

**President's Report**  
**Theodora Rohl (she/her)**  
**1 Dec 2021 – 10 Feb 2022**

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**Theodora Rohl**

Pronouns: She/Her

Theodora is your 53rd Guild President and she's dedicated to making campus a better place for everyone!

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***University meetings***

<b>3 Dec</b>	Meeting with Fiona Notley (COO) and Melinda Simpson (Health & Safety)	Was presented with the draft Curtin COVID Risk Assessment, and given an opportunity to provide feedback
<b>7 Dec</b>	Monthly meeting with Harlene Hayne (Vice-Chancellor)	Introduced ourselves, went over my priorities for 2022 which I presented at Academic Board
<b>8 Dec</b>	Introductory meeting with Andrew Crane (Chancellor)	Introduced ourselves, went over my priorities for 2022 which I presented at Academic Board, and advocated for the Guild President and ISC President to sit on University Council, not two students who are elected separately
<b>9 Dec</b>	Reconciliation Action Plan (RAP) Working Group	Spoke about Curtin's RAP and offered areas for consideration
<b>10 Dec</b>	Meeting with Madison (VPE) and Jennifer Howell (Associate DVC, Learning & Teaching)	Discussed Maddie's new working group, Student Voice on Learning and Teaching
	Introductory meeting with Seth Kunin (DVC Global)	Introduced ourselves, discussed his portfolio and areas of interests. From this meeting I set up monthly meetings with him, myself and Sofia (ISC President)
	Introductory meeting with Valerie Raubenheimer (VP – Corporate Relations)	Introduced ourselves, discussed her portfolio and areas of interests
<b>16 Dec</b>	Introductory meeting with Jon Yorke (Academic Registrar)	Introduced ourselves, discussed his portfolio and areas of interests
<b>6 Jan</b>	Robertson Library Project briefing	Was shown

<b>10 Jan</b>	Introductory meeting with Tara Felton (Manager of Student Discipline and Compliance)	Introduced ourselves, discussed her portfolio and areas of interests. Set up quarterly meetings
	Meeting with Harlene Hayne (Vice-Chancellor)	Advocated for the University taking a stance against the Australia Day national holiday. <b>More information under Items of Significance</b>
<b>11 Jan</b>	Introductory meeting with Jeremy Kilburn (Provost)	Introduced ourselves, discussed his portfolio and areas of interests
	COVID-19 Vaccination Policy meeting	Meeting with myself, Maryanne, Curtin's COO and Director of Health and Safety, to provide feedback on draft policy and procedures. <b>More information under Items of Significance</b>
<b>13 Jan</b>	Introductory meeting with Curtin Volunteers!	Introduced ourselves, talked about our plans for this year and how we can work together to activate the campus
	Meeting with Centre for Aboriginal Studies (CAS)	Discussed working together on a Survival Day statement and improving the First Nations Officer position so it suits Aboriginal and Torres Strait Islander students' needs
	Introductory meeting with National Tertiary Educators Union (NTEU)	Introduced ourselves and discussed our goals and where they overlap. Set up monthly meetings
<b>17 Jan</b>	COVID-19 CIMT (Critical Incidence Management Team)	
	Meeting with People & Culture to discuss students on interview panels	Ian Jackson (People & Culture) reached out to meet with the Exec regarding the student voice being heard on interview panels. It was decided that all requests for student representatives on these panels would come through me
<b>20 Jan</b>	COVID-19 CIMT	
<b>24 Jan</b>	COVID-19 CIMT	
<b>25 Jan</b>	Monthly meeting with Harlene Hayne (VC)	Primarily discussed international students stuck interstate and overseas, parking and appointment of the new DVC-A
	Guild/University Room Bookings	Met with Feb, Shelley, Fiona Notley (COO) and others to discuss clubs booking rooms directly
<b>27 Jan</b>	COVID-19 CIMT	
<b>28 Jan</b>	Intro meeting with Fiona Notley (COO)	Finally had an official introductory meeting with Fiona, after meeting regularly for 2 months
<b>31 Jan</b>	COVID-19 CIMT	
<b>2 Feb</b>	eVALUate meeting	Met with Jon Yorke (Academic Registrar), Maddie and others to discuss a new way of giving unit feedback. <b>More information in items of significance</b>
<b>3 Feb</b>	COVID-19 CIMT	
<b>4 Feb</b>	Meeting with Val Reubenheimer (Corporate Relations) and David COVID-19 CIMT	Discussed the "We All Need to Pee" campaign and some actions from that
<b>8 Feb</b>	Fortnightly meeting with Julie Howell (Student Success)	Introduced ourselves and ways of working together

## ***Guild meetings***

<b>1 Dec</b>	Representation Board	Elected the Chair and positions on subcommittees
	Guild Council	Elected the Chair and positions on subcommittees
	Informal executive meeting	An informal meeting for us to chat
<b>2 Dec</b>	Interviews for a new Graphic Designer	Interviewed two candidates, couldn't decide on who to hire at this stage
<b>6 Dec</b>	Weekly meeting with David (Managing Director)	
<b>7 Dec</b>	Exec Strategy Session	Workshopped our strategy for 2022 with Andrew from Student Assist
	Review of Curtin's Reconciliation Action Plan (RAP)	Went over Curtin's RAP with Madison (VPE) to give feedback from a student perspective
<b>8 Dec</b>	Chat with Karen Rennie (from Finance)	Learnt how to approve forms and payments
	CAPA Affiliation	Hameed and I discussed our affiliation to the Council of Australian Postgraduate Associations (CAPA), and decided that we'd affiliate this year and reassess at the end of 2022
<b>9 Dec</b>	Expectations Setting Workshop (for exec)	Discussed as an exec how we'd manage working together
<b>10 Dec</b>	Orientation Emails to Students	Discussed the Guild's first few emails we send to New to Curtin Students, with Breanna and Maryanne (Student Engagement)
<b>16 Dec</b>	Portfolio Managers x Exec – Student Experience	Exec met with Student Experience to discuss what they do and how we interact
	Executive Committee	Our first Executive Committee of our terms! Minutes sent to Guild Council
	Rosella Street	Met with Mick Fritschy from <a href="#">Rosella Street</a> , a company who implements circular economies in communities and universities, and has sustainable endeavours, to see if they'd be a good fit for the Guild
	Session with Rachel (Sci-Eng Fac Rep)	Met with Rachel, Maddie and Jo-Ann (Student Assist) to discuss how to balance Guild and work commitments
<b>17 Dec</b>	Portfolio Managers x Exec – Student Assist	Exec met with Jo-Ann from Student Assist to discuss what they do and how we interact
<b>21 Dec</b>	Portfolio Managers x Exec – Finance	Exec met with Karen from Finance to discuss what they do and how we interact
	Weekly meeting with David (Managing Director)	
	Legal Committee	We're looking to do a full review of the current governance process of the Guild, and changing our regulations accordingly

<b>23 Dec</b>	Election Policy Working Group	The exec has set up a working group to assign, action and keep track of the election policies we ran on in the elections.
<b>4 Jan</b>	Weekly meeting with David (Managing Director)	
<b>5 Jan</b>	Higher Education meeting	
<b>6 Jan</b>	MFiles Workshop	Sally (Finance) gave the exec a much-needed MFiles tutorial
<b>10 Jan</b>	Weekly meeting with David (Managing Director)	
	Weekly meeting with Maryanne (Manager – Student Engagement)	
<b>11 Jan</b>	Activities Committee	Reviewed past events, and discussed how opening the borders might affect future events
	We All Need to Pee Campaign meeting with Cassidy (Queer Officer)	We decided that we'll meet with Properties and determine next steps from there, and in the meantime to explore ways of advocating for trans rights and safety on campus.
<b>12 Jan</b>	Club Funding Grant Discussion	Chat with February, Shelley and Bec about the grant and how it'll be implemented
	Higher education meeting	
	Reps Event Brainstorm	A session to brainstorm events, provide feedback and get briefed on O-Day by February
	Survival Day planning	Talked through our actions for getting the Survival Day rally and signpainting up and running
<b>13 Jan</b>	Executive committee	Minutes sent to Guild Council
<b>17 Jan</b>	Weekly meeting with David	
	Weekly meeting with Maryanne	
	PSC Board Meeting	Introduced myself to the PSC, and met all the reps. Heard from the Council of Australian Postgraduate Associations (CAPA) President
<b>18 Jan</b>	Meeting with Peer Pathways	Rey (Accessibility Officer) and I met with a representative from Peer Pathways, a free phone line service for people with mental health challenges, ran by people in the community with lived experiences of mental health struggles. Rey is investigating
	Exec and PM Meeting	Heard updates from the many Portfolio Managers of the Guild
<b>19 Jan</b>	Higher Education meeting	
	2022 Club Vouchers and Club Memberships	Met with many people in the Guild to discuss new ways of doing club vouchers
<b>20 Jan</b>	Commercial Operations Meeting	Manager - Food and Beverage and Manager - Retail and Tav have merged into Manager - Commercial Operations. I brought up increasing the accessibility of Guild outlets.
	Representation Board	See minutes of this meeting for details
<b>21 Jan</b>	Emergency Exec and Managing Director	Had a quick call about the State Gov's announcement to delay the border opening, and the messaging we're putting out to students

<b>24 Jan</b>	Weekly meeting with David Weekly meeting with Maryanne	
<b>27 Jan</b>	Exec Committee Special Meeting of Guild Council	See minutes of this meeting for details See minutes of this meeting for details
<b>31 Jan</b>	Weekly meeting with David Weekly meeting with Maryanne COVID Impact on Events meeting	Met with Feb, David, Bec and others to discuss plans for events in light of Omicron spread in WA
<b>1 Feb</b>	Exec Committee – Clubs approval	See minutes of this meeting for details
<b>2 Feb</b>	Higher education meeting Legal Committee Bylaw Drafting	
<b>4 Feb</b>	Weekly meeting with Maryanne Weekly meeting with David	
<b>8 Feb</b>	Activities Committee Club Approvals Meeting	See minutes of this meeting for details
<b>9 Feb</b>	Higher Education meeting Finance and Risk Committee	
<b>10 Feb</b>	Executive Committee Governance Meeting	See minutes of this meeting for details Started working on the governance review of the Guild, headed by Dylan

### ***Other meetings/activities***

<b>10 Dec</b>	Guild Staff Awards	Presented awards to staff members. Ate my weight in arancini
<b>16 Dec</b>	Photoshoots!	One at the Tav and one near the Sculpture Garden. Huge shoutout to Ben (Student Engagement) for putting up with our shenanigans
<b>14 Jan</b>	Intro call with Luc Vellers (NUS Education Officer) Intro call with Faizan Akram (ECU Guild President)	Had a chat about our campaigns we want to run this year and the upcoming NUS referendum Had a chat about our campaigns we want to run this year and areas we can work together
<b>20 Jan</b>	Intro meeting with David Ugrinov (Murdoch Guild President)	Had a chat about our campaigns we want to run this year and areas we can work together
<b>24 Jan</b>	Meeting Chief Nursing Officer	Hameed, Sofia and I met with the State's CNO, and advocated for opening GradConnect to international students
<b>25 Jan</b>	Meeting with Notre Dame Enviro Officer and Events Officer	Met to discuss the Guild's sustainability initiatives, and to give advice to the Notre Dame reps on what they could do
<b>31 Jan</b>	Intro phone call with Sarah Ison (journalist with <i>The Australian</i> )	Introduced ourselves, what we can do for each other and the effect of the border opening delay on international students. Sarah was hoping to keep regular contact with all Guild Presidents
<b>3-4<sup>th</sup> Feb</b>	NUS President Summit	
<b>7 Feb</b>	Monthly Guild x NTEU Meeting	Many concerns about what teaching will look like when Omicron hits

8 Feb Filmed Guild Insider Tour!

## Leave

13 Dec – 15 Dec	Attended the National Conference (NatCon) of the National Union of Students' (NUS), as I'd been elected as a delegate
25 Dec – 3 Jan	Guild shutdown period

## Items of Significance

### Introductory Meetings

To get my bearings, I've been having many introductory meetings with members of Curtin staff, Guild professional staff, and organisations such as Curtin Volunteers! and the NTEU. This has allowed me to identify where to go to for what student issue, ways of collaborating, and how this university ticks. I have set up monthly meetings with a few of these people, in order to be proactive about working together and solving student issues, rather than only communicating with them as a reaction to a problem.

### Survival Day

On 26 January, a delegation of Guild Reps attended the Invasion Day rally held in Forrest Chase. This rally was organised by Marianne Headland MacKay and other Aboriginal and Torres Strait Islander members of the community, and featured a variety of speakers, singers and dancers. The organisers of the rally stood in support of changing/abolishing the date of Australia Day, recognising Indigenous sovereignty over the land, and ending Aboriginal deaths in custody.

I organised a sign-painting session in the courtyard outside the Guild, as well as a bus to take to the rally. My goal was for 20 attendees to the signpainting, but we only had 16. I will note that many people I asked declined due to COVID concerns, and which also accounted for a reduced turnout to the rally itself.

I'd like to thank Marianne Headland MacKay and the other organisers of the rally for the amazing



event. As allies of the First Nations community, it is the Guild's job to elevate their voices, not just on Australia Day, but every day. We are still working hard to redesign the First Nations Officer position to be fit-for-purpose, and to create a culturally safe Guild, to be better allies to Aboriginal and Torres Strait Islander students at Curtin.

### **COVID-19 Planning and Management at Curtin**

I have been added to the University's COVID-19 CIMT (Critical Incidence Management Team), chaired by Fiona Notley (COO). Dylan (Guild Secretary) sent out an email to everyone regarding what is being discussed at the CIMT, but briefly we are:

- Implementing a testing clinic on campus
- Drafting and approving a policy on mandatory vaccines
- Implementing processes for creating health management plans (e.g. for people who are immunocompromised or have exemptions to masks or the vaccine)
- Developing more FAQs (e.g. for international students, students residing on campus), as well as guides regarding travel and close contacts
- Determining the academic support that will be made available to students, as well as how content will be delivered
- Defining "levels" of COVID-19 restrictions for Curtin – Level 1 is business as usual, Level 5 is campus being closed and everyone working from home
- Investigating ways of helping international students isolating in campus accommodation
- How to deal with workforce disruption
- Investigating new health and safety measures (e.g. ventilation, CO2 monitoring, procuring RATs)
- An assortment of other measures

As part of the health and safety of Guild Reps, the following measures have been implemented:

- No A & B teams
  - The Exec reviewed the A & B team plan, and decided that this format would be ill-suited to us, as we will have to come in during our weeks online, to run events and such, and thus crossover between the two teams would be quite likely to occur
- Come into the office only when you need to, and as much as possible limit the time you spend there
- Host all your meetings online
  - The Guild uses WebEx for our meetings. Ask IT if you're unsure how use it
- Isolate from professional staff
  - You may need to interact with Events staff – speak with them regarding safety measures when the occasion comes up. However, you should not need to physically interact with Student Engagement, Finance, Student Assist etc.
- Enter the Guild through the Equity Space door only



- Do not enter:
  - The upstairs area
  - Reception
  - The back storeroom

Please reach out with any questions, concerns or if you just need to air your frustrations :)

### **International Students Affected by Border Opening Delay**

With the surprise announcement that the State Government was going back on their announcement that borders were opening on 5<sup>th</sup> February, many international students were left in the dark. The government's plan did not account for the issues that international students, stuck both interstate and overseas, would face in light of the announcement. Students arriving from interstate will have to isolate and thus won't be able to work, and quarantining is especially expensive for those with no family to stay with. At the same time, the situation still needs to be resolved for the many students outside the country, who have made plans, booked flights, and found accommodation, only for their entry into WA delayed with no confirmed date for the opening of the border.

With help from the ever-amazing Maryanne, Sofia and I composed a letter to the Premier about these concerns, and calling on the government to open the WA border to international students enrolled in WA universities in 2022. We have now been quoted in the media!

### **Federal Election**

The federal election will be held this year, and I'm planning on running a campaign to inform students about how to vote, when to vote, why to vote, and how the different candidates measure against key points. These key points are being put forward to the Representation Board. It's important to get as much done as possible as early as possible, so when the date of the election is announced we're all ready to go.

### **Unit Feedback Process**

It is the opinion of myself along with staff and students I've spoken with that eVALUate is a poor tool for providing feedback on your unit, for a myriad of reasons. Maddie and I are working with Jon Yorke (Academic Registrar) to trial a quick survey to students in week 4 or so, to gauge how engaging students are finding the unit and anything students would like to see changed. Together, we are drafting a proposal to Academic Board, and a pilot might actually be implemented this semester!



### **Assorted Guild Work**

- Rosella Street, an online, community-driven and environmentally-conscious marketplace, reached out to me to ask if we'd be interested in using their platform. After meeting with them alongside the Student Experience team, we decided that we could use their services as a replacement for the second-hand bookstore. This will be actioned for Semester 2.
- As the Guild Rep in charge of Commercial Operations, I've been investigating making our outlets more accessible. First step is through menus – I'm looking at putting menus online and implementing Braille menus instore.

### **Assorted Projects**

- With significant contributions from February and the Student Experience team, we managed to secure a \$20,000 grant from the University to go towards club events!
- Curtin's new Deputy Vice Chancellor - Academic has finally been announced – Paul Brunton. He has a background in dentistry and is currently Pro Vice Chancellor of Health Sciences at the University of Otago (he and Harlene Hayne (Vice Chancellor) used to work together, and quite well). I've introduced myself to him through email, and he should be officially starting mid-year.

### ***TL;DR!***

- Lots of introductory meetings going on!
- A delegation of Guild Reps attended the Invasion Day rally. Lower turnout than expected, but this can be partially attributed to COVID-19 concerns.
- I am on a team with many higher-ups in the University, working towards transitioning to living with COVID-19.
- Sofia and I wrote to the Premier, calling on the government to open the WA border to international students enrolled in WA universities in 2022.
- Planning for the federal election is underway.
- This semester, the Guild is working with the University to implement a quick feedback survey for week 4, with the goal of giving timely, anonymous feedback to Unit Coordinators

***Thanks for reading x  
Teddy***

## Presidents KPIs

- 1. Provide favourable and equitable outcomes to students regarding COVID-19 and its effects.**
  - Work with the International Student Committee to provide assistance, advocacy and grants to International Students.
  - Increase the accessibility of campus counselling services.
  - Regularly communicate with other Campus Presidents about ideas and strategies.
  - Oppose the government on actions that put profits before health.
- 2. Run an independent campaign to get students registered to vote and raise awareness about the candidates in the upcoming Federal election.**
- 3. Work with the University, the NTEU and other Guild Reps to overhaul both the methods of gathering student feedback, and how that feedback is applied.**
- 4. Introduce a parking system that is fair, affordable and accessible to all students.**
  - Further, advocate for all students taking public transport to get concession rates, including part-time students.
- 5. Lobby the government to improve students' wellbeing and educational experiences.**
  - Lobby to increase Youth Allowance, decrease the age of independence and increase the maximum age of access.
  - Advocate for more affordable and consistently priced education.
- 6. Improve and expand the Guild's commercial offerings to students.**
  - Increase the accessibility of Guild outlets.
  - Investigate keeping outlets open for longer, to provide affordable food options into the afternoon and for students studying late.
  - Bring pharmacy and postal services to campus.
- 7. Review the appropriateness of the role of First Nations Officer in representing Aboriginal and Torres Strait Islander students.**
  - Work with the Centre for Aboriginal Studies to create a position which is appropriate.
  - Create a culturally-safe environment in the Guild.
- 8. Advocate for 100% SSAF to be spent by students – not the University.**
- 9. Appropriately manage the Guild Executive to be a thriving committee.**
  - Host regular check-in sessions with members of the Executive.
  - Hold the Executive accountable to their KPIs and election promises.
- 10. Oversee the operations of the Guild as a body.**
  - Ensure the Managing Director's business plan is on track.
  - Oversee the refurbishments of Guild outlets.
  - Ensure strategic alignment across all Office Bearers.
- 11. Empower Ordinary Representation Board members and Guild Councillors to be more active in the Guild.**
- 12. Complete one sustainability project.**

# STUDENT GUILD OF CURTIN UNIVERSITY

## SECRETARY

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### REPORT

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#### 1 Coverage

- (1) This report covers activity from the **1st of December 2021** until **9th February 2022** and is submitted to the February Guild Council.
- (2) Leave periods: 13<sup>th</sup> – 14<sup>th</sup> December, 28<sup>th</sup> January (in lieu of 26<sup>th</sup>) and 7<sup>th</sup> – 8<sup>th</sup> February.

#### 2 Terms Used

**ATOR** means at time of report.

**NTEU** means National Tertiary Education Union.

**Exec** means the Executive Committee of the Curtin Student Guild.

**PSC** means the Postgraduate Student Committee of the Curtin Student Guild.

**SDP** means the Student Discipline Panel.

**FBL** means the Faculty of Business and Law.

**CAPA** means the Council of Australian Postgraduate Students.

**WAEC** means the Western Australian Electoral Commission.

**M-Files** is the Guilds document management system.

#### 3 Internal Meetings

Date/s	Meeting	Comments
1/12/21	Guild Council	Where I became Secretary.
1/12/21	Representation Board	
7/12/21	Strategy Session (Executive)	
8/12/21	Finance Meeting	
9/12/21	Expectation Setting Workshop	
16/12/21	Executive Committee	
16/12/21	Bec (Student Engagement) x Exec	
17/12/21	Jo Ann (Student Assist) x Exec	
21/12/21	Karen (Finance) x Exec	
21/12/21	Legal Committee	

23/12/21	Discussing Executive Objectives	
10/1/22	Meeting with Faculty Representative	To discuss progress and support into role.
11/1/22	Activities Committee	
12/1/22	PSC Secretary Training	
12/1/22	Higher Education Meeting	
12/1/22	Representative Events Brainstorm	Partially attended
13/1/22	Chair's Meeting	Discussed governance obligations and conduct of meetings
13/1/22	Executive Committee	
13/1/22	WASM Meeting	Siti (Secretary) discussed a plan for the semester.
17/1/22	PSC Committee	
18/1/22	Exec & PMs	
19/1/22	Higher Education Meeting	
19/1/22	Club Vouchers & Memberships Meeting	
20/1/22	Commercial Operations	
20/1/22	Representation Board	
26/1/22	Budget Events Breakdown	With February
27/1/22	Guild Council	
2/2/22	Higher Education Meeting	
2/2/22	Legal Committee By-Law Drafting	Drafting requested changes on behalf of Guild Council.
8/2/22	Executive Committee (Club Approvals)	
9/2/22	Higher Education Meeting	
9/2/22	Finance and Risk	

#### 4 External Meetings

13/1/22	NTEU x Exec	
14/1/22	SDP (FBL)	Proxy for FBL Rep
19/1/22	Meeting with Martin – Governance Review	Refer to the related significant item below.
19/1/22	Meeting with Ian Jackson – People & Culture	With Exec regarding University interview panels.
3/2/22	Meeting with WA Electoral Commissioner	To discuss the Guild's affirmative action and the

		WAECs future involvement in Guild Elections.
4/2/22	Omicron Workplace Safety Meeting (with Unions WA)	Discuss advocating for students and workers for safety in the light of Omicron.
9/2/22	Curtin Extra Meeting	Regarding involvement in Curtin Extra Committee and for subcommittee members.

**5 Significant Items**

(1) Updating and Improving Guild Registers/Policy/Procedures

- (a) The Guild Secretary maintains records including the Register of Delegations, Matters Reserved to the Guild Council, the Policy Handbook among other documents floating in space. I am undertaking a process of updating and refreshing these items.
- (b) Here's where I'm up to:
  - (i) the register of delegations of the Guild Council has been updated;
  - (ii) a register of resolutions of Guild Council and Representation Board is being finalised;
  - (iii) policy and procedure documents have been compiled and flagged for deletion if irrelevant, update or consolidation;
  - (iv) urgent changes to by-laws have been considered and submitted; and
  - (v) matters reserved to guild council, regulations, clubs charter, constitutions (excl. reps board) are in the pipeline.

(2) By-Laws

- (a) Changes to Guild By-Laws have progressed through Legal Committee which I chair. Guild Council approval is the final major stage for By-Laws adoption. These changes address only urgent needs of the Guild with major restructures or amendments awaiting on a review of Guild governance.

(3) Elections

- (a) Guild Subsidiary committee nomination periods tend to be beginning of semester one. I have created a digital nominations portal to reduce the need to attend the Guild Office to nominate.
- (b) These changes are majorly impacted by the By-Laws. The process of conducting these elections has been established for both by-law versions.
- (c) I have identified areas of focus for working with Student Engagement to ensure we adequately represent all cohorts of students.

(4) SSAF (**Confidential**)

- (a) I have met with some state government members of parliament regarding potential changes to WA legislation to expand and improve the role of student unions and increase funding where possible.
- (b) Funding student guilds is a divisive political issue that has always relied on compromise between the largely anti universal student unionism Liberal Party and pro-USU Labor Party. There is an opportunity with the current parliament to pursue changes otherwise impossible.

Note: this section is the only part strictly confidential

(5) Administration

- (a) Scheduling for most 2022 Committee Meetings was completed early in the term including shifting Guild Council and Representation Board to 5.30pm.
- (b) Representative Shirts and Badges (for most Office Bearers) have been ordered and should arrive prior to O-Day.
- (c) The remuneration of officer's procedure has been approved and review reminders have been added prior to the conclusion of the 53<sup>rd</sup> Guild Council.
- (d) I scheduled officers to attend graduations as the representative of the student body. These are ongoing ATOR.

(6) Compliance

- (a) Police Checks for all members of Guild Council have been completed by the regulation deadline.
- (b) Conflict of Interest declarations have been collected and compiled pending two members ATOR.
- (c) Training for Bentley and Kalgoorlie Office Bearers has been circulated. This has been completed fully by three officers ATOR. The deadline has not yet arrived.

(7) Lost Minutes / Agendas / Recordings

- (a) Before my term the Guild lost its minutes, agendas, reports and recordings uploaded to the Guild website for all its boards, council and committees past and present since 1969 from a Google Drive that was accessible by the public. I have dealt with a few upset Guild members (mostly associates).

Note: I have personally tried to recover from the Google Drive documents that are hidden and have been able to collect and store pre-2010 minutes of Guild Council as well as Representation Board and no longer existing committees. Student Engagement have uploaded the previous year's minutes to the website and other more contemporary minutes are on M-Files. I'm currently assessing the concerns of members, the need to be highly transparent and the practicality of the situation.

(8) Public Interest Disclosures

- (a) The WA Government Public Sector Commission was in contact regarding the Guild's requirements to comply with the Public Interest Disclosure legislation. They were unsure if

we are an agency of our own right which would require a lot of change internally to develop policy and public agents to handle disclosures, or, if we could link to Curtin's processes. This has yet to reach a conclusion, but it is likely that the Guild will need to publish something on the website either way.

(9) Sri Lanka Campus Guild

- (a) The staff of Curtin's Sri Lanka affiliate have reached out asking for guidance on their establishment. I have provided three draft option constitutions. They did not get back in contact regarding their decision. They have, however, applied for registration with their campus management and the DVC-A as well as applied for Curtin Extra.
- (b) I have some concerns with this process and would like to explore how we relate to our global campus students as we continue to be the only body recognised to provide the representation of all enrolled students to the Council.

(10) Governance Review

- (a) A review of Guild Governance was recommended by the Legal Committee to review our structures now four years on from the major implementation of changes by the mighty Liam O'Neill administration of the 49<sup>th</sup> Guild Council (don't fact check). The Guild has engaged Martin Hedley to undertake this review and I encourage all council members to be involved with this process. The estimated date of completion is six (6) weeks from the time of this report. After this process is complete, we will have work to undertake to set the future direction for the Guild.

(11) NUS Referendum

- (a) The NUS Referendum agents were appointed as delegated to Executive Committee by Guild Council. At the close of business Monday, no further interested parties were present from the time of the last meeting. After that date but before the Executive Committee resolution was finalised Marcus Fernihough was nominated and was recommended as a secondary agent for the remain campaign if allowed by the WAEC.
- (b) A further nomination was received late and after the resolution by Erin Russell which could not be accepted. The agents were as follows: Yes (remain in NUS) – Dylan Botica, No (not remain in the NUS) - February.

## **6 Travel / Conferences**

Nil Travel

Conferences

- (a) Presidents' Summit – 3<sup>rd</sup> and 4<sup>th</sup> of February which provided valuable training in many aspects of being a general secretary and sparked a conversation with CAPA President regarding improving University legislation and funding arrangements.



## Schedule A

Dylan Botica  
2022 Guild Secretary

# KEY PERFORMANCE INDICATORS

## GOVERNANCE AND LEGISLATION

INDICATOR	DELIVERABLES	STATUS
Commence a review and refresh project of Guild Governance.	Consult regularly with Legal Committee members. Engage appropriate services to review current structural concerns. Create a roadmap for improvement of Guild Governance Structures.	
Ensure the Guild has legislative frameworks conducive to ongoing success.	Meet with legislators and lobby necessary.	
Improve uptake in Guild Elections, committees and initiatives	Improve mechanisms for appointment. Increase membership of guild subcommittees. Engage with governance review processes. Work with Guild Staff to return the WA Electoral Commissions to our annual elections.	

## POLICY AND COMPLIANCE

INDICATOR	DELIVERABLES	STATUS
Establish appropriate registers to aid compliance.	Establish a register of key resolutions from committees and boards. Update and modernise registers of delegations, matters reserved to council and associated documents,	
Ensure necessary action is undertaken on all resolutions and instructions.	Consult and brief chairs of key meetings monthly. Promote accountability to reporting bodies. Promptly create and distribute minutes for boards and committees I am initially responsible for.	

## FINANCIAL

INDICATOR	DELIVERABLES	STATUS
Authorise payments in a timely manner.	Approve payments before deadlines measured by a 90% threshold. Ensure Finance staff are aware of when I am not available.	
Work towards increased financial freedom and	Lobby government and work with external and internal parties to work towards greater funding and flexibility of funding.	

adequate resourcing for the Guild.		
Assist representatives with their spending and budgets,	Set reasonable limits on Guild department expenditure and track how it is being met. Assist representatives with expense procedures that reduce the necessity to spend officer money and reimburse.	

## GENERAL

INDICATOR	DELIVERABLES	STATUS
Broaden Curtin Extra and Representative Recognition Projects.	Ensure Curtin Extra is delivered for Representatives. Promote the availability of programs to officers. Provide a means of recognition for students involved in Guild committees.	
Provide ongoing and consistent support to WASM Guild and look towards improving the Guild's presence on global campuses.	Create an avenue for regular feedback and reporting. Address the concerns and feedback of WASM Guild in a timely manner, Develop a plan to ensure representation on global campuses and improved interconnectivity.	
Move towards accessibility in providing documents in alternative formats.	Work with key stakeholders in communion with the Accessibility Department to improve access of Guild Governance and meeting documents. Provide agendas, minutes and other documents in alternative formats upon request.	
Maintaining ongoing requirements under the Remuneration Tribunal Determination	Ensure timesheet procedures are up to date and timesheets checked. Fairly and equitably undertake duties under the determination, providing adequate notice and appeal processes. Follow up on KPIs set and delivery. Ensure compliance with reporting requirements.	

## PRE-EXISTING REQUIREMENTS

REQUIREMENT	STATUS
Be the official secretary of the Guild as may be required under any written law or agreement.	
Ensure compliance with the Statute Book, Code of Conduct and Policy and report any breaches to the Guild Council or other authorities as required.	
Be conversant on financial, policy and governance matters of the Guild.	
Submit a written report to each ordinary meeting of the Guild Council.	
Attend meetings of the Guild Council, and other Guild Committees which they are a member of.	
Prepare a written report for the incoming Secretary.	

## Schedule B

### TL;DR

This experience so far has been in equal measures both an exciting and extremely soul-destroying role. As time progresses forward over the next year, I hope to be able to contribute to the experience of officers and have an impact on members.

I have been working on an external review of the Guild's Governance structures and processes which should be undertaken by Martin Hedley over the next few months with an aim for completion end May.

Assisted and driven by Legal Committee comrades, I have been working on addressing urgent changes and important updates to our By-Laws, Constitutions, and frameworks. This includes refreshing a register of delegations and establishing a register of resolutions of key bodies.

Within Executive Committee I have delivered faster minute approvals for contemporaneous inclusion in Guild Council agendas to provide greater oversight and accountability to Councillors. Guild Council and Representation Board is now available for public live viewing online and participation.

Curtin Extra for our subsidiary committee members and an understanding of my role in the committee has been progressed.

Before my term, the Guild dealt with a loss of documents from the publicly available Google Drive. I would refer to the council as to how we should deal with this, however, in the interim documents have been restored for the last 12 months of Guild Council and Representation Board.

I met with the WA Electoral Commissioner with hopes to find a working arrangement for Affirmative Action that enables WAEC participation.

Representatives have been supported administratively into their roles. Payments have been approved or delegated promptly and without delay to payroll or suppliers. Timesheets and other processes have been simplified for non-executive officers.

### TL;DR the TL;DR

A Governance Review is happening to help our systems, I have been trying to tidy internal documents up, I want the WAEC to run our elections again, Curtin Extra is being commenced, I am aiming to expedite current internal processes and make them as accessible and easy for stakeholders.

Signed



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DYLAN BOTICA

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Secretary of the Student Guild



On the 10<sup>th</sup> day of February

## Vice President—Education Report

Report Duration: 01/12/2021 – 10/02/2022

Madison Ainsworth

Leave: 13<sup>th</sup> – 15<sup>th</sup> December

Acting President: 21/01; 03/02; 04/02

### Guild Meetings

Date	Meeting	Notes
01/12/2021	Guild Exec	
02/12/2021	O-Week/Fire Up	Met with February Began to plan these events
07/12/2021	Strategy Session	Met with exec to plan the year
08/12/2021	VPE/ISC	Met with Sofia as an initial fortnightly meeting
09/12/2021	VPE/Womens	Met with Salwa as an initial fortnightly meeting
09/12/2021	Expectations Workshop	
10/12/2021	Strategy Planning	Met with Jo-Ann and David to discuss management strategy and workload
16/12/2021	PM/Exec	
16/12/2021	Exec Committee	
16/12/2021	Support Meeting	Met with Rachel, Theodora, and Jo-Ann to discuss any support that might be needed throughout the year, and as an initial catchup for how the year is going so far
17/12/2021	Introductory Session	I ran an intro session with reps to give a brief rundown about their role, support available to them, and expectations related to their roles
17/12/2021	PM/Exec	
20/12/2021	Catch up Intro Session	Held a supplementary into session with Shaniqua
21/12/2021	PM/Exec	
22/12/2021	VPE/Queer	Met with Cassidy as an initial fortnightly meeting
23/12/2021	PM/Exec	
23/12/2021	Year's Plan	Met with exec to discuss the goals the 2022 Guild has
05/01/2022	Higher Ed	Met with exec, Maryanne, and Jo-Ann
05/01/2022	HR Discussion	
06/01/2022	VPE/Womens	Fortnightly meeting to discuss any issues that may have arisen within Salwa's portfolio
10/01/2022	Support Meeting	Met with Shaniqua, Dylan and Jo-Ann to discuss any support that might be needed throughout the year, and as an initial catch up for how their term is going so far
12/01/2022	Higher Ed	Met with exec, Maryanne, and Jo-Ann
12/01/2022	Rep Event Brainstorm	Fac reps and equity reps came together to brainstorm ideas for events and ways to improve student engagement throughout 2022
12/01/2022	Survival Day Chat	Met with Theodora to discuss and outline the day of the rally and how the guild would participate
13/01/2022	Exec Committee	

14/01/2022	Faculty Reps Meetup	Met with Adam and Rachel as an initial fortnightly meeting to go over what has been going on in their portfolio, discuss KPI's, and go over current thoughts for O-Day
17/01/2022	VPE/Womens	Discussion around collectives, respectful relationships, and social media posts
17/01/2022	PSC Board Meeting	
18/01/2022	Feedback and Unit Guide	Meeting with Breanna, Jo-Ann, Maryanne and Adam. Discussed best way to give students a platform to share their experiences with the units they take
18/01/2022	O-Day Discussion	Met with February to discuss O-Day preparations
18/01/2022	PM/Exec	
18/01/2022	Meeting with Jo-Ann	Discussed best way to respond to student queries
19/01/2022	Higher Ed	
19/01/2022	VPE/Queer	Discussed goals for the year and updates within the QO portfolio
20/01/2022	Students as Partners Community of Practice chat	Met with Theodora to discuss what we wanted to bring to Students as Partners Community of Practice
20/01/2022	Vaccine Mandate	Met with Theodora to discuss what I would cover in my meeting with Jon Yorke in her place as acting president
20/01/2022	Rep Catch-up	Met with Amber for a catch-up session of the Faculty Representative Meetup
20/01/2022	Representation Board	
21/01/2022	COVID Meeting	Given the press conference announcement of boarders remaining closed, the exec and David discussed what I would inquire during my meeting that day with Jon Yorke
25/01/2022	Exec Committee	
27/01/2022	Weekly Check-in	Met with Theodora to have a check-in about my goals for the week
27/01/2022	Guild Council Special Meeting	
01/02/2022	Clubs Approval	Met with members of the executive team to discuss the first round of club's approval for 2022
01/02/2022	Advice Meeting	Met with David to discuss managerial tips
02/02/2022	Weekly Check-in	Met with Theodora to have a check in about my goals for the week
02/02/2022	Higher Ed	
02/02/2022	VPE/Queer	Discussed the We All Need To Pee Campaign, as well as Cassidy's progress on goals for the year and events planned with February
03/02/2022	Weekly Check-in	Met with Theodora to have a check-in about my goals for the week
07/02/2022	VPE/Womens	Met with Salwa for updates within the womens portfolio
08/02/2022	VPE/ISC	Met with Sofia for updates within the international student space
08/02/2022	Clubs Approval	Met with members of the executive team to discuss the second round of club's approval for 2022

09/02/2022	Higher Ed	
09/02/2022	Jenkins Report	Met with Salwa to discuss the Jenkins' Report
10/02/2022	Weekly Check-in	Met with Theodora to have a check-in about my goals for the week
10/02/2022	Exec Committee	
10/02/2022	Governance Kick Off	
10/02/2022	Representation Board	

## University Meetings

Date	Meeting	Notes
10/12/2021	Students Voice on Learning and Teaching	Meeting with Jennifer Howell and Theodora Rohl Initial meeting to finalise working group formation: this group is designed to keep a record of student issues that have come up along with the cause— specifically targeted at tuition free due to the university claiming that this year could not be used as an example of only having one tuition free week "failing" because of COVID's impact Side note-if anyone is interested in joining this working group please fill in this form ( <a href="https://forms.gle/RtcRpov9GZWcZhUU7">https://forms.gle/RtcRpov9GZWcZhUU7</a> )
06/01/2022	Robertson Library Project Briefing	Went through slides of what the library will look like
13/01/2022	Survival Day Discussion	Met with CAS to discuss the statement that the Guild will put out regarding Survival Day, as well as a discussion on starting the process to make the Guild space more friendly and accessible
13/01/2022	NTEU Introductory Meeting	Introductory meeting with the NTEU to outline goals for 2022
18/01/2022	Students as Partners	Met with Kathryn as an initial monthly meeting
19/01/2022	Interview Panels	Exec met with Ian Jackson from People and Culture to discuss interview panels and how the guild will be involved throughout 2022
21/01/2022	Student Communications	Went through the upcoming FAQ webpage that will be coming to Oasis, I was asked for my thoughts and suggestions, which I gave along with the FAQ list that Theodora provided. I then asked the questions requested in my COVID meeting with exec and David
25/01/2022	Students as Partners Community of Practice	First Students as Partners Community of Practice of the year, went over introductions and everyone said what they were working on within the Students as Partners space
31/01/2022	Courses Committee Preparation	Met with Rebecca Brockman and Elissa McNair for an introduction to University Courses Committee
01/02/2022	Courses Committee	
01/02/2022	Rural and Regional Students as Partners	Met with Rebecca Ryan to discuss how I could work with them to benefit and assist Curtin's rural and regional students (both on-campus and online)

02/02/2022	eVALUate Meeting	Met with Theodora, Jon Yorke, Marco Schultheis, and Alice Tsang to discuss creating a “pulse check” system mid-semester to provide feedback from students to their lecturers/tutors/UCs
07/02/2022	NTEU Monthly Meeting	Discussed survey and evaluation tools
08/02/2022	Learning and Student Engagement Committee	
09/02/2022	eVALUation Paper Discussion	Met with Jon Yorke, Marco Schultheis, and Alice Tsang to go through what we had written thus far for a paper proposing a pulse check survey for students

## NUS Meetings

Date	Meeting	Notes
07/01/2022	Introductory meeting with Luc Velez	Met with Education Officer, Luc Velez, regarding any support the Guild might need from the NUS thus far, any campaigns we are planning on holding, and heard about the campaigns and key points Luc is planning on focusing on throughout the year

## Other Projects/Events

16/12/2021

Tav Photoshoot

16/12/2021

Happy Holidays Photoshoot

06/01/2022

MFiles Workshop

06/01/2022

New Years Resolution Filming

26/01/2022

Welcome to Curtin Filming

27/01/2022

Welcome Video

31/01/2022

Welcome Video

## Executive Summary

I initiated meetings to support representatives in their role, as well as went to my first few university and NUS meetings as the vice president—education.

Theodora and I are working with the university on a “pulse check” system that will hopefully take place around week 4 (census) and will allow teaching staff to work with students to create an



engaging, collaborative learning environment in the spirit of what is hoped for Students as Partners. A lot of my time has been dedicated to reviews from 2021 and is now centred around ensuring that, while working from home, I am able to assist the Guild Representatives to the same level as I was able to while in person. This task has been made possible by informing the incredibly understanding reps of how to best contact me quickly if needed, as well as clearing a space in my office to work; following the suggestions from Slade's emails have been extremely helpful in this part of the process!

# Vice President – Education

## Key Performance Indicators Madison Ainsworth

### 1. Be prepared for all meetings

- Submitting reports in a timely and well-done manner
- Reading necessary documents

### 2. Push for Guild awareness to be increased among students

### 3. Supporting office bearers

- Responding to emails in a timely manner
- Be in the office during my posted hours
- Attending meetings when requested
- Assisting to find solutions
- Informing of any relevant information
- Meet with office bearers at the beginning, middle and end of their term for check ups

### 4. Support the President

- Take on any reasonable task that is asked of me
- Responding to emails in a timely manner
- Assisting in planning events, campaigns and rallies

### 5. Use the Guild's collaborative workgroup with LITEC, Students Voice on Learning and Teaching, to include students in the discussion and advocate for students quality of education

- Having standing invites for students who want to attend
- Having regulations that give all students the same speaking rights as permanent attendees
- Adding student raised issues to the agenda and having the minutes publicly accessible (or accessible upon request, feedback is appreciated)

### 6. Uphold an advocacy space where students can feel comfortable and secure while having the opportunity to contribute to change

- Forming a list of student contacts and whether they feel comfortable attending rallies
- Having alternative options to rallies for students to voice their concerns

### 7. Push for increased effort to be directed to rural and regional high school students in hopes of removing the disadvantages associated with not coming to Curtin from the metro area

- 8. Strive to ensure that students are receiving quality education that fits their needs despite any changes that COVID may bring**
- 9. Push for more accessible assessments**
  - Clearer unit outlines
  - Easier access to materials needed for assessments
  - More access to exemplars
- 10. Ensure student needs are being heard and, where possible, assisted**
- 11. Endeavour to be informed on issues that may impact office bearers portfolios**
- 12. Work toward a better feedback system for tutors and lecturers to understand student wants and needs**

# Vice President – Activities

Report #1

February

Meeting Date: 17/02/22

Date Submitted: 10/02/22

## Meetings:

Date	Meeting	Comments
17/11	Student Success Showcase	
18/11	Exec Meeting	
19/11	Events x VPA	I floated some thoughts about 2022 but it was still too early to decide anything
22/11	Clubs x VPA	Bec and Shelley thoroughly briefed me on clubs and my role. Key issues that came up were advocating for Club Committee Members (or students in general) to have access to Resource Booker to book rooms, investigating how better to support clubs at WASM, and “radical abandonment of Wednesdays”.
23/11	Exec x PMs Meeting	
23/11	Pride Planning Catch-Up	
24/11	Clubs Hub Handover Meeting	Jesse gave me the history of this project and advised me on next steps. The Uni has denied us use of floors 6-7 of Building 201 but directed us to submit a more general proposal.
24/11	Health and Safety	
29/11	Pasar Malam Curtin Stakeholders Debrief	
29/11	VPA Introduction – Haley Davis - Orientation	Informal meeting to kick off the working relationship between myself and Haley as Orientation prep starts to get underway.
29/11	TidyHQ and Club Vouchers	Discussing how Club Vouchers may transition online in 2022 via the Guild Website or TidyHQ— we’ve encountered many logistical issues so will have later meetings to follow up.
30/11	Induction Day: Ask the Panel	
30/11	Induction Day: Team Building Exercise	
1/12	Exec Orientation	Members of the Exec Committee officially met for the first time after Secretary and Chair of Reps Board were appointed. We touched base on what we would all be doing getting started.

2/12	Events x VPA	Met with Jess and Bec and got a briefing on their team, events and event strategy. Got the ball rolling on forming the strategy and will be planning a brainstorm session to engage rep ideas and feedback.
6/12	Health Sciences Event Chat	Brief Meeting with Amber about ideas for forum style events/feedback sessions
7/12	Clubs x VPA	Discussed Clubs Induction and Clubs and Societies Meeting Dates, Clubs Lockers, Clubs Grant, Meeting with Faculty Student Engagement
7/12	Incoming Exec Strategy Session	Met with Andrew Cameron to develop strategies for 2022
9/12	Budget Discussion	Brief Discussion with Events Team and Secretary regarding budget lines/allocations for different kinds of events
14/12	Humanities Student Engagement	Touched base with Humira (Manager Humanities Faculty Student Engagement) and Adam (Humanities Faculty Rep) regarding Humanities Clubs and orientation
16/12	Events x VPA	
16/12	Exec Meeting	
16/12	Exec x PM Induction	As part of extended induction Exec met with Bec (Student Experience) to better understand her portfolio
17/12	Exec x PM Induction	As part of extended induction Exec met with Jo-Ann (Student Assist) to better understand her portfolio
17/12	Introductory Session	Madison held an introductory session for Reps with additional information. I spoke on Clubs and TL;DRs.
21/12	Club Meeting	Shelley and I met with some club committee members regarding an incident
21/12	Exec x PM Induction	As part of extended induction Exec met with Karen (Finance) to better understand her portfolio
22/12	Clubs x VPA	Discussed Grants and the Clubs Charter, and managing potential/perceived conflicts of interest for reps in club committees
5/1	Higher Ed	
6/1	Event Comms	Discussion with Maryanne on communications around events for 2022
11/1	Activities Committee	Discussed O-Day and possible implications of COVID restrictions and impacts this year
11/1	Event Strategy Check-In	Went over the Event Strategy and started to think about good places for Rep events
12/1	Discuss Uni Club Funding Grant	Discussed implementation of the Uni Grant
12/1	Higher Ed	
12/1	O-Day/Events Brainstorm	Brainstorms for ideas/feedback from Reps on events and O-day, briefed OBs on event strategy for 2022

13/1	Events x VPA	Reviewed brainstorm, discussed objectives, planned to consult with Reps
13/1	Exec Meeting	
13/1	NTEU Introduction	
18/1	Clubs x VPA	Pushed back grant restructure to 2023 to allow for consultation, discussed dates for clubs and societies
18/1	Exec x PMs Meeting	
18/1	O-Day Discussion	Maddie (VPE) and I established a timeline and actions for preparing for Rep O-Day stalls
19/1	Club Vouchers	Discussed viability of virtual club vouchers, to be trialled in Sem 2
19/1	Health & Safety	
19/1	Higher Ed	
19/1	Students being on Curtin Interview Panels	
25/1	Clubs x FBL Student Engagement	Met with FBL Student Engagement for introductions and to establish support for B&L clubs
25/1	Eng Clubs	Brief discussion with Rachel (Sci-Eng Rep) regarding Eng clubs
25/1	O-Day Stall Update	Progress Meeting on O-Day actions
25/1	Room Bookings	Meeting with Curtin Staff regarding room bookings. Space is very limited for everyone due to Library decant. Room Bookings is launching a pilot in semester 1 to trial students booking rooms directly. Hopefully this will be available to club committees in Sem 2.
26/1	Events Budget Meeting	
27/1	Events x VPA	
27/1	Exec Meeting	
27/1	Special Guild Council	TidyHQ Motion was revoked by Guild Council
27/1	Quiet Zone/Quiet Time O-Day	Detailed Accessibility information to be included in Event descriptions
27/1	Sustainability Events	Brief conversation with Adam (Humanities Rep) regarding sustainability event ideas
31/1	COVID and Events	No one hmu
1/2	Clubs Approval Meeting	
1/2	Student Hub Proposal Meeting	Met with Properties in regards to the RITP process and way forward for this project
2/2	PSC Workshops	Meeting with Jess (Events) and the PSC to determine level of support required for PSC monthly workshops
3/2	Clubs x VPA	
3/2	Health Sciences Fundraiser	Met with Jess (Events) and Amber (Health Sciences) to plan how a fundraiser for a health cause could be integrated into one of our central events

7/2	University Health and Safety Committee	
8/2	Activities Committee	
8/2	Club Approvals	
10/2	Exec Committee	

**Upcoming Meetings:**

10/2	Events Support w/ Women's Officer
10/2	Governance Review Session 1
11/2	Events x VPA
11/2	O-Week Pre-briefing
15/2	Clubs Approvals
15/2	Exec and PMs
15/2	Clubs x VPA
17/2	Governance Review Session 2

**Events:**

No events have been held this year.

Toga Party has been cancelled due to COVID/Omicron modelling, and its classification as a high-risk event. We have adopted a wait and see approach to all other Feb/March events. O-Day will be cancelled if restrictions come in specifying a limit of 500 attendees (or less).

**Notes:**

O-Day Stalls: I have been working with the VPE to coordinate internal Guild Department Stalls for O-Day. We are working to ensure each stall has appropriate flyers, banners and giveaways, as well as putting together a little passport for students to get stamped at each stall.

Events Calendar: I have been consulting with Events and Reps to schedule Rep events for semester 1 including scheduling Grill the Guilds, this is almost completely finalized and will soon be able to be circulated internally.

Student Hub Proposal: I've met with Planning in Properties on the next steps for the Student Hub Proposal. I have gotten advice from David Luketina and consulted with the Executive Committee, and we've agreed that the submission timeline for 2022 (March) does not give sufficient time to consult with clubs and plan the proposal, and that the current climate with the library decant doesn't give the proposal a very good chance. Throughout 2022 I will bring a proposal to be endorsed by Guild Council, consult with clubs via Clubs and Societies Meetings and work with David to produce a very robust proposal ahead of the 2023 submission deadline, and hand this project over to the 2023 VPA.

**Leave:**

I took personal leave on Monday 17/1. I did not have any meetings to reschedule.



I took the Australia Day Public Holiday on Wednesday 9/2. I did not have any meetings to reschedule.

**TL;DR:**

I am working on O-Day, finalising the Events Calendar and following up the Student Hub Proposal.

# Vice President – Activities

## Key Performance Indicators

February

- 1. Advocate for a Student Hub on campus**
  - Continue to consult with clubs on what they would want a Hub to look like
  - Follow the RITP process
  
- 2. Work towards completing the transition of clubs onto the TidyHQ platform and the Guild's processes being updated accordingly**
  
- 3. Investigate the clubs/activities scene at WASM and review the Guild's processes and how we can better support WASM clubs**
  
- 4. Pursue structural improvements for clubs with the University**
  - Advocate to the University for Clubs to be able to use resource booker directly
  - Advocate for less hoops for clubs to jump through to deliver events
  
- 5. Promote clubs outside of O-Day**
  - Support the delivery of clubs carnival and clubs week
  - Create a one-stop shop for students to browse and sign up for clubs
  
- 6. Support relationships between academic clubs and faculty representatives**
  - Oversee contact between faculty reps and clubs where appropriate
  - Encourage and assist with event (or other) collaborations where possible
  
- 7. Promote events that provide free food to students, including Grill the Guild sausage sizzles or donut giveaways**
  
- 8. Support Reps, especially equity reps, to deliver events for their communities**

**9. Actively participate in events and the culture at Curtin**

- Assist with the delivery of rep and core events where appropriate
- Attend rep events, core events and club events where possible

**10. Deliver staple campus events, not limited to:**

- Guild Ball
- Mental Health Week
- Rad Sex and Consent Week
- Pasar Malam

**11. Act as a link between the Student Experience Team and the Reps Team**

**12. Stay connected to the portfolios of other Exec and Exec Committee projects, be prepared to Act as President or proxy for other Exec when they are on leave**

**Motion: Safety Report**

Action: That the Guild Council discusses the Safety Report.

Motion: That the Guild Council notes the Safety Report.

Moved: Dylan Botica

Seconded: Theo Rohl

**Performance:**

- Safety inspections conducted on time (as % of planned inspections):
  - No inspections required for December. January review not yet due at the time of document submission for Guild Council.
- Workers compensation claims (as hours of paid compensation over the past 12 months):
  - 288.65 Hours

**Incidents and Hazards to note:**

Incidents reported:

- Guild Buggy window shatter  
A truck was blocking the path, therefore the buggy required to slowly reverse and turn (at the same time) to be able to exit the location. While reversing at 5km/hr, the buggy side mirror made contact with a bollard type sign (box sign indicating building number directions) and the windscreen shattered. Two staff members were in the vehicle at the time, one staff member was covered from the waist down in glass fragments and received small abrasions (attended Curtin Health Services), the other staff member was partially covered in glass fragments with no injuries.

Action Items:

- Where there is another individual in the buggy, to be used as spotter when visibility is low and/or the driver requests
- Have wing mirrors reviewed by to ensure mirrors are appropriate/suitable for condition and replace if need be.

Noting that Golf cart / buggy guidelines have also been adopted in addition to the above as a response to a Curtin Safety Alert.

- Truck clipping overpass  
A truck was used to deliver items to B201 for a club event and in the process the top of the truck hit the 'low bridge' signage suspended below the overpass south of B200B. The club's event was off campus and the Guild was unaware of this delivery. Following investigation, it was determined that:

- the clearance height was correctly indicated on the sign and was clearly visible to the truck driver
- the driver stopped and reviewed the situation and then proceeded slowly before collecting the sign

Normally a truck driver would be well aware of their clearance height and this would not be an issue. No actions arose.

### **General Safety Update for the Month:**

The Guild's Health and Safety Committee met 19 January 2022. The next committee meeting is held on 23 March 2022.

### **Confidentiality:**

Open

**By-Laws 2018 Amendment and Related Motions (bloc)**

**By-Laws 2022**

Motion: That the Guild Council upon the recommendation of the Legal Committee **makes** the *Student Guild By-Laws 2022* and **revokes** the *Student Guild By-Laws 2018* effective from the enrolment on the Guild Statute Book by the Guild President.

Moved: Dylan Botica (Secretary)

Seconded: Theodora Rohl (President)

**Delegation of Powers from 2022 By-Laws**

Motion: That the Guild Council from the time of enrolment of the *Student Guild By-Laws 2022* on the Guild Statute Book **delegates** its functions:

Category	Function	Delegated to	Conditions	References
Clubs and Student Societies	Power to require a student society make amendment to its constitution.	Guild Secretary		Student Guild By-Laws 2022 Schedule A 11.4(c) & Schedule B 11.4(c)
Policy	To provide all policies and procedures for inspection by Guild members.	Guild Secretary		By-Law 44
Governance	Establishment and maintenance of register of resolutions.	Guild Secretary		By-Law 45
Governance	Maintenance of register of resolutions.	Chair of Representation Board	As it applies to resolutions of the Representation Board	By-Law 45
Governance	Authority to Publish documents (agendas and registers) required to be published in accordance with Section 12(7) and 45 of Student Guild By-Laws 2022.	Guild Secretary		By-Law 12(7) and 45
Governance	Authority to Publish minutes required to be published in accordance with Section 21(5) of Student Guild By-Laws 2022.	Minute Secretary		By-Law 21(5)

Governance	Authority to Publish minutes required to be published in accordance with Section 21(5) of Student Guild By-Laws 2022.	Managing Director		By-Law 21(5)
Governance	Authority to Publish minutes required to be published in accordance with Section 21(5) of Student Guild By-Laws 2022.	Guild Secretary	Responsible for ensuring the minutes of Executive Committee are published.	By-Law 21(5)
Clubs and Student Societies	Power to appoint a student society returning officer in extraordinary circumstances	Guild Secretary	Upon the advice of either the Manager – Student Experience or the Vice President – Activities that the student society is experiencing extraordinary circumstances.	By-Law 40(2)

The Guild Council further assents to the Guild Secretary making non-substantive updates (including to referenced by-law numbers and terminology) to the register of delegations to ensure delegations made under the *Student Guild By-Laws 2018* accurately reflect the *Student Guild By-Laws 2022*.

Moved: Dylan Botica (Secretary)

Seconded: Theodora Rohl (President)

## Constitutions

Motion: That the Guild Council amends the following Committee Constitutions to make appointments under *Student Guild By-Laws 2022 s. 33 (Other Appointments)* without specific recommendation of Legal Committee.

- International Student Committee Members (excluding ISC President)
- Postgraduate Student Committee Members (excluding PSC President)
- First Year Committee Members
- Kalgoorlie Branch Members
- Student Housing Advisory Committee Members
- Queer Collective Members (excluding Queer Officer)
- Womens Collective Members (excluding Womens Officer)
- Accessibility Collective Members (excluding the Accessibility Officer)
- First Nations Collective Members (excluding the Indigenous/ATSI/Aboriginal/First Nations Officer)

Moved: Dylan Botica (Secretary)

Seconded: Jasmyne Tweed (Chair of Representation Board)

## Background:

As proposed by the Guild Council, the Guild By-Laws 2018 have been updated for 2022.

A process for appointments to traditionally advisory committees and lower responsibility bodies such as Equity Collectives and First Year Committee has been established that allows for flexibility

between our current regulated appointment process and the methods outlined in a specific constitution – for example WASM Guild makes appointments generally at an AGM style election. Provided these processes are electorally fair, robust and use optional proportional representation the new ‘other appointment’ mechanism is usable. It notably removes the requirement for nomination deposits and nominators to lower the bar of entry to these committees.

The By-Laws now ensure agendas of Guild Council and Representation Board are published prior to meetings to further increase transparency and openness of our meetings. They also require the minutes of these meetings and Executive Committee are published in a timely manner.

The rules around the use of casting votes are clarified including updating the by-laws to comply with university statute.

Circular resolutions now require an absolute majority, removing ambiguity around the minimum number of votes to pass and circulars are now formally allowed by Executive.

Position statements are updated to reflect the current duties of roles. Further amendments have been made to retitle Students with Disabilities Officer to the operating name of Accessibility Officer. The Indigenous Officer has remained titled as such but given flexibility in the By-laws to operate as First Nations Officer while a more comprehensive review is undertaken.

Student societies can now have their custom constitutions amended by the Guild Council without a special general meeting. This is to address issues where student societies undertake significant work to draft a custom constitution or have it amended by the membership and then not approved by Guild Council (delegated to the Secretary) due to non-compliance with the By-Laws. This amendment would allow changes to be conditionally approved with further amendments from the Secretary accepted by the club committee.

Other changes to meeting effectiveness and clarity have been added.

Members of Legal Committee of whom I owe a debt of gratitude have provided these revisions as attached.

Further changes are expected following from a review of the Guild’s Governance.

Once these motions are accepted the process for amending the by-laws is complete and the Guild Secretary will undertake work to update reference documents to reflect these changes.

Notice of the proposal was uploaded shortly after the previous meeting of Guild Council with this motion and associated drafted changes included here:

<https://guild.curtin.edu.au/news/article/6013/Proposed-Changes-to-Guild-By-Laws/>

## **Confidentiality:**

Open



**STUDENT GUILD OF CURTIN UNIVERSITY**  
**STUDENT GUILD BY-LAWS 2022**

The following by-laws were made by the Guild Council under section 10(2) of *Statute No.4-Student Guild* and regulation 13 of the *Student Guild (Guild Council) Regulations 2018*.

These by-laws prior to their approval followed all the procedures outlined in regulation 13 of the *Student Guild (Guild Council) Regulations 2018* regarding the process for their approval.

I state that in accordance with section 17 of *Statute No.4-Student Guild* that these by-laws were duly approved by the Guild Council and do enrol them upon the Guild Statute Book.

Signed

\_\_\_\_\_

\_\_\_\_\_

President of the Student Guild

On the            day of

<b>Made/Amended/Revoked</b>	<b>Date Effective</b>	<b>Guild Council Resolution No.</b>
Made	23 November 2018	GC #90/2018
Amended		GC XX/2022

**STUDENT GUILD OF CURTIN UNIVERSITY**  
**STUDENT GUILD BY-LAWS 2022**

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# STUDENT GUILD OF CURTIN UNIVERSITY

## STUDENT GUILD BY-LAWS 2022

The following by-laws are made by the Guild Council under section 10(2) of *Statute No.4-Student Guild* and regulation 13 of the *Student Guild (Guild Council) Regulations 2018*.

### Part 1 - Preliminary

#### 1 Short Title

These are the *Student Guild By-Laws 2022*.

#### 2 Commencement and Revocation

The *Student Guild By-Laws 2018* made on the 22<sup>nd</sup> of November 2018 are hereby revoked and replaced with these by-laws, which shall take effect upon their enrolment on the Guild Statute Book by the Guild President.

#### 3 Terms Used

For the purposes of these by-laws, unless the contrary intention appears:

**Guild Statute Book** means the Statute Book created pursuant to section 17 of Statute No. 4 and regulation 26(1) of the *Student Guild (Administration) Regulations 2018*.

**in camera** means a session of a meeting where all non-voting members must leave the meeting unless invited to remain by resolution of the meeting and no publicly available minutes are taken, in order to allow voting members to discuss business relating to personal or staffing matters, legal proceedings or other business of a confidential nature.

**material personal interest** means an interest of some substance or value that has the capacity to influence a person's consideration of and vote in relation to a matter, and may include:

- (a) any direct or indirect pecuniary interest in a contract or proposed contract made by, or in the contemplation of, the Guild Council or a Guild Committee;
- (b) business or financial interests, including holding a company directorship or shareholding, a financial investment, or a consultancy or a grant; or
- (c) a Guild Council or Guild Committee member's affiliations with other organisations or people, including employment, professional or personal relationships.

**these by-laws** means the *Student Guild By-Laws 2022*.

All other terms defined in the *Statute No.4-Student Guild* and Guild regulations have the same meaning in these by-laws unless otherwise indicated.

#### 4 Interpretations

For the purpose of these by-laws, the interpretations contained within regulation 4 of the *Student Guild (Administration) Regulations 2018* and regulation 27 of the *Student Guild (Tribunal) Regulations 2018* shall apply.

## Part 2 – Standing Orders

### 5 Status

- (1) The Guild by-laws in this Part are the standing orders (**Standing Orders**) for the convening and conduct of meetings of Guild Council, Representation Board, Guild Committee and General Meetings made pursuant to regulation 7(5).
- (2) No decision made by a validly constituted meeting shall be void solely by reason of departure from these Standing Orders which was not detected until after the decision had been made.
- (3) For the purpose of these Standing Orders **member** shall mean a member of the Guild Council, Representation Board and other Guild Committee, or a Guild Member present at a General Meeting as the case may be.

### 6 Applicability

These Standing Orders shall:

- (a) unless stated otherwise herein, apply to all the meetings of Guild Council, Representation Board and other Guild Committee and shall be construed subject to the Guild Statute Book; and
- (b) apply to all General Meetings, and to any meeting which chooses to adopt them, but only to the extent specified by the meeting.

### 7 Suspension of Standing Orders

- (1) A member may move to suspend so much of these Standing Orders as would prevent a body from considering any issue or passing a resolution, provided that the following Standing Orders may not be suspended:
  - (a) 5;
  - (b) 7;
  - (c) 8;
  - (d) 9;
  - (e) 10;
  - (f) 11;
  - (g) 12 (3) & (6);
  - (h) 14 (1), (2) & (3)
  - (i) 16;
  - (j) 17;
  - (k) 19 (3), (5) & (6);
  - (l) 20; and
  - (m) 21.
- (2) A motion to suspend part of these Standing Orders must be passed by an absolute majority and must specifically outline what Standing Orders are to be suspended.

- (3) A resolution to suspend part of these Standing Orders is to suspend the operation of the provision or provisions to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

## **8 Notice**

- (1) The chair or minute taker of the respective Guild body shall be responsible for giving notice of meetings of that body.
- (2) The notice shall:
  - (a) be given in writing to each member of the body and all standing invites:
    - (i) for a meeting of Guild Council, Representation Board or a General Meeting at least two (2) calendar weeks before the meeting; or
    - (ii) for a meeting of any other Guild Committee at least one (1) calendar week before the meeting; and
  - (b) specify the time, date and place of the meeting; and
  - (c) not be given for an adjourned meeting.
- (3) Service of such notice shall be by electronic mail to the provided address of each member and standing invites or any other means by which service can be effected.
- (4) Any failure by a person to receive any notice duly sent pursuant to by-law 8(3) shall not invalidate the proceedings of any meeting.
- (5) A meeting may not be convened to begin any earlier than 8:00am or any later than 8:00pm.
- (6) A special meeting of the Guild Council or a special meeting of any Guild Committee shall be exempted from by-law 8(2)(a)(i) or by-law 8(2)(a)(ii) (as the case requires) provided that such meeting shall only address the matter(s) as for which it was convened.

## **9 Quorum**

- (1) If a quorum is not present within thirty (30) minutes after the time appointed for the meeting the meeting shall lapse.
- (2) If the chair of the meeting becomes aware at any stage of a meeting that quorum is no longer present, they shall forthwith close the meeting.
- (3) At any meeting:
  - (a) at which there is not a quorum present; or
  - (b) which lapses for want of a quorum,

the minute taker is to record, in the minutes, the names of the members then present.

## **10 Attendance**

- (1) All members, standing invites and observers attending a meeting of the Guild Council, Representation Board or General Meeting shall sign the attendance sheet.
- (2) Apologies to a meeting of Guild Council, Representation Board or a Guild Committee shall be in accordance with regulation 8 of the *Student Guild (Guild Council) Regulations 2018*.

Note: Regulation 8 of the *Student Guild (Guild Council) Regulations 2018* states –

In the event that a member of the Guild Council or a Guild Committee is unable to attend any scheduled meeting, the member must either provide a written:

apology to the chair or minute taker prior to the meeting; or

request to the chair for a leave of absence stating the dates and purpose of that leave.

- (3) A request for leave of absence is to be made by a member in writing given to the chair and minute taker at least seven (7) days before the first of the meeting(s) at which the member proposes to be absent.
- (4) A request under by-law 10(3) is to be taken to be approved unless the chair or any other member requires the request to be put to a vote.
- (5) Subject to these Standing Orders, any Guild member may attend any meeting of Guild Council, Representation Board or a Guild Committee, which is not in camera.
- (6) A meeting may only resolve to proceed in camera to consider business relating to personal or staffing matters, legal proceedings or other business as may be determined by the chair of the relevant meeting to be of a confidential nature.
- (7) Once a meeting has resolved to proceed in camera, any person who is not a member of that body must immediately leave unless invited to remain by resolution passed by an absolute majority of the meeting.

## **11 Conduct and Chair**

- (1) It shall be incumbent on any member attending any meeting to seek to do and give effect to the following:
  - (a) ensure that the business of the meeting is attended to efficiently and without delay;
  - (b) conduct themselves, and conduct the meeting, courteously at all times; and
  - (c) to allow opinions to be heard, (subject to these Standing Orders, and procedural motions) within reasonable time limits.
- (2) The chair shall maintain order and ensure that members at the meeting operate in accordance with the Statute Book, including such conduct requirements as are needed to promote the objectives referred to in by-law 11(1).
- (3) The chair may interpret these Standing Orders subject to by-law 18.
- (4) The chair may issue a warning to any person present (whether a member or otherwise) who in the opinion of the Chair is being disruptive or offensive, and following a warning may require the person to leave the room and to take no further part of the meeting.
- (5) If in the chair's opinion a meeting has become unduly disorderly, the chair may adjourn the meeting for such period as they think fit.
- (6) Where the chair is absent, or the office of chair is vacant the President shall act as chair. If the President is absent, unwilling to act as chair, or is not a member of the body, the members present shall elect a member by resolution passed by a simple majority to act as chair.

## **12 Agenda**

- (1) The structure of the agenda of a meeting of a body shall be determined by:

- (a) for Guild Council, the Secretary;
  - (b) for Representation Board, the Chair of the Representation Board; and
  - (c) for all other bodies, the chair;
- subject to these Standing Orders.
- (2) A member who wishes to place an item on the agenda of meeting must:
- (a) do so in writing to the responsible person listed in by-law 12(1) and minute taker;
  - (b) provide a motion or a candid description of the nature of business and include any supporting papers or documents; and
  - (c) do so:
    - (i) for a meeting of Guild Council, Representation Board or a General Meeting, at least seven (7) days prior to the meeting; or
    - (ii) for a meeting of a Guild Committee, at least two (2) days prior to the meeting; and
  - (d) Where the chair deems the item to not fall within the scope of the body, they shall notify the member and refer it to the appropriate body;
  - (e) Items coming forward to Guild Council should come via a Guild Committee or Representation Board except where:
    - (i) the item is submitted by the President, Secretary or Chair of Guild Council; or
    - (ii) the item is submitted by 25% or more of the members of the Guild Council; or
    - (iii) the item is submitted by a Tribunal.
- (3) The agenda for a meeting shall be circulated to all members and standing invites as soon as possible after the time period for the submission of agenda items closes in accordance with by-law 12(2)(c).
- (4) A meeting may only consider business that is on the agenda. However, a meeting may resolve in accordance with by-law 7 to suspend this Standing Order to consider business that is not on the agenda.
- (5) The order of business for a meeting (where practical) shall be:
- (a) Acknowledgement of the Traditional Owners;
  - (b) Attendance;
    - (i) Members Present;
    - (ii) Others Present;
    - (iii) Apologies and Leave of Absences; and
    - (iv) Absences;
  - (c) Disclosure of any Potential or Perceived Conflicts of Interest;



- (d) Confirmation of the Minutes of the Previous Meeting;
  - (e) Matters Arising from the Minutes;
  - (f) Business on Notice;
  - (g) General Business; and
  - (h) Next Meeting.
- (6) Any member may at the commencement of the meeting request that an item be discussed, and it shall be up for a discussion and vote. However, the chair may move that any item on the agenda (including an item requested to be discussed) is of low importance and shall not be discussed, and any associated motion shall be passed.
- (7) The Guild Council shall publish the agenda for any ordinary meeting of the Guild Council and Representation Board prior to a meeting commencing.

### **13 Participation**

- (1) The chair may invite a person who is not a member to address a meeting.
- (2) Only members may move and second motions and amendments. Standing Invites may speak to any motions and amendments. Observers may only speak if given speaking rights.
- (3) Persons wishing to speak must indicate their intent to speak to the chair and only when called upon by the chair.
- (4) Speakers must be heard in silence and may only be interrupted by the chair, the gag, the closure or a point of order, as specified in by-law 15.
- (5) A member claiming to be misrepresented shall be entitled to make a personal explanation. Such explanation, which may be made at any time, but not while another member has the floor, must be confined to the alleged misrepresentation, and must not introduce argument or new matter.
- (6) The chair of a meeting may permit a person to participate in the meeting by video or telephone link, or by other instantaneous means of communication that the chair determines, from a location approved by the chair.
- (7) A person who participates in a meeting under Guild by-law 13(6) is taken to be present at the meeting for the purposes of assessing whether there is a quorum.

### **14 Voting**

- (1) Each member present at a meeting or responding to a circular resolution as the case may be has one (1) vote on any question arising.
- (2) Unless an absolute majority or special majority is required, a motion is carried if more members present at the meeting vote in favour of the motion than against.
- (3) The chair does not vote except where a casting vote is required.
- (4) If the votes are divided equally on a question, the chair has a casting vote.
- (5) A casting vote, where practicable, should be cast to allow for further discussion and maintenance of the status quo.

- (6) Voting may be by voice, a show of hands, division or by secret ballot if requested by one-third (1/3) or more of those present and entitled to vote. If a secret ballot is required, the chair will determine the method of conducting the secret ballot (which may be any practical method by which voting is accurately recorded and where the identity of person casting particular votes cannot be determined), and the ballot shall be conducted, and the vote recorded in accordance with that method.
- (7) Where it is requested by any member the minute taker shall record the names of each member and how they voted (except in the case of a secret ballot).
- (8) On a motion that requires an absolute majority or special majority abstentions shall not be permitted and no casting vote is to be counted.

**15 Motions and Amendments**

- (1) All motions and amendments, except procedural motions, must be affirmative in character.
- (2) All motions and amendments, including procedural motions, must have a mover and seconder. A motion or amendment lapsing for want of a seconder shall be recorded in the minutes.
- (3) If the mover or seconder of a motion or amendment is not present or withdraws their moving or seconding, another member may take up the moving or seconding.
- (4) A motion or amendment before the chair shall not be withdrawn except by its mover.
- (5) No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
- (6) Motions or amendments may be ruled out of order by the chair if they are deemed offensive, inappropriate, or in breach of the Statute Book.
- (7) With the exception of procedural motions, no motion which is the same in effect as one already negated, shall be accepted by the chair until six (6) months have elapsed unless a motion is passed to suspend this standing order in accordance with by-law 7.
- (8) Motions to directly revoke or alter existing resolutions require an absolute majority to be carried.
- (9) Procedural motions are motions within the conduct of a meeting that include:
  - (a) a gag, "That the speaker no longer be heard;"
  - (b) for closure, "That the question now be put;"
  - (c) a preceding question, "That the question not be put;"
  - (d) proceed to next business, "That the meeting proceed to the next business;"
  - (e) for adjournment, "That the debate be adjourned;" or
  - (f) for adjournment of the meeting, "That the meeting be adjourned."
- (10) Procedural motions for a gag or of closure allow the person putting the motion to interrupt a speaker when seeking to put the motion; otherwise, if Procedural Motions are carried by a majority, the following will occur (by reference to the motions referred to in by-law 15(8) above):

- (a) the speaker must immediately cease and the chair must call on the next speaker;
- (b) the motion or amendment under consideration must immediately be put;
- (c) the motion or amendment under consideration lapses and must not be considered further;
- (d) the motion or amendment under consideration lapses and the meeting must proceed to consider the next item of business. Related amendments also lapse;
- (e) the debate on the motion or amendment under consideration resumes at that time, date and place; or
- (f) the meeting stands adjourned and resumes at that time, date and place.

## **16 Circular Resolutions**

- (1) Subject to by-law 15(2), a motion may be put to members in the form of a circular resolution via electronic mail.
- (2) Circular resolutions of bodies other than the Executive Committee are only to be used in special circumstances as determined by the chair in which the Guild must act on a motion in a quick manner and is deemed outside of the role of the Executive Committee.
- (3) The chair, acting reasonably, shall set a maximum amount of time that members, will from time of the electronic mail being sent, to send through their vote. After this time votes will no longer be valid.
- (4) Circular resolutions must be passed by an absolute majority.
- (5) The minute taker will be required to submit minutes of the circular resolution to the next meeting for approval.

## **17 First Meeting**

- (1) For the first meeting of the Guild Council and first meeting of the Representation Board, the Immediate Past President shall chair the meeting. In the absence of the Immediate Past President, the Guild President shall chair, in the absence of both, the meeting shall elect a chair.
- (2) The Agenda for the meeting shall be determined by the incoming Guild President but must include those matters prescribed in regulation 10(3) and regulation 17(3) of the *Student Guild (Guild Council) Regulations 2018*.
- (3) The first meeting of the Representation Board must be scheduled prior to the first meeting of the Guild Council. However, if the Representation Board fails to meet and resolve those matters required by regulation 17 of the *Student Guild (Guild Council) Regulations 2018* the first meeting of the Guild Council shall proceed regardless.

## **18 Dissent in the Chair**

- (1) Any ruling by the chair may be challenged by a motion, "That the chair's ruling be dissented from."
- (2) The mover must in speaking to the motion propose an alternative ruling.
- (3) The chair whose ruling has been challenged may adjourn the meeting for no more than five (5) minutes to review the Statute Book and may reply.

- (4) The motion must then be put to the vote.
- (5) If this motion is carried by majority, the alternative ruling proposed takes effect.
- (6) For the purposes of the debate on the dissent, another member shall assume the chair, but the chair otherwise retains control of the meeting and shall continue to hold a casting vote.

## **19 Motion of No Confidence**

- (1) The Secretary, Chair of Guild Council and Chair of the Representation Board may not be dismissed from their positions except in accordance with this Standing Order unless it is suspended in accordance with by-law 7.
- (2) A motion of no confidence in the Secretary, Chair of Guild Council or Chair of the Representation Board must be placed on notice in accordance with by-law 12.
- (3) The Secretary, Chair of Guild Council or Chair of the Representation Board must have the opportunity to speak to the motion for not less than five (5) minutes and may not have a procedural motion moved to prevent them responding. This does not prevent the chair from silencing them for disruptive behaviour.
- (4) A motion of no confidence conducted under these provisions may be carried by a simple majority.
- (5) Upon passage of a motion of no confidence the relevant office shall fall vacant and a new appointment must be conducted. The member removed may seek reappointment to the relevant office.
- (6) A motion of no confidence does not remove the member from their membership of the body but only from the office of Secretary, Chair of Guild Council or Chair of the Representation Board. A removal from Guild Council or the Representation Board must occur in accordance with regulation 27 of the *Student Guild (Guild Council) Regulations 2018*.

## **20 Minute Secretary and Minutes**

- (1) The Minute Secretary shall be an employee nominated by the Managing Director to fill the role of Minute Secretary.
- (2) The Minute Secretary may nominate another employee with the consent of the Managing Director to act on their behalf at any meeting of a Guild Committee.
- (3) The minutes of each meeting are to record:
  - (a) the time that the meeting was opened;
  - (b) the names of those in attendance at the meeting;
  - (c) the apologies received and the leave of absences;
  - (d) where a member or standing invite joins the meeting after its commencement or leaves before its closure, the time or times that the member joined or left the meeting.
  - (e) disclosure of members' interests and the action taken by the meeting in relation to each disclosure of interest;
  - (f) each motion and amendment and whether it was carried or defeated and, if carried, the terms of the resolution;

- (g) summary of discussion;
  - (h) date and time of the next meeting; and
  - (i) the time that the meeting was closed.
- (4) On the motion to accept the minutes in any meeting, no questions except as to their accuracy shall be raised.
- (5) The Guild Council shall publish minutes of any meeting of the Guild Council, Executive Committee or Representation Board and may publish the minutes of any additional committee.

## **21 Disclosure of Interest**

- (1) Rules 5, 6 and 7 of the *Student Guild Rules* manage the disclosure of material personal interests by members of the Guild Council.

Note: Rules 5, 6 and 7 of the *Student Guild Rules* state –

### **5. Disclosure of interests**

- (1) A Guild Council member who has a material personal interest in a matter being considered or about to be considered by the Guild Council must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature and extent of the interest at a meeting of the Guild Council.
- (2) A disclosure under subclause (1) must be recorded in the minutes of the meeting.

### **6. Voting by interested Guild Council members**

A Guild Council member who has a material personal interest in a matter that is being considered by the Guild Council —

- (a) must not vote whether at a meeting or otherwise —
- (i) on the matter; or
  - (ii) on a proposed resolution under rule 8 in respect of the matter, whether relating to that member or a different member;
- and
- (b) must not be present while —
- (i) the matter; or
  - (ii) a proposed resolution of the kind referred to in paragraph (a)(ii),
- is being considered at a meeting.

### **7. Rule 6 may be declared inapplicable**

Rule 6 does not apply if the Guild Council has at any time passed a resolution that —

- (a) specifies the member, the interest and the matter; and
  - (b) states that the members voting for the resolution are satisfied that the interest should not disqualify the member from considering or voting on the matter.
- (2) Rules 5, 6 and 7 shall be applied to all Guild Committees and the Representation Board in addition to members of Guild Council
- (3) Material personal interests disclosed in a meeting shall be recorded in the minutes.
- (4) The Minute Secretary will maintain a register of material personal interests which is to be available for inspection by any Guild Member.

## 22 Confidentiality

(1) In this Standing Order:

- (a) **Confidential Information** includes the following information (in any form):
- (i) in respect of which the Guild may have an exemption for access under the *Freedom of Information Act 1992 (WA)*;
  - (ii) that is included in a document that is marked “confidential”, “restricted access” or a similar expression;
  - (iii) that relates to, or is used or intended to be used in, a forum (such as a Guild Council or Guild Committee meeting or commercial negotiations);
  - (iv) that relates to, or is used or intended to be used, for purposes (such as human resources or management) that are confidential or sensitive to the University; and
  - (v) discussions in a meeting that occurs in camera;
  - (vi) all information, financial projections, associated data, methodologies, ideas and know-how connected with or relating to the Guild or to products, services, interests, financial status or identity of the Guild;
  - (vii) any copyright, trade mark, technical data or confidential information;
  - (viii) research and development information;
  - (ix) any information relating to the internal management and structure of the Guild, including any information relating to the personnel, policies and strategies of the Guild;
  - (x) business records, financial information and planning or marketing procedures, including any information relating to production figures, the financial records and identity of Guild Members, suppliers and agents of the Guild, accounting procedures, employee details or any other information of any nature whatsoever;
  - (xi) any of the following information:
    - (A) details of past or existing contracts with Guild Members;
    - (B) Guild Member details, including names, addresses, ages and histories or any other Guild member information collected by the Guild;
    - (C) tenders;
    - (D) marketing information such as market research, marketing strategies, promotions, campaigns and reports; and
    - (E) databases of commercial or technical information concerning services provided to Guild Members,

but does not include any information that is generally available in the public domain except where that is as a result of a breach of the Statute Book.

- (b) **Authorised Disclosure** means copying, publishing or disclosing Confidential Information:

- (i) to professional advisers of the Guild such as accountants or lawyers;
  - (ii) for the purpose of carrying out their functions on behalf of the Guild;
  - (iii) for the purpose of enabling another authorised person to carry out their functions on behalf of the Guild; or
  - (iv) in accordance with an obligation imposed on that person, or any right or authority conferred on that person, under a written law.
- (2) A member or other person who is given, or who otherwise obtains access to Confidential Information:
- (a) must not make copies of, publish or disclose Confidential Information unless it is an Authorised Disclosure; and
  - (b) must take whatever measures are necessary to keep the Confidential Information confidential.

## Part 3 - Duties and Responsibilities

### 23 Executive Officers

- (1) The President shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	President
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to the:</b> Guild Council
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>• Vice President - Education</li> <li>• Vice President - Activities</li> <li>• Managing Director</li> </ul>
<b>Position Purpose</b>	Chief Executive Officer of the Guild
<b>Key Responsibilities</b>	In accordance with regulation 28 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>• manage the day to day affairs of the Guild within the framework of the Guild Statute Book and Policy;</li> <li>• subject to the Guild Statute Book and Policy co-ordinate the work of Officers and the Managing Director;</li> <li>• be the official spokesperson of the Guild and shall conduct all formal liaison between the Guild and the community, as well as between the Guild and the administration of the University; and</li> <li>• generally represent and speak on behalf of Guild Council at such meetings and functions as Guild Council or the President deem fit to attend.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Manage the day to day affairs of the Guild within the framework of the Guild Statute Book and Policy.</b></p> <ul style="list-style-type: none"> <li>• Be responsible for the administration of the Guild’s strategic agenda, including the Guild’s strategic plan and the Guild’s Vision and Mission.</li> <li>• Initially co-ordinate the day to day activities of the Guild on a macro level subject to the Guild Statute Book and Policy.</li> <li>• Ensure that the Managing Director and Portfolio Managers are operating their divisions within the parameters of the Guild’s Vision, Mission and Values.</li> <li>• Ensure a positive relationship exists between all the divisions of the Guild.</li> <li>• Be the contact person for the Branches of the Guild and offshore student representative organisations.</li> <li>• Ensure close cooperation and consultation with employees regarding decisions to be made.</li> </ul> <p><b>Subject to the Guild Statute Book and Policy co-ordinate the work of Officers and the Managing Director.</b></p>



	<ul style="list-style-type: none"> <li>• Be responsible for overseeing the Office of the Guild President.</li> <li>• Chair and/or attend the meetings of such Guild Committees as are determined by Guild Council.</li> <li>• Be conversant in the higher education and student issues of the day.</li> <li>• Ensure important information and developments are communicated to the appropriate Officers and employees in a timely manner.</li> <li>• Develop and support the long term plans, campaigns and aspirations of the Guild.</li> <li>• Appropriately ensure the delegation of tasks within the Officers, and in co-operation with the Managing Director, the employees.</li> <li>• Ensure all Officers adhere to their duties and responsibilities and the requirements of their roles.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Be the official spokesperson of the Guild and shall conduct all formal liaison between the Guild and the community, as well as between the Guild and the administration of the University.</b></p> <ul style="list-style-type: none"> <li>• Liaise with Vice Chancellor and members of the University senior executive on behalf of the Guild and Guild Members.</li> <li>• Remain in regular contact with the Vice Chancellor, Provost and Vice President, Corporate Relations.</li> <li>• Develop and maintain clear plans for campaigns and communications with students throughout the year.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Academic Board;</li> <li>○ Curtin Student Advisory Committee;</li> <li>○ Student Services and Amenities Expenditure Advisory Committee; and</li> <li>○ Such other University Boards and Committees as determined by the Guild Council.</li> </ul> </li> <li>• Subject to the Guild Statute Book approve all Guild publications in a timely manner.</li> <li>• Subject to the Guild Statute Book and Policy be the official media spokesperson of the Guild and consequentially ensure the timely approval of media releases and responses to media inquiries.</li> </ul> <p><b>Generally represent and speak on behalf of Guild Council at such meetings and functions as Guild Council or the President deem fit to attend.</b></p> <ul style="list-style-type: none"> <li>• Be responsible for the implementation of resolutions of Guild Council and Guild Committees.</li> <li>• Manage the Guild's relationship with the National Union of Students.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Guild Council and Representation Board (whether in attendance or</li> </ul>
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	<p>not), covering all aspects of their activities and other issues of relevance to the Guild Council and Representation Board.</p> <ul style="list-style-type: none"> <li>• Attend meetings of the Guild Council, Representation Board, and other Guild Committees which they are a member of.</li> <li>• Where the Secretary is unavailable, be available to sign cheques and authorise payments.</li> <li>• Prepare a written report for the incoming President, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
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(2) The Secretary shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Secretary
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to the:</b> Guild Council
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Position Purpose</b>	Executive Officer responsible for Policy, Compliance, Finances and Legislation
<b>Key Responsibilities</b>	<p>In accordance with regulation 29 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be the official secretary of the Guild as may be required under any written law or agreement;</li> <li>• ensure compliance with the Guild Statute Book, Code of Conduct and Policy and report any breaches to the Guild Council or other authorities as required;</li> <li>• be conversant on financial, policy and governance matters of the Guild.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be the official secretary of the Guild as may be required under any written law or agreement</b></p> <ul style="list-style-type: none"> <li>• Initially co-ordinate the business of the Guild Council and Guild Committees.</li> <li>• Ensure that the Chair of Guild Council and Guild Councillors are appropriately briefed prior to each Guild Council meeting.</li> <li>• Initially ensure that the Guild complies with all legislative and reporting requirements.</li> <li>• Prepare agendas and take minutes for the Executive Committee and such other Committees as are determined by the Guild Council.</li> <li>• Maintain the contact details for all Officers.</li> <li>• Maintain the lists of membership for Guild Council, the Representation Board and Guild Committees.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain registers of attendance for Officers to meetings of Guild Council, Representation Board and other Guild Committees.</li> <li>• Ensure that all elections and appointments under the <i>Student Guild By-Laws 2022</i> are conducted.</li> </ul> <p><b>Ensure compliance with the Statute Book, Code of Conduct and Policy and report any breaches to the Guild Council or other authorities as required</b></p> <ul style="list-style-type: none"> <li>• Regularly review the Guild Statute Book and Policy Handbook to ensure it is current and meets the expectations of a modern governance model for the Guild.</li> <li>• Ensure that the administrative and procedural functions of the Guild Statute Book and Policy Handbook are performed.</li> <li>• Oversee the induction and continued training of new student representatives and existing representatives.</li> <li>• Be responsible for maintaining the Guild Statute Book ensuring that it is current.</li> <li>• Be responsible for maintaining the Policy Handbook ensuring that it is current</li> <li>• Assist the Vice President – Activities and the employees supporting student societies in ensuring that student society constitutions meet the requirements of the Guild.</li> </ul> <p><b>Be conversant on financial, policy and governance matters of the Guild.</b></p> <ul style="list-style-type: none"> <li>• Be available to sign cheques and approve payments as required.</li> <li>• Provide initial oversight of the whole Guild budget.</li> <li>• Remain in regular contact and work closely with the Management Accountant.</li> <li>• Notify the Management Accountant of any changes of paid Officers or of any Officers pay.</li> <li>• Be directly responsible for the budget of the Representation area and ensuring that all Officers comply with the budget and the financial policies and procedures of the Guild.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Participate in all budgeting meetings of the Guild.</li> <li>• Provide initial oversight to the annual Audit.</li> <li>• Initially ensure that the Guild complies with all legislative requirements in relation to the Guild’s finances.</li> <li>• Attend meetings of University Boards and Committees as determined by the President or Guild Council.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Be responsible for the co-ordination of Guild Representatives to University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Ensuring an up to date list of all University Boards and Committees is held by the Guild;</li> <li>○ Ensuring that a representative of the Guild (either nominated by the President or appointed by the Guild</li> </ul> </li> </ul>
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	<p>Council) is appointed to University Boards and Committees and attends such meetings; and</p> <ul style="list-style-type: none"> <li>○ Ensuring the reporting of the ongoing matters of University Boards and Committees is reported to the Guild Council.</li> <li>○ Liase with student members of University Council, Branches and offshore student representative organisations.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council.</li> <li>• Attend meetings of the Guild Council, and other Guild Committees which they are a member of including: <ul style="list-style-type: none"> <li>○ SSAF Expenditure Advisory Committee;</li> <li>○ Curtin Extra Committee;</li> </ul> </li> <li>• Prepare a written report for the incoming Secretary, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
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(3) The Vice President - Education shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Vice President - Education
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b>  Guild Council  President</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• Faculty of Business and Law Representative</li> <li>• Faculty of Science and Engineering Representative</li> <li>• Faculty of Health Sciences Representative</li> <li>• Faculty of Humanities Representative</li> <li>• ISC President</li> <li>• PSC President</li> <li>• Queer Officers</li> <li>• Women's Officer</li> <li>• Indigenous Officer</li> <li>• Accessibility Officer</li> </ul>
<b>Position Purpose</b>	Executive Officer responsible for Education, Equity & Welfare
<b>Key Responsibilities</b>	In accordance with regulation 30 of the <i>Student Guild (Guild Council) Regulations 2018</i> :

	<ul style="list-style-type: none"> <li>• assist the President;</li> <li>• be responsible for matters relating to representation, education, equity and welfare;</li> <li>• be initially responsible for the issues of mature age, online, external, rural and regional Enrolled Students; and</li> <li>• be initially responsible for the Faculty Representatives, International Students Committee members, Postgraduate Students Committee members and Department Officers.</li> </ul>
<p><b>Specific Duties and Responsibilities</b></p>	<p><b>Assist the President.</b></p> <ul style="list-style-type: none"> <li>• Where the President requires, act as President.</li> <li>• Perform such other duties as determined by the President.</li> </ul> <p><b>Be responsible for matters relating to representation, education, equity and welfare.</b></p> <ul style="list-style-type: none"> <li>• In consultation with the President and Chair of the Representation Board direct and organise education, equity and welfare campaigns at a University, state and national level.</li> <li>• Remain in regular contact with the Deputy Vice Chancellor - Academic, Associate Deputy Vice Chancellor - Learning and Teaching and Academic Registrar.</li> <li>• Organise and run welfare breakfasts and welfare related events.</li> <li>• Remain in regular contact and work closely with Student Assist.</li> <li>• Initially oversee the maintenance of the Guild equity space.</li> <li>• Organise the Excellence in Teaching Awards.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Develop and maintain clear plans for campaigns and communications with students throughout the year.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Academic Board;</li> <li>○ University Teaching and Learning Committee;</li> <li>○ University Courses Committee;</li> <li>○ University Admissions Committee;</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Organise the activities of the student representatives at Orientation Day (O-Day) &amp; Guild Day.</li> <li>• Initially organise the 'Guild Survival Guide'.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Be initially responsible for the issues of mature age, online, external, rural and regional Enrolled Students.</b></p> <ul style="list-style-type: none"> <li>• Direct and organise campaigns at a University, state and national level on the issues of mature age, online, external, rural and regional and low socioeconomic status enrolled students.</li> </ul>

	<ul style="list-style-type: none"> <li>In collaboration with the Vice President - Activities organise activities for mature age, online, external, rural and regional and low SES Enrolled Students.</li> </ul> <p><b>Be initially responsible for the Faculty Representatives and Department Officers.</b></p> <ul style="list-style-type: none"> <li>Supervise and assist the Faculty Representatives.</li> <li>Supervise and assist the ISC members.</li> <li>Supervise and assist the PSC members.</li> <li>Supervise and assist the Department Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>Submit a written report to each ordinary meeting of the Guild Council and Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>Attend meetings of the Guild Council, Representation Board, and other Guild Committees which they are a member of.</li> <li>Where the Secretary is unavailable, be available to sign cheques and authorise payments.</li> <li>Prepare a written report for the incoming Vice President - Education, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
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(4) The Vice President - Activities shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Vice President - Activities
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council President
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>Position Purpose</b>	Executive Officer responsible for Activities, Events and Student Societies
<b>Key Responsibilities</b>	In accordance with regulation 31 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>assist the President; and</li> <li>be conversant in and supervise all matters relating to Guild social activities including Student Societies.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<b>Assist the President</b> <ul style="list-style-type: none"> <li>Where the President requires, act as President.</li> </ul>

	<ul style="list-style-type: none"> <li>• Where the President is absent, act as President.</li> <li>• Perform such other duties as determined by the President.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ University Health and Safety Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> </ul> <p><b>Be conversant in and supervise all matters relating to Guild social activities including Student Societies</b></p> <ul style="list-style-type: none"> <li>• Initially be responsible for all Guild social activities and events and Liaise and work closely with the Manager – Student Experience, Manager – Commercial and Events Coordinator to organise Guild social activities and events.</li> <li>• Develop each year by the end of January an annual events plan which should include the suggested dates, broad themes and deadlines for each event.</li> <li>• Develop in cooperation with the Secretary and appropriate employees the budget allocations for each event.</li> <li>• Work with the Tavern supervisor to make bookings for artists for all tavern events.</li> <li>• Initially supervise the organisation of: <ul style="list-style-type: none"> <li>○ Grill the Guild;</li> <li>○ Annual Guild Ball;</li> <li>○ Guild Orientation activities; and</li> <li>○ Guild Tavern events;</li> </ul> </li> <li>• Initially be responsible for the support and management of student societies and work closely with the Manager – Student Experience and Clubs Officer.</li> <li>• Support and assist student societies in the organisation of student society events and activities.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Ensure close cooperation and consultation with employees regarding decisions to be made.</li> <li>• Assist and support Faculty Representatives in the management and facilitation of Faculty social activities and events.</li> <li>• Assist and support the ISC in the management and facilitation of international student social activities and events.</li> <li>• Assist and support the PSC in the management and facilitation of postgraduate student social activities and events.</li> <li>• Assist and support Department Officers in the management and facilitation of equity department social activities and events.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Attend meetings of the Guild Council, and other Guild Committees which they are a member of.</li> <li>• Where the Secretary is unavailable, be available to sign cheques and authorise payments.</li> <li>• Prepare a written report for the incoming Vice President - Activities, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
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## 24 Faculty Representatives

- (1) The Faculty of Business and Law Representative shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Faculty of Business and Law Representative
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b></p> <p>Guild Council Representation Board President Vice President - Education</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students in the Faculty of Business and Law.
<b>Key Responsibilities</b>	<p>In accordance with regulation 34 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be responsible for representing enrolled students within their relevant faculties.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing Enrolled Students within their relevant faculties.</b></p> <ul style="list-style-type: none"> <li>• Be in regular contact with the Faculty of Business and Law Pro Vice Chancellor, Director of Learning and Teaching and Director of Student Engagement (or equivalent).</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Faculty of Business and Law Strategic Review Board;</li> <li>○ Faculty of Business and Law Learning and Teaching Committee;</li> <li>○ Faculty of Business and Law Courses Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Be a member of the Faculty of Business and Law Student Discipline Panel.</li> </ul>



	<ul style="list-style-type: none"> <li>• Liaise with ISC on issues effecting international students within the Faculty.</li> <li>• Liaise with PSC on issues effecting postgraduate students within the Faculty.</li> <li>• Liaise with student societies based within the Faculty in cooperation with the clubs support staff.</li> <li>• Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Business and Law Students.</li> <li>• Assist in the orientation of new students to the University.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Identify opportunities for partnership between the faculty and the Guild.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>• Attend meetings of the Representation Board, and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Faculty of Business and Law Representative, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
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(2) The Faculty of Science and Engineering Representative shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Faculty of Science and Engineering Representative
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President - Education
	<b>Positions reporting to this position:</b> • None
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students in the Faculty of Science and Engineering.
<b>Key Responsibilities</b>	In accordance with regulation 34 of the <i>Student Guild (Guild Council) Regulations 2018</i> : • assist the Executive Officers; and

	<ul style="list-style-type: none"> <li>• be responsible for representing enrolled students within their relevant faculties.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing enrolled students within their relevant faculties.</b></p> <ul style="list-style-type: none"> <li>• Be in regular contact with the Faculty of Science and Engineering Pro Vice Chancellor, Director of Learning and Teaching and Director of Student Engagement (or equivalent).</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Faculty of Science and Engineering Learning and Teaching Committee;</li> <li>○ Faculty of Science and Engineering Courses Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Be a member of the Faculty of Science and Engineering Student Discipline Panel.</li> <li>• Liaise with ISC on issues effecting international students within the Faculty.</li> <li>• Liaise with PSC on issues effecting postgraduate students within the Faculty.</li> <li>• Liaise with student societies based within the Faculty.</li> <li>• Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Science and Engineering Students.</li> <li>• Assist in the orientation of new students to the University.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Identify opportunities for partnership between the faculty and the Guild.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>• Attend meetings of the Representation Board, and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Faculty of Science and Engineering, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>

(3) The Faculty of Health Sciences Representative shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Faculty of Health Sciences Representative
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<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b>          Guild Council          Representation Board          President          Vice President - Education</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students in the Faculty of Health Sciences.
<b>Key Responsibilities</b>	<p>In accordance with regulation 34 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• assist the Executive Officers; and</li> <li>• be responsible for representing enrolled students within their relevant faculties.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing Enrolled Students within their relevant faculties.</b></p> <ul style="list-style-type: none"> <li>• Be in regular contact with the Faculty of Health Sciences Pro Vice Chancellor, Director of Learning and Teaching and Director of Student Engagement (or equivalent).</li> <li>• Attend meetings of University Boards and Committees including:             <ul style="list-style-type: none"> <li>○ Faculty of Health Sciences Academic Board;</li> <li>○ Faculty of Health Sciences Learning and Teaching Committee;</li> <li>○ Faculty of Health Sciences Courses Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Be a member of the Faculty of Health Sciences Student Discipline Panel.</li> <li>• Liaise with ISC on issues effecting international students within the Faculty.</li> <li>• Liaise with PSC on issues effecting postgraduate students within the Faculty.</li> <li>• Liaise with student societies based within the Faculty.</li> <li>• Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Health Sciences students.</li> <li>• Assist in the orientation of new students to the University.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Identify opportunities for partnership between the faculty and the Guild.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Other duties</b></p>

	<ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>• Attend meetings of the Representation Board, and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Faculty of Health Sciences Representative, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
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(4) The Faculty of Humanities Representative shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Faculty of Humanities Representative
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b></p> <p>Guild Council Representation Board President Vice President - Education</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students in the Faculty of Humanities.
<b>Key Responsibilities</b>	<p>In accordance with regulation 34 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• assist the Executive Officers; and</li> <li>• be responsible for representing enrolled students within their relevant faculties.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing Enrolled Students within their relevant faculties.</b></p> <ul style="list-style-type: none"> <li>• Be in regular contact with the Faculty of Humanities Pro Vice Chancellor, Director of Learning and Teaching and Director of Student Engagement (or equivalent).</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Faculty of Humanities Learning and Teaching Committee;</li> <li>○ Faculty of Humanities Courses Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Be a member of the Faculty of Humanities Student Discipline Panel.</li> <li>• Liaise with ISC on issues effecting international students within the Faculty.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with PSC on issues effecting postgraduate students within the Faculty.</li> <li>• Liaise with student societies based within the Faculty.</li> <li>• Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Humanities Students.</li> <li>• Assist in the orientation of new students to the University.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Identify opportunities for partnership between the faculty and the Guild.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>• Attend meetings of the Representation Board, and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Faculty of Humanities Representative, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
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**25 International Students Committee President**

The International Students Committee President shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	International Students Committee President
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President - Education
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>• ISC Vice President - Education</li> <li>• ISC Vice President - Activities</li> <li>• ISC Secretary</li> <li>• ISC Councillors</li> </ul>
<b>Position Purpose</b>	Officer principally responsible for the representation of international students

<b>Key Responsibilities</b>	<p>In accordance with regulation 35 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be responsible for the International Students Committee; and</li> <li>• be responsible for representing international students.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing International Students through the ISC to the Guild Council.</b></p> <ul style="list-style-type: none"> <li>• Be in regular contact with the Deputy Vice Chancellor, International and Associate Deputy Vice Chancellor, International.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Curtin Student Advisory Committee;</li> <li>○ International Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Chair meetings of the ISC.</li> <li>• Act as the spokesperson of the ISC.</li> <li>• Supervise and assist the members of the ISC in their duties.</li> <li>• Maintain relationships with other international student representative bodies.</li> <li>• Ensure that members of the ISC are compliant with the Guild Statute Book and Policy.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Ensure the minutes of the ISC and other significant paperwork are provided to the Secretary and other appropriate staff.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the ISC with the Vice President – Activities and appropriate staff on events that the ISC seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>• Attend meetings of the Representation Board, International Students Committee and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming ISC President, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council or the ISC</b></p>

## 26 Postgraduate Students Committee President

The Postgraduate Students Committee President shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Postgraduate Students Committee President
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b>            Guild Council            Representation Board            President            Vice President - Education</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• PSC Vice President - Coursework</li> <li>• PSC Vice President - Research</li> <li>• PSC Secretary</li> <li>• PSC Faculty of Business and Law Representative</li> <li>• PSC Faculty of Science and Engineering Representative</li> <li>• PSC Faculty of Health Sciences Representative</li> <li>• PSC Faculty of Humanities Representative</li> <li>• PSC Councillors</li> </ul>
<b>Position Purpose</b>	Officer principally responsible for the representation of postgraduate students
<b>Key Responsibilities</b>	<p>In accordance with regulation 36 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be responsible for the Postgraduate Students Committee; and</li> <li>• be responsible for representing postgraduate students.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing Postgraduate Students through the PSC to the Guild Council.</b></p> <ul style="list-style-type: none"> <li>• Be in regular contact with the Deputy Vice Chancellor, Research and Associate Deputy Vice Chancellor – Research Training.</li> <li>• Attend meetings of University Boards and Committees including:               <ul style="list-style-type: none"> <li>○ Curtin Student Advisory Committee;</li> <li>○ Academic Board; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Chair meetings of the PSC.</li> <li>• Act as the spokesperson of the PSC.</li> <li>• Supervise and assist the members of the PSC in their duties.</li> <li>• Maintain relationships with other postgraduate student representative bodies including CAPA.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that members of the PSC are compliant with the Guild Statute Book and Policy.</li> <li>• Ensure the minutes of the PSC and other significant paperwork are provided to the Secretary and other appropriate staff.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the PSC with the Vice President – Activities and appropriate staff on events that the PSC seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>• Attend meetings of the Representation Board, Postgraduate Students Committee, and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming PSC President, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council or the PSC</b></p>
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**27 Department Officers**

(1) The Queer Officer shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Queer Officer
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President - Education
	<b>Positions reporting to this position:</b> • None
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students that are Queer.
<b>Key Responsibilities</b>	In accordance with regulation 37 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>• be responsible for representing enrolled students who are queer and questioning.</li> </ul>



<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing enrolled students who are queer and questioning.</b></p> <ul style="list-style-type: none"> <li>• Coordinate campaigns on the issues of queer enrolled students.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ LGBTIQ+ Advisory Committee; and</li> <li>○ such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Run social activities and events for queer enrolled students both ally-inclusive and autonomous.</li> <li>• Maintain the queer space and be available for consultation by enrolled students within that space.</li> <li>• Maintain online social networks to advertise events and reach out to enrolled students who may not know about the Queer Office.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Refer enrolled students to appropriate services when they require assistance.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>• Attend meetings of the Representation Board and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Queer Officers, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council.</b></p>
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(2) The Women's Officer shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Women's Officer
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal

<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b>          Guild Council          Representation Board          President          Vice President - Education</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students that are Women.
<b>Key Responsibilities</b>	<p>In accordance with regulation 38 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be responsible for representing enrolled students who are women.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing enrolled students who are women</b></p> <ul style="list-style-type: none"> <li>• Coordinate campaigns on the issues of women enrolled students.</li> <li>• Generally promote feminism on campus and educate the wider Curtin community about feminism.</li> <li>• Attend meetings of University Boards and Committees as determined by the President or Guild Council.</li> <li>• Run social activities and events for women enrolled students both ally-inclusive and autonomous.</li> <li>• Coordinate the publication of the Athena magazine annually.</li> <li>• Maintain the Women's space and be available for consultation by enrolled students within that space.</li> <li>• Maintain online social networks to advertise events and reach out to enrolled students who may not know about the Women's office.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Refer enrolled students to appropriate services when they require assistance.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>• Attend meetings of the Representation Board and other Guild Committees which they are a member of.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare a written report for the incoming Women's Officer, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council.</b></p>
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(3) The Indigenous Officer shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Indigenous Officer
<b>Title Alternation</b>	The Indigenous Officer may choose to select an alternative title of either: First Nations Officer, Aboriginal Officer, Aboriginal and Torres Strait Officer
<b>Portfolio</b>	Representation
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b></p> <p>Guild Council Representation Board President Vice President - Education</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students that are Indigenous.
<b>Key Responsibilities</b>	<p>In accordance with regulation 39 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be responsible for representing enrolled students who are Indigenous.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing enrolled students who are Indigenous.</b></p> <ul style="list-style-type: none"> <li>• Coordinate campaigns on the issues of Indigenous enrolled students.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Curtin Indigenous Policy Committee;</li> <li>○ Centre for Aboriginal Studies Courses Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Run social activities and events for Indigenous enrolled students both ally-inclusive and autonomous.</li> <li>• Maintain the Indigenous space and be available for consultation by enrolled students within that space.</li> <li>• Maintain online social networks to advertise events and reach out to enrolled students who may not know about the Indigenous office.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain relationships with other Indigenous student representative bodies including UATSIS.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Refer enrolled students to appropriate services when they require assistance.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>• Attend meetings of the Representation Board and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Indigenous Officer, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council.</b></p>
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(4) The Accessibility Officer shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Accessibility Officer
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President - Education
	<b>Positions reporting to this position:</b> • None
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students that are disabled.
<b>Key Responsibilities</b>	In accordance with regulation 40 of the <i>Student Guild (Guild Council) Regulations 2018</i> :

	<ul style="list-style-type: none"> <li>• be responsible for representing enrolled students with disability and/or accessibility requirements.</li> </ul>
<p><b>Specific Duties and Responsibilities</b></p>	<p><b>Be responsible for representing enrolled students with disabilities</b></p> <ul style="list-style-type: none"> <li>• Coordinate campaigns on the issues of enrolled students with disability and/or accessibility requirements.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Disability Access and Inclusion Plan Implementation Committee;</li> <li>○ Universal Design Working Party; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Run social activities and events for enrolled students with disabilities both ally-inclusive and autonomous.</li> <li>• Remain in contact with the University Counselling and Disability services</li> <li>• Maintain the accessibility space and be available for consultation by enrolled students within that space.</li> <li>• Maintain online social networks to advertise events and reach out to enrolled students who may not know about the accessibility space.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Refer enrolled students to appropriate services when they require assistance.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</li> <li>• Attend meetings of the Representation Board and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Accessibility Officer, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council.</b></p>

## Part 4 – Appointments

### 28 Appointment Mechanisms

- (1) Appointments from among members of the Guild Council, Representation Board or another Guild Committee shall be in accordance with by-law 29 (**Body Appointments**) and should be read in conjunction with the relevant provisions of the Guild regulations.
- (2) Appointments from among members of the Guild Council, Representation Board or another Guild Committee (**Body Appointments**) include:
  - (a) Chair of the Guild Council;
  - (b) Deputy Chair of the Guild Council;
  - (c) Secretary;
  - (d) Chair of the Representation Board;
  - (e) appointments to a Guild Committee of a member of that body;
  - (f) filling of a casual vacancy from among members of that body;
  - (g) filling of a casual vacancy in Guild Councillor or Ordinary Representation Board member where a recount cannot occur.
- (3) Appointments to fill vacancies in autonomous offices (**Autonomous Appointments**) shall be in accordance with by-law 30 and should be read in conjunction with the relevant provisions of the Guild regulations.
- (4) Autonomous Appointments include:
  - (a) Queer Officer
  - (b) Indigenous Officer
  - (c) casual vacancies in Faculty Representative positions;
  - (d) casual vacancies in ISC President;
  - (e) casual vacancies in PSC President;
  - (f) casual vacancies in Women's Officer;
  - (g) casual vacancies in Accessibility Officer;
- (5) Appointments to fill vacancies in the membership of Guild Committee of which the office will not be a member of either the Representation Board, Executive Committee or Guild Council (**Other Appointments**) shall be in accordance with by-law 32.
- (6) Other Appointments include:
  - (a) other ISC Members;
  - (b) other PSC Members;
  - (c) Equity Collective Members;
  - (d) First Year Committee Members;

- (7) All external or other appointments including appointments to University Boards and Committees shall be in accordance with by-law 31 (**University and External Appointments**).
- (8) In the case of any casual vacancy the Guild Council may appoint a person to act in any Officer role until a permanent appointment is made.

## **29 Body Appointments**

- (1) This Guild by-law is for the conduct of an appointment where the position is an appointment from within a body such as the Guild Council or Representation Board or for a casual vacancy in Guild Councillor or Ordinary Representation Board member where a recount cannot occur.
- (2) Body Appointments shall be conducted by secret ballot using Optional Proportional Representation as outlined in Schedule A of the *Student Guild (Election and Referenda) Regulations 2018* and each member of the body shall have one (1) vote.
- (3) For all Body Appointments the Minute Secretary shall be the Returning Officer.
- (4) A call for nominations for a vacant position shall be open for at least seven (7) days and must close at least twenty-four (24) hours prior to the ballot.
- (5) In the case of a casual vacancy in Guild Councillor or Ordinary Representation Board member where a recount cannot occur, a call for nominations shall be issued to the eligible members of the Guild.
- (6) Should no eligible person nominate, or circumstances not permit by-law 29(4) to occur, nominations may be taken during a meeting.
- (7) Where the number of candidates validly nominated exceeds the number of appointments to be made, a ballot shall be held.
- (8) Where the number of candidates validly nominated does not exceed the number of appointments to be made, the nominated candidates shall be appointed.
- (9) Positions on the ballot paper shall be determined by lot.
- (10) Voting be via paper ballots in a meeting or online voting. The Returning Officer will decide the method after consulting with the Executive Officers. If voting is online, voting must be open for a minimum period of 24 hours and all eligible voters advised by email prior to voting opening.
- (11) Candidates may submit a statement of up to three hundred (300) words to accompany any nomination.
- (12) Candidates may appoint a scrutineer by written notice to the Returning Officer.
- (13) Any appeal of an election result shall be determined by the body appointing.
- (14) The body appointing has the power to dismiss the person appointed under this Guild by-law.

## **30 Autonomous Appointments**

- (1) This Guild by-law is for the conduct of an appointment where the position is to be representative of a group of students, but not the student body as a whole and where this position is not filled at the Annual General Election.
- (2) Autonomous Appointments shall be conducted by secret ballot using Optional Proportional Representation as outlined in Schedule A of *Student Guild (Election and Referenda) Regulations 2018* and each member shall have one (1) vote.

- (3) The Secretary or a person appointed by them shall be the Returning Officer for any Autonomous Appointment.
- (4) A call for nominations for a vacant position shall be open for at least seven (7) days and must close at least seven (7) days prior to the opening of the ballot.
- (5) Nominations shall be in writing in the form prescribed by the Returning Officer which should substantially comply with the requirements of regulation 20 of the *Student Guild (Election and Referenda) Regulations 2018* including the requirement for two (2) nominators and a \$10 nomination deposit.
- (6) Where the number of candidates validly nominated exceeds the number of appointments to be made, a ballot shall be held.
- (7) Where the number of candidates validly nominated does not exceed the number of appointments to be made, the nominated candidates shall be appointed.
- (8) Positions on the ballot paper shall be determined by lot.
- (9) Candidates may submit a statement of up to three hundred (300) words to accompany any nomination which shall be available at the polling location and where possible circulated to eligible electors.
- (10) A ballot (where required) shall be held on a teaching day at the relevant Campus and open for least four (4) hours.
- (11) For an Autonomous Appointment, enrolled students who are represented by the position shall be eligible to vote in the ballot.  
  
Example: Enrolled students who are women may vote for the Women's Officer.
- (12) The Returning Officer is to send notice of a ballot at the time of the opening of nominations to all eligible electors by electronic notification to their university provided email, and should a ballot be required a subsequent notice issued:
  - (a) for a casual vacancy at least three (3) days prior to the ballot.
  - (b) for all other appointments at least at least fourteen (14) days prior to the ballot.
- (13) For appointments that are not casual vacancies electors may apply for a postal vote to the Returning Officer within twenty four (24) hours of the notice of the ballot. The postal vote shall be operated as outlined in regulation 13 of the *Student Guild (Election and Referenda) Regulations 2018*.
- (14) For the purposes of an electoral roll for the ballot where possible a roll will be produced by the Guild Member database, where the database cannot produce a roll for the position, electors are to sign a form with their name and student number declaring that they are "eligible to vote in the ballot".
- (15) Candidates may produce campaign material for the ballot which must be approved by the Returning Officer and no more than \$50.00 may be spent by any candidate.
- (16) Candidates may appoint a scrutineer by written notice to the Returning Officer.
- (17) Any appeal of an election result shall be referred to the Election Tribunal and the processes under Part 3 of the *Student Guild (Tribunal) Regulations 2018* are to be followed.
- (18) Where a person holds an office appointed under this By-Law that is not a member of the Guild Council or the Representation Board, they may be removed from this office by a motion of no confidence by the Guild Council in accordance with the Standing Orders.



### **31 University and External Appointments**

- (1) This Guild by-law is for the conduct of an appointment where it is not possible to conduct that appointment under by-law 29, 30 or 31 and for any appointments to University Boards and Committees.
- (2) The President shall recommend eligible persons for appointment under this Guild by-law to the relevant body.
- (3) The relevant body making the appointment may accept or reject the recommendation but may not vary the recommendation.
- (4) All appointments to University Boards and Committees are to be conducted under this section that includes the nomination of a person by the ISC President or PSC President to attend meetings on their behalf.
- (5) The President is to notify the University Council Secretary of all appointments to University Boards and Committees and any changes within that appointment.
- (6) An Officer who fails to attend two (2) consecutive University Board or Committee meetings shall cease to be a member of that Board or Committee and shall be replaced by an Executive Officer and the matter shall be referred to the Discipline Tribunal.
- (7) Where a casual vacancy arises in an appointed position on a University Board or Committee it shall be filled in accordance with these provisions.
- (8) Officers on University Boards and Committees must ensure that:
  - (a) if they cannot attend a meeting, a suitable replacement should be sent in place of the Officer of the Guild;
  - (b) if a suitable replacement is not available then the President should be notified forty eight (48) hours in advance of the meeting;
  - (c) regular reports are given to the Vice President - Education on academic issues, Vice President – Activities on social issues, and President or Secretary on resource and financing issues;
  - (d) if the Guild is required to investigate or act upon items of discussion of a meeting then the relevant Executive Officer should be notified at the earliest possible time; and
  - (e) provide an update of these meetings within their written report to the Guild Council or Representation Board (as relevant).

### **32 Other Appointments**

- (9) This Guild by-law is for the conduct of an appointment where the position is to be representative of a group of students, but not the student body as a whole, and the position is not a member of the Representation Board, Executive Committee or Guild Council and where this position is not filled at the Annual General Election.
- (10) Other Appointments shall be conducted by secret ballot using Optional Proportional Representation as outlined in Schedule A of *Student Guild (Election and Referenda) Regulations 2018* and each member shall have one (1) vote.
- (11) The Secretary or a person appointed by them shall be the Returning Officer for any Other Appointment.

- (12) Other Appointments may be conducted in accordance with that body's constitution, fair and robust electoral processes or otherwise:
- (a) A call for nominations for a vacant position shall be open for at least three (3) days and must close at least two (2) days prior to the opening of the ballot.
  - (b) Nominations shall be in writing in the form prescribed by the Returning Officer which may substantially comply with the requirements of regulation 20 of the *Student Guild (Election and Referenda) Regulations 2018* excluding the requirement for two (2) nominators and a \$10 nomination deposit.
  - (c) Positions on the ballot paper shall be determined by lot.
  - (d) Candidates may submit a statement of up to three hundred (300) words to accompany any nomination which shall be available at the polling location and where possible circulated to eligible electors.
  - (e) A ballot (where required) shall be held on a teaching day at the relevant Campus and open for least four (4) hours.
  - (f) For an Other Appointment, enrolled students who are represented by the position shall be eligible to vote in the ballot.

Example: Enrolled students who are women may vote for the Women's Collective members.

- (g) The Returning Officer is to send notice of a ballot at the time of the opening of nominations to all eligible electors by electronic notification to their university provided email, and should a ballot be required a subsequent notice issued:
    - (i) for a casual vacancy at least one (1) day prior to the ballot.
    - (ii) for all other appointments at least at least two (2) days prior to the ballot.
  - (h) For appointments that are not casual vacancies and where the Returning Officer deems appropriate electors may apply for a postal vote to the Returning Officer within twelve (12) hours of the notice of the ballot. The postal vote shall be operated as outlined in regulation 13 of the *Student Guild (Election and Referenda) Regulations 2018*.
  - (i) For the purposes of an electoral roll for the ballot where possible a roll will be produced by the Guild Member database, where the database cannot produce a roll for the position, electors are to sign a form with their name and student number declaring that they are "eligible to vote in the ballot".
  - (j) Candidates may produce campaign material for the ballot which must be approved by the Returning Officer and no more than \$20.00 may be spent by any candidate.
  - (k) Candidates may appoint a scrutineer by written notice to the Returning Officer.
- (13) Where the number of candidates validly nominated exceeds the number of appointments to be made, a ballot shall be held.
- (14) Where the number of candidates validly nominated does not exceed the number of appointments to be made, the nominated candidates shall be appointed.
- (15) Any appeal of an election result shall be referred to the Election Tribunal and the processes under Part 3 of the *Student Guild (Tribunal) Regulations 2018* are to be followed.
- (16) Where a person holds and office appointed under this By-Law they may be removed from this office by a motion of no confidence by the Guild Council or Executive Committee in accordance with the Standing Orders.

## Part 5 - Student Societies

### 33 General

- (1) All student societies operating at the University shall register with the Guild.
- (2) All registered student societies may apply for sponsorship and grants from the Guild by meeting requirements as specified in these by-laws, the clubs charter and policy.
- (3) There shall be such classifications of student societies as determined by the clubs charter and policy.
- (4) Subject to by-law 33(5), student societies shall receive such entitlements as determined by the clubs charter and policy.
- (5) Student societies shall only receive entitlements on condition of the following:
  - (a) the Guild is recognised through a reasonably sized logo on any promotional material produced by the student society throughout the year; and
  - (b) the student society actively promotes the benefit of Guild Membership to its members and potential members throughout the year.

### 34 Constitution

- (1) All student societies shall have a constitution which shall bind them and their members as if:
  - (a) they contained an agreement on the part of each member to be bound by and observe all the provisions of the constitution; and
  - (b) that agreement was duly executed by each member.
- (2) All student societies must adopt one of the following:
  - (a) if the student society wishes to remain an unincorporated body, the default student society constitution in the form attached at Schedule A (**Unincorporated Default Constitution**) without modification;
  - (b) if the student society wishes to become an incorporated body under the *Associations Incorporation Act 2015 (WA)* (**AI Act**), the default student society constitution in the form attached at Schedule B (**Incorporated Default Constitution**) without modification save and except the name and the objectives of the Society; or
  - (c) a constitution which complies with these by-laws and includes (at a minimum) the following:
    - (i) the name of the student society which:
      - (A) must not be obscene or in poor taste;
      - (B) must not be the name or so nearly resembles the name, or an abbreviation or acronym of the name, of another student society.
      - (C) must include either “society”, “club” or “association” in the Constitution but the student society may operate under a different name or acronym.
    - (ii) the objectives of the student society which must:

- (A) include: “to become and remain registered with the Guild”
  - (B) include: “to further the interests of enrolled students”
  - (C) not be obscene or in poor taste or contrary to the Guild Statute Book, Policy, the student charter of the University or otherwise contrary to the Guild or University’s values.
- (iii) the powers of the student society which shall be:
- (A) purchase, sell, lease or rent student society property;
  - (B) with the prior approval of the Guild, borrow, raise or secure the payment of money to secure the payment or performance of any debt, liability, contract or guarantee incurred or entered into by the student society;
  - (C) exercise the rights and privileges associated with the registration of a Guild student society;
  - (D) invest the monies of the student society; and
  - (E) do all such other things as are incidental or conducive to the objects of the student society.
- (iv) the membership of the student society which:
- (A) may include different types of membership provided that only Curtin University enrolled students may vote at any general meeting of the student society, be an Officer of a student society or directly benefit from any money received from the Guild.
  - (B) may set out the process for accepting applications for membership of the society provided that no application may be rejected on the basis of race, age, gender, sexuality, or disability.
  - (C) may outline the process by which a person can be suspended or expelled from the membership of the society provided that no person may be suspended or expelled on the basis of race, age, gender, sexuality or disability and the process for suspension or expulsion must comply with the principles of procedural fairness.
- (v) the general meetings of the student society:
- (A) at which the quorum must be at least ten (10) members;
  - (B) at which only Curtin University students may vote;
  - (C) of which an annual general meeting must be held each year to elect the Officers of the student society and receive the financial report of that society;
  - (D) which must make provision for special general meetings of the student society to be called by the committee of the student society, by a petition of a of members equal to the quorum at a general meeting or by the written request of the Guild; and
  - (E) which must require any general meeting to be notified to the Guild;
- (vi) the committee of the student society:

- (A) which must be responsible for the administration and management of the society;
  - (B) which must consist of the Officers of the student society;
  - (C) at a meeting of which a quorum shall be 50%+1 rounded down to the nearest whole number; and
  - (D) of which a meeting must be called if requested by 25%+1 of the members of the committee.
- (vii) the Officers of the student society:
- (A) all of whom must be Curtin University students and members of the Guild;
  - (B) who shall hold office for no longer than one (1) year before a new election or appointment to the position is required;
  - (C) for which the method of election shall be through optional proportional representation as outlined in Schedule A the *Student Guild (Election and Referenda) Regulations 2018*; and
  - (D) the election must be conducted by a returning officer appointed by the committee or the Guild Council who shall not contest the election of any position.
- (viii) the finances and records of the student society:
- (A) of which true accounts must be kept of all money received and expended by the student society including a statement of income and expenditure and a balance sheet of all assets and liabilities;
  - (B) of which the statement of income and expenditure and balance sheet for the preceding year must be presented to the annual general meeting of the student society;
  - (C) of which the income and property of the student society must be applied solely towards the objects of the society and no portion of the income or property of the student society shall be paid, transferred, or distributed directly or indirectly to the members of the student society, provided that nothing shall prevent the payment in good faith or remuneration in return for services actually rendered to the student society;
  - (D) of which any bank accounts of the student society must be advised to the Guild and the authority to access and authorise expenditure from those bank accounts shall require the approval of at least two (2) Officers of the student society, one of which must be the treasurer (or equivalent);
  - (E) of which a member of the student society or Guild shall be entitled to request to view the inspection of the accounts of the student society, the minutes of the student society or a copy of the constitution of the student society.
- (ix) that if a student society is wound up or deregistered, all its assets shall be transferred to the Guild;

- (x) for incorporated student societies, the matters set out in Schedule 1 of the AI Act; and
- (xi) such additional requirements as the Guild Council may determine from time to time, which shall include a clause to the same material effect as the following:

1 *The Society shall:*

- (a) *be affiliated as a Student Society with the Student Guild of Curtin University;*
- (b) *not seek to obtain or give loans without the prior consent of the Guild;*
- (c) *meet any requirements of the Guild Council;*
- (d) *at all times to act responsibly and with proper regard to their health and safety and that of third parties when participating in the Society's activities; and*
- (e) *not do anything which adversely affects the reputation of University or the Guild or brings the University or the Guild into disrepute.*

2 *The Society is bound by and shall comply with:*

- (a) *all Guild and University policies;*
- (b) *all Statutes, regulations and by-laws which comprise the Guild Statute Book; and*
- (c) *if the Society is an incorporated association, the Associations Incorporation Act 2015 (WA).*

3 *The Society, its Officers and Members shall treat everyone, regardless of race, religion, national origin, ethnicity, disability, sex, gender identity, sexual orientation, or age with respect and without judgement or bias.*

4 *The Society indemnifies the Guild, and each of its Officers, against all losses, liabilities, costs (including legal costs on an indemnity basis) and expenses incurred by the Guild in connection with a demand, action, arbitration, or other proceeding arising directly or indirectly as a result of or in connection with:*

- (a) *a breach of this Constitution;*
- (b) *loss of life, personal injury, illness in connection with the performance of the Society's functions; or*
- (c) *loss of, damage to, or loss of use of any property (including the Society's property) in connection with the performance of the Society's functions.*

5 *If an act or omission of the Society, or its Officers, constitutes Guild Misconduct (as that term is defined in the Tribunal Regulations) the Society, or its Officers, the Guild Council may refer them to the Discipline Tribunal to be dealt with in*

*accordance with Part 2 of the Tribunal Regulations as if that Part were set out in full in this Constitution.*

6 *An Officer of the Committee shall have their office declared vacant or be removed from office by the following means:*

- (a) resignation;*
- (b) death;*
- (c) by the Discipline Tribunal/Appeals Tribunal; or*
- (d) upon making of a declaration by the Chair of the Committee at a meeting of the Society certifying that the Officer has:*
  - (i) been absent without apology from two (2) consecutive meetings or any three (3) meetings;*
  - (ii) been absent with an apology for three (3) consecutive meetings without a leave of absence;*
  - (iv) failed to observe the Rules of the Society or whose conduct, in the opinion of the Committee, was prejudicial to the interests of the Society;*
  - (v) their membership cancelled or suspended; or*
  - (vi) not met, or at any point during their term failed to meet, the eligibility requirements in this Constitution; or*
  - (vii) has been deemed by a two thirds (2/3) majority vote of the committee to have not been performing the requirements of the role to an acceptable standard.*

- (3) Any amendment made to the constitution of a Student Society:
  - (a) must be passed by a 75%+1 majority of the members of the student society present at a general meeting of that student society with seven (7) days' notice of the proposed amendment having been given to the members of the society;
  - (b) must be approved by the Guild Council; and
  - (c) will take effect on the day it receives approval of the Guild Council or such other date as approved by the Guild Council upon the recommendation of the student society.
- (4) If a student society approves the adoption of the Default Constitution, it is taken to have adopted any subsequent amendment to the Default Constitution as an alteration of its constitution.
- (5) On any question of interpretation of a student society's constitution it shall be determined by the Guild Council. The decision of the Guild Council shall be final.

- (6) Unless it is expressly provided otherwise any power conferred by a student society constitution upon a person or body within the Guild (inclusive of the Guild Council, a Guild committee or any employee or Officer of the Guild) may be delegated by that person or body to any other person or body within the Guild.
- (7) All student society constitutions shall be subject to the Guild Statute Book and to the extent of any inconsistency between the two the Guild Statute Book shall prevail. All Incorporated Default Constitutions shall also be subject to the AI Act, and to the extent of any inconsistency have priority in the following order:
  - (a) AI Act;
  - (b) Guild Statute Book; and
  - (c) Incorporated Default Constitution.

### **35 Officers of Student Societies**

- (1) Student societies shall have the following officers for Guild purposes:
  - (a) a president or equivalent;
  - (b) a secretary or equivalent; and
  - (c) a treasurer or equivalent.
- (2) The role of secretary and treasurer may be a combined role in a student society provided that a student society must have at least 3 officers.
- (3) Roles in student societies cannot be shared between persons and must be occupied by a different person in each role.
- (4) All Officers of a student society shall sign an application form, which shall include the statement under regulation 14 of the *Student Guild (Administration) Regulations 2018*:

*“As an Officer of a student society registered with the Student Guild of Curtin University, I agree to abide by the provisions of the Guild Statute Book, the constitution of my student society, the clubs charter and Guild policy. I hereby acknowledge that I have read and understand the Guild’s expectations of my role as an Officer of a student society. I further agree to act in the best interest of my student society and not for my own personal benefit.”*
- (5) All Officers of a student society shall be Guild Members.
- (6) A person cannot be an officer of more than two (2) student societies.

### **36 Registration**

- (1) All applications for registration (**Registration Application**) must be lodged by the president and secretary of the student society. Guild Council shall determine the form and requirements of a Registration Application.
- (2) Registration Applications must be submitted to the Guild Council for approval.
- (3) In order to become registered with the Guild:
  - (a) a student society must have a minimum of ten (10) members, all of whom must be enrolled students;



- (b) the only members of the student society who are eligible to vote at a general meeting of that student society must be enrolled students; and
  - (c) the student society must offer a discount to Guild Members on all merchandise, events and activities run by the student society.
- (4) Any student society or Guild Member that misleads the Guild for the purposes of obtaining registration or grants shall be immediately referred to the Discipline Tribunal.
- (5) There shall be two (2) registration intake periods each year in which clubs may submit a Registration Application to the Guild:
- (a) the first registration period opens at the end of examinations in semester two and closes at the Semester One Census Date; and
  - (b) the second registration period opens at the end of examinations in semester one and closes at the Semester Two Census Date.

### **37 Annual Renewal**

- (1) Student societies are required to re-register with the Guild each year through the lodgement of an annual renewal (**Annual Renewal**).
- (2) The Guild Council shall determine the form and requirements of the Annual Renewal.
- (3) Until a student society has lodged their Annual Renewal each year they may not access any of the benefits of being a student society.
- (4) A student society that fails to maintain thirty (30) members at an annual renewal shall have its registration reviewed by the Guild Council. Should it not have a reasonable explanation as to the reasons for its low membership, the Guild Council may cancel its registration.
- (5) An unincorporated student society that does not lodge its Annual Renewal within one (1) year of being requested to do so by the Guild Council shall have its registration cancelled and be dissolved automatically and the property and assets of the student society shall be transferred to the Guild.
- (6) The Guild shall maintain records of student societies. However, it is ultimately the responsibility of the relevant student society to inform the Guild of any changes to its details or the details of its members.

### **38 Grants**

- (1) The Guild Council shall prescribe such grants that may be received by student societies in policy.
- (2) Applications for grant must:
- (a) comply with the grant criteria specified in the clubs charter and policy;
  - (b) be before the end of the calendar year of the year of registration; and
  - (c) be approved by an Executive Officer unless that member has a material personal interest. If all Executive Officers have a material personal interest then it must be approved by the Guild Council.

### 39 Student Society Elections

- (1) Elections for Officers of student societies shall be conducted through sound electoral practices which shall include:
  - (a) the committee of the student society appointing a returning officer that is not contesting the election and agrees to conduct the election fairly and without bias;
  - (b) a call for nominations sent to all members of the student society at least fourteen (14) days prior to the meeting at which the election is going to be held;
  - (c) where the nominations are equal to the number of vacancies that that person will be elected unopposed;
  - (d) where the nominations are greater than the number of vacancies then a secret ballot will be held at a general meeting and counted in accordance with the rules of optional proportional representation as outlined in Schedule A the *Student Guild (Election and Referenda) Regulations 2018*;
  - (e) where less nominations are received than vacancies, nominations may be called for at the meeting, further should not enough committee positions be filled to form a quorum then a further general meeting should be convened putting the remaining positions up for another election;
  - (f) where any dispute arises within any election for a student society any appeal shall be heard in accordance with the processes established by the Guild Council; and
  - (g) an election may occur in a way that is not at a general meeting provided that the processes for that election are fair and robust and approved as part of a student societies constitution.
- (2) The Guild Council may choose to assume the responsibility appoint a student society returning officer in extraordinary circumstances.

## Part 6 - Guild Policy

### 40 General

- (1) Guild Council shall, from time to time, pass policies of the Guild.
- (2) All policies must be demonstrably related to enrolled students or the operations or activities of the Guild or otherwise related to a matter required to be proscribed by policy in accordance with the Guild Statute Book.
- (3) Policies shall be categorised in the manner determined by the Guild Council.
- (4) Policies shall be subject to the Guild Statute Book, and where it is inconsistent with the Guild Statute Book, the Guild Statute Book shall prevail.
- (5) Policies created by a referendum may only be amended or rescinded by a referendum.

### 41 Procedures

Guild Council may establish such procedures (**procedures**) underneath a policy as it sees fit.

### 42 Format

Policies and procedures shall be in a format determined by Guild Council.

### 43 Availability

The Guild Council shall provide all policies and procedures for inspection by a Guild member upon request.

## **Part 7 – Guild Registers**

### **44 Register of Delegations**

The Guild Council shall publish the register of all delegations made under section 11(1) of *Statute No.4-Student Guild* or otherwise.

### **45 Register of Resolutions**

- (1) The Guild Council shall establish and maintain a register of resolutions of the Guild Council and Representation Board.
- (2) The Guild Council shall provide the register of resolutions for inspection by a Guild member upon request.

## Schedule A

### Default Unincorporated Student Society Constitution

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#### 1. Name of Society

1.1 The name of the Society shall be as listed on the Student Society Registration Form.

(Note: Society refers to any society, association, club, or chapter)

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#### 2. Definitions and Interpretations

2.1 For the purposes of this Constitution, unless the contrary intention appears:

- (a) **“Annual General Meeting”** means a general meeting of the Society held once every calendar year in accordance with clause 6.2.
- (b) **“Appeals Tribunal”** has the meaning given to it in the Tribunal Regulations.
- (c) **“Associate Member”** means an individual, not eligible to be an Ordinary Member of the Society, but granted membership by the Committee in its absolute discretion.
- (d) **“Committee”** means the committee of the Society established pursuant to clause 7.3.
- (e) **“Constitution”** means this Default Student Society Constitution.
- (f) **“Discipline Tribunal”** has the meaning given to it in the Tribunal Regulations.
- (g) **“General Meeting”** means a meeting of the Society open to all Members and Officers and convened in accordance with clause 6.1.
- (h) **“Guild”** means the Student Guild of the University.
- (i) **“Guild Council”** means the governing council of the Guild.
- (j) **“Guild Statute Book”** has the same meaning as in the *Student Guild (General) Regulations 2018*.
- (k) **“Member”** means an Ordinary or an Associate Member of the Society and Members has the corresponding meaning.
- (l) **“Officer”** means a person who for the time being holds office in a position defined in clause 8 or otherwise acting in one of those positions and Officers has the corresponding meaning.
- (m) **“Ordinary Member”** means a member of the Society who is a Student and has paid the Society membership fee.
- (n) **“President”** means the person for the time being holding the office of or acting as the president of the Society.
- (o) **“Secretary”** means the person for the time being holding the office of or acting as the secretary of the Society.

- (p) **"Society"** means the Student society of the University established in accordance with this Constitution.
- (q) **"Special General Meeting"** meaning a meeting of the Society convened in accordance with clause 6.3.
- (r) **"Special Majority"** means a seventy five percent (75%) plus one (1) majority vote of all Ordinary Members present at meeting of the Society.
- (s) **"Student"** means a student who is enrolled in the University.
- (t) **"Student Society Registration Form"** means the registration form for Student Societies proscribed by the Guild.
- (u) **"Treasurer"** means the person for the time being holding the office of or acting as the treasurer of the Society.
- (v) **"Tribunal Regulations"** means the *Student Guild (Tribunal) Regulations 2018*.
- (w) **"University"** means Curtin University.
- (x) **"Vice President"** means the person for the time being holding the office of or acting as the vice president of the Society.

2.2 For the purposes of this Constitution, the *Interpretation Act 1984 (WA)* shall apply except where inconsistent with the following:

- (a) where in this Constitution the word "may" is used in conferring a function, it is to be interpreted to imply that the function so conferred can be exercised or not at discretion. Where in this Constitution the word "shall" is used in conferring a function it is to be interpreted to mean that the function conferred must be exercised;
- (b) where in this Constitution a power or a duty to make appointments to an office or position is imposed on a person or body, unless the contrary intention appears, the power includes the power to remove or suspend a person appointed and to appoint another person temporarily in the place of the person suspended, or in the place of a sick or absent holder of the office or position; and
- (c) Where in this Constitution unless the context otherwise requires, the singular number is to be construed as including the plural number.

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### 3. Objectives

3.1 The objectives of the Society are to:

- (a) foster and promote the objectives of the Society, as listed on the Student Society Registration Form, through the activities of the Society;
- (b) foster and promote the interests of enrolled students;
- (c) assist new students with orientation to the University;
- (d) encourage and promote cooperation between the Society and other Student societies;
- (e) become and remain registered with the Guild; and

- (f) do all things that are necessary and proper for the benefit and advancement of the Society and the Guild.

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#### **4. Powers**

4.1 Subject to the Guild Statue Book, for the purpose of achieving its objectives the Society has the power to:

- (a) purchase, sell, lease, or rent Society property;
- (b) with the prior approval of the Guild, borrow, raise, or secure the payment of money to secure the payment or performance of any debt, liability, contract, or guarantee incurred or entered into by the Society;
- (c) exercise the rights and privileges associated with the registration of a Guild Society;
- (d) invest the monies of the Society; and
- (e) do all such other things as are incidental or conducive to the objects of the Society.

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#### **5. Membership**

5.1 Types of Membership

- (a) Membership of the Society shall consist of Ordinary Members and Associate Members.
- (b) Ordinary membership shall be open to all enrolled students of Curtin University who are over the age of 18 years and pay the Society membership fee as set by the Committee.
- (c) Associate membership shall be open to those not eligible for Ordinary membership provided that there cannot be more Associate Members than Ordinary Members.
- (d) Associate Members shall enjoy all the benefits of Ordinary Membership except that they shall not be eligible to:
  - (i) vote at any General Meeting of the Society;
  - (ii) be an Officer of the Society; or
  - (iii) directly benefit from any money received from the Guild.

5.2 Cessation of Membership

Membership shall cease if a Member:

- (a) resigns by written notice to the Secretary;
- (b) fails to pay their membership fee; or
- (c) is suspended or expelled from the Society.

### 5.3 Suspension or Expulsion of a Member

- (a) Any Member of the Society (inclusive of a member of the Committee or an Officer) who fails to observe the Rules of the Society or whose conduct, in the opinion of the Committee, is prejudicial to the interests of the Society may be suspended or expelled from the membership of the Society.
- (b) In the event that the Committee considers it necessary to expel or suspend a Member, it must first notify that Member of their intended suspension or expulsion (as the case may be). The notice must provide the reason(s) for expelling or suspending the Member.
- (c) Within ten (10) days of providing written notice to the Member (in accordance with clause 5.3(b)) the Committee must convene a meeting in accordance with clause 7.4 to vote on the subject of the Member's expulsion or suspension.
- (d) The Member in question may attend the meeting (convened in accordance with clause 5.3(c)) for the purpose of offering an explanation of their conduct and any reason(s) why he or she should not be expelled or suspended.
- (e) In the event that the Member is expelled or suspended, the Member may appeal such expulsion or suspension and the appeal shall be presided over by the persons determined by the Guild Council.
- (f) A Member who is suspended or expelled shall not be entitled to any refund of any membership fee, and shall be deemed not to be a Member who is entitled to vote during the period of their suspension (if applicable) until such time as that suspension is lifted.
- (g) Where the Committee decides by simple majority of members present at an urgent meeting that there is or may be a serious danger to the Society, its Members, or the wider community, due to the actions or threatened actions of an Officer or Member, they may petition the Guild Council to suspend or expel that person without following the processes outlined from 5.3(a) to 5.3(f) and a person suspended or expelled may petition the Guild Council for reinstatement in accordance with the process determined by the Guild Council.
- (h) Expulsion from the Society or refusal of membership on the grounds of race, age, gender, disability, or sexuality is prohibited.

### 5.4 Register of Members

- (a) The Secretary must keep an up-to-date register of Members containing:
  - (i) the name, Curtin ID number (if applicable) and contact details of the Member;
  - (ii) their class of membership;
  - (iii) the date on which the Member last paid their membership fee; and
  - (iv) the date that a person ceases to be a Member.
- (b) The register of members must be kept at the Secretary's place of residence, or at another place determined by the Committee.
- (c) At the request of a Member, the Secretary will make available to that Member the details held by the Secretary for that Member in the register.



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## 6. MEETINGS

### 6.1 General Meeting

- (a) All Ordinary Members of the Society are entitled to attend a General Meeting.
- (b) General Meetings are called by a minimum of fourteen (14) days' notice to all Ordinary Members.
- (c) The Guild shall be notified of any General Meeting of the Society.
- (d) There is a quorum at a General Meeting if there are ten (10) or more Ordinary Members present at the meeting.
- (e) The President shall chair a General Meeting and Annual General meeting, or (if the President is unwilling or unable to do so) an Ordinary Member elected by those present at the General Meeting or Annual General Meeting shall act as Chair.
- (f) The Chair shall have their own vote but shall not have a casting vote.
- (g) The Secretary will take minutes at a General Meeting or (if the Secretary is unwilling or unable to do so) a person elected by those present at the General Meeting shall take minutes.
- (h) Only Ordinary Members may vote at a General Meeting.
- (i) Except where otherwise provided in this Constitution, every issue at a General Meeting is determined by a simple majority of the votes cast by the Members present in person and shall be by show of hands (except for the election of the Committee which shall be by secret ballot).
- (j) The Chair of a meeting may permit a person to participate in the meeting by video or telephone link, or by other instantaneous means of communication, from a location approved by the Chair.
- (k) A person who participates in a meeting under 6.1(j) is taken to be present at the meeting for the purposes of assessing whether there is a quorum.
- (l) The Chair can adjourn a General Meeting or Annual General Meeting if there are not enough Members at the meeting to form a quorum within 30 minutes of the meeting start time, or if there is not enough time at a meeting to consider all business. A new notice must be sent to Members for the adjourned meeting (but the notice does not have to comply with time for notice requirements unless the adjourned meeting is more than 21 days after the original meeting date). Only unfinished business may be dealt with at a resumed meeting.
- (m) The Chair must adjourn a General Meeting or Annual General Meeting if a majority of Members entitled to vote at the meeting direct the Chair to do so.

### 6.2 Annual General Meeting

The Society shall hold an Annual General Meeting in September, October, or November (unless otherwise approved by the Guild Council) at which the following shall occur:

- (a) the confirmation of the minutes of the previous General Meeting;
- (b) the President's report;

- (c) the Treasurer's report and statement of account for the preceding financial year;
- (d) the Secretary's report;
- (e) the election of the Committee for the next year; and
- (f) general business of the Society.

### 6.3 Special General Meeting

- (a) A Special General Meeting may be convened by:
  - (i) resolution of the Committee;
  - (ii) a petition of ten (10) or more Ordinary Members to the Secretary; or
  - (iii) by the written request of the Guild Council.
- (b) Subject to clause 6.3(a), all Special General Meetings will be conducted in the same manner as a General Meeting (as set out in clause 6.1).

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## 7. Committee

### 7.1 The Committee

- (a) The Committee members are the persons who, as the management committee of the Society, have the power to manage the affairs of the Society.
- (b) The Committee must take all reasonable steps to ensure that the Society complies with this Constitution and the Statutes, regulations and by-laws which comprise the Guild Statute Book.

### 7.2 Powers of the Committee

The Committee:

- (a) has the power to do all things necessary or convenient to be done for the proper administration and management of the affairs of the Society;
- (b) will be responsible for the administration and management of the Society;
- (c) has the power to expend monies for certain matters and to incur debts and liability on behalf of the Society for which the members of the Committee shall be liable;
- (d) has the power to fill any vacancy in its membership before the next Annual General Meeting; and
- (e) may form subcommittees in order to achieve any of the objectives of the Committee.

### 7.3 Appointment of Committee

- (a) The Committee will consist of the following minimum roles and Officers:
  - (i) the President;
  - (ii) the Vice President;
  - (iii) the Treasurer; and

- (iv) the Secretary.
- (b) A resolution of Members passed at General Meeting may establish other roles and Officers.
- (c) The Committee will be elected annually at the Annual General Meeting by a vote of the Ordinary Members to be conducted by secret ballot.
- (d) The term of each elected Committee shall be from the 1st of January to the 31<sup>st</sup> of December annually.
- (e) The Committee may co-opt additional Ordinary Members of the Society to serve as ordinary members of the Committee.

#### 7.4 Meetings of the Committee

- (a) The Committee shall meet at such times and places as the President determines and must meet a minimum of four (4) times each calendar year.
- (b) At least five (5) days' notice of a Committee meeting shall be given to all Officers.
- (c) There is a quorum at a Committee meeting if there are at least fifty percent (50%) plus one (1) (rounded down to the nearest whole number) of the Officers present at the meeting.
- (d) At the request of twenty five percent (25%) plus one (1) of the Officers comprising the Committee, the Secretary must convene a meeting of the Committee and such meeting must be held within ten (10) days of receipt of the request.
- (e) The President shall chair a Committee meeting or (if the President is unwilling or unable to do so) an Officer elected by those present at the Committee meeting shall act as Chair.
- (f) The Secretary shall take minutes at a Committee meeting or (if the Secretary is unwilling or unable to do so) person elected by those present at the Committee Meeting shall take minutes.
- (g) Any Member of the Society may attend a meeting of the Committee. However, a Member of the Society must not comment about any matter discussed at the meeting unless invited by the Committee to do so, and cannot vote on any matter that is to be decided at the meeting.
- (h) The procedure to be followed at a Committee meeting must be determined from time to time by the Committee.
- (i) The order of business at a Committee meeting may be determined by the Committee members at the meeting.

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## 8. Officers

### 8.1 The Officers of the Society shall be:

- (a) the President;
- (b) the Vice President;
- (c) the Treasurer;

- (d) the Secretary; and
  - (e) any ordinary Committee members appointed in accordance with 7.3(e).
- 8.2 Only an Ordinary Member of the Society who is a Guild Member may be an Officer.
- 8.3 An Officer shall hold office for no longer than one (1) year before a new election or appointment to the position is required.
- 8.4 An Officer must:
- (a) comply with the obligations under this Constitution, and ensure that the Society complies with its obligations under this Constitution;
  - (b) exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were an Officer;
  - (c) act in good faith (fairly and honestly) in the best interests of the Society and to further its objectives;
  - (d) not misuse their position as an Officer;
  - (e) not misuse information they gain in their role as an Officer;
  - (f) disclose any perceived or actual material conflicts of interest to the Committee;
  - (g) ensure that the financial affairs of the Society are managed responsibly; and
  - (h) not allow the Society to operate while it is insolvent (as that term is defined in the *Corporations Act 2001*).
- 8.5 An Officer of the Committee shall have their office declared vacant or be removed from office by the following means:
- (a) resignation;
  - (b) death;
  - (c) by the Discipline Tribunal/Appeals Tribunal; or
  - (d) upon making of a declaration by the Chair of the Committee at a meeting of the Society certifying that the Officer has:
    - (i) been absent without apology from two (2) consecutive meetings or any three (3) meetings;
    - (ii) been absent with an apology for three (3) consecutive meetings without a leave of absence;
    - (iii) failed to observe the Rules of the Society or whose conduct, in the opinion of the Committee, was prejudicial to the interests of the Society;
    - (iv) their membership cancelled or suspended;
    - (v) not met, or at any point during their term failed to meet, the eligibility requirements in this Constitution; or
    - (vi) has been deemed by a two thirds (2/3) majority vote of the committee to not have been performing the requirements of the role to an acceptable standard.

- 8.6 The Committee may fill a single casual vacancy in its membership, and such elected Officer will hold office until the next General Meeting where the appointment will be subject to confirmation by the Members. If more than one casual vacancy arises, the Committee must convene a Special General Meeting where the vacant Officer positions will be subject to election on the same basis as applies to the election of Officers at an AGM.

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**9. Finances and Records**

- 9.1 The Committee shall:
- (a) ensure true accounts are kept of the monies received and expended by the Society; and
  - (b) keep an up to date register of all assets purchased on behalf of the Society.
- 9.2 A balance sheet containing a summary of assets and liabilities of the Society together with a statement of income and expenditure for the preceding year must be completed and submitted to the next Annual General Meeting.
- 9.3 The Society will inform the Guild of any bank accounts it holds and the signatories of those accounts.
- 9.4 The authority to access bank accounts and authorise payments into or out of those accounts shall require a minimum of two (2) Officers as signatories and the signatories may be any two (2) Officers of the Society.
- 9.5 The income and property of the Society shall be applied solely towards the promotion of the objectives of the Society.
- 9.6 No portion of the income or property of the Society shall be paid, transferred, or distributed directly or indirectly to the Members of the Society, provided that nothing shall prevent the payment in good faith or remuneration in return for services actually rendered to the Society.
- 9.7 Within a reasonable time of a request being made by a Member or the Guild:
- (a) the Treasurer must arrange access to and inspection of the accounts and asset register of the Society at a time and place convenient to the Treasurer; and/or
  - (b) the Secretary must arrange access to and inspection of the minutes of all meetings of the Society at a time and place convenient to the Secretary, by the Member or the Guild (as the case may be).
- 9.8 Within a reasonable time of a request being made, the Secretary must provide an up-to-date copy of the Constitution to the Member or the Guild so requesting a copy.

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**10. Miscellaneous**

- 10.1 The Society shall:
- (a) be affiliated as a student society with the Student Guild of Curtin University;
  - (b) not seek to obtain or give loans without the prior consent of the Guild;
  - (c) meet any requirements of the Guild Council;
  - (d) at all times to act responsibly and with proper regard to their health and safety and that of third parties when participating in the Society's activities; and

- (e) not do anything which adversely affects the reputation of University or the Guild or brings the University or the Guild into disrepute.
- 10.2 The Society is bound by and shall comply with all:
- (a) Guild and University policies; and
  - (b) Statutes, regulations, and by-laws which comprise the Guild Statute Book.
- 10.3 The Society, its Officers and Members shall treat everyone, regardless of race, religion, national origin, ethnicity, disability, sex, gender identity, sexual orientation, or age with respect and without judgement or bias.
- 10.4 The Society indemnifies the Guild, and each of its Officers, against all losses, liabilities, costs (including legal costs on an indemnity basis) and expenses incurred by the Guild in connection with a demand, action, arbitration, or other proceeding arising directly or indirectly as a result of or in connection with:
- (a) a breach of this Constitution;
  - (b) loss of life, personal injury, illness in connection with the performance of the Society's functions; or
  - (c) loss of, damage to, or loss of use of any property (including the Society's property) in connection with the performance of the Society's functions.
- 10.5 If an act or omission of the Society, or its Officers, constitutes Guild Misconduct (as that term is defined in the Tribunal Regulations) the Society, or its Officers, the Guild may refer them to the Discipline Tribunal to be dealt with in accordance with Part 2 of the Tribunal Regulations as if that Part were set out in full in this Constitution.
- 10.6 Where the Guild is of the reasonable opinion that:
- (a) an Officer or Member has refused or neglected to comply with this Constitution or the Guild Statute Book;
  - (b) act or omission of the Society, or its Officers, constitutes Guild Misconduct (as that term is defined in the Tribunal Regulations); or
  - (c) an Officer or Member has caused serious disruption to the use and enjoyment of amenities or services provided by the Guild or the Society,
- then without limitation to other actions and remedies available to the Guild (including referral to the Discipline Tribunal or the police for investigation where appropriate):
- (d) the Guild may suspend the right of that Officer or Member to use the amenities and services of the Guild and/or the Society for a specified period; and
  - (e) the Guild may cancel the registration of the Society, withhold Guild funding, or cancel any sponsorships and grants issued to the Society.

- 10.7 There will be no liability for any loss or injury suffered by a Society, an Officer or Member as a result of any decision made in good faith (fairly and honestly) under clause 10.6.
- 10.8 A Society, an Officer or Member that does not accept the outcome of the disciplinary procedure in clause 10.6 may petition the Guild Council for reinstatement in accordance with the process determined by the Guild Council.
- 10.9 Nothing in this clause 10.6 limits or restricts the statutes, by-laws and rules of University. To the extent that any behaviour is or becomes subject to the statutes, by-laws and rules of the University, then the statutes, by-laws and rules of the University will prevail.

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## **11. This Constitution**

- 11.1 This Constitution is subject to the Guild Statute Book and to the extent of any inconsistency between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- 11.2 Where a question arises regarding the interpretation of this Constitution it shall be referred to the Guild Council. The decision of the Guild Council shall be final.
- 11.3 This Constitution was accepted by Special Majority of the Members present at the General Meeting, as per the information and details as listed on the Student Society Registration Form.
- 11.4 Amendment of Constitution
- (a) No alteration, addition or amendment of this Constitution shall be made unless and until agreed by Special Majority of the Members present at any General Meeting called for such purpose.
  - (b) No amendment to this Constitution will have any force until the proposed change or changes have been approved by the Guild Council.
  - (c) The Guild Council may require amendments to be agreed to by the committee without necessitating a further General Meeting.
  - (d) An amendment to this Constitution will take effect on the day it receives approval of the Guild Council or such other date as approved by the Guild Council upon the recommendation of the Society.
  - (e) Notice of any proposed alteration, addition or amendment shall be given to all Ordinary Members at least fourteen (14) days prior to the General Meeting.
  - (f) If this student society approves the adoption of the Default Constitution, it is taken to have adopted any subsequent amendment to the Default Constitution as an alteration of its constitution.

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## **12. Resolving Disputes**

- 12.1 In this clause:
- (a) “grievance procedure” means the procedures set out in this clause;
  - (b) “party” to a dispute includes a person:
    - (i) who is a party to the dispute; and

- (ii) who ceases to be a member within six (6) months before the dispute has come to the attention of each party to the dispute.
- 12.2 The procedure set out in this clause (the “grievance procedure”) applies to disputes:
  - (a) between members; or
  - (b) between one or more members and the Society.
- 12.3 The parties to a dispute must attempt to resolve the dispute between themselves within fourteen (14) days after the dispute has come to the attention of each party.
- 12.4 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by clause 12.3, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of:
  - (a) the parties to the dispute; and
  - (b) the matters that are the subject of the dispute.
- 12.5 Within twenty eight (28) days after the Secretary is given the notice, a Committee meeting must be convened to consider and determine the dispute.
- 12.6 The Secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least seven (7) days before the meeting is held.
- 12.7 The notice given to each party to the dispute must state:
  - (a) when and where the Committee meeting is to be held; and
  - (b) that the party, or the party’s representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- 12.8 If:
  - (a) the dispute is between one or more members and the Society; and
  - (b) any party to the dispute gives written notice to the Secretary stating that the party:
    - (i) does not agree to the dispute being determined by the Committee; and
    - (ii) requests that the Guild Council determine the dispute,
 the Committee must not determine the dispute.
- 12.9 At the Committee meeting at which a dispute is to be considered and determined, the Committee must:
  - (a) give each party to the dispute, or the party’s representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute;
  - (b) give due consideration to any submissions so made; and
  - (c) determine the dispute.



- 12.10 The Committee must give each party to the dispute written notice of the Committee's determination, and the reasons for the determination, within seven (7) days after the Committee meeting at which the determination is made.
- 12.11 A party to the dispute may, within fourteen (14) days after receiving notice of the Committee's determination under clause 12.9(c), give written notice to the Secretary and the Guild Council requesting that the Guild Council determine the dispute.
- 12.12 If notice is given under 12.11, the dispute will be referred to the Guild Council for a determination, to be made within twenty one (21) days of the referral.
- 12.13 The determination of the Guild Council made under clause 12.12 will be final and binding on the parties to the dispute.

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**13. Dissolution of Society**

- 13.1 The Society may, at any time, by a Special Majority vote of the Members present at a General Meeting called for the purpose, be dissolved.
- 13.2 Such dissolution is to be notified to the Guild in writing.
- 13.3 If upon the dissolution or winding up of the Society there remains any property, assets, or monies whatsoever after the satisfaction of all debts and liabilities, the same shall not be distributed among the Members of the Society, but shall be given or transferred to the Guild and the accounts and records of the Society shall be turned over to Guild, or at the Guild's instruction, to another society of similar objectives to the dissolved entity.

## Schedule B

### Default Incorporated Student Society Constitution

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#### 1. Name of Society

1.1 The name of the Society is specified in Item 1 of the Schedule.

(Note: Society refers to any society, association, club, or chapter)

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#### 2. Definitions and Interpretations

2.1 For the purposes of this Constitution, unless the contrary intention appears:

- (a) "Act" means the Associations Incorporation Act 2015 (WA);
- (b) "Annual General Meeting" means a general meeting of the Society held once every calendar year in accordance with clause 6.2.
- (c) "Appeals Tribunal" has the meaning given to it in the Tribunal Regulations.
- (d) "Associate Member" means an individual, not eligible to be an Ordinary Member of the Society, but granted membership by the Committee in its absolute discretion.
- (e) "Committee" means the committee of the Society established pursuant to clause 7.3.
- (f) "Constitution" means this Default Student Society Constitution.
- (g) "Discipline Tribunal" has the meaning given to it in the Tribunal Regulations.
- (h) "General Meeting" means a meeting of the Society open to all Members and Officers and convened in accordance with clause 6.1.
- (i) "Guild" means the Student Guild of Curtin University.
- (j) "Guild Council" means the governing council of the Guild.
- (k) "Guild President" means the person for the time being holding the office of or acting as President of the Guild.
- (l) "Guild Statute Book" has the same meaning as in the Student Guild (General) Regulations 2018.
- (m) "Member" means an Ordinary or an Associate Member of the Society and Members has the corresponding meaning.
- (n) "Officer" means a person who for the time being holds office in a position defined in clause 9 or otherwise acting in one of those positions and Officers has the corresponding meaning.
- (o) "Ordinary Member" means a member of the Society who is a Student and has paid the Society membership fee.
- (p) "President" means the person for the time being holding the office of or acting as the president of the Society.

- (q) "Secretary" means the person for the time being holding the office of or acting as the secretary of the Society.
- (r) "Society" means the Student society of the University established in accordance with this Constitution.
- (s) "Special General Meeting" meaning a meeting of the Society convened in accordance with clause 6.3.
- (t) "Special Majority" means a minimum of seventy five percent (75%) majority vote of all Ordinary Members present at meeting of the Society.
- (u) "Student" means a student who is enrolled in the University.
- (v) "Student Society Registration Form" means the registration form for Student Societies prescribed by the Guild.
- (w) "Treasurer" means the person for the time being holding the office of or acting as the treasurer of the Society.
- (x) "Tribunal Regulations" means the Student Guild (Tribunal) Regulations 2018.
- (y) "University" means Curtin University.
- (z) "Vice President" means the person for the time being holding the office of or acting as the vice president of the Society.

2.2 For the purposes of this Constitution, the Interpretation Act 1984 (WA) shall apply except where inconsistent with the following:

- (a) where in this Constitution the word "may" is used in conferring a function, it is to be interpreted to imply that the function so conferred can be exercised or not at discretion. Where in this Constitution the word "shall" is used in conferring a function it is to be interpreted to mean that the function conferred must be exercised;
- (b) where in this Constitution a power or a duty to make appointments to an office or position is imposed on a person or body, unless the contrary intention appears, the power includes the power to remove or suspend a person appointed and to appoint another person temporarily in the place of the person suspended, or in the place of a sick or absent holder of the office or position; and
- (c) Where in this Constitution unless the context otherwise requires, the singular number is to be construed as including the plural number.

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### **3. Objectives**

3.1 The objectives of the Society are specified in Item 2 of the Schedule.

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### **4. Powers**

4.1 Subject to the Guild Statute Book, for the purpose of achieving its objectives the Society has the power to:

- (a) purchase, sell, lease, or rent Society property;
- (b) with the prior approval of the Guild, borrow, raise, or secure the payment of money to secure the payment or performance of any debt, liability, contract, or guarantee incurred or entered into by the Society;

- (c) exercise the rights and privileges associated with the registration of a Guild Society;
- (d) invest the monies of the Society; and
- (e) do all such other things as are incidental or conducive to the objects of the Society.

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## **5. Membership**

### **5.1 Types of Membership**

- (a) Membership of the Society shall consist of Ordinary Members and Associate Members.
- (b) Ordinary membership shall be open to all enrolled students of Curtin University who are over the age of 18 years and pay the Society membership fee as set by the Committee.
- (c) An Ordinary Member has full voting rights and any other rights conferred on Members by this Constitution or approved by resolution at a General Meeting or determined by the Committee.
- (d) Associate membership shall be open to those not eligible for Ordinary membership provided that there cannot be more Associate Members than Ordinary Members.
- (e) Associate Members shall enjoy all the benefits of Ordinary Membership except that they shall not be eligible to:
  - (i) vote at any General Meeting of the Society;
  - (ii) be an Officer of the Society; or
  - (iii) directly benefit from any money received from the Guild.
- (f) the Student Guild of Curtin University shall be a member of the Society but however will not have any voting rights at any meeting of the Society or be eligible to nominate any person to be a member of the Committee, nor may the Committee suspend or expel the Student Guild of Curtin University as a member.

### **5.2 Minimum number of Members**

The Society must at all times have at least ten (10) Ordinary Members but otherwise the Society may have any number of Members of any class of Member, and the number of Members is unlimited.

### **5.3 Application for Membership**

An applicant for membership of the Association becomes a member when:

- (a) the Committee accepts the application; and
- (b) the applicant pays any membership fees payable to the Association under clause 6.

### **5.4 Cessation of Membership**

Membership shall cease if a Member:

- (a) resigns by written notice to the Secretary;
- (b) fails to pay their membership fee; or

- (c) is suspended or expelled from the Society.

#### 5.5 Suspension or Expulsion of a Member

- (a) Any Member of the Society (inclusive of a member of the Committee or an Officer) who fails to observe the Rules of the Society or whose conduct, in the opinion of the Committee, is prejudicial to the interests of the Society may be suspended or expelled from the membership of the Society.
- (b) In the event that the Committee considers it necessary to expel or suspend a Member, it must first notify that Member of their intended suspension or expulsion (as the case may be). The notice must provide the reason(s) for expelling or suspending the Member.
- (c) Within ten (10) days of providing written notice to the Member (in accordance with clause 5.3(b)) the Committee must convene a meeting in accordance with clause 7.4 to vote on the subject of the Member's expulsion or suspension.
- (d) The Member in question may attend the meeting (convened in accordance with clause 5.3(c)) for the purpose of offering an explanation of their conduct and any reason(s) why he or she should not be expelled or suspended.
- (e) In the event that the Member is expelled or suspended, the Member may appeal such expulsion or suspension and the appeal shall be presided over by the persons determined by the Guild Council.
- (f) A Member who is suspended or expelled shall not be entitled to any refund of any membership fee, and shall be deemed not to be a Member during the period of their suspension (if applicable) until such time as that suspension is lifted.
- (g) Where the Committee decides by simple majority of members present at an urgent meeting that there is or may be a serious danger to the Society, its Members, or the wider community, due to the actions or threatened actions of an Officer or Member, they may petition the Guild Council to suspend or expel that person without following the processes outlined from 5.5(a) to 5.5(f) and a person suspended or expelled may petition the Guild Council for reinstatement in accordance with the process determined by the Guild Council.
- (h) Expulsion from the Society or refusal of membership on the grounds of race, age, gender, disability, or sexuality is prohibited.

#### 5.6 Register of Members

- (a) The Secretary must keep an up-to-date register of Members containing:
  - (i) the name, Curtin ID number (if applicable) and contact details of the Member;
  - (ii) their class of membership;
  - (iii) the date on which the Member last paid their membership fee; and
  - (iv) the date that a person ceases to be a Member.
- (b) The register of members must be kept at the Secretary's place of residence, or at another place determined by the Committee.
- (c) At the request of a Member, the Secretary will make available to that Member the details held by the Secretary for that Member in the register.

- (d) If:
  - (i) a member inspecting the register of members wishes to make a copy of or take an extract from the register under section 54(2) of the Act; or
  - (ii) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the Committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Society.

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## **6. Fees**

- (a) The Committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Society.
- (b) The fees determined under clause 6(a) may be different for different classes of membership.
- (c) A member must pay the annual membership fee to the Treasurer, or another person authorised by the Committee to accept payments, by the date (“due date”) determined by the Committee.
- (d) If a member has not paid the annual membership fee within the period of three (3) months after the due date, the member ceases to be a member on the expiry of that period.
- (e) If a person who has ceased to be a member under clause 6(d) offers to pay the annual membership fee after the period referred to in that clause has expired:
  - (i) the Committee may, at its discretion, accept that payment; and
  - (ii) if the payment is accepted, the person’s membership is reinstated from the date the payment is accepted.

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## **7. Meetings**

### **7.1 General Meeting**

- (a) The Committee may convene a General Meeting.
- (b) The Committee must convene a General Meeting if at least twenty percent (20%) of the Members require a General Meeting to be convened.
- (c) All Ordinary Members of the Society are entitled to attend a General Meeting.
- (d) The Secretary or, in the case of a General Meeting convened under clause 7.1(b), the Members convening the meeting, must give to each member a minimum of:
  - (i) twenty one (21) days’ notice to all Ordinary Members if a special resolution is to be proposed at the meeting; or
  - (ii) fourteen (14) days’ notice to all Ordinary Members in any other case.
- (e) The notice must:
  - (i) specify the date, time, and place of the meeting;

- (ii) indicate the general nature of each item of business to be considered at the meeting;
- (iii) if the meeting is the Annual General Meeting, include the names of the Members who have nominated for election to the Committee; and
- (iv) if a special resolution is proposed”
  - (A) set out the wording of the proposed resolution as required by section 51(4) of the Act; and
  - (B) state that the resolution is intended to be proposed as a special resolution; and
  - (C) comply with clause 7.1(f).
- (f) Notice of a General Meeting given to an Ordinary Member under clauses 7.1(d) and 7.1(e) must:
  - (i) state that the Member may appoint an individual who is an Ordinary Member as a proxy for the meeting; and
  - (ii) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (g) The Guild shall be notified of any General Meeting of the Society.
- (h) There is a quorum at a General Meeting if there are ten (10) or more Ordinary Members present at the meeting.
- (i) The President shall chair a General Meeting and Annual General meeting, or (if the President is unwilling or unable to do so) an Ordinary Member elected by those present at the General Meeting or Annual General Meeting shall act as Chair.
- (j) The Chair shall have their own vote but shall not have a casting vote.
- (k) The Secretary will take minutes at a General Meeting or (if the Secretary is unwilling or unable to do so) a person elected by those present at the General Meeting shall take minutes.
- (l) On any question arising at a General Meeting:
  - (i) each Ordinary Member has one (1) vote unless the Member may also vote on behalf of a body corporate under clause 7.1(f); and
  - (ii) Ordinary Members may vote personally or by proxy.
- (m) A copy of the document by which the appointment is made must be given to the Secretary before any General Meeting to which the appointment applies.
- (n) All proxies must be submitted twenty-four (24) hours prior to a meeting, and all forms and the list of proxies shall be made available to any member upon request.
- (o) The appointment has effect until:
  - (i) the end of any General Meeting to which the appointment applies; or
  - (ii) the appointment is revoked by the body corporate and written notice of the revocation is given to the Secretary.

- (p) Except where otherwise provided in this Constitution, every issue at a General Meeting is determined by a simple majority of the votes cast by the Members present in person and shall be by show of hands (except for the election of the Committee which shall be by secret ballot).
- (q) The Chair of a meeting may permit a person to participate in the meeting by video or telephone link, or by other instantaneous means of communication, from a location approved by the Chair.
- (r) A person who participates in a meeting under 6.1(j) is taken to be present at the meeting for the purposes of assessing whether there is a quorum.
- (s) The Chair can adjourn a General Meeting or Annual General Meeting if there are not enough Members at the meeting to form a quorum within 30 minutes of the meeting start time, or if there is not enough time at a meeting to consider all business. A new notice must be sent to Members for the adjourned meeting (but the notice does not have to comply with time for notice requirements unless the adjourned meeting is more than 21 days after the original meeting date). Only unfinished business may be dealt with at a resumed meeting.
- (t) The Chair must adjourn a General Meeting or Annual General Meeting if a majority of Members entitled to vote at the meeting direct the Chair to do so.

## 7.2 Annual General Meeting

The Society shall hold an Annual General Meeting in September, October, or November (unless otherwise approved by the Guild Council) at which the following shall occur:

- (a) the confirmation of the minutes of the previous General Meeting;
- (b) the President's report;
- (c) the Treasurer's report and statement of account for the preceding financial year;
- (d) the Secretary's report;
- (e) the election of the Committee for the next year; and
- (f) general business of the Society.

## 7.3 Special General Meeting

- (a) A Special General Meeting may be convened by:
  - (i) resolution of the Committee;
  - (ii) a petition of ten (10) or more Ordinary Members to the Secretary; or
  - (iii) by the written request of the Guild.
- (b) Subject to clause 6.3(a), all Special General Meetings will be conducted in the same manner as a General Meeting (as set out in clause 6.1).

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## 8. Committee

### 8.1 The Committee

- (a) The Committee members are the persons who, as the management committee of the Society, have the power to manage the affairs of the Society.



- (b) The Committee must take all reasonable steps to ensure that the Society complies with the Act, this Constitution and the Statutes, regulations and by-laws which comprise the Guild Statute Book

## 8.2 Powers of the Committee

The Committee:

- (a) has the power to do all things necessary or convenient to be done for the proper administration and management of the affairs of the Society;
- (b) has the power to expend monies for certain matters and to incur debts and liability on behalf of the Society for which the members of the Committee shall be liable;
- (c) has the power to fill any vacancy in its membership before the next Annual General Meeting; and
- (d) may form subcommittees in order to achieve any of the objectives of the Committee.

## 8.3 Appointment of Committee

- (a) The Committee will consist of the following minimum roles and Officers:
  - (i) the President;
  - (ii) the Vice President;
  - (iii) the Treasurer; and
  - (iv) the Secretary.
- (b) A resolution of Members passed at General Meeting may establish other roles and Officers.
- (c) The Committee will be elected annually at the Annual General Meeting by a vote of the Ordinary Members to be conducted by secret ballot.
- (d) If there is no nomination for a position, the Chair of the meeting may call for nominations from the Ordinary Members at the meeting.
- (e) If only one Member has nominated for a position, the Chair of the meeting must declare the Member elected to the position.
- (f) If more than one (1) member has nominated for a position, the Ordinary Members at the meeting must vote in accordance with procedures that have been determined by the Guild Council to decide who is to be elected to the position.
- (g) Each Ordinary Member present at the meeting may vote for one (1) Member who has nominated for the position.
- (h) A Member who has nominated for the position may vote for themselves.
- (i) The term of each elected Committee shall be from the 1st of January to the 31<sup>st</sup> of December annually.
- (j) The Committee may co-opt additional Ordinary Members of the Society to serve as ordinary members of the Committee.

## 8.4 Meetings of the Committee

- (a) The Committee shall meet at such times and places as the President determines and must meet a minimum of four (4) times each calendar year.
- (b) The date, time, and place of the first Committee meeting must be determined by the Committee members as soon as practicable after the Annual General Meeting at which the Committee members are elected.
- (c) At least five (5) days' notice of a Committee meeting shall be given to all Officers. The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (d) Subject to clause 8.4(e), the only business that may be conducted at the meeting is the business described in the notice.
- (e) Urgent business that has not been described in the notice may be conducted at the meeting if the Committee members at the meeting unanimously agree to treat that business as urgent.
- (f) There is a quorum at a Committee meeting if there are at least fifty percent (50%) plus one (1) (rounded down to the nearest whole number) of the Officers present at the meeting.
- (g) At the request of twenty five percent (25%) plus one (1) of the Officers comprising the Committee, the Secretary must convene a meeting of the Committee and such meeting must be held within ten (10) days of receipt of the request.
- (h) The President shall chair a Committee meeting or (if the President is unwilling or unable to do so) an Officer elected by those present at the Committee meeting shall act as Chair.
- (i) The Secretary shall take minutes at a Committee meeting or (if the Secretary is unwilling or unable to do so) person elected by those present at the Committee Meeting shall take minutes.
- (j) The minutes must record the following:
  - (i) the names of the Committee members present at the meeting;
  - (ii) the name of any person attending the meeting under clause 8.4(n);
  - (iii) the business considered at the meeting; and
  - (iv) any motion on which a vote is taken at the meeting and the result of the vote.
- (k) The minutes of a Committee meeting must be entered in the Society's minute book within thirty (30) days after the meeting is held.
- (l) The Chair must ensure that the minutes of a Committee meeting are reviewed and signed as correct by:
  - (i) the Chair of the meeting; or
  - (ii) the Chair of the next committee meeting.
- (m) When the minutes of a Committee meeting have been signed as correct, they are, until the contrary is proved, evidence that:
  - (i) the meeting to which the minutes relate was duly convened and held;

- (ii) the matters recorded as having taken place at the meeting took place as recorded; and
- (iii) any appointment purportedly made at the meeting was validly made.
- (n) Any Member of the Society may attend a meeting of the Committee. However, a Member of the Society must not comment about any matter discussed at the meeting unless invited by the Committee to do so, and cannot vote on any matter that is to be decided at the meeting.
- (o) The procedure to be followed at a Committee meeting must be determined from time to time by the Committee.
- (p) The order of business at a Committee meeting may be determined by the Committee members at the meeting.

#### 8.5 Payments to Committee Members

A Committee Member is entitled to be paid out of the funds of the Society for any reasonable out-of-pocket expenses for travel and accommodation properly incurred:

- (a) in attending a Committee meeting or
- (b) in attending a General Meeting; or
- (c) otherwise in connection with the Society's business.

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### 9. Officers

9.1 The Officers of the Society shall be:

- (a) the President;
- (b) the Vice President;
- (c) the Treasurer;
- (d) the Secretary; and
- (e) any ordinary Committee members appointed in accordance with 7.3(e).

9.2 Only an Ordinary Member of the Society who is a Guild Member may be an Officer.

9.3 An Officer shall hold office for no longer than one (1) year before a new election or appointment to the position is required.

9.4 An Officer must:

- (a) comply with the obligations under this Constitution, and ensure that the Society complies with its obligations under this Constitution;
- (b) exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were an Officer;
- (c) act in good faith (fairly and honestly) in the best interests of the Society and to further its objectives;
- (d) not misuse their position as an Officer;

- (e) not misuse information they gain in their role as an Officer;
- (f) disclose any perceived or actual material conflicts of interest to the Committee;
- (g) ensure that the financial affairs of the Society are managed responsibly; and
- (h) not allow the Society to operate while it is insolvent (as that term is defined in the Corporations Act 2001).

9.5 An Officer of the Committee shall have their office declared vacant or be removed from office by the following means:

- (e) resignation;
- (f) death;
- (g) by the Discipline Tribunal/Appeals Tribunal; or
- (h) upon making of a declaration by the Chair of the Committee at a meeting of the Society certifying that the Officer has:
  - (vii) been absent without apology from two (2) consecutive meetings or any three (3) meetings;
  - (viii) been absent with an apology for three (3) consecutive meetings without a leave of absence;
  - (ix) failed to observe the Rules of the Society or whose conduct, in the opinion of the Committee, was prejudicial to the interests of the Society;
  - (x) their membership cancelled or suspended;
  - (xi) not met, or at any point during their term failed to meet, the eligibility requirements in this Constitution; or
  - (xii) has been deemed by a two thirds (2/3) majority vote of the committee to not have been performing the requirements of the role to an acceptable standard.

9.6 The Committee may fill a single casual vacancy in its membership, and such elected Officer will hold office until the next General Meeting where the appointment will be subject to confirmation by the Members. If more than one casual vacancy arises, the Committee must convene a Special General Meeting where the vacant Officer positions will be subject to election on the same basis as applies to the election of Officers at an AGM.

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**10. Finances and Records**

10.1 The Society's financial year will be the period of twelve (12) months commencing on 1 July and ending on 30 June of each year.

10.2 The Committee shall:

- (a) ensure true accounts are kept of the monies received and expended by the Society; and
- (b) keep an up to date register of all assets purchased on behalf of the Society.

- 10.3 Subject to clause 10.4, the books and any securities of the Society must be kept in the Secretary's custody or under the Secretary's control.
- 10.4 The financial records and, as applicable, the financial statements or financial reports of the Society must be kept in the Treasurer's custody or under the Treasurer's control.
- 10.5 Clauses 10.3 and 10.4 have effect except as otherwise decided by the Committee.
- 10.6 The books of the Association must be retained for at least seven (7) years.
- 10.7 A balance sheet containing a summary of assets and liabilities of the Society together with a statement of income and expenditure for the preceding year must be completed and submitted to the next Annual General Meeting.
- 10.8 The Society must open an account in the name of the Society with a financial institution from which all expenditure of the Society is made and into which all funds received by the Society are deposited.
- 10.9 The Society will inform the Guild of any bank accounts it holds and the signatories of those accounts.
- 10.10 Subject to any restrictions imposed at a General Meeting, the Committee may approve expenditure on behalf of the Society.
- 10.11 The Committee may authorise the Treasurer to expend funds on behalf of the Society up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
- 10.12 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Society must be signed by:
- (a) any two (2) Committee members; or
  - (b) one (1) Committee member and a person authorised by the Committee.
- 10.13 All funds of the Society must be deposited into the Society's account within five (5) working days after their receipt.
- 10.14 The income and property of the Society shall be applied solely towards the promotion of the objectives of the Society.
- 10.15 No portion of the income or property of the Society shall be paid, transferred, or distributed directly or indirectly to the Members of the Society except in good faith in the promotion of those objects or purposes.
- 10.16 A payment may be made to a member out of the funds of the Society only if it is authorised under clause 10.17.
- 10.17 A payment to a Member out of the funds of the Society is authorised if it is:
- (a) the payment in good faith to the Member as reasonable remuneration for any services provided to the Society, or for goods supplied to the Society, in the ordinary course of business;
  - (b) the payment of interest, on money borrowed by the Society from the Member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia;

- (c) the payment of reasonable rent to the Member for premises leased by the Member to the Society; or
  - (d) the reimbursement of reasonable expenses properly incurred by the Member on behalf of the Society.
- 10.18 Within a reasonable time of a request being made by a Member or the Guild:
- (a) the Treasurer must arrange access to and inspection of the accounts and asset register of the Society at a time and place convenient to the Treasurer; and/or
  - (b) the Secretary must arrange access to and inspection of the minutes of all meetings of the Society at a time and place convenient to the Secretary,
  - (c) by the Member or the Guild (as the case may be).
- 10.19 Within a reasonable time of a request being made, the Secretary must provide an up-to-date copy of the Constitution to the Member or the Guild so requesting a copy.

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**11. Miscellaneous**

- 11.1 The Society shall:
- (a) be affiliated as a student society with the Student Guild of Curtin University;
  - (b) not seek to obtain or give loans without the prior consent of the Guild;
  - (c) meet any requirements of the Guild Council;
  - (d) at all times to act responsibly and with proper regard to their health and safety and that of third parties when participating in the Society's activities; and
  - (e) not do anything which adversely affects the reputation of University or the Guild or brings the University or the Guild into disrepute.
- 11.2 The Society is bound by and shall comply with all:
- (a) Guild and University policies; and
  - (b) Statutes, rules, regulations, and by-laws which comprise the Guild Statute Book.
- 11.3 The Society, its Officers and Members shall treat everyone, regardless of race, religion, national origin, ethnicity, disability, sex, gender identity, sexual orientation, or age with respect and without judgement or bias.
- 11.4 The Society indemnifies the Guild, and each of its Officers, against all losses, liabilities, costs (including legal costs on an indemnity basis) and expenses incurred by the Guild in connection with a demand, action, arbitration, or other proceeding arising directly or indirectly as a result of or in connection with:
- (d) a breach of this Constitution;
  - (e) loss of life, personal injury, illness in connection with the performance of the Society's functions; or
  - (f) loss of, damage to, or loss of use of any property (including the Society's property) in connection with the performance of the Society's functions.

- 11.5 If an act or omission of the Society, or its Officers, constitutes Guild Misconduct (as that term is defined in the Tribunal Regulations) the Society, or its Officers, the Guild Council may refer them to the Discipline Tribunal to be dealt with in accordance with Part 2 of the Tribunal Regulations as if that Part were set out in full in this Constitution.
- 11.6 Where the Guild is of the reasonable opinion that:
- (a) an Officer or Member has refused or neglected to comply with this Constitution or the Guild Statute Book;
  - (b) act or omission of the Society, or its Officers, constitutes Guild Misconduct (as that term is defined in the Tribunal Regulations); or
  - (c) an Officer or Member has caused serious disruption to the use and enjoyment of amenities or services provided by the Guild or the Society,
- then without limitation to other actions and remedies available to the Guild Council (including a referral to the Discipline Tribunal or the police for investigation where appropriate):
- (d) the Guild may suspend the right of that Officer or Member to use the amenities and services of the Guild and/or the Society for a specified period; and
  - (e) the Guild may de-register the Society, withhold Guild funding, or cancel any sponsorships and grants issued to the Society.
- 11.7 There will be no liability for any loss or injury suffered by a Society, an Officer or Member as a result of any decision made in good faith (fairly and honestly) under clause 10.6.
- 11.8 A Society, an Officer or Member that does not accept the outcome of the disciplinary procedure in clause 10.6 may petition the Guild Council for reinstatement in accordance with the process determined by the Guild Council.
- 11.9 Nothing in this clause 10.6 limits or restricts the rules and regulations of University. To the extent that any behaviour is or becomes subject to the rules and regulations of the University, then the rules and regulations of the University will prevail.

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## **12. Notice to Members**

- 12.1 In this clause, “recorded” means recorded in the register of members.
- 12.2 A notice or other document that is to be given to a Member under this Constitution is taken not to have been given to the Member unless it is in writing and:
- (a) delivered by hand to the recorded address of the Member;
  - (b) sent by prepaid post to the recorded postal address of the Member; or
  - (c) sent by electronic transmission to an appropriate recorded number or recorded electronic address of the Member.

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## **13. This Constitution**

- 13.1 This Constitution is subject to the Guild Statute Book and to the extent of any inconsistency between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- 13.2 Where a question arises regarding the interpretation of this Constitution it shall be referred to the Guild Council. The decision of the Guild Council or delegate shall be final.

13.3 This Constitution was accepted by Special Majority of the Members present at the General Meeting, as per the information and details as listed on the Student Society Registration Form.

13.4 Amendment of Constitution

- (a) No alteration, addition or amendment of this Constitution shall be made unless and until agreed by Special Majority of the Members present at any General Meeting called for such purpose.
- (b) No amendment to this Constitution will have any force until the proposed change or changes have been approved by the Guild Council.
- (c) The Guild Council may require amendments to be agreed to by the committee without necessitating a further General Meeting.
- (d) An amendment to this Constitution will take effect on the day it receives approval of the Guild Council or such other date as approved by the Guild Council upon the recommendation of the Society.
- (e) Notice of any proposed alteration, addition or amendment shall be given to all Ordinary Members at least fourteen (14) days prior to the General Meeting.
- (f) If this student society approves the adoption of the Default Constitution, it is taken to have adopted any subsequent amendment to the Default Constitution as an alteration of its constitution.

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**14. Common Seal**

14.1 The Society may execute a document without using a common seal if the document is signed by:

- (a) two (2) Committee members; or
- (b) one Committee member and a person authorised by the Committee.

14.2 If the Society has a common seal:

- (a) the name of the Society must appear in legible characters on the common seal; and
- (b) a document may only be sealed with the common seal by the authority of the Committee and in the presence of:
  - (i) two (2) Committee members; or
  - (ii) one Committee member and a person authorised by the Committee,and each of them is to sign the document to attest that the document was sealed in their presence.

14.3 The Secretary must make a written record of each use of the common seal.

14.4 The common seal must be kept in the custody of the Secretary or another Committee member authorised by the committee

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**15. Resolving Disputes**

15.1 In this clause:

- (a) “grievance procedure” means the procedures set out in this clause;



- (b) “party” to a dispute includes a person:
  - (i) who is a party to the dispute; and
  - (ii) who ceases to be a member within six (6) months before the dispute has come to the attention of each party to the dispute.
  
- 15.2 The procedure set out in this clause (the “grievance procedure”) applies to disputes:
  - (a) between members; or
  - (b) between one or more members and the Society.
  
- 15.3 The parties to a dispute must attempt to resolve the dispute between themselves within fourteen (14) days after the dispute has come to the attention of each party.
  
- 15.4 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by clause 12.3, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of:
  - (a) the parties to the dispute; and
  - (b) the matters that are the subject of the dispute.
  
- 15.5 Within twenty eight (28) days after the Secretary is given the notice, a Committee meeting must be convened to consider and determine the dispute.
  
- 15.6 The Secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least seven (7) days before the meeting is held.
  
- 15.7 The notice given to each party to the dispute must state:
  - (a) when and where the Committee meeting is to be held; and
  - (b) that the party, or the party’s representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
  
- 15.8 If:
  - (a) the dispute is between one or more members and the Society; and
  - (b) any party to the dispute gives written notice to the Secretary stating that the party:
    - (i) does not agree to the dispute being determined by the Committee; and
    - (ii) requests that the Guild Council, via the Guild President, determine the dispute,

the Committee must not determine the dispute.
  
- 15.9 At the Committee meeting at which a dispute is to be considered and determined, the Committee must:
  - (a) give each party to the dispute, or the party’s representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute;

- (b) give due consideration to any submissions so made; and
  - (c) determine the dispute.
- 15.10 The Committee must give each party to the dispute written notice of the Committee's determination, and the reasons for the determination, within seven (7) days after the Committee meeting at which the determination is made.
- 15.11 A party to the dispute may, within fourteen (14) days after receiving notice of the Committee's determination under clause 12.9(c), give written notice to the Secretary and the Guild Council, via the Guild President, requesting that the Guild Council, via the Guild President, determine the dispute.
- 15.12 If notice is given under 12.11, the dispute will be referred to the Guild Council, for a determination, to be made within twenty one (21) days of the referral.
- 15.13 The determination of the Guild Council made under clause 12.12 will be final and binding on the parties to the dispute.

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**16. Dissolution of Society**

- 16.1 The Society may, at any time, by a Special Majority vote of the Members present at a General Meeting called for the purpose, be dissolved.
- 16.2 Such dissolution is to be notified to the Guild in writing.
- 16.3 If upon the dissolution or winding up of the Society there remains any property, assets, or monies whatsoever after the satisfaction of all debts and liabilities, the same shall not be distributed among the Members of the Society, but shall be given or transferred to an appropriate organisation with similar aims and the accounts and records of the Society shall be turned over to the appropriate organisation with similar aims approved by the Guild.

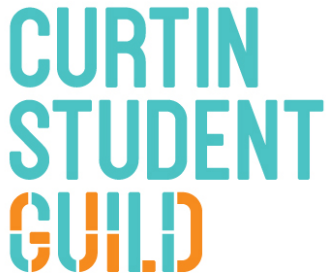
## SCHEDULE

Item 1 – Name of Society

[Insert name of Society]

Item 2 – Objectives of Society

- (a) To become and remain registered with the Guild.
- (b) To further the interests of enrolled students.
- (c) To assist new students with orientation to the University.
- (d) To encourage and promote cooperation between the Society and other Student societies.
- (e) To do all things that are necessary and proper for the benefit and advancement of the Society and the Guild.
- (f) [Insert secondary objective specific to Society]
- (g) [Insert secondary objective specific to Society]



## Student Guild of Curtin University

### 53<sup>rd</sup> Guild Council - Meeting #3

To be held at 5.30pm on Thursday the 17th of February 2022

Online

#### **Representation Board Constitution Amendment**

Motion: That the Guild Council upon the recommendation of the Legal Committee **amends** the *Representation Board Constitution*.

Moved: Dylan Botica (Secretary)

Seconded: Jasmyne Tweed (Chair of the Representation Board)

#### **Background:**

Constitution Attached for reference. These changes were requested by the 52<sup>nd</sup> Guild Council.

#### **Confidentiality:**

Open

**STUDENT GUILD OF CURTIN UNIVERSITY  
REPRESENTATION BOARD**

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**CONSTITUTION**

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**1.1 Establishment**

- (1) This Constitution is established pursuant to regulation 16 of the *Student Guild (Guild Council) Regulations 2018* by the Guild Council and shall be subject to the Guild Statute Book. Where an inconsistency arises between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Guild Council) Regulations 2018* shall apply.

**1.2 Membership**

- (1) Pursuant to regulation 16(1) the membership of the Representation Board shall be:

- (a) President;
- (b) Vice President - Education;
- (c) Faculty of Business and Law Representative;
- (d) Faculty of Science and Engineering Representative;
- (e) Faculty of Health Sciences Representative;
- (f) Faculty of Humanities Representative;
- (g) International Students Committee President;
- (h) Postgraduate Students Committee President;
- (i) Queer Officer;
- (j) Women's Officer;

(k) ~~Indigenous Officer;~~

(l) ~~Accessibility Officer;~~ and

(m) Six (6) Ordinary Representation Board Members (at least three (3) of whom shall ~~not be men~~).

- (2) The following people shall be standing invites to meetings of the Committee:

- (a) Vice President – Activities;

**Deleted:** Indigenous

**Deleted:** First Nations

**Deleted:** XXXX

**Deleted:**

**Deleted:** Students with Disabilities Officer

**Deleted:** identify

**Deleted:** as

**Deleted:** be women

- (b) Secretary;
- (c) Manager - Student Assist (or nominee);
- (d) Minute Secretary; and
- (e) West Australian School of Mines (WASM) Guild President (or nominee).

### 1.3 Quorum

Pursuant to regulation 20(4) the quorum for a meeting of the Representation Board shall be calculated in the same manner as the quorum of Guild Council.

Note: regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2).

### 1.4 Meetings

- (1) The Chair of the Representation Board shall chair the meetings of the Representation Board and shall be elected in accordance with the *Student Guild By-Laws 2018*.
- (2) The Representation Board shall meet at least once a month excepting the months of January and July.
- (3) The Representation Board shall report to Guild Council by way of its minutes.
- (4) The President may at their discretion call a special meeting of the Representation Board.
- (5) Upon the request of any three (3) members the Chair of the Representation Board shall call a special meeting of the Representation Board.
- (6) Secretarial Support shall be supplied by the Minute Secretary to the Guild Council (or their nominee).

### 1.5 Role

- (1) The role of the Representation Board is as prescribed in regulation 16(3) of the *Student Guild (Guild Council) Regulations 2018*:

Note: regulation 16(3) of the *Student Guild (Guild Council) Regulations 2018* states -

- (3) The Representation Board shall be responsible for considering matters and providing advice to the Guild Council on:
  - (a) the representation of students in University decision making processes;
  - (b) higher education policy at state and federal level;

- (c) the academic functions of the University including:
  - (i) learning and teaching;
  - (ii) research and development;
  - (iii) graduate studies;
  - (iv) academic services;
  - (v) courses;
  - (vi) admissions; and
  - (vii) student discipline;
- (d) student welfare;
- (e) international students;
- (f) postgraduate students; and
- (g) access and equity.

(2) The Representational Board shall also:

(a) consider at each meeting the reports of:

- (i) the President;
- (ii) the Vice President – Education;
- (iii) the Faculty of Business and Law Representative;
- (iv) the Faculty of Science and Engineering Representative;
- (v) the Faculty of Health Sciences Representative;
- (vi) the Faculty of Humanities Representative;
- (vii) the International Students Committee President;
- (viii) the Postgraduate Students Committee President;
- (ix) the Queer Officer;
- (x) the Women’s Officer;
- (xi) the ~~Indigenous~~ Officer;
- (xii) the ~~Accessibility~~ Officer;
- (~~xiii~~) the Manager – Student Assist;
- (xiv) ~~Chair of the Representation Board~~.

(b) advise the Guild Council on its relationship with the National Union of Students; and

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(c) consider the reports from conference attendees.

(d) for the purposes of the report of the President and Vice President – Education, they shall provide a verbal report and provide their most recent report to the Guild Council subject to any redaction of matters consider confidential to the Guild Council.

(e) For the purpose of the report of the Chair of the Representation Board they may choose to provide a verbal or written report.

(f) The Manager – Student Assist shall provide a verbal or written report.

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## 1.6 Powers

(1) The powers of the Representation Board are prescribed in regulation 16 of the *Student Guild (Guild Council) Regulations 2018*

Note: regulation 16 of the *Student Guild (Guild Council) Regulations 2018* states -

- (4) The Representation Board shall have power to do all things necessary or convenient to be done for, or in connection with, the performance of its functions, including but not limited to:
  - (a) approval of policy in the areas of:
    - (i) education;
    - (ii) welfare;
    - (iii) equity;
  - (b) the establishment of committees beneath the Representation Board in accordance with regulation 17 and regulation 20 ;
  - (c) appointments to University Boards and Committees in accordance with the Guild by-laws.
  - (d) making recommendations to the Guild Council; and
  - (e) such powers as may be delegated to it by the Guild Council.
- (5) The Representation Board shall not have any powers to allocate any resources of the Guild apart from those granted to it by the Guild Council.
- (6) The Guild Council shall set aside to enable the Representation Board to the carry out of its functions at least \$30 000 each year. This amount shall not be inclusive of any remuneration paid to members of the Representation Board or fees paid to national organisations.
- (7) The Guild Council may overturn a decision of the Representation Board made under the powers conferred upon in in regulation 164) by a resolution passed with a special majority.
- (8) A special meeting of the Representation Board may be called by the President of their own volition, or by the Chair of the Representation Board on receipt of a requisition from three (3) of the members of the Representation Board.
- (9) The Guild Council may determine all other matters relating to the Representation Board via its constitution in accordance with regulation 20(2), however the constitution of the Representation Board cannot be inconsistent with the Statute Book.

(2) The Representation Board shall also have the power to:

(a) allocate the funding within its budget at its discretion in consultation with the Executive Committee; and

(b) recommend amendments to this Constitution that must be considered by the Guild Council.



**1.7 Chair of the Representation Board**

(1) The Chair of the Representation Board shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	<u>Chair of the Representation Board</u>
<b>Location</b>	<u>Bentley Campus</u>
<b>Number of Hours Required</b>	<u>As determined by the Remuneration Tribunal</u>
<b>Reporting Structure</b>	<p><b><u>This position reports to (in ascending order) the:</u></b>  <u>Guild Council</u>  <u>Representation Board</u></p> <p><b><u>Positions reporting to this position:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Ordinary Representation Board Members</u></li> </ul>
<b>Position Purpose</b>	<u>Officer principally responsible for overseeing the function of the Representation Board.</u>
<b>Duties and Responsibilities</b>	<p><u>In accordance with regulation 18 of the Student Guild (Guild Council) Regulations 2018:</u></p> <ul style="list-style-type: none"> <li>• <u>Attend and Chair meetings of the Representation Board.</u></li> <li>• <u>Advise on matters relating to the Representation Board including education, access, welfare and equity to the Guild Council, Executive Committee, and others as appropriate.</u></li> <li>• <u>Attend such University Board and Committee meetings as determined by the Representation Board.</u></li> <li>• <u>Work closely with Executive Officers on Representation Board activities.</u></li> <li>• <u>be responsible for researching education, equity, access and welfare issues as requested by the Representation Board.</u></li> <li>• <u>Assist the Guild President and Vice President – Education in coordinating campaigns relating to the Representation Board's activities.</u></li> <li>• <u>Fulfill functions under the <i>Guild By-Laws</i> and provide support to members of the Representation Board.</u></li> <li>• <u>Ensure that the Representation Board is fulfilling its requirements under the Guild Statute Book, Code of Conduct and Policy and work with the Secretary to report any breaches to the Guild Council or other authorities as required.</u></li> <li>• <u>be conversant on policy and governance matters of the Guild as they relate to the Representation Board.</u></li> <li>• <u>Submit a report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board.</u></li> <li>• <u>Attend meetings of the Guild Council, and other Guild Committees which they are a member of.</u></li> </ul>

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- Provide a verbal report for the incoming Chair of the Representation Board, providing information on the function and long-term goals of the position.

Any other duties determined by the Representation Board or Guild Council.

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<b>Date Amended</b>	<b>Resolution Number</b>	<b>Nature of Amendment</b>
23 <sup>rd</sup> November 2018	GC #82/2018	Established
29 <sup>th</sup> of August 2019	GC #26-2019	Constitution Amendments approved
<u>17<sup>th</sup> of February 2022</u>	<u>GC #XX-2022</u>	<u>Position statement added and other minor changes</u>

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**Minutes**

1. Acknowledgement of the Traditional Owners

*“The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region.”*

2. Attendance

- 2.1. Members Present; Jasmyne Tweed, Theodora Rohl, Madison Ainsworth, Rachel Taylor (online) Amber Hilston, Adam Reader, Hammed Mohammad, Cassidy Pemberton, Salwa Kilzi (online), Rey Nairn, Marcus Furnihough (online), Elizabeth Powell, Sophie Scott, Gabbi Marsh, Zoe Wing
- 2.2. Others Present; February, Dylan Botica, Andrew Cameron, Maryanne Shaddick (minute secretary), Freya North-Hickey, Erin Russell
- 2.3. Absent; Shaniqua Cutinha

3. Disclosure of any potential or perceived Conflicts of Interest. None.

4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes:

Motion: That the Representation Board approves the minutes of the previous meeting, held on 18/11/2021, as a true and accurate record of the proceedings.

Amended: Requested by Madison to include the minutes of 1/12/21

Moved: Cassidy Pemberton

Seconded: Madison Ainsworth

Carried

5. Matters Arising from the Minutes. None

6. Items Not for Discussion

7. Reports

4.1. President – Submitted. Theodora Rohl updated the committee on the Curtin Critical Incident Team – COVID-19 Response team’s work on a transition plan after the borders reopen and in the event of community transmission. Theodora noted that she was assisting with FAQs for students. Theodora said that Curtin’s approach to checking staff and student vaccination status had yet to be worked through. Marcus Furnihough asked about the checking of vaccination status, PPE and the languages that the communications would be in. There was discussion about the best ways to check vaccination status. Theodora said that she would like to see more thorough measures put in place for vaccine checks. There was mention of CO2 monitors. Hameed Mohammad asked about the recruitment of a First Nations Officer. The

committee was told that the President and Vice President Education had met with the Centre for Aboriginal Affairs (CAS) had asked for assistance in defining the role. CAS raised several things that the Guild had not considered. CAS suggested that the representative have an office at the CAS building. CAS said that they did not like term First Nations and preferred Aboriginal and Torres Strait Islander. Dylan Botica spoke about the governance review that would consult with a range of elders during the process, hopefully making the position more accessible. Rachel Taylor asked if clubs had been informed about the \$20k club grant. February said at this time no communication gone to clubs.

4.2. Vice President – Education – Submitted. Nothing to add. No questions.

4.3. Faculty of Business and Law Representative – Submitted. No questions

4.4. Faculty of Science and Engineering Representative – Submitted. Rachel Taylor added that she had a recent meeting with Manager Student Assist Jo-Ann Naidu, Guild President Theodora Rohl and Vice President Education Madison Ainsworth. Theodora Rohl offered some advice for new officers including planning out projects for the year.

4.5. Faculty of Health Sciences Representative – Submitted. Amber Hilston noted that she had not been able to meet with the Dean of Education Health Science despite requesting meetings a number of times.

4.6. Faculty of Humanities Representative – Submitted. Nothing to add. No questions

4.7. Student Assist – Submitted. Andrew Cameron had nothing to add. Hameed asked about the availability of emergency relief if COVID impacted students. Andrew said that there was an emergency relief budget and there was access to emergency food from FoodBank.

4.8. International Students Committee President – Not Submitted. Not present.

4.9. Postgraduate Students Committee President – Submitted

4.10. Queer Officer – Submitted. Nothing to add. No questions

4.11. Women's Officer – Submitted. Nothing to add. Hameed congratulated Salwa Kilzi on her work to date.

4.12. First Nations Officer – Vacant

4.13. Accessibility Officer – Submitted. Nothing to add.

4.14. Higher Education Developments – Submitted. There was discussion about COVID impact on uni finances and changes to education as a result of COVID

4.15. Chair of the Representation Board\* - Verbal report. Jasmyne Tweed reported that she was getting acquainted with the Guild and governance requirements.

4.16. NUS National Conference attendees verbal report. Dylan Botica noted the continued importance of being part of a collective to deal with higher education issues. Higher education was experiencing attacks and Guild was unable to fight national issues on its own. He said that the NUS faced challenges. Factionalism was rife and selection of officers was based on factionalism and not always on merit. However, there were no other bodies that could represent students. Important to stand in solidarity with other unions around the country. Madison Ainsworth noted that two policies on rural and regional policies were passed. The State Branch Vice President was elected. Freya North-Hickey said that the conference was supposed to be integral to strategy however it was being degraded in debate and strategy. A lot of plans for action were tabled. Passing policy and avoiding conversations was not going to achieve anything. Cassidy Pemberton noted that the NUS president did not have a report and that the NUS annual report was supposed to be on website. Cassidy noted that while the policy was important we did not know what the NUS was doing over the next year. Cassidy expressed her concern that the Women's Officer did not fulfil her duties. Marcus Furnihough spoke about holding the NUS to account. Noted UWA student campaign against course cuts.

Motion: That the Representation Board notes the reports.

Moved: Gabby Marsh

Seconded: Madison Ainsworth

Carried

## 8. Items for Discussion and Resolution

### 8.1. Survival Day Rally Support

Motion: That the Curtin Student Guild support the Indigenous Community of Australia and the Survival Day Rally on the 26 January

Moved: Theodora Rohl

Seconded: Hameed Mohammad

Carried

Theodora spoke on the motion. She outlined sign painting activity and free bus to and from rally. Hameed asked for more information about the sign painting. Marcus spoke in support of the rally.

### 8.2 Motion: Guild support for Bindi Maps Implementation of Curtin Campuses

Moved: Rey Nairn

Seconded: Adam Reader

Carried

Rey Nairn said that wayfinding signs were not accessible. Bindi Maps would overcome accessibility issues. Rachel Taylor asked what did our support mean? Rey said we would be expressing our support for this to go into the Access and Inclusion Plan 2022. Rey said that it would go to the next universal design working group.

### 8.3 Motion: Rally to Delay the Reopening

Moved: Marcus Furnihough

Second: Zoe Wing

Carried.

Marcus Furnihough spoke to the motion. Covid control measures did not mean anything with regard to the Omicron variant. Marcus noted that deaths were climbing in the eastern states where the situation was very serious. Health care and supply chains were impacted. Marcus expressed concern that the WA health care system would not cope. He expressed concern about the impact of the omicron variant on younger people. He said that as representatives of young people at university we had to take this seriously. Rachel Taylor asked if we endorsed this motion how much more time would we get. Was the date changed to avoid the flu season? If borders opened later could the spread of Covid be worse? What was the date that the petition endorsed? Marcus said that the date would be determined by the readiness of health services. For example the distribution of effective PPE, ie P2 masks and the availability of other equipment. Everyone needed to be vaccinated. Hammed about Australian Medical Association (AMA) and Australian Nursing Federation (ANF) advice and spoke about the plight of international students who could not enter WA. Marcus said that the argument about international fees was not a good enough reason to open the borders. Theodora Rohl asked Marcus how the rally would check whether people participating were fully vaccinated. Marcus was not aware of how that would be checked. Erin Russell, the organiser of the event, was asked how vaccine checks will be enforced. Erin said it was impossible to enforce vaccine checks. Madison Ainsworth asked if there would be [online](#)

access to the rally. Erin said that was possible. Rey Nairn said that all of our metro hospitals and Peel had declared code yellows. They did not have enough beds. This situation had been going on for two years. Ray said that a code brown was the entire health system.

#### 9. General Business.

Theodora requested input from the Representation Board about the Curtin COVID FAQs. Hameed asked about on campus access, Student Assist support, childcare. Gabbi Marsh noted disciplines that had pracs and tutorials. Hameed said that the Government had confirmed that nursing pracs would go ahead. Hameed asked if uni would increase counselling services. Theodora invited people to email her with suggestions for FAQs. Hameed said that the PSC was looking for committee members. Dylan Botica said that an email to officers was being sent regarding the NUS referendum. Campaign agents were needed and if anyone wanted to be involved please send an email. Theodora asked if the Guild could take a side in the referendum. Dylan said that he would take the question on notice. Dylan reminded members that KPIs were due. Dylan also spoke about the nomination process for PSC and ISC committees. Dylan would be the returning officer. He noted that the Representation Board would be reviewing NUS KPIs.

#### 10. Next Meeting

The next ordinary meeting of the Representation Board is Thursday, the 10<sup>th</sup> of February at 5.30pm to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30pm on 5pm the 3rd of February to [chair.representation@guild.curtin.edu.au](mailto:chair.representation@guild.curtin.edu.au) and [secretary@guild.curtin.edu.au](mailto:secretary@guild.curtin.edu.au)

Meeting closed at 6.43pm.



## Student Guild of Curtin University

Executive Committee

Meeting #3

Held at 11am on Thursday the 27<sup>th</sup> of January 2022

Location: The Bridge

# MINUTES

Opened 11.08am

## 1. Acknowledgement of the Traditional Owners

*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*

## 2. Attendance

- a. Members Present; [Theodora Rohl](#), [February](#), [Madison Ainsworth](#), [Jasmyne Tweed](#)
- b. Others Present;
- c. Apologies and Leave of Absence; [Dylan Botica](#)
- d. Absent;

## 3. Disclosure of any potential or perceived Conflicts of Interest

## 4. Minutes of the Previous Meetings

That the Guild Executive Committee approves the minutes of the meetings held on 13/01/22 as a true and accurate record of the proceedings at that meeting.

Moved: [Dylan Botica](#)

Seconded: [February](#)

**CR RESOLVED EC#05/22**

- a. Action List (Attachment A)

[Action list updated.](#)

## 5. Significant Items

- a. Guild Executive Verbal Reports
  - i. Chair Of the Representation Board;

[Jasmyne](#) discussed the first Representation Board and the associated actions. Discussed adding captions to meetings Webex to improve accessibility. Survival day protest has occurred. [Marcus](#) contacted [Jasmyne](#) about providing additional PPE, filters to Universities in addition to the governments plans for schools. Has communicated with Guild IT about Student IDs on phones.

Theodora discussed Representation Board's endorsement of a rally which subsequently changed objectives and circumstances. Executive members discussed how to approach this in future. Jasmyne agreed to report back to Representation Board at the next meeting.

**ii. Vice President – Education;**

Has gone to meetings. Discussed KPIs of which two representatives haven't submitted yet. Madison discussed issues with representatives who submitted KPIs based on last year's guidelines.

February discussed issues with one representative not responding to communication. Members discussed expectations of representatives of meeting deadlines and communicating clearly.

**iii. Secretary**

Not present.

**iv. President;**

Theodora discussed learning plan for 2022. Classes should be face to face until the risks are significant for a shift. Health and Safety are investigating air filters. Theodora will communicate between H&S and Marcus. Jasmyne suggested this can wait until the next Representation Board. The mandatory vaccination policy is still not finalised.

International students are facing issues returning to campus. Theodora is communicating with other student guilds to put out a joint statement. Theodora discussed the new directions for interstate and international arrivals and quarantine. COVID FAQs from the Guild have been provided on the website.

Theodora discussed how the University can track students attending for COVID without Safe WA QR codes being available.

11 Invasion Day sign painting attendees and 16 to the rally with the Guild. This was below the goal of 20. Theodora discussed getting non-guildies involved.

Theodora is working on online / braille menus. Theo is working on a post office and pharmacy on campus investigation.

Theodora discussed how the Chancellor and Secretary refused to let the President of the Guild (the leader of the body provided to be the official communication between students and the University council) on University Council.

Executive committee discussed how to keep representatives up to date with COVID-19 information. February suggested in Dylan's COVID update emails.

Jasmyne asked how the university is assessing risks significant enough to shift.

**v. Vice President – Activities;**

February updated on the CMSA investigation. A meeting occurred between Clubs staff and the club. The club corrected by deleting the event and apologised for their initial response email. The club has been provided with the option to respond to the student. Members discussed their plan to respond.



February has been confirming events and calendar for semester one. There one event to be confirmed. The ISC VP-A is interested in getting involved in organising events.

February discussed plans for O-Day and club vouchers. February discussed reporting no health and safety issues in the representation area.

February discussed meetings in the faculties on events and clubs.

February discussed progress in improved room bookings and a pilot in semester one.

### **RESOLVED EC#06/2022**

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: [Madison Ainsworth \(VP-E\)](#)

Seconded: [Jasmyne Tweed \(CORB\)](#)

Carried

#### **b Matters from Representation Board**

[Jasmyne](#) referred to actions as discussed in verbal report.

February discussed rep engagement and encouraging ORBs to second motions and prioritising ORBs then non-exec before members.

They discussed having someone to assist in meetings with Webex and administration. February discussed having Secretary for representation board and Deputy Chair for Guild Council.

## **6. Other Items**

### **a. Guild Council Briefing**

February discussed issues with some motions going to Guild Council, especially matters giving more power to Executive. February stated this motion failed in 2020. [Theodora](#) said it didn't fail. February said [Dylan](#) was a member at the time who said it failed.

February wants to ask about why [Maryanne's](#) term is being renewed for two years instead of one.

[Theodora](#) discussed concern with finding people willing to run the referendum.

February went through every item on the agenda in great detail.

The Executive expressed broad support for TidyHQ.

## **7. General Business**

[Jasmyne](#) discussed an email from [Slade](#) about legal requirements to have Student ID on hand for students when on campus and to direct to Curtin.

**ACTION: [Jasmyne](#) to investigate further into the requirements for Student IDs on phones.**

## **8. Next Meeting**

The next meeting of the Executive Committee will be held on Tuesday 1<sup>st</sup> of February 2022 at 10.30am in The Bridge.

Closed 12.05pm



## Student Guild of Curtin University

### Club Approval - Executive Committee

#### Meeting #4

To be held at 10.30am on Thursday the 1<sup>st</sup> of February 2022

Location: The Bridge

## AGENDA

Meeting opens at 10:32am

### 1. Acknowledgement of the Traditional Owners

*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*

### 2. Attendance

- a. Members Present; [Theodora Rohl, February, Madison Ainsworth, Jasmyne Tweed](#)
- b. Others Present;
- c. Apologies and Leave of Absence; [Dylan Botica](#)
- d. Absent;

### 3. Disclosure of any potential or perceived Conflicts of Interest

[Theodora](#) is in the Facebook group for the Curtin Academic Broadening Society and intends to join it and therefore will abstain from voting.

### 4. Club Approvals

- a. New Club Applications
  - i. Podclass;

[Approve subject to Bec's comments \(change of name, better description\), being classified as a Humanities Faculty Club. Request Club be clearer on what their "subscription" includes and if the podcast will be public.](#)

- ii. Curtin Academic Broadening Society;

[Recommendation: Update category to Special Interest, update names on inaugural meeting minutes and inaugural membership list. Approve subject to recommendations and Bec's comments \(confirming that Treasurer is a student\)](#)

- b. Club Renewals

- i. International Bible Fellowship
  - ii. Curtin Tabletop
  - iii. Curtin Human Resources Student Association WA

**RESOLVED EC#07/2022**

Motion: That the Guild Executive Committee approves the registration of Podclass subject to recommendations from the CO and Exec and authorises February to sign the cover sheet(s).

Moved: [Madison Ainsworth \(VP-E\)](#)

Seconded: [Jasmyne Tweed \(CORB\)](#)

[Motion carries](#)

[Madison left at 11:04am](#)

#### **RESOLVED EC#08/2022**

Motion: That the Guild Executive Committee approves the registration of Curtin Academic Broadening Society subject to recommendations from the CO and Exec and authorises February to sign the cover sheet(s).

Moved: [Jasmyne Tweed \(CORB\)](#)

Seconded: [February \(VP-A\)](#)

[Motion carries](#)

#### **RESOLVED EC#09/2022**

Motion: That the Guild Executive Committee approves the renewal of International Bible Fellowship, Curtin Tabletop, Curtin Human Resources Student Association WA and authorises February to sign the cover sheet(s).

Moved: [Theodora Rohl \(President\)](#)

Seconded: [Jasmyne Tweed \(CORB\)](#)

[Motion carries](#)

#### 5. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 10<sup>th</sup> of February 2022 at 11am in The Bridge.

[Meeting closed at 11:10am](#)



## Student Guild of Curtin University

### Club Approval - Executive Committee

#### Meeting #5

To be held at 1.30pm on Thursday the 8<sup>th</sup> of February 2022

Location: The Bridge

## AGENDA

Meeting opens at 1:38pm

### 1. Acknowledgement of the Traditional Owners

*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*

### 2. Attendance

- a. Members Present; [Theodora Rohl](#), [February](#), [Madison Ainsworth](#), [Jasmyne Tweed](#), [Dylan Botica](#)
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent;

### 3. Disclosure of any potential or perceived Conflicts of Interest

[Madison](#) declared a conflict with being a prospective member of the E-Sports Club and wished to abstain. [February](#) declined that this is a conflict.

### 4. Club Approvals

- a. Club Renewals
  - i. Curtin Economics Society
  - ii. EXP. Share
  - iii. Nutrition & Dietetics Student Association
  - iv. Curtin eSports

#### **RESOLVED EC#12/2022**

Motion: That the Exec Committee approves the renewal of the Curtin Economics Society, EXP Share, Nutrition & Dietetics Student Association and Curtin eSports.

Moved: [February](#) (VP-A)

Seconded: [Jasmyne Tweed](#) (CORB)

[Motion carries](#)

- b. Custom Constitutions – **for advice to the Secretary only**
  - i. Curtin Engineers Club

February said one section doesn't make any sense. Theodora agreed. Jasmyne suggested we get the Engineers Club to provide feedback.

February said they don't know how they can sign the sheet and said they might email Bec to reissue the sheet. Dylan suggested you can either split the sheet or just have the Secretary sign as the VP-A is signing on behalf of Exec but Secretary is using their own delegated power.

## 5. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 10<sup>th</sup> of February 2022 at 11am in The Bridge.

Meeting closed at 1:44pm

## **MINUTES**

1. Acknowledgement of the Traditional Owners:

*"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"*

2. Attendance:

- 2.1. Members Present: Ms Rachel Kogiopoulos, Mr Kenny Lye, Jason Kim
- 2.2. Others Present: Fatma Sehic, Jesse Naylor-Zambrano, Jo Boldison, David Luketina, Greg Godwin, Wen Chen Chai, Gilles Chan
- 2.3. Apologies and Leave of Absence; Rachel Taylor
- 2.4. Absent; Karen Rennie

3. Disclosure of any potential or perceived Conflicts of Interest

*Other business to be suspended so that Greg Godwin from Moore Australia can discuss the Audit Strategy Memorandum, with the committee.*

Moved: Rachel Kogiopoulos

Seconded: Kenny Lye

Wen Chen Chai discussed the Audit Strategy Memorandum summarising the audit approach and the scope, running through the key audit risk areas. The purpose of the audit is for Moore Australia to express an opinion on the Guild's financial report and in accordance with the ACNC. The following are the main areas they will be looking at:

- Key audit risks which can be broken down into 3 areas
  - profit and loss and the revenue coming in
  - expenses mainly looking at the biggest ticket items and
  - employees
- Balance Sheet
  - The biggest assets and employee balances provisions
- Stock, being an important part of trading.
- Lease
  - Right of use asset and corresponding liabilities
- Financial Reporting Level
  - Disclosures and related party disclosures.
  - Risk around Management overriding controls, which is looking at journals and looking for fraud and ensuring the books are in order.
- Controls
  - System controls in general
  - IT controls and how they would impact on risk and on financial reporting.

There was a discussion around IT and financial controls, materiality and the dates included in the auditors documentation.

The auditors can be contacted directly if there are any concerns, but if it is a broader query, this can be directed to Karen or David. If the query is not for David or Karen, it should be directed to the auditors through the Chair of the Audit Committee. Contact details for the auditors are listed on the Audit Strategy Memorandum.

#### 4. Minutes of the Previous Meeting:

##### 4.1. Previous Meeting Minutes –

Motion: That the Finance and Risk Committee **approve** the previous minutes of the Finance and Risk Committee held on the 22nd September 2021 (*Attachment 4.1*).

Moved: Rachel Kogiopoulos

Seconded: Kenny Lye

##### 4.2. Any Circular Resolutions – N/A

#### 5. Matters Arising from the Minutes

##### 5.1. Action List (*Attachment 5.1*).

No further action required until May 2022.

##### 5.2. Finance and Risk Committee Work Plan 2021 (*Attachment 5.2*)

All Items on the work plan are included in the agenda.

#### 6. Items for Decision

##### 6.1. Approval of 2022 Operating and Capital Budget (*Attachment 6.1-6.1b*)

- David noted that there is a \$94k cash loss predicted at this stage, but as outlined in the paper we have conservative assumptions particularly around labour costs and we always err on the side of caution.
  - We have included a large increase for office staff wages due to a clause in the ECA linked to inflation. Comparing December 2020 to December 2021, it looks like there will be approximately a CPI increase of 5%. There should also be additional compensation received due to the Library building and therefore the Guild's Café library being closed. This amount has not been finalised, but that is an additional amount of money to include.
  - Additional work is underway to improve the efficiency of the commercial area with a considerable amount of time being spent reviewing cost of goods and working out what price increases are appropriate for 2022.
  - Given the amount of money in the bank we are fairly comfortable with the budget being based on a modest loss.

Fatma queried the SSAF allocation in the table (page 14) and how the increases or decreases change from 2021 to 2022 to previous years. David advised that the amounts are relatively constant and compare relatively closely. The two that differ a little bit are the extended hours for Food & Beverage because the Library Café is closed so there is less opportunity to have extended hours, hence the amount has reduced a bit. The outlet refurbishment is increased as GC Central will be a fairly



significant refurbishment, so these are 2 movements compared to last year or prior years.

Jason queried how the University is predicting more SSAF (page 12); are there more students being enrolled or has there been changes to the SSAF funding. David advised that SSAF depends on the number of students and the load that they carry. SSAF is also CPI inflatable, with last year being about 3%.

Jason queried where the \$15k reduction in the Student Representation budget has come from if not wages (SSAF allocation in the table page 14). David advised that the reduction was primarily in events and promotion and a small amount from conferences and travel. There was consultation with Fatma on how we could reallocate within that budget. Jason queried if the \$15k was a significant portion of the budget that should be allocated to events and was it justifiable to be taken away? Fatma advised that there were a lot of smaller amounts taken from a number of sections. Some areas were struggling to spend their budget, so it was decided that it was best to allocate to other areas that could better utilise the budget. There was a significant travel budget and that was decreased. As well as having a travel budget just for the student reps, the Executives also had a separate travel budget and part of this was removed. Jesse noted that when looking at the spending historically, even before Covid, for activities and events there was additional budget remaining at each year end and it was obvious that reps had then looked to find ways to spend it. Jesse was confident that decreasing the budget would not hamper events going ahead when they need to.

Motion: That the Finance & Risk Committee recommends the 2022 Operating and Capital Budgets to the Guild Council.

Moved: Kenny Lye

Seconded: Rachel Kogiopoulos

## 6.2. Risk Management Plan Update (*Attachment 6.2*)

Rachel agrees this is a good document and it addresses a lot of issues that have a financial impact with the thought that there isn't much more that can be done and will review again next year and monitor the controls in place.

David queried if this is similar to other organisations and is there anything missing?

Kenny advised that it is similar to what they have in their sector with staffing being a big issue. He asked if there has been clarity on vaccines for staff and who is classed as a worker?

David advised that at this stage there is only a high level mandate out. More detail is due out early to mid December. Our problem is that it's clear if they are a regular worker or an infrequent worker, but the boundary between the 2 is unclear. We already have a high vaccination rate and will be collecting this data informally soon. It is quietening down significantly and the Guild will be closed for two weeks so we are confident that we will have enough vaccinated employees to cover till the end of January and that gives us time to understand what the mandates mean and then to sort out the staff in the grey area. Kenny asked if there are risks around volunteers. David advised that we don't have any volunteers in the commercial area. Volunteers would lie outside of the mandate for vaccination as they would be helping in events and not in our food and beverage outlets.

Rachel queried if we have a responsibility to monitor vaccinations of students? ie is it everyone that comes on campus or just employees? David advised that the mandate doesn't apply to Universities at this stage. It applies to Retail and Food & Beverage only, so the staff at G-Mart and the commercial outlets only. The other aspect for us is to ensure people sign in to our outlets so that aspect isn't changing. We will have to wait and see if there will be Government mandates regarding checking if customers are vaccinated.

Fatma has observed that a lot of the Student Representatives are struggling with mental health at this period in time and over the course of this year and queried if there is anything included in the Risk Management Plan for this, or whether there should there? David advised that in general risks in the Risk Plan represent threats to the organisation continuing to service its customers.

Rachel advised that companies would normally include mental health as part of the culture review and make sure that people are healthy and their wellbeing is taken care of and also provide access to help, which is how they would mitigate the risk. It is also in line with succession planning and resource planning, ensuring there is something in place should that person not be able to perform their role. These are included in the risk register.

Kenny agreed with Rachel that this is more about health and safety and managing from an OHS point of view; making sure people have access to Employee Assistance Programs or the opportunity to take leave for mental health issues as opposed to a business risk.

Rachel commented that it might be worth having resourcing reviewed so that the pressure is not so great. If the workload is too great for one person then it does have a direct influence and something is going wrong.

Jesse commented that having a succession plan and stepping down if you need to and making it acceptable to take leave so things aren't snowballing until someone burns out is very important.

Rachel asked if there is an on-staff champion for the student representatives as they are actively learning the role as they go, putting a lot of pressure on a university student to fulfil a role that they may believe is greater than what it is (not downplaying the role). Is there someone on staff that actually coaches or helps?

David said that he, Maryanne and Jo Naidu are always available to coach/help. Also, the whole induction process has been changed this year. It used to be a whole lot of information thrown at the students, but is now all focussed on team building, setting realistic expectations, having a simple strategy and getting alignment. This should result in a supportive environment and establishing stronger links between staff and the students early on. It is very easy as an incoming office bearer to set unrealistic goals, or not know how much time needs to be set aside for unplanned things or how they can call upon staff. Rachel commented that in terms of managing risk there isn't much else you can do.

Jason noted that given the conversation so far, it may be fair to include some type of mental health clause in the Risk Management Plan. Jason raised a risk he has

identified of vacancies in Student Representative roles not being filled with the risk being potential damage to the Guild's reputation.

Action: That the Finance & Risk Committee provides feedback on the emerging risks discussed in this paper.

Moved: Rachel Kogiopoulos

Seconded: Kenny Lye

## 7. Items for Discussion

### 7.1. Insurance 2022 (*Attachment 7.1-7.1h*)

Rachel noted that the insurances are good and with good rates.

## 8. Items for Noting

### 8.1. Financial Reports for October 2021 (*Attachment 8.1-8.1c*)

Noted

### 8.2. Quarterly SSAF Report (*Attachment 8.2*)

Noted

## 9. General Business

None

## 10. Items to be Communicated

None

## 11. Next Meeting –

The next Finance and Risk Committee meeting will be held on 9th February at 12.30pm, in Club HQ or via Webex

## **AGENDA**

Meeting opened at 12:04pm.

1. Acknowledgement of the Traditional Owners:

*“The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region.”*

2. Attendance

- 2.1. Members Present; February, Theodora Rohl, Rey Nairn, Dylan Botica, Cassidy Pemberton
- 2.2. Others Present; Bec Barendrecht, Jessica Bourne, Maryanne Shaddick, Tanya Della-Santina, David Luketina
- 2.3. Apologies and Leave of Absence; Anthina Hilma
- 2.4. Absent; Adam Reader

3. Disclosure of any potential or perceived Conflicts of Interest

4. Confirmation of the Minutes of the Previous Meeting

Motion: That the Activities Committee approve the minutes of the previous meeting held on 16/11/2021 as a true and accurate record of the meeting.

Moved: Cassidy

Seconded: February

5. Matters Arising from the Minutes

6. Business on Notice

- 6.1. Reports
  - i. Vice President – Activities;

February said they have looked over the draft of events calendar for 2022 with Jess and have an upcoming brainstorm and planning of events with student representatives. February mentioned the renewal of \$20,000 funding for club's support.

- ii. Manager – Student Engagement;

Maryanne reported on the reach of recent communications and highlighted that the post of the new Guild President was very successful, as well as exam related posts. Maryanne said her team put out two emails prior to Christmas regarding termination and things to do over summer/Guild discounts to draw awareness to Guild discounts and benefits.

Maryanne said her team is undergoing O-Week preparations, considering communications if it does and does not go ahead with the main objective to reach new school leavers so they have an awareness of the Guild and are connected to Curtin.

### **iii. Manager – Student Experience;**

Bec said the events calendar and strategy for 2022 was underway, working with February (VP-A). Bec shared her research on what restrictions were in place at different Universities across the country and reported that her team is looking at Orientation week and all of the possible outcomes of the event/s due to the opening of WA's borders. Regarding O-Day, Bec said they were looking at different options, however are most likely to hold the event on the oval to enable controlled access points if vaccination status needs to be checked.

David mentioned the Tav has a capacity of 551 people, therefore all patrons require proof of vaccination. Bec mentioned that the capacity to deliver events will also be affected by staff who may become unwell or need to vaccinate.

### **iv. Manager – Retail and Tavern Services;**

Tanya stated that the Toga party will progress with 1000 people, however is needing to work out the one-hour gap between the VC sports carnival ending at 6pm and Toga starting at 7pm.

Tanya shared that patrons were not prepared for the proof of vaccination when entering the Tav, especially as ID stamps were being used to represent proof of vaccination. Tanya said one individual complained about being touched with the stamp.

### **v. Events Coordinator**

Jess reported that she had been going through the 2022 events calendar with February, which will be outlined with specific dates, activities and planning. Due to the assumption that vaccination status will need to be checked over O-Week/O-Day therefore being held on the oval, Jess said they will be recruiting more staff in order for all entry and exits to be staffed. Jess stated that if a 500-person capacity is put in place the event would be cancelled.

Rey asked about flooring for the event as from past experience it has been difficult for those in wheelchairs to get around the oval. Jess said she is unsure as of yet. Theo asked about the quiet zone. Jess said it will be more difficult to have a quiet zone on the oval due to no clearly sectioned off areas, however they are planning to have a "chill out" space.

Motion: That the Activities Committee notes the reports.

Moved: Theodora  
Seconded: Cassidy

## 6.2. Event Evaluation

February said the Pasar Malam report was circulated.

Dylan mentioned he received a complaint regarding vendors charging more than the processing fee.

Rey asked about the accessible bathrooms available for Pasar Malam as generally they had noticed barely any accessible bathrooms open after hours. Jess said there were 9 bathrooms available which were requested to be open after hours. Tanya suggested checking the availability of accessible toilets after hours. Bec said she will check in with the Safer Communities team to find a time schedule of the accessible toilets.

## 6.3. Upcoming Events

Jess said she is waiting on information from the Curtin Orientation team to move forward with O-Week. Jess shared the plan to have three activation zones; at the north and south end and the oval as the main activation zone with a stage, games and rides with the Guild Experience Team providing a giveaway a day at the north and south ends.

February asked about a quiet space at the Toga party. Tanya said that previously no one attended the quiet space provided. Tanya said there is no completely quiet area of the Tavern, however she is planning to have a dedicated chill out zone in the courtyard with ear plugs also provided at the bar.

Theo asked for opinions on the Invasion Day sign painting being a day before January 26<sup>th</sup> so it is visible to others who might want to get involved. Tanya said there may not be anywhere on campus with a large number of students to allow for a large impact. Dylan mentioned the issue of not having a First Nations officer present. David suggested reaching out to CAS to have a combined sign painting event. Jess said that past communications with CAS had been difficult without a First Nations Officer, so suggested trying to find a central person to liaise with.

## 7. General Business

Dylan asked if the Guild would not need to check proof of vaccination if Curtin mandates it for students to enter campus. Bec said the Experience Team have various questions regarding how Curtin is acting. David said the State Government may bring in the mandate for events.

Dylan asked for the Experience Team's plan if events cannot occur. Bec asked for input on online alternatives as previous virtual O-day has not been successful. Jess said regardless of restrictions

they have planned an online workshop in week one. Jess said the main issue of virtual O-day is the difficulty for clubs to showcase themselves online.

David spoke about the cancellation policy of events, particularly regarding tickets, vendors, lack of staff etc. David mentioned the possibility of members of the Guild team who may become unable to work due at the same time, therefore lack of staff needs to be considered.

David asked when the events calendar will be finalised. Bec and Jess said February 11<sup>th</sup> is the planned date for it to be circulated with majority of events tentatively scheduled.

February mentioned they want to trial steering away from holding club events on Wednesday and spreading them out across different days so there are more options.

## 8. Next Meeting

The next ordinary meeting of the Activities Committee is Tuesday, the 8<sup>th</sup> of February at 12pm. Documents and motions are to be submitted no later than 12pm on Friday, February 4<sup>th</sup> to [activitiesvp@guild.curtin.edu.au](mailto:activitiesvp@guild.curtin.edu.au)

Meeting closed at 1:00pm.

## **MINUTES**

Meeting opened at 1:01pm.

1. Acknowledgement of the Traditional Owners  
*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*
2. Attendance
  - 2.1. Members Present; Dylan Botica, Theodora Rohl, Jasmyne Tweed, February, Shaniqua Cutinha, Madison Ainsworth
  - 2.2. Others Present; David Luketina
  - 2.3. Apologies and Leave of Absence;
  - 2.4. Absent;
3. Disclosure of any potential or perceived Conflicts of Interest – N/A
4. Minutes of the Previous Meeting:
  - 4.1. Previous Meeting Minutes:

Motion: That the Legal Committee approves the minutes of the previous meeting, held on 01/07/2021, as a true and accurate record of the proceedings.

Moved: Dylan Botica

Seconded: February

Motion: That the Legal Committee approves the minutes of the previous meeting, held on 08/07/2021, as a true and accurate record of the proceedings.

Moved: Dylan Botica

Seconded: February

- 4.2. Circular Resolutions – N/A

5. Matters Arising from the Minutes – N/A

6. Significant Items



## 6.1. Guild Statute Book Change Process

Item: That the Legal Committee discusses how it wishes to proceed through reviewing and updating the Guild Statute Book in 2022.

Raised by: Dylan Botica

Motion: That the Legal Committee notes the Guild Statute Book Roadmap for 2022

Moved: Dylan Botica

Seconded: February

Dylan provided an overview on the Guild Governance documents as appearing on the Guild website and the change to the Guild Statute Book flowchart, which outlines the process of how changes can be made to the Guild by-laws. Dylan shared with committee members where the documents and processes can be found on M-files.

Dylan asked David how long he thinks it would take for regulations to change once the process is completed. David estimated 6 months.

Dylan said the director of law offered to rewrite the Guild Governance. Another suggestion mentioned by Dylan was getting an external person to provide a review.

David said the most important factor to focus on is: what is stopping the Guild from functioning at its best and prioritising from that list.

February asked for thoughts on the consultation process. Dylan said that Andrew had suggested a review of the Governance and noted that the particular areas for concern are amending election and referendum regulations.

February suggested updating the default club's constitution itself and the way changes can be implemented, as well as changing the by-laws across student societies to better accommodate for the Kalgoorlie campus.

Dylan mentioned the issue of appointment.

February asked what the general objective is of making changes to the Governance. Dylan said it is up to the Legal Committee to decide how to proceed with making change. David suggested determining the critical flaws first.

Dylan suggested to make the urgent changes in January to be approved by Guild Council in late January/early February. Dylan offered to draft the changes and circulate them to legal to be reviewed, to then submit to Guild Council. David rose the issue of waiting for the University to oversee these changes.

February suggested finding Guild Councillors who have terms over 2021 and 2022 so the processes can be followed through into the next year. David suggested setting a firm deadline to ensure it would proceed with the University. Dylan suggested a November deadline.

Dylan asked the committee how the changes to the consultation process should work. February suggested gaining different perspectives on the Guild by-laws. David suggested coming up with broader objectives. Shaniqua shared her perspective as a law student and said the Guild Governance isn't too hard to read and comprehend. Theo said it could be easier to read.

Theo asked what key perspectives the committee wanted on the Statute Book. A list was made by the committee consisting of First Nations and other department groups in terms of language, Clubs and Societies, past and current Guild Representatives, Guild professional staff and election candidates. The question was raised if University staff and someone external should be included in this list.

February questioned if an external consultant would provide standard information that may not work for the Guild. David stated the main advantages of using an external consultant being a neutral perspective and dedicated time to focus on the project. David estimated tens of thousands in costs. February asked if this cost should be taken to Guild Council. David said it was accounted for in the budget and would delay the process. Jasmyne and Theo voted yes to an external governance report.

Motion: The Legal Committee recommends an external review of the Guild's Governance.

Moved: Dylan Botica

Seconded: Theodora Rohl

Motion carried.

## 7. General Business

Dylan asked about the International Student Guild, with the new Sri Lankan campus aiming to create a branch of the Guild. February suggested having a global branch of the Guild in which the nominated Presidents from each campus have an advisory role to enable a connection between the international campus' and students. David said student assist has a relationship with those campus'.

Dylan suggested the Legal Committee meet once or twice a month.

Meeting closed at 2:26pm.

## 8. Next Meeting

The next ordinary meeting of the Legal Committee is TBC.

**CIRCULAR RESOLUTION #1/2022**

**Voting Members:** Dylan Botica (casting), Theodora Rohl, Jasmyne Tweed, February, Shaniqua Cutinha

**In favour:** Theodora Rohl, Jasmyne Tweed, February, Shaniqua Cutinha

**Against:** Nil

**No response / Abstain:** Nil

**Casting:** Dylan Botica (For)

**Resolution**

**Recommendation of Guild By-Laws 2022**

[https://curtin-my.sharepoint.com/:w/g/personal/283040c\\_curtin\\_edu\\_au/EQ5hWd2F\\_UNIsOzrisiSReMBG0u-lbv7XASL33X\\_mQe2cw](https://curtin-my.sharepoint.com/:w/g/personal/283040c_curtin_edu_au/EQ5hWd2F_UNIsOzrisiSReMBG0u-lbv7XASL33X_mQe2cw)

**Motion:**

Motion: That the Legal Committee reports to the Guild Council that:

- Legal Committee *recommends* the draft Student Guild By-Laws 2022 for enrolment in the Guild Statute Book
- Legal Committee subsequently *recommends* revoking the Student Guild By-Laws 2018 from the Guild Statute Book.
- Legal Committee *recommends* undertaking an external governance review prior to further non-emergent major changes to the Guild Statute Book being considered.

Moved: Dylan Botica (Chair)

Seconded: Jasmyne Tweed

**Motion Carried**