

# PARSA STIPEND and HONORARIA REGULATION

*Adopted by the PRC 27/09/2017*

## 1. Stipend - Overview

1. Section 22(1) of the Constitution provides that no payment may be made to a member except as bone fide compensation for services rendered to the Association.
2. This Regulation is made to provide for bone fide compensation to Officers of the Association (Section 6.2 of the Constitution) for services rendered to the Association.
3. Subject to this Regulation, and availability and allocation of funding, the Officers of the Association may be paid a stipend and be provided with other specified benefits set out in this Regulation.
4. During their elected term, the Officers of the Association are offered a stipend for the work that they carry out in recognition of their services to the Association and its members.
5. Payment of a stipend is not intended to imply or create an employment relationship with a recipient. Officers of the Association remain responsible under the PARSA Constitution and PRC-approved role descriptions for the performance of their office.
6. The Officers of the Association are under no obligation to accept a stipend, and may claim less than the maximum stipend to which they are entitled.
7. Payment of stipend is subject to the terms of this regulation, and the requirements of the Constitution.
8. The stipend amount for the Officers of the Association has been determined on the basis of ensuring access and equity and to promote responsibility and accountability. The PRC will consider this criteria, and the current SSAF bid when determining stipend rates of payment. The PRC has the power to determine the stipend rates of payment and changes to payment rates are possible with a 75% vote of the PRC.
9. The stipend rate for the Officers of the Association, assuming they are available and engaged in work of the Association during normal working hours, and ceremonial functions and organisational meetings, is detailed in the table below.
10. These Regulations do not apply to remuneration of the Officers of the Association who in future may be employed under a written employment agreement between PARSA and the Officer, or to an Officer employed under the Students Associations of the Australian National University Enterprise Agreement 2016, or any successor agreements.
11. Stipends will only be paid pending the successful allocation of SSAF funds. The Executive Committee shall have the sole power to redistribute the approved yearly amount for each Officer, should the bid amount for stipends not be allocated by the SSAF committee in full.

## 2. Stipend - President

1. The duties normally required of the President, outlined in the Constitution and President's role description, assumes they will prioritise the duties of their PARSA office over other commitments, including study.
2. However, it is not a requirement of office that the President devote this envisaged degree of commitment to their role. Where the President's other commitments make this envisaged level of commitment impracticable, this should be reflected in a re-allocation of proportional amounts among the Officers of the Association who would take on a greater share of the work of the President, or a reduction in the stipend amount to reflect the contributions of the President.
3. Approving a re-allocation or reduction of the President's stipend requires the agreement of 75% of the PRC present at a meeting where a motion to re-allocate or reduce the President's stipend is proposed.
4. The President is entitled to a period of 4 weeks of leave, with stipend, per calendar year, in recognition of the demands of this role. The President must notify the Executive Committee and General Manager of this leave. This notification would ordinarily be commensurate with the amount of leave being requested i.e. 3 weeks of leave requires at least 3 weeks' notice. Any leave should consider the commitments of the organisation and be negotiated to lessen the impact to ongoing operations.

### **3. Stipend – suspension or removal of President stipend**

1. If any members of the PRC believe that the President is not performing their duties then members of the Executive must be notified. Should any shortcomings be identified the Executive must provide the President with a reasonable opportunity to remedy the identified shortcomings in performance before suspension or removal of the stipend is considered.
2. The PRC may suspend or withhold the payment of the President's stipend for a specified period of time if the President fails adequately perform the duties of their office, which are outlined in the Constitution and any PRC-approved role description.
3. In order for the President's stipend to be suspended or withheld, two members of the Executive Committee (not including the President) must move and second a motion at a PRC meeting to suspend the President's stipend.
4. The motion must explain in detail 1) specific services to the Association that were not performed by the President, 2) the length of the suspension or removal of stipend, and 3) specific remedies that must be performed to rectify the problem.
5. The President should be allowed reasonable opportunity to be heard at the PRC meeting before any motion is voted on.
6. Should the President be chairing the meeting where a motion to suspend or withhold the President's stipend is moved, they must hand over the Chair role to another Executive Officer until the vote is concluded, and recuse themselves from the vote.
7. In order for the suspension or withholding to take effect, the motion must be passed by 75% of PRC members present to vote on the motion.

### **4. Stipend - Other Officers of the Association**

1. As with the President, the duties normally required of the Officers of the Association () are outlined in the Constitution and any PRC-approved Role Descriptions.
2. The PARSA Executive may suspend or withhold the payment of an Officer of the Association's stipend for a specified period if they fail to adequately perform the duties of their office.
3. Before the Executive consider the suspension or withholding of an Officer payment, the Executive must be satisfied that the President has counselled the Officer and provided them with a reasonable opportunity to remedy the identified shortcomings in performance.
4. Before suspending or withholding the payment of stipend to an Officer of the Association (not including the President), the Executive must agree by a 75% majority at a minuted Executive Meeting. This vote must not include any affected Officer, including if this Officer is a member of the Executive or appointed to the Executive).
5. Suspensions or withholding of a stipend payment to Officers of the Association must be communicated through the President's Reports at the next meeting of the PRC at which point the President can be called on to account for this suspension or withholding of stipend.

### **5. Stipend - Rate and frequency**

8. All stipends will increase on January 1 each year in accordance with movement in the Consumer Price Index.
9. The monthly payment of stipends will be aligned with staff payroll (to reduce administrative burden) and made by electronic funds transfer, calculated by dividing the annual amount by 12. The Presidents stipend is the only exception in that it can be paid fortnightly if requested. If pad fortnightly this is calculated by dividing the annual amount by 26.083.

<b>Officer</b>	<b>Stipend Calendar Yr 2017</b>
President	\$44,499
Vice President	\$25,428
General Secretary	\$8,900
Treasurer	\$17,800
Environmental Officer	\$4,890
International Officer	\$4,890
Indigenous Australian Officer	\$4,890
Social Officer	\$4,890
Womens Officer	\$4,890
Equity Officer	\$4,890
Communications Officer	\$4,890
Education Officer	\$4,890
HDR	\$4,890
Stipend Total	<b>\$140,637.00</b>
Honoraria Pool	\$50 000
PARSA Budget 2017 / 2018	<b>\$190,637.00</b>

## 6. Honoraria - Overview

1. Honoraria may be paid in recognition of service to the Association that is significantly over and above the normal performance of duties of the PRC members outlined in the Constitution and any PRC-approved role description. Only members of the PRC are eligible to receive honoraria, with the exception of Executive members (as outlined in 6.5).
2. Payment of honoraria is entirely discretionary and there is no expectation of receipt of such payment for normal performance of duties as a PRC member. This regulation recognises that honoraria payments are different from stipend payments, which are detailed above.
3. Voluntary service outside of specific role duties does not give rise to an entitlement to an honoraria payment.
4. Payment of honoraria is not intended to imply or create an employment relationship with a recipient. Officers of the Association remain responsible under the PARSA Constitution and any PRC-approved role descriptions for the performance of their office.
5. Honoraria may be paid to any PRC member including Officers of the Association, a College Representative or General Representative however Executive Committee members, as defined by the Constitution, (i.e. President, Vice President, General Secretary and Treasurer) are not eligible for honoraria payments. Any Officers of the Association that are appointed to the Executive by the President are still eligible for honoraria payments, but must remove themselves from Executive deliberations regarding honoraria (5.10).
6. A member of the PRC may be nominated by another PRC member, or self-nominate, to receive an honoraria.
7. A member of the PRC is only eligible for 2 payments during the term of the PRC.

8. The maximum amount which may be allocated per PRC member, per term of office, is \$5,000, with no more than \$2,500 being allocated per primary ANU Semester (i.e. 1<sup>st</sup> and 2<sup>nd</sup> Semester for coursework students).
9. Nominations for PRC members to receive an honoraria will open at the commencement of the current PRC term and close at the conclusion of the current PRC term.
10. Nominations received must be reviewed at least twice a year by the PARSA Executive Committee. The Executive has the discretion to review and determine honoraria payments at any point during the term of the PRC. The Executive must inform the PRC when they will be reviewing honoraria and provide 21 days' notice prior to the review, in order to provide time for submissions.
11. Nomination forms must be sent to the PARSA Treasurer or their delegate and must outline, in detail, the reasons the PRC member deserves an honoraria payment, and the amount of honoraria that should be provided. The Executive Committee has the discretion to allot either full, part or none of the nominated honoraria amount. All decisions of the Executive Committee are final.
12. The decision with whom to award honoraria payments to, and how much, must be minuted and shared with the entire PRC in the Treasurer's Report at the next PRC meeting.
13. Honoraria can only be paid pending the successful allocation of SSAF funds.