website.
12	<p>1:37pm: SRC-wide Discussion led by the Health and Environmental Science Faculty Representative</p> <p>In a progressive update, Louisa noted occupational uniforms for students on placements were now more affordable after many conversations with the faculty. Louisa noted from a recent meeting with HES Academic Student Representatives grading issues as well as issues with accommodations becoming less accommodating throughout a student’s time studying, which may impact their work experience post-uni. These accommodations extend beyond students with disabilities, such as students with religious and/or cultural customs. The SRC discussed how to go about gauging students’ thoughts on their experiences with study accommodations, as well as how to go about finding solutions for these issues, acknowledging this is a big area to cover.</p> <p>Louisa then led a discussion with the SRC about Artificial Intelligence (AI) being integrated into AUT. The SRC noted differing reactions to AI at AUT, ranging from branding AI as “demonic” to branding it as “useful”. The discussion then moved into how and when AI could be used, and whether further education and professional development for AUT staff as well as an AI orientation for students would be required to further integrate AI into AUT in a positive way.</p> <p>The SRC then discussed the idea of more opportunities for student-to-student tutoring. Rohan mentioned an existing initiative in the BEL faculty for first year students taking core papers. James noted CSOC’s Education block offers drop-in sessions for papers. Kelsey noted there was a peer mentoring initiative that ended in late 2022.</p>
13	1:57pm: General business

	Kelsey spoke about an upcoming event in Week 8 – a leadership workshop. The workshop stemmed from a want to impart leadership skills onto attendees with a presentation and interactive activities.
James recited the karakia to conclude the meeting at 2:10pm.	

SUMMARY OF ACTION POINTS		
ACTION	WHO	DUE
There were no action points raised.		

Proposed Constitution Changes - Summary for Members

August 2024

Purpose: This document outlines all the proposed changes for members to see in one single place. It is not a substitute for reading the new constitution – however it does hopefully explain some of the items that may have questions.

Proposed Change(s)	Why is this change important?
<ul style="list-style-type: none"> • Memberships: <ul style="list-style-type: none"> ○ clarifying the membership categories and associated rights / benefits; and ○ clarifying how a person consents to becoming a member. 	<p>Clarifying what it means to be “a member” of AUTSA. How you become a member and cancel your membership as well as the types of membership, being Current Student Member and Alumni membership.</p>
<ul style="list-style-type: none"> • Governance: ensuring provisions relating to board processes and governance are robust and flexible. 	
<ul style="list-style-type: none"> • Elections: setting out clear processes for how the Board and executive roles are elected/appointed. 	<ul style="list-style-type: none"> - The current way this is written means any changes are incredibly hard. The core of the election process is set out in the new constitution. This will be accompanied by a policy which enables more flexibility over time. - The board when consulting with the SRC has more flexibility to ensure the election process is fit for purpose in a given election cycle.
<ul style="list-style-type: none"> • Terms: ensuring that the tenure for each role is clearly specified and if the scope of Board discretion. 	<ul style="list-style-type: none"> - Currently the terms of roles can be unclear. - Previously it was suggested that VP's have a two year term - this was supposedly passed however never enacted so VP's will now have a two year term not one year.

Proposed Constitution Changes - Summary for Members

August 2024

<ul style="list-style-type: none"> • Membership Fees: clarifying how membership fees are set and the associated payment obligations. 	<ul style="list-style-type: none"> - AUTSA relies heavily on its contract with AUT for the majority of its income. - In the future the organization may need to charge a small fee to members (or say Alumni members). This clause gives it the flexibility to do so. - There is no intention to charge members anything at present.
<ul style="list-style-type: none"> • Remuneration: providing that AUTSA may pay fees to the Board members in accordance with a contract for service and on an arms-length basis. 	<ul style="list-style-type: none"> - The board is currently paid fee's to perform their duties. We are clarifying this fact along with how, if the board needed to increase the amount paid it would do so. - This is about increasing transparency and ensuring members hold their elected & appointed board members accountable. If we do X then we need to do Y.
<ul style="list-style-type: none"> • Contact person and register of members: providing for both of these. 	
<ul style="list-style-type: none"> • Disputes: adding new provisions with procedures for resolving disputes between members and between members and AUTSA, including how a complaint may be made. 	<p>Here are the standards we hold people to Code of Conduct policy here Values</p>
<ul style="list-style-type: none"> • Conflicts of interest: adding new provisions defining and setting out procedures for dealing with conflicts of interest. 	<ul style="list-style-type: none"> - We want to ensure that the way Conflicts of Interests are handled is transparent, fair and avoids putting people into challenging situations. - This clause clarifies how the board and staff would ensure this is enacted.

Proposed Constitution Changes - Summary for Members

August 2024

<ul style="list-style-type: none"> Officers: providing for officers' duties as codified in the new Act, and defining the scope of the "officer" role (including ensuring that officers and paid staff of AUTSA are clearly distinguished). 	<ul style="list-style-type: none"> We are setting out that the "officer" role is distinct from paid staff to avoid confusion. We are also clarifying the "duties" that these officers need to perform, again to avoid confusion. Lastly we are ensuring we don't accidentally see roles become "officers" and expose them to additional liability and duties that may not be reflective of their role e.g. SRC. <p>Word officer makes people more liable / increases the stakes</p>
<ul style="list-style-type: none"> Meetings and voting: simplifying meeting processes for the Board and SRC while building in flexibility. Ensuring that meeting and voting procedures generally are consistent with the new Act. 	
<ul style="list-style-type: none"> Board resignation: ensuring resignation provisions are robust – resignation should be effective immediately after resignation is presented. 	
<ul style="list-style-type: none"> Indemnity and Insurance: ensuring the Board can purchase appropriate insurance and provide suitable indemnities to the Board and CEO. 	<ul style="list-style-type: none"> We put our board members into big roles that have large legal and social obligations. This is about ensuring that our members are insulated if something does wrong financially from these. This is a very common clause / mechanism many organizations follow. Think about this as car insurance and third party car insurance incase you accidentally prang your friends car.

Proposed Constitution Changes - Summary for Members

August 2024

<ul style="list-style-type: none"> - Making all the big words of importance are clear and understood. Creating a common language. - An indemnity allows - The organization can purchase insurance on behalf of its board members. 	<ul style="list-style-type: none"> • Definitions: adding a definitions section and using definitions from the Act where possible.
<ul style="list-style-type: none"> - If we ever closed our doors – this really sets out what would happen to any “cash or assets” left after paying all the bills. As a registered charity any funds left over MUST go to another charity – NOT to its members. 	<ul style="list-style-type: none"> • Distribution / wind up: ensuring that the wind-up provisions are consistent with the new Act, including distribution of surplus assets. <i>The Constitution will also be updated into a new format which is consistent with the criteria set out in the new Act.</i>
	Commitment to Te Tiriti of Waitangi
	Clubs
	Proxy Votes
	Student Council