



## Call for nominations

56<sup>th</sup> Student Association Council

**Nominations are called for the following positions on the Student Association Council.**

### Office Bearers

- *Townsville Campus Officer (who must be enrolled on the Townsville campus)*
- *Social Media Officer (non-voting Student Office Bearer)*

### Eligibility

All Ordinary members of the Student Association who are enrolled as at the nomination period are eligible to nominate candidates in the categories listed above.

### Further Information

If you have any further questions, contact:

- Electoral Officer: [jcusa.elections@jcu.edu.au](mailto:jcusa.elections@jcu.edu.au) or
- Student Association Office: [studentassociation@jcu.edu.au](mailto:studentassociation@jcu.edu.au)

Alternatively, you are welcome to call into the Student Association Offices in both Townsville and Cairns



# Nominations and Elections

## Election

Nominees will be presented to the 56th Student Council at the next Ordinary Meeting where the current Officer Bearers will vote by secret ballot.

Nominees may attend the meeting at which the election is to take place and be given the opportunity to present verbal and/or written submissions to the council.

Meeting Members may also ask questions of the candidate through the Chair.

## Regulations

The Student Association Regulations set out how the election is to be conducted and the roles and responsibilities of all involved. Candidates and potential candidates, as well as all students, are advised to read the Regulations and in particular, Part 8 – Elections

**8.11** Approval of Election Material – All electoral material must be submitted to the Electoral office for approval before publication or display.

**8.12** Authorisation of Electoral Material – All material must name the candidate standing for election who has authorised the material.

**8.13** Association Council Induction – All members elected to Council must attend an Association Council Induction outlining the duties and responsibilities involved in being a member of the Association Council.

## Nomination Requirements

**Policy statements must be submitted with nominations, or the nomination may be declared invalid at the discretion of the Electoral Officer.** A policy statement is a brief written summary provided by a nominee outlining their background, priorities, and reasons for seeking election. The policy statement must be no longer than **500 words** in the case of Presidential candidates, and no longer than **200 words** for other candidates.

## Mandatory Induction Attendance

Confirmation as per the Regulations:

### 8.11 Association Council Induction

- 8.11.4 It is compulsory for a person elected to the Association Council at the Annual Election to attend the Induction referred to in clauses 8.11.1, 8.11.2 and 8.11.3.

Induction for JCUSA Councillors is to be face to face.

**As per section 8.11.4 in the JCUSA Regulations I acknowledge that I will attend and participate in the mandatory council induction on the determined date.**

Name: .....

Signature: ..... Date:.....



# Form of Nomination

### Important Notices

This form of nomination is required by Regulations, only for election by the JCUSA Ordinary Member Body. All names appearing on this form must be those of members of the Student Association - i.e. they must be students enrolled in any Subject, Course, or Degree program of the James Cook University and be a current Ordinary member of the James Cook University Student Association.

No person shall nominate more than one person for the same position.

**To be completed by three (3) nominators (students who must be ordinary members of the JCU Student Association):**

We the undersigned hereby nominate (block letters): \_\_\_\_\_  
(full name of nominee as per University roll)

for the position of \_\_\_\_\_.  
(officer bearer role of nomination)

NAME (block letters)	STUDENT NUMBER	SIGNATURE
1.		
2.		
3.		

*By signing this document, I acknowledge that I have read and understood the collection statement and voluntarily consent to the Student Association confirming my enrolment status subject to the provisions of the Privacy Act 1988. This information is collected for the JCU Student Association's own use in connection with this nomination.*

### To be completed by the nominee:

I, \_\_\_\_\_, hereby accept the above nomination.  
(full name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nominee's Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone no: \_\_\_\_\_

### Confirmation of Validity of Nomination

Before nominations close, candidates are advised to seek written advice from the Electoral Officer confirming that their nomination is in order.



# Collection statement

## ADMINISTRATION

James Cook University Student Association is committed to protecting your privacy.

The Privacy Act 1988 (the Act) sets out a number of principles concerning the protection of your personal and sensitive information.

**Personal Information** – is any information, whether recorded by document or electronically, about you. It may include your name, date of birth, address, telephone number, email address, or drivers licence number.

**Sensitive Information** – is a special category of personal information including details or opinion about a person's:

- Racial or ethnic origin;
- Political opinion;
- Political, religious or philosophical memberships, beliefs or affiliation;
- Membership of a professional association, trade association or trade union;
- Sexual preferences or practices;
- Criminal records;
- Health or disability (past or present); and
- Expressed wishes about the future provision of health services.

## Who will be Collecting your Personal Information at JCU Student Association?

JCU Student Association, its agents and employees will collect your personal information only for its own use in connection with your service requirements.

## If you wish to contact JCU Student Association about your personal information you should contact:

James Cook University Student Association  
 By email: studentassociation@jcu.edu.au  
 By telephone: (07) 4232 1160  
 Or FREECALL: 1800 330 021

## How JCU Student Association Collects Information?

Personal information is collected by JCU Student Association in document form when:

- You fill out and submit one of JCU Student Association Application or Registration forms;
- JCU Student Association receives any information about you from any other source.

## Storage of Information by JCU Student Association

All personal information that JCU Student Association hold about you will be stored securely;

- By hardcopy; and/or
- Electronic filing.

All information stored electronically will be stored within secure software accessible only by or through authorised JCU Student Association personnel.

## How your Information will be used by JCU Student Association?

Your personal and sensitive information may only be used for the purpose for which it is collected which will include:

- The provision of the particular service which you require;
- The delivery and management of the services you require

## Accuracy of Personal Information

You should ensure that the personal information you provide to JCU Student Association is accurate, complete and up to date where possible.

## Disclosure of your Information to Others

- Your personal information and (with your consent) your sensitive information may only be disclosed for the purpose for which it was collected and will only be disclosed to:
  - JCU Student Association's staff and personnel;
  - JCU Student Association professional advisers including lawyers;
  - Government or regulatory authorities as required by law;
  - JCU Student Association related service providers

## Failure to Provide Information to JCU Student Association

If you do not provide the information JCU Student Association requests from you. JCU Student Association may be unable or limited in its ability to provide the services you require.

## Accessing and Correcting Your Information with JCU Student Association

Subject to some exceptions, which are set out in the National Privacy Principles (Principle 6 – Access and Correction), you have a right to access and obtain a copy of the information held by JCU Student Association about you.

Should you become aware that any information that JCU Student Association holds about you is not accurate, complete and up to date, please inform JCU Student Association and JCU Student Association will take responsibility steps to correct it so that it is accurate, complete and up to date. Should JCU Student Association disagree that any information that JCU Student Association holds is not accurate, complete and up to date, you may submit to JCU Student Association a written statement by you stating that particular information is not accurate, complete and up to date. If you wish to exercise your rights of access and correction, you should contact JCU Student Association Privacy Officer whose details are indicated above. In some cases JCU Student Association may impose a moderate charge for locating and providing access to your information.

## Consent to collection and storage of information by JCU Student Association

I, ..... of .....  
 Who can be identified by (student identification number) .....

Have read and understood the Collection Statement and voluntarily consent to:

- Personal and sensitive information about me being collected by JCU Student Association as outlined above
- Personal and sensitive information about me being used by JCU Student Association as outlined above
- Personal and sensitive information about me being stored by JCU Student Association as outlined above
- Personal and sensitive information about me being disclosed by JCU Student Association as outlined above

Date.....

Signature: .....

## Witness required for signing.

Witness Name: ..... Address: .....

Signature: .....



## Declaration

### Instructions: To be completed by every nominee

I, \_\_\_\_\_, of \_\_\_\_\_,  
(full name) (address)

declare that:

- I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth) and
- I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity.

*While I am a responsible person for the James Cook University Student Association, I agree to notify this charity as soon as possible if I do become disqualified from managing a corporation within the meaning of the Corporations Act 2001 or am disqualified by the Australian Charities and Not-for-profits Commissioner. Responsible persons are the members of a charity's governing body who share responsibility for the governance of the charity (called 'responsible entities' under the ACNC Act).*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

**Corrections, alterations, or amendments appearing on this form will result in the nomination being declared invalid.**

#### Electoral Officer to Complete:

Name of Nominee: \_\_\_\_\_

Nomination received at (date/time): \_\_\_\_\_

Checked and found in order (signature): \_\_\_\_\_