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## AGENDA – ANUSA ANNUAL GENERAL MEETING (AGM) 2021

Tuesday, 25 May 2021 6:15pm, Zoom

<https://anu.zoom.us/j/84501737767?pwd=YkNVS1BXNy93ZHd1NWE2dnROaFRmZz09>

Meeting ID: 845 0173 7767

Password: 539492

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### Item 1: Meeting Opens and Apologies

- 1.1 Acknowledgement of Country
- 1.2 Apologies
- 1.3 Chair outlines standing orders for the meeting

### Item 2: Passing the previous meeting's minutes

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### Item 3: Reports

- 3.1 President's Report (M. Janagaraja) [Reference A]
  - 3.2 Treasurer's Report (S.J. Law) [Reference B]
  - 3.3 Report of the Financial Review Committee, 2020 (S.Winn) [Reference C]
- Note: S. Winn resigned from the Financial Review Committee in order to take up a position in the Disabilities Department. As such, she will only be able to comment on her work prior to her resignation.*

### Item 4: Elections

#### 4.1 Election of the Financial Review Committee

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### Item 5: Motions on Notice

#### Motion 4.1: Amendments to Finance Regulations – Voting Thresholds

*Preamble:*

The following motion amends the Finance Regulations to provide for the introduction of the Welfare Officer and Clubs Officer in 2021. It does this by adjusting the voting thresholds contained in the Finance Regulations as they pertain to the Executive given that there will now be 7 as opposed to 6 members.

*Motion:*

To amend the Finance Regulations as follows:

1. Amend reg 3.3.10 as follows:

3.3.10 It is not a requirement for any members of the Executive to be engaged for particular hours in providing service to ANUSA. If a member of the Executive is unable to contribute at the level anticipated in the allocations set out above, the Executive, with the agreement of six of the seven members may determine in writing an appropriate proportional allocation reflecting the level of contribution each member is able to make and reallocate proportions between members, without increasing the overall budget allocated to remuneration of members of the Executive as a whole.

2. Amend reg. 3.4.1 as follows:

3.4.1 The ANUSA Executive may by a decision of five of the seven members present at a meeting decide to reduce, suspend or withhold payment of the stipend in its entirety or for a specified period or by a specified amount for a member of the Executive if in the opinion of the Executive the member is failing to adequately perform the duties of their office. The executive must counsel the member and provide them with a reasonable opportunity to remedy the identified shortcomings in performance before reducing, suspending or withholding the stipend in whole or in part (refer to section 50 of the *Associations Incorporation Act 1991 (ACT)*).

Mover: Meghan Malone

Seconder:

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#### **Motion 4.2: Amendments to Finance Regulations – Introduction of an additional Executive stipend**

##### *Preamble:*

The following motions seeks to amend the Finance Regulations to include both the Clubs and Welfare Officers as committed to at OGMs 3 and 4, 2020. It does so by providing that both the Clubs and Welfare Officers will receive compensation at 40% of the President's stipend (an equal Junior Executive compensation). This means that the total cap on Executive stipends will need to be increased to account for an additional wage.

The Governance Reform Committee, alongside the General Secretary, engaged in consultation concerning options that would not impose a financial burden on the association. The Treasurer prepared reports for the Committee concerning where funds might be drawn from and what effect they might have on the association. One alternative suggested was that hours be reallocated among the Executive such that the cap would not need to be increased and Executive could still be compensated at a standard hourly rate.

The ultimate view reached, largely as a result of conversations with the Executive about where hours might be reallocated, was that until the Welfare and Clubs Officers have actually commenced work, it will be impossible to ascertain what contributions they might make. Particularly, it is unclear how they might detract from the workload of other officers. As such, the stipend of the Welfare Officer can be drawn from reserves for 2022 without detracting from the functions of the association. However, a later motion will, if passed, commit the Executive to review this stipend allocation at a later date given that wages cannot be drawn from reserves in the long-term.

The \$180,779 figure is merely the prior \$161,288 with the added \$19,491 assigned for Junior Executive by the 2017 default amounts (does not include CPI but does include superannuation contributions).

##### *Motion:*

That the Finance Regulations be amended as follows:

1. Amend reg 3.3.6 as follows:

3.3.6 The stipend for the Clubs Officer shall be for a maximum of 40% (estimated average of 14 hours per week) of the President's stipend.

2. Insert reg 3.3.8.1:

3.3.8.1 The stipend for the Welfare Officer shall be for a maximum of 40% (estimated average of 14 hours per week) of the President's stipend.

3. Amend reg 3.3.13:

3.3.13 The total amount allocated for remuneration (Stipend and Superannuation) based on the 2017 default amount is \$180,779 (subject to CPI increase as established by 3.3.15).

Mover: Meghan Malone

Seconder:

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#### **Motion 4.3: Transitional Provision for Finance Regulation Changes**

*Preamble:*

These changes passed to the Finance Regulations should not affect the compensation structure of the 2021 Executive. Rather, they should only come into effect at the date upon which the 2022 Executive commences their terms.

*Motion:*

To insert reg 3.3.17 and 3.3.18:

3.3.17 Any amendments to the Finance Regulations passed at the ANUSA AGM, 2021 will not come into effect until December 1, 2021, the date at which the new 2022 ANUSA Executive commences their terms. For clarity, these changes will not affect the stipend structures of the existing 2021 ANUSA Executive.

3.3.18 This provision alongside 3.3.17 will be removed from the Finance Regulations on December 1, 2021, as the changes passed come into effect.

Mover: Meghan Malone

Seconder:

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#### **Motion 4.4: Commitment to Review the Updated Finance Regulations**

*Preamble:*

There are likely to be high costs associated with the introduction of another Executive wage and the increase of the cap on Executive stipend. While it is possible to pay the Welfare Office out of reserves in the short term, this is unlikely to be feasible into the future.

Furthermore, it is difficult to decide on a reallocation of hours/compensation among the Executive at this time before we have been able to assess the workload and achievements of the Clubs and Welfare Officers.

As such, it seems appropriate to enshrine a form of review mechanism such that, after having a number of months to assess the new Executive composition, a new allocation of funds among the Executive may be decided upon. Alternatively, it may be discovered that it is not possible to reduce hours or compensation anywhere among the Executive and that budget cuts may be found elsewhere.

*Motion:*

1. The ANUSA Executive should engage in a review of the Finance Regulations as they apply to Executive stipends prior to the calling of the 2022 Annual Election where the 2023 ANUSA Executive will be elected.
2. This review should consider the contributions of the Welfare Officer and whether, accounting for the work falling within their purview and the work of other portfolios which they assume, there is some allocation of money between Executive members that may better provide for the financial longevity of the association.
3. While Executive members should coordinate the commencement of this review and be involved in an advisory, informatory capacity, the review should be undertaken by an independent working group (whether this be the Governance Committee or some other body).
4. The review should also evaluate the contributions and workload of the Clubs Officer given their increased responsibilities for the management and direction of the Clubs Council.

Mover: Meghan Malone

Seconder:

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### **Item 5: Other Business**

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### **Item 6: Meeting Close**

Expected Close of Meeting: 9:30pm

Released: 20 May, 2021 by Meghan Malone, General Secretary of ANUSA.

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Reference A – President's Report

Reference B – Treasurer's Report

## **Financial Review Committee Recommendations 2020**

**Chair: Sinead Winn**

### **Policy Recommendations**

- It is my recommendation that the Association should raise the requirement from one written quotation to at least two for procurements over \$29,999 in the Procurement Policy.
- It is my recommendation that some clarification regarding splitting, which is banned by the Procurement Policy, be added to the Purchases/Debit Card Policy.
- It is my recommendation that 'ANUSA Bookshop' and 'GAC' be removed and a "send receipt/expense form to Treasurer" column added.
- It is my recommendation that 'BKSS Canteen' and 'Bar' be removed from the Receipts Policy.
- It is my recommendation that this policy should be clarified to read "debt is written off 180 days after **the initial period of 120 days.**"
- It is my recommendation the list of bad debt and blacklisted debtors mandated under Section 6 be maintained more thoroughly and made more accessible to Officers of the Association, should they think to unknowingly engage them.

### **General Recommendations**

- It is my recommendation that the audit include information on the current balance of the Reserve Fund outlined in Finance Regulations in Constitution 1.3.1.
- It is my recommendation that the Ethical Sponsorships Committee work with the Financial Review Committee to ensure ANUSA is investing ethically in accordance with Section 2.1.2. of the Constitution.
- It is my recommendation the Financial Review Committee may have casual vacancies filled at any general meeting of the Association, to moderate the workload of the Committee.

## **Appendix A: Constitution Overview and Internal Policies**

### **Constitution**

The Constitution and Regulations of The Australian National University Students' Association Incorporated form the key governance document for the Association, containing information about roles, structure, meetings, finances, elections – everything to do with the running of the Association.

To modify the Constitution, proposed amendments must be circulated to give notice to members no less than 21 days before the date of the General Meeting at which the amendments are to be debated. The amendments must also be passed by a 3/4 majority of those present and voting at that General Meeting and then approved by University Council. Amendments to the regulations of the Association require only the regular notice (i.e. they must be included in the agenda sent out no less than three teaching days before the meeting) and need only be passed by a 2/3 majority of those present and voting at a General Meeting. The electoral regulations can be found from page 44 onwards of the Constitution.

[ANUSA Constitution and Regulations](#)

### **Internal Review**

The Disputes Committee is established to consider the validity of resolutions calling for the dismissal of Representatives of the Association, and to consider allegations of breaches of this Constitution and the Regulations, and such other matters as are provided for in this Constitution, the Regulations or the Policy of the Association. The Disputes Committee must undertake a thorough investigation into any matter referred to it under the Constitution, the Regulations or any Policy.

Source: *ANUSA Constitution* s28(2)

Responsibilities of the Financial Review Committee:

3. Consider the Association's financial controls and the association's compliance with financial controls;
4. Consider allegations of financial breaches of this Constitution and the Regulations, and such other matters as are provided for in this Constitution, the Regulations or the Policy of the Association; and
5. The Financial Review Committee must undertake a thorough investigation into any matter referred to it under the Constitution, the Regulations or any Policy.

Source: *ANUSA Constitution* s31(2).

### **Appendix B: Financial Policies**

*POLICY: Accounts Receivable*

[PDF](#)

11/9/14

This policy remains applicable to the university's financial operations.

*POLICY: Financial Reporting*

[PDF](#)

9/16/14

This policy relates to an outdated ANUSA constitution.

*POLICY: Cash Management Policy*

[PDF](#)

01/02/16

This process and policy remains relevant, however a mechanism for counting the float could be useful to add.

*POLICY: Financial Handover Policy*

[PDF](#)

01/02/16



This policy seems to remain applicable, however recommendations from previous or incumbent Treasurers would be helpful in truly assessing the usefulness of this policy.

*POLICY: Fraud Management*

[PDF](#)

9/11/14

This policy remains applicable to the university's financial operations, but could be made more specific to each Association it references (ANUSA, PARSAs, Woroni).

*POLICY: Gifts & Entertainment*

[PDF](#)

9/1/14

This policy remains applicable to the university's financial operations.

*POLICY: Payments to Individuals for Services Rendered*

[PDF](#)

8/23/14

This policy remains applicable to the university's financial operations.

*POLICY: Procurement*

[PDF](#)

10/20/14

Whilst this policy remains applicable, it is my recommendation to the association that raising the requirement from one written quotation to at least two for procurements over \$29,999 would be more financially responsible.

*POLICY: Purchases/Debit Card*

[PDF](#)

04/03/2020

Whilst I do not recommend a change to this, I believe it is of note that the delegation matrix is limitless (does not list a maximum purchase amount). Whilst I think that this is reasonable (maximum purchase amounts may differ in branches of the association) I believe this should be considered by the Treasurer and Financial Officers of the Association when writing/considering policy.

It is my recommendation that some clarification regarding splitting, which is banned by the procurement policy.

*PROCEDURE: Payments*

[PDF](#)

12/18/14

This policy is severely outdated - there is no ANUSA Bookshop or GAC currently.

It is my recommendation these be removed and a "send receipt/expense form to Treasurer" column added.

*PROCEDURE: Receipts*

[PDF](#)

10/20/14

We no longer have a UniBar or BKSS canteen. It is my recommendation these be removed. I would also recommend the 2021 Financial Review Committee review this in the context of online learning and the COVID-19 pandemic.

*REGISTER: Affiliations, Contracts and Subscriptions*

*PDF*

*11/9/14*

*Much of this still seems applicable, but should be overseen by the Ethical Sponsorships Committee.*

*POLICY: Writing Off Bad Debt Policy*

*PDF*

*01/02/2016*

*It is my recommendation that this policy should be clarified to read “debt is written off 180 days after **the initial period of 120 days.**”*

It is my recommendation the list of bad debt and blacklisted debtors mandated under Section 6 be maintained more thoroughly and made more accessible to Officers of the Association, should they think to unknowingly engage them.