



Sydney University Postgraduate Representative Association (SUPRA) Conference Attendance Support for Members Policy

A. Preamble

Name of Policy

This is the Sydney University Postgraduate Representative Association (SUPRA) Conference Attendance Support for Members Policy.

Commencement

This policy commenced on 12 January 2015.

Policy is binding

This policy binds SUPRA, its Council, constituents, members, staff, and affiliates.

Statement of intent

This policy:

- a) supports the SUPRA Constitution ('the Constitution') and shall not be interpreted so as to contravene the Constitution;
- b) is intended to encourage SUPRA members who are not Councillors to attend conferences of interest to the postgraduate community;
- c) provides for an annual budget to subsidise conference attendance by SUPRA members who are not Councillors; and
- d) sets out the eligibility criteria, application process, and reporting requirements necessary to obtain financial support.

B. Policy

1. Definitions

1.1 The definitions set out in the Constitution shall apply to this policy.

2. Annual Budget

2.1 An annual budget amount equivalent to the amount budgeted in that financial year for Councillor attendance at conferences shall be allocated to subsidise the attendance of SUPRA members, other than Councillors, at conferences.

2.2 The Treasurer, in conjunction with the Finance Manager, shall:

- a) provide for the amount set out in subclause 2.1 of this policy in the annual budget;
- b) set the maximum support level for any one application in that year by dividing the total budgeted amount so as to ensure funding can be provided for at least 20 applications; and
- c) advise Council of the maximum amount which can be approved for any one application.

3. Eligible Conferences

3.1 Conferences eligible for support include, but are not limited to, those with a focus on student activism or student welfare, or arranged by the following:

- a) student peak bodies;
- b) student organisations;
- c) groups involved in student politics;
- c) university peak bodies;
- d) universities; and
- e) other university groups.

3.2 Conferences not eligible for support include:

- a) those organised by any political party;
- b) those specific to one political ideology;

- c) academic conferences in any field; and
- d) professional conferences unless they also meet one or more of the criteria for support under subclause 3.1 of this policy.

4. Eligible Costs

- 4.1 Conferences-related costs that may be covered or subsidised include:
- a) conference registration fees;
 - b) out-of-town accommodation for the length of the conference;
 - c) travel to and from:
 - i) the member's home and any transport hub, such as an airport;
 - ii) the location where the conference is being held;
 - ii) out-of-town accommodation and the conference venue; or
 - iv) conference-related activities; or
 - d) other costs directly related to the conference.

5. Application Process

- 5.1 A SUPRA member may apply for financial support:
- a) a maximum of twice in each financial year; and
 - b) either before or after they have:
 - i) incurred the expense; or
 - ii) attended the relevant conference.
- 5.2 Applications for financial support made after a conference will only be accepted if they are made less than three (3) months after the last day of the conference.
- 5.3 Applications must be made on an Application for Support Form which can be obtained from the Secretary.
- 5.4 Where the conference is equity group specific, the relevant equity officer must indicate the equity group's support for the member's application by endorsing the application form or by advising the President in writing.
- 5.5 Where the conference is equity group specific, but the equity officer position for that equity group is vacant, the President may provide

- support for the member's application.
- 5.6 All applications should be sent to the President and must be accompanied by:
- a) copies of tax invoices and/or receipts for any costs already incurred; and
 - b) evidence of likely costs for any costs not yet incurred.
- 5.7 Any amounts approved for or towards costs not yet incurred will be reimbursed upon provision of copies of the relevant tax invoices and/or receipts to the Treasurer.
- 5.8 If the President considers that the application clearly complies with the criteria set out in clauses 3 and 4 of this policy, they shall refer it to the next meeting of the management committee for a decision.
- 5.9 The President shall refer applications which do not clearly comply with the criteria set out in clauses 3 and 4 of this policy to the next Council meeting for a decision.
- 5.10 In considering applications, priority will be given to applications by members who have not already received financial support under this policy during that financial year.
- 5.11 The President will advise members of the outcome of their application within five (5) University working days of the relevant meeting.

6. Reporting Requirements

- 6.1 SUPRA members provided financial support under this policy must provide the Secretary with a written report focusing on issues of interest to postgraduate students within two (2) weeks of the last day of the conference.
- 6.2 The Secretary will place discussion of the report on the agenda of the next Council meeting and circulate the report to Councillors with the papers for that meeting.
- 6.3 If the report is approved by Council, the President will ensure that it is uploaded to the SUPRA website and that the membership is notified of its availability through Grad Post and SUPRA's social media.
- 6.4 If the financial support was endorsed by an equity officer on behalf of an equity group, the supported SUPRA member must also provide a verbal report focusing on issues of interest to the equity group to the next meeting of that group.

NOTES

SUPRA Conference Attendance Support for Members Policy

Date ratified by Council: 12 January 2015

Date commenced: 12 January 2015

Date last amended: 29 July 2021

Administrator: Vice President, SUPRA

Review date: 29 July 2023

Amendment History

Dates amended:

1. 13 June 2017
2. 29 July 2021