

### **Policy Redesign Project**

*All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.*

## **Religious Centre Rules and Procedures**

**Establishment:** EDA, 14 December 2001

**Last Amended:** EDA, January 2011

**Nature of Amendment:** Consequential amendments arising from a restructure of Central Administration/VC's office and the creation of new senior executive positions replacing the EDA and Registrar

**Date Last Reviewed:**

**Responsible Officer:** Vice-President (Corporate Services)

### **1. Religious Centre**

Flinders University has established a Religious Centre, for the benefit of staff and students, in support of the pursuit of their diverse religious and spiritual views, beliefs and practices.

The Religious Centre is intended to provide a place on campus where religious or spiritual activities can take place, and a meeting place for groups and individuals with a focus on or interest in religious or spiritual matters.

The Religious Centre will operate in accordance with the procedures and rules outlined in this document, and the University principles approved by Council.

### **2. Rules for the Use of the Religious Centre**

2.1 The Religious Centre is available for use by staff, students and members of religious or spiritual organisations that support staff and students on campus, as groups or individuals, for religious and spiritual purposes, and priority will be given to those who require the facilities for such purposes.

2.2 Any person who uses the Religious Centre will be required to comply with the Statutes, By-laws, policies, procedures, and rules of the University, and directives of the Vice-Chancellor, the Vice-President

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(Corporate Services) and other officers of the University, and the University principles approved by Council (refer to Attachment A).

2.3 The Religious Centre facilities may be booked by a staff member, a student of the University, or another person for purposes other than those specified in 2.1 above, in accordance with criteria and procedures established by the Religious Centre Committee and authorised by the Vice-President (Corporate Services).

2.4 Each group or individual who uses the Religious Centre is required to treat all other persons who use the facilities with respect and courtesy and avoid any acts, gestures or omissions that may be deemed to constitute harassment, disruptive behaviour, intolerance or which may otherwise give offence towards another person or group.

2.5 Each person who uses the Religious Centre is required to treat the facilities with due care and respect, and leave any area in the state in which they found it prior to their occupancy or use.

2.6 A religious or spiritual group may use the facilities of the Religious Centre as it chooses, provided the members of the group or its guests comply with these Rules.

2.7 A person, or a religious or spiritual group, will not be entitled to use the Religious Centre if there is evidence available to the Vice-President (Corporate Services) that the person or group is known in the community or to Police as one that has coercive or illegal practices or views or is closely affiliated with such a group.

### **3. Religious Centre Committee**

#### **3.1 Terms of Reference**

(a) To oversee the operation of the Religious Centre, in accordance with the provisions contained in this document.

(b) To oversee the administration of any funds or resources that may be made available for the general use of the Religious Centre.

(c) To facilitate the use of the Religious Centre, and oversee the timetabling and allocation of space by any individuals or groups who may wish to use it, in accordance with the Rules for the Use of the Religious Centre.

(d) To receive reports from members (at each member's discretion) on activities or matters that may be of interest to the Committee.

#### **3.2 Membership of the Religious Centre Committee**

##### **Chairperson and Office Holders**

3.2.1 The Religious Centre Committee will elect from amongst its members a Chairperson, Deputy Chairperson and other office holders as required, for a term of one year.

3.2.2 Nominations for the positions of Chairperson and other officers will be called, and an election held by secret ballot, at a meeting of the Religious Centre Committee.

3.2.3 The Committee will either elect a Secretary from amongst its members, or appoint a person to act as its Secretary from outside the membership of the Committee.

##### **Membership**

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3.2.4 The membership of the Religious Centre Committee will comprise one person each from any church, or religious or spiritual organisation that regularly participates in activities within the Religious Centre, or is otherwise a stakeholder in its operations, being either:

(a) a Chaplain, or a person holding an equivalent position; or

(b) a member or nominee of a group affiliated with Flinders University Clubs and Societies Inc. where the group has been constituted primarily for religious or spiritual purposes; or

(c) an individual or a member of a group not otherwise represented by (a) or (b), and who has an ongoing involvement with the Religious Centre.

3.2.5 Separate appointments may be made under category (a) and category (b) and category (c) if each of the applicants is able to demonstrate that he or she is seeking appointment as a member of a separately constituted organisation with its own membership, aims and purpose, notwithstanding that some cross-membership may exist between the different organisations.

3.2.6 Up to three other persons may be co-opted by the Committee.

3.2.7 The Chairperson will accept applications for membership that meet the criteria identified in 3.2.4 and 3.2.5. If more than one nomination has been received from a religious or spiritual organisation or group, or the status of a nomination is unclear, the Chairperson will discuss the matter with the relevant parties and establish a process for identifying a nominee.

### **3.3 Operating Procedures**

3.3.1 The Religious Centre Committee will conduct its business in accordance with the Operating Procedures identified in Attachment B.

3.3.2 The Vice-President (Corporate Services) will be entitled to have access to any documents relating to the operation of the Religious Centre and will be provided with a copy of the agenda, meeting papers, and Minutes of each meeting of the Religious Centre Committee.

## **4. Amendment of this Document and the Operating Procedures for the Religious Centre Committee**

4.1 This document, and the Operating Procedures of the Religious Centre Committee (Attachment B), and any subsequent amendments to them, will be subject to approval by the Vice-President (Corporate Services), following consultation with the relevant stakeholders.

## **PRINCIPLES APPROVED BY COUNCIL AT ITS MEETING HELD ON 23 JULY 1993**

### **Attachment A**

#### **Religious Centre Committee Operating Procedures**

##### **1. Meetings**

1.1 Meetings will be held at least twice a year, in accordance with a schedule identified by the Committee.

1.2 Members of the Religious Centre Committee will be given at least two weeks notice of the date of any scheduled meeting, and a notice will be placed on the Religious Centre noticeboard about the meeting.

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1.3 An unscheduled meeting of the Committee may be called to deal with urgent matters, at the discretion of the Chairperson, in which case the Chairperson will ensure that all members receive as much notice of the meeting as is practicable in the particular circumstances.

## **2. Role of the Chairperson and Members of the Religious Centre Committee**

2.1 The Chairperson, Deputy Chairperson, Secretary and members of the Committee will have such responsibilities as are conferred on them by the Committee, to be carried out in accordance with the rules, principles and procedures of the Religious Centre, and any directives provided by the Religious Centre Committee, under the direction of the Chairperson.

2.2 All members of the Religious Centre Committee must at all times act in the best interests of all persons who use the Religious Centre.

2.3 The Secretary of the Religious Centre Committee will maintain a register of members of the Committee, contact details for each member, and the church or religious or spiritual group or organisation with which they are affiliated.

## **3. Meeting Procedures**

3.1 The Chairperson and Secretary will prepare an agenda for each meeting, and ensure it is available within the Religious Centre for perusal by all members of the Religious Centre Committee at least five working days before the date of the meeting.

3.1.1 Any member may put forward an item for inclusion on the agenda, provided the matter is within the Committee's terms of reference.

3.1.2 The Chairperson may accept items for inclusion on the agenda after it has been circulated, if:

- (a) in his or her opinion the matter will not directly be of concern to any person or group that is not represented at the meeting; and
- (b) a majority of the eligible voting members present at the meeting agree to the matter being considered.

3.2 A member who is unable to attend a meeting may appoint another person as a proxy to attend the meeting and vote on his or her behalf, and must inform the Chairperson or the Secretary or provide written notification in advance of the meeting of the name of the person appointed. Where he or she is from a particular group or organisation, the person appointed must be from the same group or organisation.

3.3 Proceedings of the Committee will be open to observers.

## **4. Voting**

4.1 The Chairperson and each member will have one vote.

4.2 The Chairperson will not have a casting vote.

4.3 To have the approval of the Committee a matter must have the support of half plus one of the eligible, voting members present at the meeting.

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## **5. Quorum**

5.1 A quorum will be half plus one of the eligible, voting members of the Committee.

5.2 A decision of the Committee will be valid only if a quorum is present at the time the decision was taken.

## **6. Powers and Responsibilities**

6.1 A decision of the Committee on any matter within its terms of reference will apply to any person or group that uses the Religious Centre.

6.2 The Committee will not enter into any financial commitments or legally binding relationships or agreements.

6.3 The Chairperson or another office holder, or a member of the Committee, may be removed from office or have their membership revoked, if a motion to that effect is moved and seconded, and supported by two thirds of the eligible members present and voting at a meeting, if in the Committee's view:

- (a) the person has failed to discharge his or her responsibilities; or
- (b) he or she has behaved in a disorderly or disruptive manner.

## **7. Dissolution of the Religious Centre Committee**

7.1 The Vice-Chancellor may, at his or her discretion, dissolve the Religious Centre Committee if:

- (a) the Committee fails to discharge its responsibilities in accordance with the provisions contained herein, or fails to act properly in any matter; or
- (b) the Committee membership ceases to be broadly representative of the religious and spiritual needs of staff and students on campus; or

(c) the Committee recommends that it be dissolved, and not less than two thirds of the eligible voting members support the recommendation.