

PROPOSED CIRCULAR RESOLUTION #5/2020

Voting Open from 5:30PM on Wednesday 8/7/2020 to 5:30PM on Friday 10/7/2020

For: Hana Arai, Bridge Truell, Lachlan Lee, Beatrice Panganiban, Dylan Botica, Fatma Sehic, Jason Kim, Jesse Naylor Zambrano, Luke Brosnan, Min Dee Chia

Motion PASSES

Appointment of Chair for the Remuneration Tribunal

Background:

In accordance with *Student Guild (Tribunal) Regulations 2018 (Part 4 – Remuneration Tribunal)*, the Regulations require that the Remuneration Tribunal provide its annual determination of remuneration for Office Bearers prior to the opening of nominations for the Annual General Election each year. A Chair of the Tribunal needs to be appointed by Guild Council and the Chair cannot stand for election as an officer in future elections.

Proposed Motion:

Motion: That the Guild Council appoint Hana Arai as the Chair of the Remuneration Tribunal.

Moved: Lachlan Lee (Secretary)

Seconded: Christopher Hall (Vice President - Education)

PROPOSED CIRCULAR RESOLUTION #6/2020

Voting Open from 5:30PM on Wednesday 8/7/2020 to 5:30PM on Friday 10/7/2020

For: Hana Arai, Bridge Truell, Lachlan Lee, Beatrice Panganiban, Fatma Sehic, Jason Kim, Jesse Naylor Zambrano, Luke Brosnan, Min Dee Chia

Abstain: Dylan Botica

Motion PASSES

Appointment of Acting President of the International Student Committee

Proposed Motion:

Motion: That the Guild Council appoint Cristian Camilo Moreno Gomez as the acting President of the Curtin Student Guild International Student Committee.

Moved: Hana Arai (President)

Seconded: Chris Hall (Vice President – Education)

Background:

There is currently a causal vacancy in the position of President of the International Student Committee. In accordance with the *Student Guild By-Laws 2018 (Part 4 – Appointments)*, the regulations allow for the Guild Council to appoint a person to act in the ISC President role until a permanent appointment is made. After consultation with the International Student Committee, they have nominated Cristian Camilo Moreno Gomez to fulfil the role.

PROPOSED CIRCULAR RESOLUTION #7/2020

Voting Open from 5:30PM on Wednesday 8/7/2020 to 5:30PM on Friday 10/7/2020

For: Hana Arai, Bridge Truell, Lachlan Lee, Beatrice Panganiban, Dylan Botica, Fatma Sehic, Jason Kim, Jesse Naylor Zambrano, Luke Brosnan, Min Dee Chia

Motion PASSES

Appointment of Acting First Nations Officer

Proposed Motion:

Motion: That the Guild Council appoint Alicia McLean as the acting First Nations Officer until an autonomous election can be held.

Moved: Hana Arai (President)

Seconded: Christopher Hall (Vice President – Education)

Background:

There is currently a causal vacancy in the position of First Nations Officer. In accordance with the *Student Guild By-Laws 2018 (Part 4 – Appointments)*, the regulations allow for the Guild Council to appoint a person to act in the First Nations Officer role until a permanent appointment is made.

Guild Council Report

Christopher Hall (He/Him)

2020 – Vice President Education



OH HEY, CHRIS

Education Vice-President-ing is a tough job. Chris makes sure all of the university's academic policies and procedures are in the best interests of the students.

Chris Hall | Vice President - Education
 Pronouns: He/Him
educationvp@guild.curtin.edu.au

Guild and University Meetings:

Date: 2020	Prominent Meetings:
20 th May	<ul style="list-style-type: none"> - Higher Education Meeting. - Meeting with Mural Designed Leia
21 st May	<ul style="list-style-type: none"> - May Representation Board.
22 nd May	<ul style="list-style-type: none"> - Faculty Representative Meeting. - Meeting with the school of Bioscience and Nursing*.
25 th -27 th May	<ul style="list-style-type: none"> - Leave.
27 th May	<ul style="list-style-type: none"> - Higher Education Meeting. - COVID19 Learning and Student Experience Meeting.
28 th May	<ul style="list-style-type: none"> - Guild Executive Meeting. - Students as Partners, Community of Practise Meeting. - Guild Council May.
29 th May	<ul style="list-style-type: none"> - Academic Board.
2 nd June	<ul style="list-style-type: none"> - Courses Committee - Guild Student Q&A Video Shoot. - Student Food Package Deliveries.
3 rd June	<ul style="list-style-type: none"> - NUS Rally for Relief (online event) - Feedback Due Time for the Student Partnership Agreement*.
4 th June	<ul style="list-style-type: none"> - Stress Less Events and Digital Engagement Meeting*.
5 th June	<ul style="list-style-type: none"> - CISA Round Table Meeting.
8 th June	<ul style="list-style-type: none"> - Learning and Student Experience Committee Meeting. - COVID19 Learning and Student Experience Meeting. - Student Engagement Credentials Meeting.

9 th June	<ul style="list-style-type: none"> - Meeting with the Director of Student Experience. - Partnership Agreement V6 Meeting*.
15 th June	<ul style="list-style-type: none"> - Meeting with the Chair or the Representation Board.
16 th June	<ul style="list-style-type: none"> - Exams Social Media Planning.
17 th June	<ul style="list-style-type: none"> - Higher Education Meeting (Exams edition) - GetSet Piolet App Meeting (mental health app)
18 th June	<ul style="list-style-type: none"> - Executive and Portfolio Managers Meeting. - Guild Humanities Tour Filming with Orientation Curtin. - Representation Board June.
19 th June	<ul style="list-style-type: none"> - Student Concerns Conflict of Interest meeting with the Faculty of Health Sciences.
22 nd June	<ul style="list-style-type: none"> - Guild Insider and Humanities Tour Filming for Orientation.
24 th June	<ul style="list-style-type: none"> - Health and Safety Meeting. - Higher Education Meeting. - COVID19 Learning and Student Experience Meeting
25 th June	<ul style="list-style-type: none"> - Global Campus Feedback on Students as Partners meeting. - Guild Executive Meeting. - Student Engagement Meeting.
30 th June	<ul style="list-style-type: none"> - Students as Partners Policy Meeting with Curtin Compliance.
1 st July	<ul style="list-style-type: none"> - Clubs and Societies Meeting.
2 nd July	<ul style="list-style-type: none"> - O-Week Events Testing (online) - Diversity and Inclusion Governance Interview.
6 th July	<ul style="list-style-type: none"> - UWA student Guild meeting
7 th July	<ul style="list-style-type: none"> - University Courses Committee
8 th July	<ul style="list-style-type: none"> - Higher Education Meeting. - COVID19 Learning and Student Experience Meeting
9 th July	<ul style="list-style-type: none"> - Guild Executive Meeting. - Phone Call with NUS Education Officer.
13 th July	<ul style="list-style-type: none"> - Learning and Student Experience Meeting - Future Student Mapping Workshop
14 th July	<ul style="list-style-type: none"> - Assessment and Student Progression Manual Workshop. - Student Partnership Agreement Workshop at the NUS Education Conference (online). - First Nations Officer Induction Meeting #1 - University Council Farewell to VC
16 th July	<ul style="list-style-type: none"> - Higher Education Meeting. - July Representation Board.

Items of note (*); Highlighted Parts Address Feedback from Council.

Rally Against Racism:

I want to thank the many Guild representatives for attending the many Black Lives Matter rallies held around Perth. It was humbling to see the many familiar faces and stand with the many people of colour, especially the First Nations people. We will continue to support and follow this movement as well as the demands of these direct actions. These rallies have had central demands to:

- End Racial Violence
- Reduce Incarceration Rate of Aboriginal People
- Stop the Removal of Aboriginal Children
- Address Systemic Racism
- Sovereignty Now

Rally Against Higher Education Fee Hikes:

The Hands Off Our Education campaign, co-launched by the Curtin Student Guild and the UWA Student Guild has kicked off with not only a very striking media presence but a rally presentation out the front of parliament house Perth. I had the opportunity to chair the event with UWA's Education President, Emma Mezger. The rally was accompanied by some of the most amazing speeches from my experience in activism, particularly the presidents Address from Hana and the support from the Greens Party.

The priorities of the government are clear. While Den Tehan rips \$770 million from universities, Scott Morrison is funnelling \$270 BILLION into the military. In the middle of a pandemic, instead of investing in healthcare, research, housing, or education, Scomo is buying \$800 million worth of missiles.

I encourage all representatives to continue supporting this campaign. If we want to successfully defeat Dan Tehan's latest attacks on education, we need to keep the momentum UP. Join us again on Saturday 18th July at 1PM at Forrest Chase to protest the university fee hikes and funding cuts.



Stress Less Campaign:

The Guild is here to help you to Stress Less 🍷

From May 25th to July 1st I had the pleasure in working with our brilliant Events and Digital staff in rolling out our largest Stress Less Event ever! Although the online format was different for us, we didn't stray away from our intentions of running's events and giveaways to not only support students in the leadup to exams but give them something to take a break with. I am still to have the event debrief and report done for the event, but I think this was a great success with an insane number of prizes and student engagement. Many of the new things we tried did work for us; notable the bingo on the Instagram was a hit!

Events Run-Down:

Jul 1	Exams Feedback
Jun 29	Exams over. Guild Discounts
Jun 19	Spotify Playlists
Jun 17	Exam trouble shooting
Jun 17	Study Bingo
Jun 16	Goodluck for exams
Jun 15	Wellbeing check on friends
Jun 12	Share your student friendly meal.
Jun 10	How To: Transform a packet of biscuits into a cake
Jun 8	Stress Less tips from the Faculty Reps
Jun 1	How to: Special Consideration Unit Withdrawal
May 28	How To: Finesse your own Plant Pot
May 27	Fac Rep Study Hour
May 26	Share positive vibes quotes
May 25	Curtin Workshops



Student Partnership Agreement:

I would like to thank the many people to date that have contributed to the Student Partnership Agreement. So far, my consultation has extended to:

- Each Faculties Student Experience Directors
- Each Faculty Deans
- The Global PVCs
- First Year Guild Representatives
- Student Clubs from the Clubs and Societies Meeting
- DVC Academic/Education
- Guild Executive and Faculty Representatives
- Guild Student Assist

Now in its 8th version and with continued contributions from the Global Campuses, this partnership now truly trying to encompass every campus of Curtin. We have decided to push back the signing date, which was initially in June, to have Professor Deborah Terry sign before her move to the University of Queensland, is now expected to be noted at the Academic Board and signed by the beginning of September.

I was also fortunate enough to be able to present on student partnership agreements at the National Union of Students online Education Conference with Lachy Day, President of Australian National University Student Union. The discussion was robust, and I very much enjoyed the contributions from Molly Willmott, the NUS President for 2020.

Investigation into Hurdle Assessments:

At the beginning of this year, I requested that the Learning and student experience Committee start an investigation into Hurdle Assessments and produce a Report. I have seen the mid-stages of this report, 57 units designated as having hurdle assessments. Hurdle assessments are often used to ensure academic integrity can be upheld, but we are aware that this number of 57 is not all encompassing of the many hurdle assessments that exist and that these types of assessment have a huge negative impact on student progression. A faculty audit has begun to identify more of these types of assessments. Once this is completed, recommendations will be produced and brought to LSEC and Academic Board.

Request for Student data:

Thank you to David for helping Lachlan and Myself submit a request to Curtin's Legal Services to obtain further student data in the Future. This data would have allowed us to identify students who reside in the various student housing facilities that Curtin offer. Unfortunately, this request was denied, as Uni-Lodge admins these services and we would need to contact them about such data. We have decided to self-survey students in the future to obtain this information so that we can continue to advocate and hear the issues of housing students, as well as commit to the established but not yet ran, Housing Student Advisory Guild Committee.

Student Exam Timetabling and the 48hour open window dates:

Over the study week period, the Guild has had many reports of student assessments colliding with the examination timetable. I think this has something to do with the new model this semester with "assessments" instead of "exams".

I have raised one issue with Jennifer Howell (Associate DVC Learning and Teaching), that I think we should bring to each faculty. This is to make open book assessments more accessible to students going forward. Although this was too late for this semester, setting this small clause up for semester two would be required.

We are seeing many 48 Hour window assessments roll over an entire weekend period. The example we are seeing is an assessment starting on a Saturday – 9 am; and finish on Monday – 9 am. With students having many extra-curricular commitments such as work, practise of tradition and faith, and many clubs and volunteering commitments. We see it necessary for there to be a provision to ensure that where there is a 48-hour open period for an assessment, it must cut into a full weekday to allow the student to take up such assessment. I am still waiting for a response on the issue and have brought it up again at our ASPM workshop.

Content Warnings and Removal of Pronoun Language in University Reports:

After some consultation with my equity representatives and the Guild Executive, I have requested that the University secretariat and staff, remove pronoun language from their agendas and reports. In addition to this, ensuring that there are content warnings on the University Agenda Papers for content that may be sensitive. Thankfully this is something that has been adopted quickly and will be continued across the board. Thank you especially to the Secretariat team for making this possible.

Representatives KPI Mid-Year Review Analysis:

Thank you to all the Equity and Faculty Representatives for their reporting on their KPI's for 2020. Each of the representatives are on track and no one had any major disruptions, I want to acknowledge the flexibility of the reps in being able to adapt many of their projects into the online space while COVID19 has put us into lockdown.

ASPM Guild Workshop:

Thank you to all the reps and staff for their attendance at our ASPM Workshop #1. The Assessment and Student Progression (manual) Policy and Procedures is scheduled for review in 2021 and in preparation, the university is asking for suggestions for possible key areas of improvement. Everyone came very prepared and I have collated a substantial amount of feedback on ways we can improve the student experience through changes to the ASPM. I will be setting up another workshop to go over all the feedback, expect to hear from me next week 😊



Thank you for reading my report.

Social Distancing Regards,

A handwritten signature in black ink, appearing to read "Chris Hall".

**Chris Hall,
2020 Curtin Student Guild VP-E.**

Vice President – Activities’ Report

Prepared by: Bridge Truell

DATE SUBMITTED: 21/7/20

SUBMITTED TO: GUILD COUNCIL (THROUGH SECRETARY)

1. Vice President – Activities’ Diary

University Meetings	
DATE:	MEETINGS & NOTES:
Guild Meetings	
DATE:	MEETINGS & NOTES:
27/5/20	<p>HEALTH & SAFETY COMMITTEE MEETING</p> <p>During this meeting, Casey provided updates on the new equipment at Main Café and the process of training staff to operate it. David discussed issues with the air conditioning upstairs in the Guild building, stating that both of these and the AC in GMart will require updating once budget is available to do so.</p>
28/5/20 (REOCCURRING FORTNIGHTLY)	<p>GUILD EXECUTIVE COMMITTEE MEETING</p> <p>During this meeting, I raised the possibility of extending the Safer Spaces policy to the other equity departments and adapting it for online spaces too. I also asked for clarity on the process of opting in for closed captioning on Echo iLectures and emailed Jackie at AccessAbility to set up a meeting. During Chris’ report, he discussed looking into the various faculties’ plans to return to face-to-face classes next semester and continuing to advocate against the return of unnecessary exams. This meeting took place during our Stress Less weeks, and the Equity officers were distributing care packages.</p>
9/6/20	<p>JUNE ACTIVITIES COMMITTEE MEETING</p> <p>This was the first Activities Committee meeting where we trialled the collaborative brain-storming section at the end, and Jason suggested an amazing idea for our Start of Semester Bash where we could make some cute point-of-view videos where students can meet their reps or get a tour of The Tav. There</p>

<p>11/6/20 (REOCCURRING FORTNIGHTLY)</p>	<p>were also discussions about O-Week planning and the AGM.</p> <p>GUILD EXECUTIVE COMMITTEE MEETING</p> <p>With our new First Nations Officer starting at the end of the month and International Student Committee elections running, this exec meeting was really exciting and we had lots to discuss. During Chris' report, he let us know that he had just submitted a request for the new housing student data. In lieu of the proposed opt-in ungraded fail system being knocked back by the university, we were discussing ways other universities are dealing with this (ie. Monash who are allowing students to withdraw retroactively upon receiving their results) and whether any might be a potential compromise we could pitch to the university. May and Chris encouraged me to reach out to the NUS Accessibility Officer for feedback on my eQuality document which I've since done.</p>
<p>12/6/20 (REOCCURRING FORTNIGHTLY)</p>	<p>VP-A X EVENTS CATCH-UP</p> <p>During this meeting, Jess and I discussed the filming of the Guild Insider Tours which was underway at the time and the decision of the Orientation & Transition team to split O-Week across Blackboard Collaborate and Echo iLecture as their chosen platforms.</p>
<p>18/6/20</p>	<p>EXEC & PORTFOLIO MANAGERS MEETING</p> <p>Karen gave us updates on the budget reforecast which was nearing completion. Bec gave updates on room bookings (which at the time were still unavailable), but mentioned that for the time being we should keep Guild outlets (such as Main Café and Concept) in mind for club events. Jo-Ann updated us on the higher levels of grievances and complaints submitted to Student Assist in response to the way COVID-19 has affected studies, the recent tapering off in demand for emergency relief services (while a demand still exists), and higher levels of academic misconduct. Tanya discussed the extension of GMart's new grocery range and Concept's recent reopening for dine-in customers. David discussed some of the new library plans including a balcony and meeting</p>

<p>25/6/20 (REOCCURRING FORTNIGHTLY)</p>	<p>space on the new 7th floor. He also discussed the university's extension of our three month rental abatement for another three months. At the time we were still waiting to hear back on our Lotterywest grant application which has since been approved.</p> <p>GUILD EXECUTIVE COMMITTEE MEETING</p>
<p>1/7/20</p>	<p>CLUBS & SOCIETIES COMMITTEE MEETING</p> <p>This C&S Meeting we were lucky enough to have Curtin Careers there to promote their upcoming workshop series and Careers festival. We announced the situation with sponsorship grants for semester 2 to clubs and that club vouchers will begin to be accepted again but new students will return to receiving 1 voucher with their Guild diaries for next semester. Clubs will have the opportunity to choose between either a BBQ pack or a Function pack for semester 2 rather than both, but the announcement that BBQs are able to commence again is great news for clubs and Guild reps alike. After this meeting, we ran an informal open forum with the Faculty Representatives and any academic club leaders who were interested to discuss how the clubs interact with their faculties and schools, how this differs, things they've found particularly helpful, and whether there's anything their Fac Reps can do to further facilitate this process.</p>
<p>7/7/20</p>	<p>JULY ACTIVITIES COMMITTEE MEETING</p> <p>We have begun providing written reports for Activities Committee which will be attached to the minutes and circulated through Guild Council if anyone is interested. During this meeting, Maryanne updated us on Student Engagement's O-Day efforts and the development of comms for new students. During our collaborative brainstorming session, Jess pitched the idea of running a series of secondhand markets in Semester 2 in response to our need for budget friendly events. Tanya let us know that Trivia Nights will be returning to The Tav in Semester 2 and Bec let us know that they're hoping to organise some activities with our international clubs for Multicultural Week in lieu of Pasar Malam.</p>

9/7/20 (REOCCURRING FORTNIGHTLY)	<p>GUILD EXECUTIVE COMMITTEE MEETING</p> <p>During this Exec meeting we discussed how valuable the forum at the end of the C&S meeting had been and the potential to organise something more formal and promote it more to academic clubs. We also discussed the potential for our clubs to be involved in the upcoming second-hand market days raised in Activities Committee.</p>
Other Meetings/Events/Club Interactions	
DATE:	MEETINGS & NOTES:
29/6/20	<p>CURTIN WRITERS CLUB SPECIAL GENERAL MEETING</p> <p>After several vacancies arose in their committee, the Curtin Writers Club needed to run an SGM to fill these positions and approve changes to their custom constitution, which required them to have a Returning Officer from the Guild to run any elections that needed to take place. Luckily, no positions were contested, all constitutional changes were approved unanimously and the SGM ran smoothly.</p>
14/7/20	<p>ASSESSMENT & STUDENT PROGRESSION MANUAL WORKSHOP</p> <p>The Guild Representatives were given the opportunity to provide feedback on Curtin's current Assessment & Student Progression Manual (ASPM), which outlines the ways student assessments are designed, communicated, and marked. It was a really valuable opportunity to tackle quite a challenging document and look at the ways academic policy is developed and applied at Curtin.</p>
14/7/20	<p>CLUBS MEGA CHALLENGE LEVEL 2 IDEAS WORKSHOP</p> <p>Bre, Bec, Shelley and I met to discuss ideas for the upcoming second round of the Clubs MEGA Challenge. I pitched some easy ideas to promote inclusivity such as adding pronouns to club email signatures and completing the Respectful Relationships module if they haven't already.</p>

2. Significant Developments

3. Media/Student Engagement

4. Travel

5. Other Matters of Note

- The NUS Rally for Relief was held via Zoom on June 3rd and was well attended, with lots of great speakers including our own Hana Arai.
- While I don't usually attend the Higher Education, I did on June 4th as Hana and Chris were unavailable. Maryanne discussed Universities Australia's plans to continue rallying the government for additional support. The government have advised that the COVID-19 pandemic has highlighted the need for Australian universities to rely more on domestic students in future. The reduced numbers of international students studying in Perth last semester has been estimated to represent a \$2 billion hit to the city's economy.
- On June 30th I met with Maryanne and Jo-Ann via WebEx to discuss final feedback on the eQuality document which went really well and the document is now complete.

6. Other:

- a. Leave:
- b. Higher Duties: Nil

Secretary's Report

Guild Council Meeting #8 23/07/20

Hello again, distant Members of the 51st Guild Council.

Hopefully you will have all finished your exams, I hope that was a productive period for all of you, and that you all did well in your exams. Remember to reach out to your faculty representatives if there is something that doesn't add up about how your exams were conducted.

This report will be a combination of my June report and my July one, so that way none of you miss a second of the exciting secretary action.

I was on leave from 17/6/20 to the 24/6/20, so I could actually sit my exams. They went pretty well, with the exception of a Unit Coordinator being a little creative with the definition of "two hours", just in case anyone wanted to know.

Guild Meetings

Date	Meeting and Notes
21/5/20	- Activities Committee
27/5/20	- Higher Ed Meeting
28/5/20	- Guild Executive Meeting
2/6/20	- Q&A videos
3/6/20	- NUS Rally For Relief (well done Hana)
4/6/20	- Higher Ed Meeting
9/6/20	- Activities Committee
10/6/20	- Higher Ed Meeting
11/6/20	- Exec Committee Meeting
25/6/20	- Executive Committee Meeting - Higher Ed Meeting
1/7/20	- Clubs and Societies
2/7/20	- FYC and AMI complaints with Fatma - O-Week events test
3/7/20	- Hands Off Our Education Rally
7/7/20	- Activities Committee
8/7/20	- Higher Ed
9/7/20	- Executive Committee Meeting
14/7/20	- Assessment and Student Progression Manual Feedback (good job Chris)
16/7/20	- Portfolio Managers Meeting - Higher Ed

University Meetings

Date	Meeting and Notes
5/6/20	- Curtin Extra Committee meeting
10/6/20	- FSE Learning and Teaching Committee (proxy for Fatma)
11/6/20	- FSE SDP (proxy for Fatma)
16/6/20	- FSE SDP (proxy for Fatma)

Other Items of Business

Action Items

As an action from the last meeting, I have made a register of attendance that I will be updating AFTER the minutes of the previous meeting have been confirmed to avoid any discrepancies. If you wish to view the sheet here is the link:

https://drive.google.com/file/d/1o7c3isoFmrpESwLfza3Tv_cHjefsZ1sT/view?usp=sharing

I have already sent around a couple of emails informing people they have been marked as absent to a number of meetings. I will likely be doing a couple more after this meeting so keep an eye on your inboxes.

M-Files

M-Files are now up and running for our reps, and we have now begun working out how to use them to the fullest efficiency. It may yet be another couple of weeks until we have them running as originally intended, but so far it works ok. I will be encouraging reps to mainly use M-Files, not only for document creation but also for document distribution, this way we can reduce the number of lost documents in emails (Hana).

Hands Off Our Education

I, and several others of the Curtin Student Guild attended the Hands Off Our Education Rally in front of parliament house on Friday the 3rd of July, it was a lovely setting and the speakers were very good. Well done Hana on writing and delivering an excellent speech.

First Year Committee

I am currently working on an induction handbook to get this committee moving forward, hopefully this can be used to assist the next first year committee as well, as Chris has mentioned previously amongst the executive we have far too much document creation, when those documents are not used to upskill or inform anyone, so now all documents should be used for this purpose. Fatma and I have been working on this together, as the Deputy Chair of Guild Council acts as secretarial support for this committee. So far we have

I will also be looking to reopen the nominations, pending some advice on our engagement during off periods, to elect the rest of that committee.

ISC Elections

There are two elections currently being run for the ISC, a body appointment and an autonomous election. I am currently appointing members to fill the empty executive roles from inside the committee and the autonomous election will fill the councillor positions that will be made empty by this.

Both are receiving good engagement and I can report on the progression of both at Guild council. These have now wrapped up and

Nika is currently working on a method of holding an online Ballot if required, thank you Nika, so far tests have been positive within the Executive and David.

I hope you all are doing ok with the close of exams, take the time in the break to look after yourselves. Don't forget to enrol for your units for semester 2!

Regards,



LACHLAN LEE
HE/HIM [learn about pronouns](#)
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I attend my office on Tuesday through to Thursday from 9am to 5:30 pm each week, outside of these times I may be slow to reply or unavailable.

I acknowledge that Curtin University is on the lands of the Whadjuk people of the Noongar nation. This land is stolen land and was never ceded. I pay my respects to their elders past, present and emerging.

Curtin Student Guild Committees Constitutions Changes.

Background:

There are a number of changes suggested for each Curtin Student Guild Committee. These are largely for the purpose of updating our vocabulary and making the committees run more efficiently.

<i>Constitution Changes</i>	
<i>Activities Committee</i>	<ul style="list-style-type: none"> - Changing Accessibility Officer title - Changing requirements from being a woman to Not identify as man - Adding the Queer Officer, Women's Officer and First Nations Officer as standing invites
<i>Commercial Operations Committee</i>	<ul style="list-style-type: none"> - Changing requirements from being a woman to Not identify as man
<i>Finance and Risk Committee</i>	<ul style="list-style-type: none"> - Changing requirements from being a woman to Not identify as man
<i>First Year Committee</i>	<ul style="list-style-type: none"> - Changing requirements from being a woman to Not identify as man - Adding each of the Faculty Representatives as standing invites
<i>International Students Committee</i>	<ul style="list-style-type: none"> - Changing requirements from being a woman to Not identify as man - Adding a requirement for members of the ISC to be International Students
<i>Legal Committee</i>	<ul style="list-style-type: none"> - Changing requirements from being a woman to Not identify as man -
<i>Postgraduate Student Committee</i>	<ul style="list-style-type: none"> - Changing requirements from being a woman to Not identify as man - Adding a requirement for members of the PSC to be postgraduate students

<i>Representation Board</i>	<ul style="list-style-type: none"> - Adding a requirement for faculty representatives to be members of the faculties they represent.
<i>Student Housing Advisory Committee</i>	<ul style="list-style-type: none"> - Changing First Nations Officer title - Changing Accessibility Officer title - Changing requirements from being a woman to Not identify as man - Giving the Chair of the Representation Board an option to give a verbal report
<i>Student Societies Committee</i>	<ul style="list-style-type: none"> - Changing requirements from being a woman to Not identify as man - Changing name to Clubs and Societies Committee - Adding the President and Clubs Officer as members of the committee - Removing 1 representative from each student society from the membership of the committee - Adding the Vice President – Education, Minutes Secretary and One representative from each student society as a standing invite.

Proposed Motion:

Motion: That the Guild Council resolve to **approve** the proposed changes to the committee constitutions.

Moved: Lachlan Lee (Secretary)

Seconded:

STUDENT GUILD OF CURTIN UNIVERSITY

ACTIVITIES COMMITTEE

CONSTITUTION

1.1 Preliminary

- (1) This Committee is established pursuant in accordance with Regulation 20 of *Student Guild (Guild Council) Regulations 2018* 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 2017* shall apply.

1.2 Membership

- (1) The Committee shall consist of the following members:
 - (a) Vice President - Activities (Chair);
 - (b) President;
 - (c) ~~Students with Disabilities~~Accessibility Officer;
 - (d) Two (2) Guild Councillors, at least one (1) of whom shall ~~be a Woman~~ not identify as a man; and
 - (e) Two (2) Members of the Representation Board, at least one (1) of whom shall ~~be a Woman~~ not identify as a man.
- (2) The following people shall be standing invites to meetings of the Committee;
 - (a) Manager – Student Experience;
 - (b) Manager – Retail and Tavern Services (or nominee);
 - ~~(c)~~ (c) Manager – Student Engagement (or nominee);
 - ~~(d)~~ (d) Queer Officer.
 - ~~(e)~~ (e) Women's Officer.
 - ~~(e)~~(f) First Nations Officer.
 - ~~(d)~~(g) Events Coordinator;
 - ~~(e)~~(h) Minute Secretary (or nominee).

1.3 Quorum

Pursuant to R5.1 (3) the Quorum for a meeting of the Committee 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 Vice President - Activities shall be the chair of the Activities Committee.
- (2) The Committee shall meet at least once a month.
- (3) The Committee shall report to Guild Council by way of its minutes.
- (4) Secretarial Support shall be supplied by the Minute Secretary to the Guild Council (or their nominee).

1.5 Role

The Activities Committee shall:

- (a) Oversee the Guild services in activities and events of the Guild;
- (b) Provide a forum for discussion on activities issues that will be made to Guild Council;
- (c) Provide a forum for discussion on the Guild’s marketing and branding;
- (d) Review and discuss reports from the Vice President - Activities and other staff relating to activities and events; and
- (e) Consider matters referred to it by Guild Council;

1.6 Powers

- (1) The Activities Committee shall have the power to do all things necessary or convenient for, or in conjunction with, the performance of its functions;
- (2) Without limiting the generality of (1) the Activities Committee shall have the power to:
 - (a) Approve expenditure and business cases for medium and greater sized events (**medium sized event** shall mean an event with expenditure of \$10,000 or greater or an expected attendance of 500 persons or greater); and
 - (b) Approve Policy in the following area of Activities.

Date Amended	Resolution Number	Nature of Amendment
29 th September 2016	GC #136/2016	Established
27 th April 2017	GC #73/2017	Powers & Membership amended
25 th May 2017	GC #87/2017	Amended
23 rd November 2018	GC #82/2018	Amended

STUDENT GUILD OF CURTIN UNIVERSITY

COMMERCIAL OPERATIONS COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulation 20 of *Student Guild (Guild Council) Regulations 2018* by the Executive Committee and shall be subject to the Statute Book. Where an inconsistency arises between this Constitution and the Statute Book, the 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) The Committee shall consist of the following members:
 - (a) President (Chair);
 - (b) Four (4) Guild Councillors (at least two (2) of whom ~~shall be a woman~~ shall not identify as men); and
 - (c) Two (2) members of the Representation Board (at least one (1) of whom ~~shall~~ shall be a woman not identify as a man).
- (2) The following people shall be Standing Invites to meetings of the Committee:
 - (a) Manager - Food and Beverage
 - (b) Manager - Retail and Tavern Services
 - (c) Executive Chef
 - (d) Secretary.

1.3 Quorum

Pursuant to R5.1 (3) the Quorum for a meeting of the Committee 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 President shall be the chair of the Commercial Services Committee
- (2) The Committee shall meet at least four (4) times a year.
- (3) Secretarial Support shall be arranged by the Secretary.

1.5 Role

The Commercial Operations Committee shall:

- (a) Consider all aspects of the commercial operations of the Guild and provide a forum for discussion of strategic, management and operational issues and the sharing of information;
- (b) Provide a forum for feedback by students into food, beverage and retail offerings run by the Guild;
- (c) Consider the business plans of the commercial operating areas;
- (d) Receive reports from management in regards to all aspects of the management and operation of the Guild's commercial operations; and
- (e) Report to the Finance and Risk Committee.

1.6 Powers

The Commercial Services Committee shall have the power to do all things necessary or convenient for, or in conjunction with, the performance of its functions.

Date Amended	Resolution Number	Nature of Amendment
29 th September 2016	GC #135/2016	Established
25 th May 2017	GC #87/2017	Amended
23 rd November 2018	GC #82/2018	Amended

STUDENT GUILD OF CURTIN UNIVERSITY

FINANCE AND RISK COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established in accordance with Regulation 20 of *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 2017* shall apply.

1.2 Membership

- (1) The Committee shall consist of the following members:
 - (a) Deputy Chair of Guild Council (Chair);
 - (b) Three (3) Guild Councillors, at least one (1) of whom ~~shall be a Woman~~ shall not identify as a man;
 - (c) One (1) member of the Representation Board; and
 - (d) Up to two (2) other persons who are not Guild Members, with relevant expertise, appointed by the Guild Council for a term of up to two (2) years.
- (2) The following people shall be standing invites to meetings of the Committee:
 - (a) President;
 - (b) Secretary;
 - (c) Managing Director;
 - (d) Management Accountant; and
 - (e) Minute Secretary (or nominee).
- (3) For the purposes of the members appointed under 1.2(1)(d):
 - (a) Not more than one of those members may be an employee of the University;
 - (b) **relevant expertise** shall be taken to mean a qualification in accounting or auditing and/or appropriate experience within the field; and
 - (c) The Remuneration Tribunal may determine an honorarium to be paid to these members.

1.3 Quorum

Pursuant to Regulation 20(4) of the *Student Guild (Guild Council) Regulations 2018* the Quorum for a meeting of the Committee 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 Deputy Chair of Guild Council shall be the chair of the Finance and Risk Committee.
- (2) The Committee shall meet at least six (6) times a year.
- (3) The Committee shall report to Guild Council by way of its minutes.
- (4) Secretarial Support shall be supplied by the Minute Secretary to the Guild Council (or their nominee).

1.5 Role

The Finance Committee shall:

- (a) Review the financial statements and reports for the Guild before their submission to the Guild Council, University Council or Annual General Meeting.
- (b) Examine and consider the appropriateness of the Guild's accounting policies, financial controls and risk management.
- (c) Oversee the Guild's relationship with its external auditor and annually review that relationship;
- (d) Recommend to the Guild Council the proposed external auditor of the Guild to be recommended to the University Council.
- (e) Recommend the annual Risk Management Plan to the Guild Council;
- (f) Receive reports and on the implantation and management of the Risk Management Plan;
- (g) Receive any and all reports on any significant cases of employee conflict of interest, fraud, misconduct or grievances and oversee the resolution of those cases;
- (h) Review the effectiveness of the Guild's processes for compliance with laws, regulations and other statutory instruments in effective over the Guild;
- (i) Oversee the overall financial position of the Guild;
- (j) Review and approve reports from the Managing Director and Management Accountant regarding the financial position of the Guild;
- (k) Draft a budget of income/expenditure for presentation to Guild Council;
- (l) Make the initial recommendation of any investment strategy or plan to the Guild Council;
- (m) Oversee any investment strategy or plan undertaken by the Guild;
- (n) Initially consider all SSAF proposals; and
- (o) Consider matters referred to it by Guild Council.

1.6 Powers

The Finance Committee shall have the power to:

- (a) Do all things necessary or convenient for, or in conjunction with, the performance of its functions;
- (b) Without limiting the generality of subsection (a):
 - (i) Invite or require any Officer or employee to attend any meeting of the Committee to assist it in fulfilling its role;
 - (ii) May met with the external auditor or any person without any standing invites present;
 - (iii) Recommend to the University Council the External Auditor for appointment each year.
 - (iv) Obtain outside legal and/or other independent professional advice and to secure the attendance of external parties with relevant experience and expertise if it considers this necessary. The Committee is entitled to sufficient resources from the Guild to undertake its duties; and
 - (v) Obtain all information it requires and request reports from management and the external auditor which it considers necessary for the performance of its duties.
 - (vi) Approve unbudgeted expenditure on a particular operational issue up \$50,000;
 - (vii) Refer matters to Guild Council with appropriate recommendations;
 - (viii) Recommend to Guild Council all matters relating to structural alterations and additions to buildings or premises occupied by the Guild;
 - (ix) Make the initial recommendation of any SSAF Expenditure proposal; and
 - (x) Approve policies in the areas of finance, accounting, investment and expenditure.

Date Amended	Resolution Number	Nature of Amendment
29 th September 2016	GC #135/2016	Established
25 th May 2017	GC #87/2017	Amended
23 rd November 2018	GC #82/2018	Amended, merger of Finance Committee and Audit, Risk and Compliance Committee.

STUDENT GUILD OF CURTIN UNIVERSITY

FIRST YEAR COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to Regulations 20 and 21 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) The Committee shall consist of the following members:
 - (a) Secretary (Chair);
 - (b) Two (2) first year students appointed from the Faculty of Business and Law, at least one (1) of whom shall ~~not identify as a man~~~~be a woman~~.
 - (c) Four (4) first year students appointed from the Faculty of Science and Engineering, two (2) shall be enrolled in a Science degree at least one (1) of whom shall ~~not identify as a man~~~~be a woman~~; two shall be enrolled in an Engineering degree at least one (1) of whom shall ~~not identify as a man~~~~be a woman~~.
 - (d) Two (2) first year students appointed from the Faculty of Health Sciences, at least one (1) of whom shall ~~not identify as a man~~~~be a woman~~.
 - ~~(e)~~ Two (2) first year students appointed from the Faculty of Humanities, at least one (1) of whom shall ~~not identify as a man~~~~be a woman~~.
- ~~(2)~~ The following people shall be standing invites to meetings of the Committee
 - ~~(a)~~ Business and Law Faculty Representative
 - ~~(b)~~ Science and Engineering Faculty Representative
 - ~~(c)~~ Health Sciences Faculty Representative
 - ~~(e)~~~~(d)~~ Humanities Faculty Representative

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~~(2)~~~~(3)~~ A first-year student, for the purposes of this committee, will be defined as a student who has commenced their first year of study at Curtin (undergraduate), not ever having previously been enrolled at Curtin, or qualifies as a secondary school-leaver.

~~(3)~~~~(4)~~ The appointments of the first year members shall be made within eight weeks of the start of semester one, in accordance with Guild By-Law 31.

(4)(5) All members appointed to this committee shall commence upon their appointment and conclude on the 30th of November each year.

1.3 Quorum

- (1) Pursuant to R5.1 (3) the Quorum for a meeting of the Committee 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 three (3).

1.4 Meetings

- (1) The Secretary shall be the Chair of the First Year Committee
- (2) The Committee shall meet at least twice each semester.
- (3) Secretarial support for the committee shall be provided by the Deputy Chair of Guild Council.
- (4) Minutes of the meetings of the Committee shall be submitted to the Executive Committee.

1.5 Role

- (1) The First Year Committee shall assist the Executive Committee, Guild Council and Representation Board by:
 - (a) Providing a forum for first year students to provide feedback to the Guild and University;
 - (b) Assisting the Guild in the engagement of first year students to advocate on their behalf; and
 - (c) Providing first year perspectives to the Guild's orientation program.

Date Amended	Resolution Number	Nature of Amendment
23 rd November 2018	GC #82/2018	Established
29 th of August 2019	GC #26-2019	Constitution Amendments approved

STUDENT GUILD OF CURTIN UNIVERSITY

INTERNATIONAL STUDENTS COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulation 17 and 20 of *Student Guild (Guild Council) Regulations 2018* by the Representation Board 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) The Committee shall consist of the following members:
 - (a) ISC President (chair)
 - (b) ISC Vice President - Education;
 - (c) ISC Vice President - Activities;
 - (d) ISC Secretary; and
 - (e) Five (5) ISC Councillors, at least two (2) of whom shall ~~be women~~ not identify as men;
- (2) All members of this committee shall be international students.
- (3) The Vice President - Education shall be a standing invite to any meeting of the International Students Committee.

1.3 Quorum

Pursuant to regulation 20(4) the quorum for a meeting of the Committee 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 International Students Committee President shall be the chair of the International Students Committee.
- (2) The International Students Committee President shall convene meetings of the Committee at least once a month excluding the months of December and January.
- (3) The Committee shall report to the Representation Board by way of its minutes.
- (4) Secretarial Support shall be supplied by the ISC Secretary

1.5 Role

The International Students Committee shall:

- (a) Promote and assist in educational, welfare, social and cultural activities for International Students;
- (b) Encourage research projects into the needs of International Students and thereby become a repository and disseminating body for the outcome of those projects;
- (c) Defend the rights of all International Students to ensure an education system which is free from discrimination of any kind, specifically discrimination on the basis of ethnicity, colour, race, religion and cultural circumstances;
- (d) Act as a medium for the exchange of information regarding the concerns and activities of International Students;
- (e) Promote international understanding and the principle of multiculturalism;
- (f) Strive to enhance the academic and social lives of International Students; and
- (g) Receive the minutes from the International Students Committee Executive

1.6 Powers

The International Students Committee shall have the power to do all things necessary or convenient for, or in conjunction with, the performance of its functions;

1.7 Committee Member Roles

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

Title	ISC Vice President - Education
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council President Vice President - Education ISC President

	<p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officer principally responsible for the Education, Equity and Welfare issues of International Students
Duties and Responsibilities	<ul style="list-style-type: none"> • Handle all International Student education, equity and welfare issues requested by the ISC. • Attend such University Board and Committee meetings as determined by the President, ISC President or Representation Board. • Work closely with the Vice President - Education on International Students issues. • Be responsible for researching International Students education, equity and welfare issues as requested by the ISC. • Assist the ISC President in coordinating campaigns relating to International Students. • Provide information and guidance to International Students that are faced by International Students and direct them to the relevant person or organisation. • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Vice President - Education, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council or the ISC.

(2) The ISC Vice President - Activities shall complete such duties and responsibilities as are outlined in the below table:

Title	ISC Vice President - Activities
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the:</p> <p>Guild Council President Vice President - Education ISC President</p>
	<p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officer principally responsible for organisation of social activities and events for International Students

Duties and Responsibilities	<ul style="list-style-type: none"> • Co-ordinate the organisation of the ISC Multicultural Week annually; • Organise at least two (2) activities for International Students in every semester. • Liaise with the Vice President - Activities in regards to any activities organised. • Assist the ISC President in maintaining a good relationship with all Student Societies of an international nature. • Be responsible for the production of all advertising material for the ISC. • Seek sponsorship for the ISC in consultation with the Corporate Relations Portfolio. • Be responsible for the ISC section within the Guild's website. • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Vice President - Activities, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council or the ISC.
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(3) The ISC Secretary shall complete such duties and responsibilities as are outlined in the below table:

Title	ISC Secretary
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council President Vice President - Education ISC President
	Positions reporting to this position: • None
Position Purpose	Officer principally responsible for the administration of the ISC
Duties and Responsibilities	<ul style="list-style-type: none"> • Handle all the administrative work in the ISC so as to enable the smooth running of the ISC; • Handle the financial management of the ISC. • Liaise with the Secretary and ISC President on expenditure of the ISC budget so as to the timely processing of all invoices,

	<p>reimbursements and other paperwork related to income and expenditure.</p> <ul style="list-style-type: none"> • Take minutes and prepare agendas for all ISC meetings and such other meetings as determined by the Guild Council. • Be responsible for the recruitment and co-ordination of ISC volunteers. • Provide an induction for ISC volunteers and officers in conjunction with the ISC President. • Liaise with other volunteering bodies if requested • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Secretary, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council or the ISC.
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Date Amended	Resolution Number	Nature of Amendment
29 th September 2016	GC #135/2016	Established
23 rd November 2018	GC #82/2018	Amended

STUDENT GUILD OF CURTIN UNIVERSITY

LEGAL COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulations 20 and 22 of the *Student Guild (Guild Council) Regulations 2018* by the Guild Council and shall be subject to the Statute Book. Where an inconsistency arises between this Constitution and the Statute Book, the 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) The Committee shall consist of the following members:
 - (a) Secretary (Chair);
 - (b) President;
 - (c) Two (2) Guild Councillors, at least one (1) of whom shall not identify as a man~~be a Woman~~; and
 - (d) One (1) Member of the Representation Board.
- (2) The following people shall be standing invites to meetings of the Committee:
 - (a) Managing Director; and
 - (b) Minute Secretary.

1.3 Quorum

Pursuant to R5.1 (3) the Quorum for a meeting of the Committee 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 Secretary shall be the chair of the Legal Committee.
- (2) The Committee shall meet as required.
- (3) The Committee shall report to Guild Council by way of its minutes.
- (4) Secretarial Support shall be supplied by the Minute Secretary to the Guild Council (or their nominee).

1.5 Role

The Legal Committee shall advise and assist the Council in all legal matters including amendments to the Statute Book and any litigation.

1.6 Powers

- (1) The Legal Committee may do all things necessary or convenient to be done for or in connection with the performance of its functions.
- (2) The Legal Committee has the powers expressed in regulation 22 of the *Student Guild (Guild Council) Regulations 2018*.

Note: Regulation 22 of the *Student Guild (Guild Council) Regulations 2018* states -

- (3) The Legal Committee shall:
 - (a) make recommendations to Guild Council on changes to statutes, rules, Guild regulations and Guild by-laws;
 - (b) consult, when required, with the Guild Solicitor.

Date Amended	Resolution Number	Nature of Amendment
29 th June 2017	GC #xx/2017	Established
25 th May 2017	GC #87/2017	Amended
23 rd November 2018	GC #82/2018	Amended

STUDENT GUILD OF CURTIN UNIVERSITY

POSTGRADUATE STUDENTS COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulation 17 and 20 of *Student Guild (Guild Council) Regulations 2018* by the Representation Board 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) The Committee shall consist of the following members:
 - (a) PSC President (chair)
 - (b) PSC Vice President - Coursework;
 - (c) PSC Vice President - Research;
 - (d) PSC Secretary;
 - (e) PSC Faculty of Business and Law Representative;
 - (f) PSC Faculty of Science and Engineering Representative;
 - (g) PSC Faculty of Health Sciences Representative;
 - (h) PSC Faculty of Humanities Representative; and
 - (i) Five (5) PSC Councillors, at least two (2) of whom shall ~~not be women~~ identify as men.
- (2) All members of this committee must be Postgraduate students
- ~~(2)~~(3) All Faculty representatives must be members of the Faculty they represent.
- ~~(3)~~(4) The Vice President – Education shall be a standing invite to all meetings of the Postgraduate Students Committee.

1.3 Quorum

Pursuant to regulation 20(4) the quorum for a meeting of the Committee 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 Postgraduate Students Committee President shall be the chair of the Postgraduate Students Committee.
- (2) The Postgraduate Students Committee President shall convene meetings of the Committee at least once a month.
- (3) The Committee shall report to the Representation Board by way of its minutes.
- (4) Secretarial Support shall be supplied by the PSC Secretary.

1.5 Role

The Postgraduate Students Committee shall:

- (a) Promote and assist in educational, welfare, social and cultural activities for postgraduate students;
- (b) Encourage research projects into the needs concerning postgraduate students and thereby becoming a repository and disseminating body for the outcome of these projects;
- (c) Receive the minutes of the Postgraduate Students Committee Executive;
- (d) Act as a medium for the exchange of information regarding the concerns and activities of postgraduate students; and
- (e) Strive to enhance the academic and social lives of postgraduate students.

1.6 Powers

The Postgraduate Students Committee shall have the power to do all things necessary or convenient for, or in conjunction with, the performance of its functions;

1.7 Committee Roles

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

Title	PSC Vice President - Coursework
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council President Vice President - Education

	PSC President
	Positions reporting to this position: <ul style="list-style-type: none"> • None
Position Purpose	Officer principally responsible for the issues of Postgraduate Coursework Students
Duties and Responsibilities	<ul style="list-style-type: none"> • Handle all the Postgraduate Students by Coursework education and welfare issues as requested by the PSC. • Organise at least one activity for Postgraduate Students by Coursework in every semester. • Be responsible for researching issues regarding Postgraduate Coursework Students education and welfare as requested by the PSC. • Assist the PSC President in coordinating education campaigns relating to Postgraduate Students by Coursework. • Provide information and guidance to Postgraduate Students by Coursework that pertains to issues faced by Postgraduate Students by Coursework and direct them to the relevant person or organisation. • Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. • Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming PSC Coursework Vice President, providing information on the function and long term goals of the position. • Perform other duties as required by Guild Council or the PSC.

(2) The PSC Vice President - Research shall complete such duties and responsibilities as are outlined in the below table:

Title	PSC Vice President - Research
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council President Vice President - Education PSC President
	Positions reporting to this position: <ul style="list-style-type: none"> • None
Position Purpose	Officer principally responsible for the issues of Postgraduate Research Students

Duties and Responsibilities	<ul style="list-style-type: none"> • Handle all the Postgraduate Students by Research education and welfare issues as requested by the PSC. • Organise at least one activity for Postgraduate Students by Research in every semester. • Be responsible for researching issues regarding Postgraduate Research Students education and welfare as requested by the PSC. • Assist the PSC President in coordinating education campaigns relating to Postgraduate Students by Research. • Provide information and guidance to Postgraduate Students by Research that pertains to issues faced by Postgraduate Students by Research and direct them to the relevant person or organisation. • Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. • Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming PSC Research Vice President, providing information on the function and long term goals of the position. • Perform other duties as required by Guild Council or the PSC.
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(3) The PSC Secretary shall complete such duties and responsibilities as are outlined in the below table:

Title	PSC Secretary
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council President Vice President - Education PSC President
	Positions reporting to this position: • None
Position Purpose	Officer principally responsible for the administration of the PSC
Duties and Responsibilities	<ul style="list-style-type: none"> • Handle all the administrative work in the PSC so as to enable the smooth running of the PSC; • Handle the financial management of the PSC. • Liaise with the Secretary and PSC President on expenditure of the PSC budget so as to the timely processing of all invoices,

	<p>reimbursements and other paperwork related to income and expenditure.</p> <ul style="list-style-type: none"> • Take minutes and prepare agendas for all PSC meetings and such other meetings as determined by the Guild Council. • Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. • Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming PSC Secretary, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council or the PSC.
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(4) The PSC Faculty Representatives shall complete such duties and responsibilities as are outlined in the below table:

Title	PSC Faculty Representatives
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the:</p> <p>Guild Council President Vice President - Education PSC President</p>
	<p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officers principally responsible for representation of Postgraduate Students enrolled within their faculty.
Duties and Responsibilities	<ul style="list-style-type: none"> • Be responsible for representing all Postgraduate Students within their faculty. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ The relevant faculty Research and Development and Graduate Studies Committee; and ○ Such other University Boards and Committees as determined by the PSC President or Guild Council. • Organise at least one social activity or event for Postgraduate Students within their faculty throughout the year. • Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. • Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of.

	<ul style="list-style-type: none"> • Prepare a written report for the incoming PSC Faculty Representative, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council or the PSC.
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Date Amended	Resolution Number	Nature of Amendment
29 th September 2016	GC #135/2016	Established
23 rd November 2018	GC #82/2018	Amended

STUDENT GUILD OF CURTIN UNIVERSITY REPRESENTATION BOARD

CONSTITUTION

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 First Nations Officer;
 - (l) Students with Disabilities Accessibility Officer; and
 - (m) Six (6) Ordinary Representation Board Members (at least three (3) of whom shall not identify as men or women).
- (2) The following people shall be standing invites to meetings of the Committee:
 - (a) Vice President – Activities;

- (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~~First Nations Officer;
- (xii) the ~~Students with Disabilities~~Accessibility Officer; and
- ~~(xiii)~~ (xiii) the Manager – Student Assist-;
- ~~(xiv)~~ (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.

(d)(e) For the purpose of the report of the Chair of the Representation Board they may choose to provide a verbal report, however they are not required to do so.

(e)(f) The Manager – Student Assist shall provide a verbal 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.

Date Amended	Resolution Number	Nature of Amendment
23 rd November 2018	GC #82/2018	Established
29 th of August 2019	GC #26-2019	Constitution Amendments approved

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT HOUSING ADVISORY COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulations 20 and 21 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) The Committee shall consist of the following members:
 - (a) President (Chair)
 - (b) Secretary;
 - (c) International Students Committee President;
 - (d) Five (5) enrolled students who currently reside at any of the Curtin University Bentley campus accommodations, at least two (2) ~~of whom shall not identify as men shall be Women.~~
- (2) The following people shall be standing invites to meetings of the Committee;
 - (a) Vice President – Education;
 - (b) Manager – Student Experience;
 - (c) Manager – Student Engagement (or nominee);
 - (d) Events Coordinator;
- (3) The appointments of the housing student members shall be made within eight weeks of the start of semester one, in accordance with the Guild By-Law 31.
- (4) All members appointed to this committee shall commence upon their appointment and conclude on the 30th of November each year.

1.3 Quorum

- (1) Pursuant to R5.1 (3) the Quorum for a meeting of the Committee 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 Five (5).

1.4 Meetings

- (1) The President shall be the chair of the Student Housing Advisory Committee
- (2) The Committee shall meet at least twice each semester.
- (3) Secretarial support for the committee shall be provided by the Secretary.
- (4) Minutes of the meetings of the Committee shall be submitted to the Executive Committee.

1.5 Role

- (1) The Student Housing Advisory Committee shall assist the Executive Committee, Guild Council and Representation Board by:
 - (a) Providing a forum for students residing on campus to provide feedback to the Guild and University;
 - (b) Providing housing students information and access to the Guild's services;
 - (c) Assisting the Guild in the engagement of housing students to advocate on their behalf;
 - (d) Providing feedback on the welfare of housing students, particularly international students.

Date Amended	Resolution Number	Nature of Amendment
29/08/2019	GC #26-2019	Established

STUDENT GUILD OF CURTIN UNIVERSITY

CLUBS AND SOCIETIES COMMITTEE

STUDENT SOCIETIES COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulation 20 of *Student Guild (Guild Council) Regulations 2018* by the Executive Committee 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) The Committee shall consist of the following members:

- (a) Vice President - Activities (Chair);
- (b) President;
- (a)(c) Clubs Officer (or nominee).
(b) ~~One (1) representative from each Student Society~~

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

- (a) President; Vice President - Education
- (b) Secretary;
- (c) Manager – Student Experience;
- (e)(d) Minute Secretary; and
- (d)(e) Clubs Officer One (1) Representative from each Student Society.

1.3 Quorum

Pursuant to R5.1 (3) the Quorum for a meeting of the Committee 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

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(d) the quorum figure shall not be less than two (2).

1.4 Meetings

- (1) The Vice President - Activities shall be the chair of the Student Societies Committee.
- (2) The Committee shall meet at least four (4) times a year.
- (3) Secretarial Support shall be arranged by the Manager - Student Experience

1.5 Role

The Student Societies Committee shall:

- (a) Provide a forum for Student Societies to make recommendations to Guild Council through the Executive Committee;
- (b) Provide a forum for the discussion of the management and administration of Student Societies; and
- (c) Report to the Executive Committee.

1.6 Powers

The Student Societies Committee shall have the power to do all things necessary or convenient for, or in conjunction with, the performance of its role;

Date Amended	Resolution Number	Nature of Amendment
29 th September 2016	GC #135/2016	Established
25 th May 2017	GC #87/2017	Amended
23 rd November 2018	GC #82/2018	Amended

Curtin Student Guild Regulation Changes.

Background:

In 2018 a series of changes to the previous Guild Regulations were made, but have not yet been made official through the full process. This gives the Guild a hindsight view of what parts of the regulations work and which parts need to be altered. The changes proposed will protect the Guild and will reduce the number of holes we currently have in our policy.

Regulation Amendments

<i>Regulation Amendments</i>	
<i>By-Laws</i>	<ul style="list-style-type: none"> - Changing Guild Committee to be Representation Board and other Guild Committees - Changing the title of Chief Operating Officer to Managing Director - Updating Titles of First Nations Officer and Accessibility Officer. - Change instances of Indigenous to First Nations - Change instances of are/be disabled to have a disability - Include students with accessibility requirements in the responsibilities of the Accessibility Officer - Adding Section 28 AA Affirmative Action - Including Casual Vacancies in Queer Officer and First Nations Officer as Autonomous Appointments - Removing the requirement for a meeting to be convened to hold a ballot - Enabling Electronic Voting - Clarifying that an appeal of an election result shall be determined by the body appointing
<i>Student Guild (Tribunal)</i>	<ul style="list-style-type: none"> - Minor spelling Corrections
<i>Student Guild (Guild Council)</i>	<ul style="list-style-type: none"> - Updating Titles of First Nations Officer and Accessibility Officer. - Clarifying definition of Award Course - Clarifying definition of an enrolled student - Updating Title of Secretary - Updating First Nations Definition - Changing the AA requirements for Guild Council to be specified in the By-Laws - Changing the AA requirements for Representation Board to be specified in the By-Laws

- Stating the number of councillors elected at the Annual General Election who do not identify as men will be specified in the By-Laws
- Changing instances of women/ be a woman to person who does not identify as a man/not identifying as a man
- Clarifying that a meeting must be properly called (appropriate notice given, accessible meeting place) to be apply to these regulations
- Clarifying our countback procedures in the event of a vacancy in a councillor position.
- Changing any instance of be disabled to have a disability
- Stating the number of Ordinary Representation Board members elected at the Annual General Election who do not identify as men will be specified in the By-Laws
- Clarifying our countback procedures in the event of a vacancy in an Ordinary Representation Board Member position.
- Updating Queer Officer and First Nations Officer positions to both be elected at the annual general meeting

*Student Guild
(Election and
Referenda)*

- Definition of Affirmative Action (AA)
- Definition of Award Course
- Definition of Enrolled Student
- Updating First Nations Definition
- Definition of AA Candidate
- Removal of the requirement for a printed ballot in postal vote
- Specifying a time period that postal vote flyers have to be received by the RO
- Specifying that if a candidate withdraws before the ballot draw, their name will be excluded from the ballot draw
- Changing instances of the AA requirement from Women to under-represented candidates or AA candidates

*Student Guild
(Administration)*

- Definition of Award Course
- Definition of Enrolled Student
- Grammar Changes, from “to the position of” to “to be employed in the position of”
- Specifying that the managing director cannot be an officer of the Guild in the last 5 years.
- Changing instances of Associate Directors to Portfolio Managers
- Changing appointment of the Deputy Managing Director to be solely the purview of the Guild Council
- Changing section title to Portfolios from Divisions
- Updating instances of Divisions to Portfolios
- Specifying that a Portfolio Manager cannot have been an officer of the Guild in the last 3 years
- Specifying that Officers cannot be offered employment with the Guild during their Term
- Specifying that Officers cannot seek or be offered full time or part time employment for 12 months after their Term ends
- Increasing number of cosignatories to 8, with the Deputy Managing Director being a signatory

Proposed Motion:

Motion: That the Guild Council resolve to **incorporate** the changes proposed in the listed Guild Regulations.

Moved: Lachlan Lee (Secretary)

Seconded:

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD (ADMINISTRATION) REGULATIONS 2018

The following regulations were made by the Guild Council under section 10(1) of *Statute No.4-Student Guild* and approved by the Council of the University under the same section.

These regulations prior to their approval followed all the procedures outlined in the *Student Guild Rules* and Guild regulations regarding the process for their approval.

We state that in accordance with section 17 of *Statute No.4-Student Guild* that these regulations were duly approved by the Council of the University.

Signed

 President of the Student Guild

 Administrative Secretary of the University

On the day of

Made/Amended/Revoked	Date	Guild Council Resolution No.	University Council Resolution No.
Made		GC R#57/2018	C R#xxx/2018

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD (ADMINISTRATION) REGULATIONS 2018

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STUDENT GUILD OF CURTIN UNIVERSITY

STUDENT GUILD (ADMINISTRATION) REGULATIONS 2018

The following regulations are made by the Guild Council under section 10(1) of *Statute No.4-Student Guild* and approved by the Council of the University in accordance with the *Student Guild Rules*.

Part 1 - Preliminary

1. Citation

These are the *Student Guild (Administration) Regulations 2018*.

2. Commencement and Repeal

(1) These regulations shall commence:

- (a) on 1 November 2018; or
- (b) the day after they are approved by the University Council;

whichever is the later.

(2) Upon the commencement of these regulations Parts 1, 2, 8, 9 and 11 of the *Guild Regulations – Division One* are repealed.

(3) Transitional provisions relating to these regulations may be found in the *Student Guild (Transitional Provisions) Regulations 2018*.

3. Terms Used

(1) The terms used in section 4 of *Statute No.4-Student Guild* shall apply to these regulations.

Note: Section 4 of *Statute No.4-Student Guild* states –

In this Statute –

absolute majority, in relation to a meeting of the Guild Council, means a majority of all the members of the Guild Council for the time being holding office, regardless of the number attending the meeting of the Guild Council (and, for the avoidance of doubt, no casting vote is to be counted);

Act means the Curtin University Act 1966;

general meeting of the Guild means an annual general meeting of the Guild or a special general meeting of the Guild;

Guild means the Student Guild established by section 44 of the Act upon the making of the original Statute No. 4 on 14 January 1969;

Guild Council means the governing body of the Guild as described in section 9;

Guild financial year means the year commencing on 1 January;

Guild regulations means regulations made by the Guild under section 10;

Guild by-laws means by-laws made by the Guild under the Guild regulations;

Officer means a person who -

- (a) is a member of the Guild;

(b) is a member of the Guild Council or holds any other Guild position as a result of being elected or appointed to that position in accordance with the Guild regulations; and

(c) is not an employee of the Guild;

President means the president of the Guild;

Previous Statute No. 4 means Statute No. 4 – Student Guild, published in the Government Gazette on 18 December 1981;

rules means rules made under this Statute;

Secretary means the secretary of the Guild;

student society means a club, society or association that -

(a) exists for enrolled students to further their interests; and

(b) is registered with the Guild in accordance with the Guild regulations; and

University Council means the Council of the University under the Act..

(2) For the purposes of these regulations, unless the contrary intention appears:

Academic Registrar means the Academic Registrar of the University ordinarily based at the Bentley Campus.

Annual General Election has the same meaning as in regulation 3 of the *Student Guild (Election and Referenda) Regulations 2018*.

Annual General Meeting means the annual general meeting of the Guild convened in accordance with regulation 20.

Associate Member means a person approved by the Guild Council who meets the criteria specified in regulation 8(1).

Award Course has the same meaning as in *Curtin University Statute 12 and Enrolment Rules (General)*

Campus means a location where the University offers classes to enrolled students.

casual means a person employed by the Guild and whose pay includes a casual loading, but does not include staff or Officers.

day means any twenty-four (24) hour period and includes public holidays, University holidays and weekends.

enrolled student is a person who is enrolled in one or more units at Curtin University.

employee(s) means all staff and casuals.

Financial Guild Member means an enrolled student who:

(a) is an Ordinary Guild Member; and

(b) has:

(i) paid the financial Guild membership fee as set by the Guild Council from time to time; or

- (ii) activated their financial Guild membership in the year that no financial Guild Membership fee has been set by the Guild Council, in a manner determined by Guild Council.

Guild Member means any Ordinary Guild Member or Financial Guild Member, but does not include Associate Member or Honorary Life Member.

Guild Statute Book means the statute book of the Guild established under section 17 of *Statute No.4-Student Guild* and regulation 67.

Honorary Life Member means a person approved by the Guild Council who meets the criteria specified in regulation 10.

Officer of a student society means a person who is an officer of a student society registered with the Guild.

Ordinary Guild Member means an enrolled student who meets the criteria specified in regulation 6 but does not include a Financial Guild Member.

policy means policy adopted by the Guild Council in accordance with the Guild by-laws.

referendum has the same meaning as in the *Student Guild (Election and Referenda) Regulations 2018*.

staff means all permanent and non-permanent full time, part time and fixed term employees of the Guild, but does not include casuals or Officers.

selection panel means an employee recruitment panel formed in accordance with policy.

these regulations means *Student Guild (Administration) Regulations 2018*.

week means any seven (7) day period.

- (3) Further definitions may be found in the Act or *Statute No.2-Interpretation*.

Part 2 – Interpretation

4. Interpretations

- (1) Pursuant to *Statute No.2-Interpretation* the *Interpretation Act 1984 (WA)* shall apply to all Guild regulations apart from the following:
 - (a) wherever in Guild regulations it is provided that an appointment shall be made at a specific meeting of a body, and such appointment will be valid if made at the earliest possible subsequent meeting;
 - (b) a reference to one (1) gender includes any other, except where the provision specifically details that a person must be of a particular gender;
 - (c) in Guild regulations, unless the context otherwise requires, any reference to a time shall be a reference to the time in Perth, Western Australia;

- (d) headings and any table of contents or index are for convenience only and do not form part of these regulations or effect its interpretation;
- (2) Where a question arises as to if a person is an enrolled student it shall be determined by the Academic Registrar and the Academic Registrar's decision shall be final.

5. University's Power of Delegation

Unless it is expressly provided otherwise any power conferred by Guild regulations upon a person or body within the University (inclusive of the University Council, a University committee or any employee or officer of the University) may be delegated by that person or body to any other person or body within the University or Guild.

Part 3 – Membership

6. Classes of Membership

There shall be the following classes of membership:

- (a) Ordinary Guild membership;
- (b) Financial Guild membership;
- (c) Associate membership; and
- (d) Honorary Life membership.

7. Ordinary Guild Membership

- (1) Subject to the Act all enrolled students may be Ordinary Guild Members.

Note: section 44(5)-(9) of the Act states –

- (5) *Any enrolled student is eligible to be a member of the Student Guild.*
- (6) *Subject to subsection (7), a student becomes a member of the Student Guild upon enrolment, for the period of enrolment.*
- (7) *A student may elect at the time of enrolment not to become a member of the Student Guild, and an enrolled student may resign at any time as a member of the Student Guild.*
- (7a) *An enrolled student cannot hold an elective office of the Student Guild unless that enrolled student is a member of the Student Guild.*
- (8) *No academic benefit, right or privilege shall be denied to or withheld from any enrolled student by reason of that student not being a member of the Student Guild.*
- (9) *The University shall not act in a way that may dissuade or discourage an enrolled student, or person seeking enrolment as a student, from being or becoming a member of the Student Guild'.*

- (2) Ordinary Guild Members shall have the privilege of:
 - (a) voting in any general meeting of the Guild or referendum;
 - (b) being eligible to nominate to be an Officer subject to the Guild Statute Book; and

(c) such other benefits as the Guild Council shall from time to time determine.

8. Financial Guild Membership

- (1) Guild Council shall admit a person as a Financial Guild Member who:
 - (a) is an Ordinary Guild Member; and
 - (b) has:
 - (i) paid the Financial Guild membership fee as set by the Guild Council from time to time; or
 - (ii) activated their Financial Guild membership in the year that no membership fee has been set by the Guild Council, in a manner determined by Guild Council.
- (2) Financial Guild Members shall have all the privileges of Ordinary Guild Members as well as such additional benefits as Guild Council shall from time to time determine.
- (3) Financial Guild membership shall expire annually on the last day of February unless renewed.

9. Associate Membership

- (1) Guild Council may admit a person to Associate membership who:
 - (a) has paid the Associate membership fee as set by the Guild Council from time to time; and
 - (b) meets one of the following categories:
 - (i) is an employee or associate of the University, or member of the University Council;
 - (ii) is an employee of the Guild;
 - (iii) has previously been a Guild Member;
 - (iv) is a graduate or diplomat of the University;
 - (v) is a graduate or diplomat of any other tertiary institution recognised by the Guild for this purpose;
 - (vi) is an enrolled student of any tertiary institution recognised by Guild for this purpose; or
 - (vii) any person who the Guild Council shall deem appropriate to hold Associate membership.
- (2) An enrolled student who is eligible for Ordinary Guild Membership is not be eligible to become an Associate Member.
- (3) An Associate membership does not confer any form of Guild membership upon the Associate Member but does allow the Associate Member such benefits as the Guild Council from time to time determines.
- (4) No Associate Member or Honorary Life Member shall vote in any general meeting of the Guild, election or referendum conducted by the Guild. However, no general meeting of the Guild, election

or referendum shall be invalidated solely by reason of an Associate Member or Honorary Life Member having voted in that general meeting of the Guild, election or referendum.

- (5) Associate membership shall expire annually on the last day of February unless renewed.

10. Honorary Life Membership

- (1) Guild Council may from time to time by resolution passed by a special majority admit a person who is not eligible to be a Guild Member to Honorary Life Membership.
- (2) Honorary Life Membership does not confer any form of Guild membership upon the Honorary Life Member but does allow the Honorary Life Members such benefits as the Guild Council from time to time determines.

11. Cessation of Membership

- (1) A Guild Member shall cease to be Guild Member when they:
- (a) cease to be an enrolled student;
 - (b) become ineligible to be a Guild Member; or
 - (c) resign their membership with the Academic Registrar or President in accordance with the *Student Services and Amenities Fee Rules*.

Note: Rule 3.2 of the *Student Services and Amenities Fee Rules* states -

3.2 Resignation of membership of the Student Guild

- (1) *A student who elects, in accordance with section 44(7) of the Act, to resign from membership of the Student Guild –*
- (a) must do so in writing, by completing the form prescribed by the Academic Registrar for that purpose;*
 - (b) must give the completed form to the President of the Student Guild; and*
 - (c) must give a copy of the completed form to the Academic Registrar.*
- (2) *The Academic Registrar must consult with the President of the Student Guild before prescribing the form referred to in rule 3.2(1)(a).*
- (3) *Within 14 days of receiving a completed form under rule 3.2(1)(b), the President of the Student Guild must give a copy of that form to the Academic Registrar.'*
- (2) An Associate Member or Honorary Life Member shall cease to be an Associate Member or Honorary Life Member when they:
- (a) cease to be eligible for Associate membership or Honorary Life membership;
 - (b) resign their membership in writing to the President; or
 - (c) are expelled by the Guild Council as an Associate Member or Honorary Life Member.
- (3) Guild Council shall have the power to suspend the privileges of any Guild Member, Associate Member or Honorary Life Member.

- (4) A Guild Member, Associate Member or Honorary Life Member suspended or expelled shall not be entitled to any refund of any membership fee.

Part 4 - Student Societies

12. Registration

- (1) All student societies at the University shall register with the Guild.
- (2) The process and guidelines for registration shall be specified in in the Guild by-laws.
- (3) Student societies shall be classified by categories as defined in any policy.
- (4) The Guild by-laws shall prescribe a process for clubs to renew their registration.
- (5) Student societies must not be any form of company including under the *Corporations Act 2001 (Cth)*.
- (6) Regulation 12(5) shall be effective from 1 January 2021 provided that no registration of a student society that is any form of company shall be accepted from the commencement of these regulations.
- (7) A student society must exist for enrolled students of Curtin University to further their interests.

13. Student Society Constitutions

- (1) Each student society must 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 were duly executed by each member.
- (2) The Guild by-laws shall prescribe what must be contained within the constitutions of student societies and provide for a default student society constitution.

14. Officers of Student Societies

- (1) Each student society shall have such Officers of the student society as are established by that student society's constitution.
- (2) Officers of student societies must be Guild Members.
- (3) Officers of student societies must sign the following statement as part of the registration application of their student society:

“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.”

- (4) The Guild by-laws may prescribe other conditions for Officers of student societies.

15. Power to Regulate Student Societies

- (1) The Guild Council shall have the power to do all things necessary to provide for the regulation and administration of student societies.
- (2) All student societies must as part of the constitution of a Student Society agree to meet all requirements of the Guild and obey and accept all provisions of the Guild Statute Book and Policy.
- (3) The Guild Council may assume the care, control and management of the property and financial affairs of any student society, where it may be lawful and reasonable for the Guild Council to do so and for such period as the Guild Council thinks fit.

Part 5 - General Meetings of the Guild

16. Notice

- (1) No less than fourteen (14) days' notice shall be given for a general meeting of the Guild.
- (2) A general meeting of the Guild shall be convened via electronic notification to all Guild Members specifying the time, place and business of the meeting.

17. Quorum

The quorum for any general meeting of the Guild shall be one hundred (100) Guild Members, provided that if no quorum is present within thirty minutes of the advertised commencement time, the meeting shall lapse.

18. Procedure

- (1) Any motion submitted to a general meeting of the Guild shall be capable of amendment without prior notice by a majority of those present and entitled to vote. The motion as so amended shall then be treated as the original motion.
- (2) A motion is carried by a simple majority of those present by show of hands or by secret ballot if requested by one-third (1/3) or more of those present and entitled to vote.
- (3) The chair at a general meeting shall be the President. If this right is not exercised, the meeting may elect a chair from amongst the Guild Members present.
- (4) Each Guild Member present at a general meeting of the Guild shall have one (1) vote.

19. Resolutions of a General Meeting

A Resolution of a General Meeting of the Guild shall be in the form of a recommendation to the Guild Council except where contrary to the Guild Statute Book. Guild Council may, by absolute majority, reject the recommendation if it deems that the recommendation may reduce the effectiveness of the Guild in performing its duties and functions as defined in the Guild Statute Book and policy.

20. Annual General Meeting

A general meeting of the Guild, to be convened by the President and called the Annual General Meeting, shall be held within first semester, except in exceptional circumstances as determined by the Guild Council. The business of the Annual General Meeting shall include the adoption of the audited financial statements and annual report for the previous financial year and any other business as provided on the agenda.

21. Special General Meeting

- (1) The Guild Council may resolve to hold a general meeting of the Guild at any time of its own volition.
- (2) Where the Guild Council receives a requisition signed by not less than one hundred (100) Guild Members, then it shall convene a general meeting of the Guild within twenty-eight (28) days provided that a period of fourteen (14) days must lapse between any two (2) General Meetings.
- (3) A requisition by Guild Members shall be lodged with the Secretary and shall state the nature of the business for which the meeting is to be convened including any motion.
- (4) A requisition must be in the form of a petition, with the name, student number and signature of each Guild Member signing the requisition, legible and clearly displayed.
- (5) Each page of the requisition petition must clearly state the proposed nature of business for which the meeting is to be convened including any motion.
- (6) All the signatures in a requisition must be collected within fourteen (14) days of the commencement of the petition.

Part 6 – Staff, Finances and Administration

22. Managing Director

- ~~(1)~~ Guild Council shall appoint a person to be employed in the position of Managing Director.
- ~~(1)(2)~~ The person appointed as Managing Director cannot be an Officer or have been an Officer in the last five (5) years
- ~~(2)(3)~~ The Managing Director shall:
 - (a) be directly responsible for all areas of operations of the Guild, Portfolio Managers, Associate Directors and all employees, except where otherwise mentioned in these regulations;
 - (b) liaise on matters with the President; and
 - (c) be directly responsible to the President and ultimately responsible to Guild Council.
- ~~(3)(4)~~ In the absence of the Managing Director, the employee appointed by the Guild Council as Deputy Managing Director shall act as Managing Director, or should no such appointment have been made, a Portfolio Manager n-Associate Director appointed by the Executive Committee Guild Council shall act as Managing Director.
- ~~(4)(5)~~ The Managing Director shall be responsible for all formal communication between employees of the Guild and Guild Council, except where otherwise mentioned in these regulations.

~~(5)(6)~~ The President and the Managing Director shall act as the official medium of communication between Officers and employees.

~~(6)(7)~~ All communication between employees and Officers that has failed to have the approval of the President and the Managing Director shall be considered unofficial.

23. DivisionsPortfolios

(1) The Guild Council shall determine the organisational structure of the Guild.

(2) The operations of the Guild, except where otherwise defined, shall be conducted by the divisions portfolios of the Guild as determined by Guild Council.

(3) Associate DirectorsPortfolio Managers shall be initially responsible for the operations of their divisionportfolio.

(4) Associate DirectorsPortfolio Managers shall be directly responsible to the Managing Director.

~~(5)~~ In accordance with the process established by policy, the Guild Council shall have the power to appoint a person to the position of Associate DirectorPortfolio Manager or to act as Associate DirectorPortfolio Manager.

~~(5)(6)~~ A person appointed as a Portfolio Manager cannot be an Officer or have been an Officer in the last three (3) years.

~~(6)(7)~~ The Guild Council may establish further levels of management as needed in each divisionportfolio.

24. Employees & Staff

(1) Subject to these regulations, there shall be such employees as Guild Council shall from time to time determine.

(2) A contract of employment entered into between staff and the Guild shall be signed solely by the Managing Director on behalf of the Guild.

(3) A contract of employment between the Managing Director and the Guild shall have the common seal of the Guild affixed.

(4) Officers shall be ineligible to seek or be offered employment with the Guild during their term of office as an Officer and cannot seek or be offered full time or part time employment with the Guild during the 12 months immediately following the conclusion of their term.-

(5) Employees who are elected as Officers must resign their employment role within the Guild effective from the day they would commence as an Officer. Should the employee fail to resign then their Officer position shall be declared vacant.

25. Account Signatories

(1) All cheques issued by the Guild, or payments made from the Guild's bank accounts must have the approval of two (2) of the seven-eight (87) cosignatories:

- (a) one (1) being the Managing Director, Deputy Managing Director and up to two (2) other staff nominated by the Managing Director to Guild Council and approved by the Guild Council; and

- (b) one (1) being the Secretary, the President, the Vice President - Education or the Vice President - Activities.
- (2) If a co-signatory believes the expenditure for which a cheque or payment has been requested is inconsistent with the Guild Statute Book, Policy or budget, or that no current provisions of the Guild Statute Book or Policy exist on the matter, they have the right to:
- (a) refuse to sign/authorise the cheque or payment;
 - (b) issue a stop payment on a cheque or payment, until such time the matter has been resolved at a Guild Council meeting; or
 - (c) if a cheque or payment has already been presented, the cosignatory shall advise the Guild Council.

26. Statute Book

- (1) Pursuant to Section 17 of *Statute No.4-Student Guild* the Guild shall keep a Statute Book which shall contain the following and all additions and amendments thereto are recorded:
- (a) *Curtin University Act 1966 (WA)*;
 - (b) *Statute No. 4-Student Guild*;
 - (c) *Student Guild Rules*
 - (d) *Statute No. 27-Students Services and Amenities Fee*;
 - (e) *Student Services and Amenities Fee Rules*;
 - (f) Guild regulations;
 - (g) Guild by-laws; and
- (2) All provisions enrolled upon the Guild Statute Book shall so far as they may be applicable be binding on all Guild Members, Associate Members and Honorary Life Members, Student Societies, and upon the Officers of students societies and members of student societies.

27. Administrator

- (1) In accordance with rule 11 of the *Student Guild Rules* the Vice Chancellor may appoint an appropriately qualified person to administer the Guild in the place of the Guild Council (**Administrator**).
- (2) The Guild Council may by special majority resolve to request the Vice Chancellor appoint an Administrator.
- (3) Upon the appointment of an Administrator, the Guild Council may be dissolved and all the positions of all Officers shall be declared vacant.

28. Branches

- (1) The Guild Council shall from time to time with the approval of the University Council establish branches of the Guild at other campuses of the University in accordance with this regulation.

- (2) There shall be no branch for the Bentley Campus or any other campus of the University within the Perth Metropolitan Area, the central administration of the Guild shall serve as the branch for the Bentley Campus and other Perth Metropolitan campuses.
- (3) Each branch shall have a constitution that shall be approved by the Guild Council upon the recommendation of the Legal Committee.
- (4) Each branch shall be led by a committee of students who shall be elected by and from the students of that branch.

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD (ELECTION AND REFERENDA) REGULATIONS 2018

The following regulations were made by the Guild Council under Section 10(1) of *Statute No.4-Student Guild* and approved by the Council of the University under the same section.

These regulations prior to their approval followed all the procedures outlined in the *Student Guild Rules* and Guild regulations regarding the process for their approval.

We state that in accordance with Section 17 of *Statute No.4-Student Guild* that these regulations were duly approved by the Council of the University.

Signed

President of the Student Guild

Administrative Secretary of the
University

On the day of

Made/Amended/Revoked	Date	Guild Council Resolution No.	University Council Resolution No.
Made	(day) (month) 2018	GC R#57/2018	C R#xxx/2018

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD (ELECTION AND REFERENDA) REGULATIONS 2018

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STUDENT GUILD OF CURTIN UNIVERSITY

STUDENT GUILD (ELECTION AND REFERENDA) REGULATIONS 2018

These regulations are made by the Guild Council under the powers conferred upon it by Section 10(1) of *Statute No.4 – Student Guild* and was approved by the Council of the University under the same section.

Part 1 – Preliminary

1. Short Title

This is the *Student Guild (Election and Referenda) Regulations 2018*.

2. Commencement

(1) These regulations shall commence:

- (a) on 1 November 2018; or
- (b) the day after they are approved by the University Council;

whichever is the later.

(2) Upon the commencement of these regulations Part 10 of the *Guild Regulations – Division One* the *Guild Regulations – Division Two* with the exception of Part 10 of those regulations are repealed.

(3) Transitional provisions relating to these regulations may be found in the *Student Guild (Transitional Provisions) Regulations 2018*.

3. Terms Used

(1) The terms used in section 4 of *Statute No.4-Student Guild* shall apply to these regulations.

Note: Section 4 of *Statute No.4-Student Guild* states –

In this Statute –

absolute majority, in relation to a meeting of the Guild Council, means a majority of all the members of the Guild Council for the time being holding office, regardless of the number attending the meeting of the Guild Council (and, for the avoidance of doubt, no casting vote is to be counted);

Act means the Curtin University Act 1966;

general meeting of the Guild means an annual general meeting of the Guild or a special general meeting of the Guild;

Guild means the Student Guild established by section 44 of the Act upon the making of the original Statute No. 4 on 14 January 1969;

Guild Council means the governing body of the Guild as described in section 9;

Guild regulations means regulations made by the Guild under section 10;

Guild by-laws means by-laws made by the Guild under the Guild regulations;

Officer means a person who -

- (a) is a member of the Guild;
- (b) is a member of the Guild Council or holds any other Guild position as a result of being elected or appointed to that position in accordance with the Guild regulations; and

(c) is not an employee of the Guild;

President means the president of the Guild;

Previous Statute No. 4 means Statute No. 4 – Student Guild, published in the Government Gazette on 22 May 2012;

rules means rules made under this Statute;

Secretary means the secretary of the Guild; and

University Council means the Council of the University under the Act.

(2) For the purposes of these regulations, unless the contrary intention appears:

Affirmative Action (AA) means that one or more positions/roles are reserved for persons who have historically been excluded, discriminated against, disadvantaged and/or under represented. The purpose is to increase opportunities provided to an under represented part of society

Annual General Election means the elections held by the Guild each year in accordance with these Regulations.

Award Course has the same meaning as in Curtin University Statute 12 and Enrolment Rules (General)

by lot means by chance or by random.

campaign material in respect of an Annual General Election or any other poll, election or referendum under these Regulations, means any written, printed or photographic material including but not limited to a voting guide, poster, sign, leaflet, audio or visual display (including any electronic audio or visual display) whether attached to any fixed or mobile structure or not, provided that such material directly or indirectly supports any candidate or has the purpose of influencing any candidate or the election, poll or referendum.

candidate means a person who has validly nominated for a position for election and has not been disqualified or declared elected.

casual means a person employed by the Guild or University (as the case requires) and whose pay includes a casual loading, but does not include staff or Officers.

colour refers to the colour that is to be used exclusively for a candidate or Group's campaign material.

day means any twenty four (24) hour period and includes public holidays, University holidays and weekends.

determination includes any order, ruling or direction validly made under these regulations.

distribute or **distributed** includes the publication, display or handing out of campaign material.

election means a ballot conducted by the Guild from amongst enrolled students (or a group thereof) to:

- (a) choose the members of the next Guild Council or Representation Board;
- (b) choose delegates to conferences of any organisation that the Guild may be affiliated to or a member of; or
- (c) determine the filling of any other position by resolution of Guild Council.

election misconduct has the same meaning as regulation 3 of the *Student Guild (Tribunals) Regulations 2018*.

election period means the period of time from the opening of nominations to the declaration of the poll.

elector means a person eligible to vote.

Electoral Assistant means staff appointed by and responsible to the Returning Officer.

Electoral Commissioner means the Commissioner of the Electoral Commission of Western Australia or Australian Electoral Commission (as the case requires).

employees means all staff and casuals of the Guild or University (as the case requires).

enrolled student is a person who is enrolled in one or more units at Curtin University.

Faculty Representative means the Faculty of Business and Law Representative, Faculty of Science and Engineering Representative, Faculty of Health Sciences Representative and Faculty of Humanities Representative.

final electoral roll means a list of all enrolled students as at the Semester Two Census Date.

Group means a group of candidates who associate together as a team under a common team name.

Group Agent means a candidate in a Group who has been given authorisation to act on behalf of that Group in accordance with regulation 28(1)(c).

Guild Member means any Ordinary Guild Member or Financial Guild Member.

Guild Statute Book has the same meaning as in regulation 3 of the *Student Guild (General) Regulations 2018*.

independent candidate means a candidate that is not a member of a Group.

First Nation Indigenous means people who are descended from the people who lived in Australia and the Torres Strait Islands prior to European colonisation. In using the term, the diverse, rich cultures of Aboriginal and Torres Strait Islander peoples are recognised.

initial electoral roll means a list of all Guild Members on the date that falls seven (7) days prior to the opening of nominations for the Annual General Election.

AA Candidate is a candidate to which Affirmative Action applies.

multiple vacancies means positions for which more than one (1) person can hold office.

notice in writing where is required, it may be served by post or by electronic means, and:

- (a) if served by pre-paid post (with the correct address and sufficient postage) it is deemed served 3 business days after posting; and
- (b) delivery to a Returning Officer can be effected by leaving a written notice in the nominations box provided, if it is available for use.

polling place includes a campus polling place and a special polling place.

postal vote application means an application to vote by post in accordance with regulation 13.

prescribed areas means those areas set aside for the display of campaign material by the Returning Officer.

printing includes photocopying, plate, photographic and other similar processes.

referendum means the submission to the electors of a proposal in accordance with part 11 of these regulations.

Returning Officer means the person appointed under regulation 4 to conduct the Annual General Election or any other poll, election or referendum as requested under these regulations.

scrutineer means an observer at the counting of the votes.

Semester Two Census Date means the date determined by the University to be the census date for the second semester as shown on the academic calendar.

single vacancy mean positions for which only one person can hold office.

special polling place means a place for the taking of votes other than and in addition to the Polling Place that is nominated by the Returning Officer.

staff means all permanent and non-permanent full time, part time and fixed term employees of the Guild or University (as the case requires), but does not include casuals or Officers.

teaching day means a day which is officially designated by the University as a day when classes are scheduled except:

- (a) any day which falls outside a semester designated by the University;
- (b) public holidays observed by the University;
- (c) Saturdays and Sundays;
- (d) days designated by the University as 'tuition free';
- (e) days designated by the University as formal examination periods; and
- (f) the seven (7) days immediately prior to a week designated as a formal examination period.

these regulations means *Student Guild (Election and Referenda) Regulations 2018*

week means any seven (7) day period.

woman includes a person who identifies as a woman.

- (3) Further definitions may be found in the Act or *Statute No.2-Interpretation*.

Part 2 - Returning Officer

4. Appointment

- (1) A Returning Officer may be appointed by the Electoral Commissioner to conduct the Annual General Elections and any other polls, election, or referendum as requested under these regulations.
- (2) If the Electoral Commissioner is unable or unwilling to make such appointment or the Guild does not wish to utilise the Electoral Commission for the election, referendum or other poll:

- (a) the Managing Director shall recommend a person to be Returning Officer to the Vice Chancellor; and
 - (b) if the Vice Chancellor is satisfied that the person is suitably qualified and can carry out the duties of Returning Officer in keeping with the Guild Statute Book then the Vice Chancellor is to appoint the person as Returning Officer.
- (3) A Returning Officer shall be appointed no later than fourteen (14) days before the Annual General Election, election or referendum. The appointment of the Returning Officer shall be effective from the date of the instrument of appointment until five (5) days after the declaration of all polls at the Annual General Election, election or referendum.
 - (4) The appointment of the Returning Officer is not effective until the person concerned has signed an undertaking that they will not be contesting the election and will perform the duties associated with the position impartially and in accordance with these regulations.
 - (5) The Electoral Commissioner or Managing Director (as the case requires), may during the absence or temporary incapacity of a Returning Officer appoint a substitute to perform the functions of that Returning Officer.
 - (6) A Returning Officer must provide the Guild with an address for the service of notices in writing (which address shall include a postal address, and also an address for electronic communications that is secure from external interference), and a separate address for the deposit of postal votes.

5. Remuneration

The Guild will remunerate the Electoral Commission or Vice Chancellor appointed Returning Officer for all reasonable expenses incurred in conducting an Annual General Election or any other poll, election or referendum requested under these regulations.

6. Responsibilities

The Returning Officer has responsibility to ensure the fair conduct of the Annual General Election and the polls held in conjunction with that election in accordance with Statute Book.

7. Disqualifications

The following persons are disqualified from appointment as Returning Officer:

- (a) a person who is a current member of the Guild Council, Guild Committee or University Council, or has been a member, of the Guild Council, Guild Committee or University Council within the previous five (5) years;
- (b) a person who has been a candidate in the Annual General Election or any other election or poll conducted under these regulations within the last five (5) years;
- (c) a person who is a current employee, or has been an employee, of the Guild or University within previous five (5) years;
- (d) a person who is a member, or has been a member, of a political party registered at Federal or State level within the previous five (5) years; and
- (e) an enrolled student of Curtin University.

8. Resignation

The Returning Officer may resign by lodging a written resignation with the Electoral Commissioner or with the Managing Director, as the case requires.

9. Powers

- (1) Subject to these regulations the Returning Officer has the power to:
 - (a) recruit, engage and appoint Electoral Assistants in the conduct of the elections;
 - (b) make a determination of any word, regulation or other related electoral matter;
 - (c) issue determinations for the fair conduct and administration of any election or in regard to any relevant electoral matter;
 - (d) act on their own motion to prevent a breach or attempted breach of the regulations;
 - (e) delegate to an Electoral Assistant any of the Returning Officer's duties and functions except this power of delegation, subject to any decision of an Electoral Assistant being able to be appealed to the Returning Officer, the decision of the Returning Officer on appeal shall be final;
 - (f) remove any person who wilfully interferes, obstructs or disputes procedures at the poll or count;
 - (g) dismiss or uphold a complaint or appeal in whole or in part;
 - (h) issue orders to rectify a complaint or appeal that is proven;
 - (i) use or authorise the use of electronic systems or facilities, including the internet or wireless, to assist in the conduct of elections at the request or with the consent of the Guild. This encompasses the distribution and receipt of ballot papers and the counting of the votes; and
 - (j) make determinations relating to the distribution of campaign material.
- (2) The Returning Officer in addition to the powers outlined in regulation 9(1) above shall have the following powers in order to remedy election misconduct:
 - (a) To ban a candidate, elector or group from canvassing or campaigning for votes for up to three hours;
 - (b) Following a ban for up to three hours under regulation 9(2)(a), to ban a candidate, elector or group from being within one hundred (100) metres of a polling booth for the period of polling;
 - (c) To reduce the spending limit of a candidate or group for unauthorised material;
 - (d) Refer a candidate to the Election Tribunal/Electoral Commissioner for disqualification;
 - (e) Refer a Group to the Election Tribunal/Electoral Commissioner for the disqualification of that entire Group;

- (f) To refer a candidate or elector to the University for behaviour that may be in breach of *Statute 10 – Student Discipline*;
- (g) In the case of a person campaigning or canvassing for votes when not an enrolled student, to have the person removed by security and the candidate or group for which they are canvassing for votes disciplined under the terms of (a) to (f).

Part 3 - Eligibility to Participate

10. Eligibility

A candidate shall be eligible for election to the Guild Council or Representation Board if they:

- (a) hold the general qualifications listed in Schedule B (1) of the *Student Guild (Guild Council) Regulations 2018*;
- (b) do not hold any of the general disqualifications specified in Schedule B (2) of the *Student Guild (Guild Council) Regulations 2018*; and
- (c) meet the specific qualifications and/or disqualifications applicable to that particular office specified in Schedule B (3) of the *Student Guild (Guild Council) Regulations 2018*.

11. Multiple Nominations

- (1) A person may nominate only for one (1) position that is a member of Guild Council and one (1) position that is a member of the Representation Board.

Example: A person who is eligible could nominate to be a Guild Councillor and the Faculty of Business and Law Representative. However a person could not nominate to be President and Faculty of Business and Law Representative as the President is also a member of the Representation Board.

Example: A person who is eligible could nominate to be a Guild Councillor, the Faculty of Business and Law Representative and a NUS Delegate.

- (2) A person cannot nominate to be Vice President – Activities and a member of the Representation Board.

12. Electors

- (1) To be eligible for enrolment to vote in the Annual General Election a person must be an enrolled student of the University at the Semester Two Census Date.
- (2) For any other election, referendum or poll the roll of electors shall be the eligible voters as of one week after the issue of the notice of that election, referendum or other poll.
- (3) The eligibility to vote in the election of certain positions shall be determined by Schedule B.
- (4) Voting shall be voluntary.
- (5) Electors may vote only once in respect to each position for which they are eligible to vote.

- (6) Electors shall vote in person, unless the elector postal votes in accordance with regulation 13.
- (7) Electors shall present commonly accepted photo identification as determined by the Returning Officer to verify their identity.
- (8) There shall be no right of proxy vote.
- (9) A person's right to vote at an election for which the person is enrolled is not affected by any change in the person's name or by any change in residence if the person continues to be eligible to be enrolled for the election.

13. Postal Voting

- (1) An elector may apply for a postal vote by completing and submitting a postal vote application.
- (2) Any elector may apply for a postal vote for any reason.
- (3) A postal vote application shall be lodged with the Returning Officer before noon on the Tuesday preceding the opening of polling.
- (4) The Returning Officer may correct any minor defects in the postal vote application and may reject any postal vote application that does not meet the requirements of regulation 13 (1) or (2).
- (5) Postal vote applications shall be included with the opening notice of nominations in a Guild publication and be available from Guild Reception.
- (6) The Returning Officer shall, for the purpose of receiving ballot papers in respect of that election, use an address exclusively for that purpose.
- (7) A postal vote packet (**postal election packet**) shall include the following:
 - (a) ballot papers initialled by the Returning Officer or bearing a facsimile of those initials;
 - (b) an envelope marked "Ballot Paper";
 - (c) prepaid express return envelope to the Returning Officer; and
 - (d) The Postal Vote Flyers produced by each Group and Independent candidate in accordance with regulation 21.
- (8) Wherever possible, a postal election packet shall be despatched to electors who have applied for a postal vote on the same day as receipt of the application, and no later than 5:00pm the Tuesday before the opening of the poll.
- (9) Postal votes must be returned to the Returning Officer or lodged at the polling place before close of the poll in order to be included in the count.

14. Provisional Voting

An elector that is unable to present photo identification or does not appear on the electoral roll may make a provisional vote in accordance with the process established by the Returning Officer.

Part 4 - Election Timetable

15. Establishment of Annual General Election

- (1) The Managing Director shall provide notice to the Electoral Commissioner/Vice Chancellor of the Annual General Election by the end of the first semester and this notice shall include:
 - (a) a request to the Electoral Commissioner/Vice Chancellor for appointment of a Returning Officer / Substitute Returning Officer;
 - (b) details of a proposed timetable for the elections; and
 - (c) a current copy of the Guild Statute Book and the regulations for any other polls held in conjunction with the Annual General Election.
- (2) The actual timetable for the election must be both proposed by the Managing Director, and approved by the Returning Officer before it is officially adopted.
- (3) Prior to adopting the election timetable the Managing Director must consult with the Guild President.

16. Deadlines

- (1) The initial electoral roll shall close seven (7) days prior to the opening of nominations and be delivered to the Returning Officer twenty four (24) hours prior to the opening of nominations.
- (2) Nominations shall:
 - (a) open on the date of the official notice inviting nominations in accordance with regulation 15;
 - (b) be open for at least ten (10) teaching days; and
 - (c) close between fourteen (14) and twenty-eight (28) days before polling commences.
- (3) Group registration forms shall be lodged with the Returning Officer by the close of nominations.
- (4) The Returning Officer shall determine by lot the order in which names will appear on the ballot paper (**ballot draw**) for positions for which a poll will be held within three (3) days of the close of nominations (excluding Saturdays or Sundays).
- (5) The final electoral roll shall close following the Semester Two Census Date and shall be delivered to the Returning Officer at least seven (7) days prior to the commencement of polling.
- (6) Ordinary voting for the Annual General Election shall be held over three (3) or four (4) consecutive teaching days in Semester Two following the Semester Two Census Date and the final day of polling shall be a Thursday.

- (7) The results of the poll shall be declared by the Returning Officer on the completion of counting but not later than fourteen (14) days after the close of poll and the declaration of the poll must happen by October 31.

17. Other Polls

- (1) The timetable of other polls held in conjunction with the Annual General Election shall be in accordance with the act, statute, constitution, regulations, rules or by-laws that govern those other polls. In the interests of reducing potential for confusion, every effort shall be made to ensure that key dates and phases of the other polls coincide with the same key dates and phases of the Annual General Election.
- (2) Where the act, statute, constitution, regulations, rules or by-laws that govern those other polls are silent then these regulations shall apply.-
- (3) Where the act, statute, constitution, regulations, rules or by-laws that govern those other polls are inconsistent with these regulations then those act, statute, constitution, regulations, rules or by-laws that govern those other polls shall override these regulations for that other poll only.

18. Delay of Election

- (1) Where:
- (a) a general election for the Parliament of the Commonwealth of Australia or State of Western Australia is called and the dates of that election would cause undue disruption to the Annual General Election, referendum, election or other poll;
 - (b) a natural disaster or other significant disruptive event occurs that would make it unreasonable to conduct the Annual General Election, referendum, election or other poll;
- the Managing Director and Returning Officer may delay polling or extend the nominations period in order to avoid the disruption-.
- (2) This regulation overrides regulation 16 as is necessary to achieve a delay provided that the declaration of the poll must be concluded by October 31 each year and polling must be held on three (3) consecutive teaching days for at least five hours each day and nominations must be open for at least ten (10) consecutive teaching days.
- (3) In the event of the use of this regulation to delay polling or extend nominations notice must be placed upon the Guild website and distributed through an Official Curtin Communication as soon as possible after a decision is made.

Part 5 - Nominations

19. Public Notice

- (1) A public notice inviting nominations shall be placed on the Guild website and through an official university communication at least ten (10) teaching days before nominations are due to close in accordance with the timetable. The Returning Officer may also use any other means they see fit to

advertise the opening of nominations.

- (2) The public notice shall contain:
- (a) details of the nomination deposit, which shall be an amount of \$10;
 - (b) titles and number of vacancies with respect to all offices due for election;
 - (c) the form in which nominations are to be made;
 - (d) the place where nominations may be lodged or posted;
 - (e) the times and dates of the commencement and closure of the period for lodging nominations;
 - (f) eligibility criteria for electors, nominators and candidates;
 - (g) details of the relevant key dates and times of the election timetable (including the times, dates and places for the draw for positions on the ballot paper and, where it applies, the lodgement of Group Registration); and
 - (h) an invitation for interested and eligible persons to nominate.
- (3) The postal vote application shall be displayed concurrently with the public notice of the election.

20. Nominations

- (1) A Nomination shall (**nomination requirements**):
- (a) set out the name, student number, date of birth and the place of residence of the nominee;
 - (b) set out the name, student number and be signed by two (2) Guild Members (**nominators**) in accordance with regulation 20(2);
 - (c) be signed by one witness who has sighted the nominee's Curtin student identification card; This witness must be:
 - (i) either a member of Guild Staff (who is not an enrolled student);
 - (ii) the Returning Officer; or
 - (iii) a Justice of the Peace.

On campuses besides the Bentley Campus, University staff members on that campus act as acceptable witnesses.

- (d) contain a signed statement by the nominee that they consent to act in the position nominated for, if elected;
- (e) contain a signed statement by the nominee that they are qualified to hold office and eligible for the position;

- (f) contain the following statement:
“In nominating for this position, I agree to be bound by the Curtin University Act 1966, the Statute No.4-Student Guild and all the other provisions of the Guild Statute Book, as well as the Guild Code of Conduct and Guild Policy. I further agree to act in the best interests of the Guild and all Guild Members in the performance of my duties”
- (g) include all forms, including forms with the nomination deposit or a receipt for the nomination deposit;
- (h) include a preference for a colour where the candidate is not registering to be part of a Group; and
- (i) be received by the Returning Officer after nominations are publicly invited by notice, but prior to the close of nominations.

(2) Nominators shall:

- (a) be represented by the position that they are nominating a candidate for;
 Example: A man cannot nominate a candidate for Women’s Officer. A Health Sciences student cannot nominate a Humanities Representative.
- (b) be Guild Members; and
- (c) only support the nomination of one (1) candidate per position.
 Example: A person cannot nominate two persons to be President.

- (3) A candidate may nominate another candidate however they must meet the conditions of regulation 20(2) and they cannot nominate themselves.
- (4) Nominations deposits shall be due prior to the close of nominations. Nomination deposits may be paid by a Group Agent for the entire or part of the Group.
- (5) A candidate may provide details of a preferred and common variation of the candidate's name for inclusion on the ballot paper and public notices.

21. Postal Vote Flyer

- (1) Each independent candidate and Group may provide ~~by the printing of the ballot papers,~~ a flyer no larger than a double sided A4 page that is to be included in the postal vote packet (**Postal Vote Flyer**). Flyers not received by the Returning Officer at least three days prior to Postal Voting opening may not be able to be included in the postal vote packet.
- (2) These flyers are to contain information relating to a statement of the candidates/Groups policies and beliefs and shall not mention any other Groups or candidates.
- (3) The flyer may include instructions on how to vote for that candidate or Group.
- (4) The regulations relating to campaign material shall apply to these flyers.
- (5) The flyer must contain information to enable a voter to contact the Group or candidate.

- (6) These flyers are to be produced at the Group/candidates expense and shall be costed against the Group/candidates expenditure limit.

22. Death of a Candidate

For any office:

- (a) if a candidate dies before the declaration of nominations, their name shall not be declared as a candidate and the election shall proceed.
- (b) if the death occurs after the declaration of nominations but before the declaration of the poll, the election for the position which that candidate was contesting shall, by reason of such death, be deemed to have wholly failed.

23. Withdrawals

- (1) A candidate may, withdraw their consent to nomination by a notice signed by them and a witness, that is addressed to and lodged with the Returning Officer.
- (2) Where a withdrawal is received:
 - (a) before the close of nominations that person shall be deemed not to have been nominated.
 - (b) before printing of the public list, the name shall be excluded from the public list.
 - (b)(c) before the ballot draw, the name shall be excluded from the ballot draw.
 - (c)(d) before printing of ballot papers, the name shall be excluded from the ballot paper.
 - (d)(e) after printing of ballot paper, a notice shall be displayed to alert electors in the Polling Place and the candidate shall be excluded from the count.

24. Failed Elections

An election shall fail where:

- (a) no nomination is received for the position by the close of nominations;
- (b) in a multiple vacancy election there are insufficient nominations received and if this occurs the elections shall fail only in respect to the vacancy or vacancies for which a nomination is not received.

25. Defects

The Returning Officer shall:

- (a) accept a nomination which in the Returning Officer's reasonable opinion substantially complies with the nomination requirements;
- (b) reject a nomination if it in the Returning Officer's reasonable opinion does not substantially comply with this nomination requirements and notify the person as soon as possible;

- (c) allow a candidate to alter or correct any minor defect in a nomination form or supplementary information/documents lodged, within twenty four (24) hours of the close of nominations whenever this is possible; and
- (d) where similarity in the names of two or more candidates is likely to cause confusion, alter the names of those candidates or add a description that will distinguish the candidates from one another.

26. Nominations Received

The Returning Officer shall display on the Guild website the public list of candidates for each position and any other relevant details as soon as possible after the close of nominations.

27. Return or Forfeiture of Deposit

- (1) The Returning Officer is to arrange for the nomination deposit to be refunded in full to all candidates declared elected to any Guild office.
- (2) Candidates that are not declared elected shall forfeit their deposit.
- (3) Where a Group Agent pays the deposits of a Group, the deposits shall be refunded to that agent.

Part 6 - Groups

28. Registration of Groups

- (1) Candidates wishing to be grouped must sign a declaration on the Group registration form which provides:
 - (a) consent to the grouping;
 - (b) authorisation for the Group name;
 - (c) authorisation of two Group Agents – a primary and a secondary Group Agent; and
 - (d) the preference of the Group's colour to be made from a list of colours supplied by the Returning Officer.
- (2) Once a colour has been allocated by the Returning Officer, it cannot be changed.
- (3) No candidate may be registered in more than one Group.
- (4) If a candidate does register for more than one Group, they will not be included in any Group.

29. Defects

- (1) The Returning Officer may allow a candidate included in a Group or a Group Agent to correct any minor defect in the Group registration form within twenty four (24) hours after the close of nominations.

- (2) A Group may de-register by notice in writing which is signed by both Group Agents.

30. Withdrawal of Consent

- (1) A candidate who has been included in a Group registration may, before the deadline for Group registrations, withdraw their consent to be included in that Group, by notice in writing signed by the candidate, and a witness, that is lodged with or served upon the Returning Officer.
- (2) Where one or more withdrawals within a Group occurs by the close of nominations but still more than one candidate remains within the Group, the Group registration shall still be valid.
- (3) An authorised Group Agent can withdraw from their position by notice in writing to the Returning Officer that is signed by the Group Agent and a witness. A new Group registration form shall accompany the letter of withdrawal, authorising a new primary and secondary Group Agent.

31. Rejection

A Group name shall not be accepted by the Returning Officer if it:

- (a) comprises either more than seven (7) words or thirty five (35) characters;
- (b) is obscene or in poor taste in the opinion of the Returning Officer;
- (c) is the name or so nearly resembles the name, or an abbreviation or acronym of the name, of another Group name already accepted for the election that it is likely to be confused with or mistaken for that Group or that abbreviation or acronym. The unsuccessful Group must be notified immediately and shall then submit a new Group name to the Returning Officer within twenty four (24) hours. If not, the Returning Officer shall deem that Group unregistered;
- (d) is the name or so nearly resembles the name, or an abbreviation or acronym of the name, of a Group from the previous election and permission for that Groups name has not been granted under regulation 33;
- (e) comprises or contains the words "independent" or "Guild" or "NUS" or an abbreviation of those words; or
- (f) is misleading.

32. Group Agents

- (1) The Returning Officer will maintain a register of Group Agents which shall be reproduced and made available for public inspection at the Guild Office and on the Guild website after the close of nominations.
- (2) A Group can change their Group Agent by providing a new Group registration form, signed by all Group members, to the Returning Officer.
- (3) A Group Agent may not be a Group Agent for more than one Group.
- (4) All of the Group Agents of a Group must be a candidate on that Group.

- (5) Where a candidate is elected unopposed and is a Group Agent, they may continue to be a Group Agent.

33. Group's year to year

- (1) A Group may continue from year to year and shall have reservation on its name and colour from that previous year.
- (2) The continuation of a group shall be by including with the Group registration form a notice signed by the Group Agents from the previous year, or a majority of the candidates on that group from the previous year, consenting to the continuation of the Group.
- (3) Where the Group Agents from the previous year and the majority of the candidates from the previous year both seek to lay separate claims to a Group's name and colour then that name and colour may not be used unless one of those claims is withdrawn.
- (4) If no consent is given for the continuation of a Group then the name and colour of that Group may not be used.

Part 7 - Polling, Material and Equipment

34. Polling Places

- (1) The Returning Officer shall appoint one static polling place for the taking of votes from electors casting votes.
- (2) The Returning Officer shall advertise on the Guild website and through an official university communication, as well as take whatever other steps they consider appropriate and convenient, to give public notice of the location of the polling place and the dates and times of operation and the candidates for election.
- (3) The Returning Officer may appoint special polling places if the Returning Officer deems it to be necessary or desirable following consultation with the Managing Director. The days and hours of operation of the polling at special polling places shall be determined by the Returning Officer.
- (4) The precinct of the polling place shall include the area within a six (6) metre radius of any entrance or exit to a polling place or any other area designated by the Returning Officer.
- (5) Polling hours at the static polling place shall at minimum be from 10:00am to 4:00pm.

35. Electoral Roll

- (1) There shall be two electoral rolls.
 - (a) the initial electoral roll for the purposes of advising eligibility to nominate as a candidate, which sets out a roll of all Guild Members up to the close of rolls in regulation 16(1).
 - (b) the final electoral roll for the purposes of polling, which sets out a roll of all enrolled students up to the close of rolls in regulation 16(5).

- (2) The initial electoral roll must be certified as correct, to the best of their knowledge, by the Managing Director and must be delivered to the Returning Officer twenty-four (24) hours prior to the opening of nominations by the Managing Director.
- (3) The final electoral roll must be certified as correct, to the best of their knowledge, by the Managing Director and must be delivered to the Returning Officer seven (7) days prior to the commencement of polling by the Managing Director.
- (4) Alterations to the roll may be made at any time by the Returning Officer if that officer is satisfied that an error exists.
- (5) The electoral rolls may be inspected when they are available by any candidate or scrutineer under supervision of, and at the convenience of the Returning Officer.

36. Ballot Papers

- (1) The Returning Officer shall make special provisions for the preservation of the following items in safe custody. They shall be respectively placed in separate containers, each endorsed with the name of the Guild and the office to which the election relates (if applicable), and shall be sealed, signed and dated by the Returning Officer:
 - (a) all nomination papers;
 - (b) all ballot papers admitted by the Returning Officer as formal;
 - (c) all ballot papers rejected by the Returning Officer as informal;
 - (d) all declaration envelopes, whether formal or informal;
 - (e) all postal votes received after the close of the ballot;
 - (f) the marked electoral roll showing electors that have recorded a vote; and
 - (g) unused ballot papers, declaration envelopes and other relevant documents prepared in connection with the election.
- (2) Ballot papers, declaration envelopes (admitted and rejected), the electoral rolls and any other material may not be destroyed until a year has elapsed after the poll has been declared.
- (3) The Returning Officer is responsible for the format and production of the ballot papers provided that:
 - (a) the order of names that appear on the ballot paper is decided by lot; and
 - (b) a candidate in a Group shall have the Group name displayed with the candidate's name.

Part 8 - Campaign Material

37. Authorisation

- (1) Campaign material shall:
 - (a) include the name and address of the candidate or Group Agent authorising the material and where printed must include the name and address of the printer of the material;
 - (b) be printed in the colour, as allocated by the Returning Officer. Should there be competing claims on any colour, the colour shall be determined by lot by the Returning Officer except when reserved under regulation 33;
 - (c) Not be distributed unless ~~authorised~~approved by the Returning Officer. A copy of the proposed material, a statement containing the proposed manner and time of distribution and the amount of material to be distributed shall be submitted to the Returning Officer for consideration;
 - (d) be produced through a printing facility nominated by the Managing Director for the Annual General Elections if it is printed on paper; and
 - (e) be prepared at the candidates or Group's own expense and costed in accordance with regulation 39.
- (2) A copy of the proposed material, a statement containing the proposed manner and time of distribution and the amount of material to be distributed shall be submitted to the Returning Officer for consideration and authorisation.
- (3) While a social media page or website is required to be authorised by the Returning Officer initially, materials uploaded to a social media page or website for a candidate or group including any personal page shall be considered automatically approved. A person who is concerned that the material posted may be in contravention of these regulations must contact the Returning Officer. The Returning Officer may direct the candidate or Group to remove the material.

38. Prohibited Material

- (1) The Returning Officer may refuse authorisation to proposed material that in the Returning Officers reasonable opinion may constitute prohibited campaign material or an attempt in some way to circumvent the spirit of a costing allocation. A decision by the Returning Officer to authorise or refuse to authorise proposed material is final.
- (2) Prohibited campaign material includes material which is, in the reasonable opinion of the Returning Officer, mischievous, misleading, malicious, oppressive, defamatory, obscene or in poor taste or illegal under Commonwealth or State legislation.
- (3) The list of costing under regulation 39 may declare certain forms of campaign material to be prohibited. This list of costing may also declare certain social media sites to be places where campaign material is prohibited.
- (4) The content of campaign material must not be in breach of the *Land and Traffic By-laws 2008 (or any replacement of those By-Laws)*.
- (5) The Returning Officer shall provide a reason for refusal of authorisation.

- (6) Any unauthorised material that has been distributed or material distributed in an unauthorised manner shall be confiscated by the Returning Officer, and a copy of the material is to be kept.
- (7) An independent candidate cannot claim to be part of a Group or give the appearance that they are part of a Group including with other independent candidates. Likewise a Group cannot claim that an independent candidate is part of their Group.
- (8) How-to-vote (that is material that seeks to instruct electors how to cast their vote) must:
 - (a) not instruct electors to vote informally; and
 - (b) indicate at least one first preference for every position up for election.

39. Costing

- (1) For the purposes of this regulation:
 - (a) candidate shall mean a candidate running in any, multiple or all elections conducted at the same time and for the purposes of regulation 39 (4) and (5) a candidate shall only count as one (1) candidate regardless of the number of positions they have nominated for; and
 - (b) where multiple elections are being conducted at the same time, materials for all elections shall be costed together as if they were a single election.
- (2) Candidates shall prepare campaign material at their own expense, and in preparing the campaign material, shall not exceed the limits set out in these regulations.
- (3) The Returning Officer shall issue all candidates a memorandum of costing procedures approved by the Managing Director for assessing expenditure and maintain a statement of expenditure for each candidate not in a Group and each Group.
- (4) If the Returning Officer is satisfied on the balance of probabilities that campaign material was prepared by others for use of a candidate and used for election purposes, the Returning Officer may assess the value of the campaign material so used, and add this to the amount expended indirectly by the candidate on campaign material.
- (5) Candidates in a Group may apportion the cost of Group campaign material amongst any or all candidates in their Group at \$50.00 per candidate with a maximum Group limit set at \$2000.00.
- (6) A candidate not in a Group shall have a limit of \$200.00 to spend on campaign material.

40. Display and Distribution

- (1) Campaign material may only be distributed in prescribed areas as defined by the Returning Officer on the advice of the Managing Director on University grounds.
- (2) No person other than the Returning Officer and Electoral Assistants shall remove, obstruct, alter or deface affixed campaign material within the prescribed areas.
- (3) No campaign material is to be distributed until 12:00am (midnight) on the Monday of the week prior to the commencement of polling.

- (4) Campaign material or canvassing for votes must not occur in a way that is inconsistent with the *Land and Traffic By-laws 2008 (or any replacement of those By-Laws)*.
- (5) Campaign material shall not be permitted inside bathrooms on the University grounds.
- (6) Campaign material shall only be distributed by enrolled students of Curtin University.
- (7) Where requested by the Returning Officer or and Electoral Assistant a person who is distributing campaign material or otherwise canvassing for votes must produce the Curtin Student Identification Card. Where that person is unable to produce the Curtin Student Identification Card they shall not be permitted to distribute campaign material or otherwise canvass for votes until they can produce their Curtin Student Identification Card.

Part 9 - Counting and Declaration of the Poll

41. General

- (1) The Returning Officer shall appoint the location and times of counting of votes.
- (2) Votes shall be counted in accordance with the rules of Optional Proportional Representation as outlined in Schedule A.
- (3) The counts for various elections will be conducted in the order determined by the Returning Officer however the count for the office of President shall always occur first.
- (4) The formality and informality of votes shall be determined ultimately by the Returning Officer having regard to the guidelines produced by the Western Australian Electoral Commission.
- (5) The Returning Officer may at their discretion adjourn the count, for continuation as soon as practical.

42. Validity of Result

An election is not invalid because of any:

- (a) delay, error or defect of a procedural nature if the delay, error or defect does not affect the result of the election;
- (b) omission, error or defect in the appointment or authorisation of the Returning Officer;
- (c) formal error or defect in any declaration or other instrument, or in any publication made under these regulations or intended to be so made;
- (d) publication made under these regulations being out of date; or
- (e) actions, including any fraudulent actions, of a scrutineer that do not affect the results of the election.

43. Unopposed Elections

Where, at the close of nominations, the number of candidates for an election is equal to or less than the number of vacancies to be filled at the election, the respective candidates are declared elected.

44. Notification

The Returning Officer shall:

- (a) declare the poll by providing public notice on the Guild website and through an official university communication at the completion of counting;
- (b) provide to the Guild through the Managing Director the contact details of each successful candidate;
- (c) provide a certificate to all the successful candidates declaring the election results; and
- (d) lodge a report with the Guild Council through the Managing Director by the commencement of the next term of the Guild Council.

45. Scrutineers

- (1) A candidate, Group Agent or the Guild President may appoint a Scrutineer by completing the form prescribed by the Returning Officer.
- (2) Scrutineers shall be allowed to attend the counting of the votes, with the following conditions that they:
 - (a) do not obstruct the counting of the votes;
 - (b) may question the formality of a vote, but ultimately must accept the Returning Officer's decision as to whether the vote is formal or informal, as stated in regulation 40(3);
 - (c) do not touch any voting material, including discarded or valid ballots papers;
 - (d) do not attempt to defraud or influence the counting of the votes;
 - (e) shall report any suspected fraudulent activity of other scrutineers to the Returning Officer; and
 - (f) may be removed at any time by the Returning Officer if they breach any of these conditions or if their behaviour is considered to be inappropriate by the Returning Officer.

Part 10 - Appeals

46. Applicability

- (1) The Election Tribunal established by Part 3 of the *Student Guild (Tribunal) Regulations 2018* shall be the means of appealing the Annual General Election or any other poll, election or referendum conducted under these regulations except for polls, elections or referendums in which the

Returning Officer is appointed by the Electoral Commissioner.

- (2) For any poll, election or referendum conducted under these regulations for which the Returning Officer is appointed by the Electoral Commissioner, the Electoral Commissioner shall perform the function of an Election Tribunal in accordance with any procedures that the Electoral Commissioner may determine, and shall not be bound by the regulations governing the election tribunal.
- (3) In determining appeals the Electoral Commissioner shall have all the powers empowered to the Election Tribunal.
- (4) An appeal may be submitted at any time following the opening of nominations but must be lodged no later than 5:00pm seven (7) days following the declaration of the poll unless extended by the Electoral Commissioner.

Part 11 - Referenda

47. General

Unless expressed to the contrary in this section, Regulations applying to an Annual General Election shall also apply to a referendum in so far as they are appropriate and practical.

48. Calling of Referenda

- (1) The Guild Council may call a referendum by resolution passed by an absolute majority.
- (2) The proposed question of a referendum must be consistent with the Guild Statute Book and the functions of the Guild as outlined in *Statute No.4-Student Guild*.
- (3) Where the Managing Director receives a requisition signed by not less than ten percent (10%) of all Guild Members, then they must call a referendum.
- (4) The question at the referendum must be a question that has the responses of either "yes" or "no"

49. Requisitions

- (1) A requisition by Guild Members shall be lodged with the Managing Director and shall state the exact wording of the motion or question for which the referendum is to be called.
- (2) A requisition must be in the form of a petition, with the name, student number and signature of each Guild Member signing the requisition, legible and clearly displayed.
- (3) Each page of the requisition petition must clearly state the proposed referendum question
- (4) The requisition shall also stipulate whether the referendum shall be put to all Guild Members, or to all enrolled students.
- (5) All the signatures in a requisition must be collected within fourteen (14) days of the commencement of the petition.

50. Campaign Material

- (1) Campaign material shall not be distributed unless it is authorised by the Returning Officer. Part 8 of these regulations shall be applicable to campaign material for a referendum in so far as they are appropriate and practical, except that there shall be no limit on expenditure for campaign material.
- (2) Without limiting the generality of regulation 49(1):
 - (a) the Returning Officer shall prescribe a colour for each of the Yes and No campaign materials.
 - (b) the Returning Officer shall allow Postal Vote Flyers to be included in postal votes for the referendum. Provided that:
 - (i) authors of the Postal Vote Flyer shall be eligible electors;
 - (ii) the person who proposed the referendum shall be the author of one of the Postal Vote Flyers; and
 - (iii) the opposite statement to (ii) shall be written by a person selected by Guild Council or in absence of such a selection, interested persons and where more than one person is interested the author shall be determined by lot.
 - (c) the authors of the Postal Vote Flyers under regulation 50(2)(b) shall be the group agents for the purposes of the Yes and No campaigns.

51. Limitation

A referendum on a particular issue may only be called for once in a twelve month period.

52. Timetable

- (1) The Returning Officer shall advertise the holding of a referendum by any other means as they deem appropriate, but shall include the display of a public notice (**referendum notice**) on the Official Guild Noticeboard and by Official Curtin Communication at least four (4) weeks prior to the referendum.
- (2) Where a referendum is to be held in conjunction with an Annual General Election, the polling dates and times shall be identical to those set for the Annual General Election.
- (3) Where a referendum is not held in conjunction with an Annual General Election, the last day for polling shall be no later than four (4) weeks after the date of the referendum notice.
- (4) Where a referendum is not held in conjunction with an Annual General Election, the electoral roll shall close at 5:00pm seven (7) days after the date of the referendum notice.
- (5) The poll for a referendum shall be declared by the Returning Officer on the completion of counting but not later than thirty (30) days after the close of the poll.

53. Result

- (1) The proposal shall be approved if votes in favour of the proposal are greater than those not in favour.
- (2) The proposal shall not be approved if the votes not in favour are greater than those in favour.
- (3) In the event of a tie the proposal shall be lost.
- (4) Any member of Guild Council or the Group Agents for the Yes and No campaigns may appoint a scrutineer for the counting of the referendum ballots.

54. Effects

The results of the referendum shall be binding on the Guild Council.

Schedule A

Rules of Optional Proportional Representation

- (1) Each vote shall indicate an order of preference amongst some or all of the candidates.
- (2) Informal votes shall be set aside and discarded.
- (3) Where candidates are not eligible to be elected, counting shall proceed as if that candidate's name did not appear on the ballot paper. All votes cast in favour of the candidate shall immediately be allocated to the candidate next in the order of the voter's preference. Such allocation shall not be considered a transfer.
- (4) A quota shall be calculated by dividing the number of formal ballot papers cast by one more than the number of candidates to be elected then (disregarding any remainder) adding one.
- (5) Each ballot paper shall first be given a value of one and shall be allocated to the candidate first in the voter's order of preference.
- (6) Any candidate who achieves a total value of ballot papers greater than or equal to the quota shall be declared elected.
- (7) Where a candidate achieves a total value greater than the quota then all those ballot papers which caused the last increase in the total value of ballot papers for that candidate shall be reallocated to the candidate next in the voter's order of preference. The remaining ballot papers shall be set aside as finally dealt with.
- (8) A transfer value shall be calculated by taking the amount by which the total value exceeds the quota and dividing by the number of ballot papers to be reallocated.
- (9) The number of such reallocated ballot papers shall be counted for each candidate and shall be multiplied by the transfer value and this amount shall then be added to the total value of votes received by that candidate.
- (10) Where after the allocation or a reallocation more than one candidate achieves a total value greater than the quota then the ballot papers of the candidate with the highest total value shall be dealt with first provided that if any candidate is declared elected after an allocation or reallocation previous to that at which another candidate is declared elected then the ballot papers of the former shall be dealt with first.
- (11) If two or more candidates are declared elected with the same total value, for the purpose of (10) above, the ballot papers of the candidate who achieved a higher total value at the most recent allocation or reallocation at which the candidates had an unequal total value shall be dealt with first. If this procedure fails to differentiate between two or more candidates, the Returning Officer shall determine the matter by lot.
- (12) When all reallocations of ballot papers of elected candidates have been completed, subject to (14), the candidate with the lowest total, value shall be eliminated. The ballot papers allocated to the eliminated candidate shall be reallocated to the candidate next in the voter's order of preference and shall have a transfer value of one. The ballot papers that had been reallocated to the eliminated candidate shall then be again reallocated to the candidate next in the voter's order of

preference in the order in which and at the transfer value at which the eliminated candidate had been reallocated to them. The reallocations of each of these groups of ballot papers shall be considered as separate reallocations. Such series of reallocations shall be completed notwithstanding that one or more candidates are declared elected as a result of one of these reallocations.

- (13) If two or more candidates have an equal total value and any one of them must be eliminated that candidate who achieved the lower total value at the most recent allocation or reallocation at which the candidates had an unequal total value shall be eliminated. If this procedure fails to differentiate between two or more candidates the Returning Officer shall determine the matter by lot.
- (14) The process of elimination shall continue until the required number of candidates have been declared elected or until all the candidates, except the number required to be elected, have been eliminated whereupon the remaining candidates who have not already been declared elected shall be declared elected.

Affirmative Action

- (15) Where it is required that in an election for more than one vacancy that a certain number of ~~women~~ under-represented candidates (e.g. people not identifying as men) be elected this process applies in addition to (1) to (14). This process is considered Affirmative Action (AA).
- (16) Where the number of ~~AA candidates~~women nominated is less than the number of AA candidates~~women~~ to be elected then any AA women candidates shall be elected unopposed and the remaining positions for ~~AA candidates~~women shall be left vacant. The Guild Council will appoint eligible AA candidates~~women~~ to those positions in accordance with the *Student Guild (Guild Council) Regulations 2018* and Guild by-laws.
- (17) Where the number of ~~AA candidates~~women nominated is equal to the number of AA candidates~~women~~ to be elected then those AA candidates~~women~~ shall be elected unopposed and the remaining positions shall be up for election.
- (18) Where the number of ~~AA candidates~~women nominated is greater than the number of AA candidates~~women~~ to be elected then an election shall be held as normal and affirmative action shall apply in the count.
- (19) For a count where affirmative action may apply the count shall be conducted as normal as outlined in (1) to (14) in order to give the opportunity for candidates to be elected in their own right first.
- (20) Where the result of the count conducted under (1) to (14) does not meet the requirements of affirmative action then the count shall go back each step of the count until the last possible step of the count at which the affirmative action requirements could have been met.

Example: In the election of six (6) Guild Councillors where at least three (3) of those elected shall ~~be women~~not identify as men Step 16 of the count was the point at which a fourth man would have been elected in the place of a third ~~woman~~person not identifying as a man.
- (21) At the step of the count identified in accordance with (20):
 - (a) all candidates that meet the affirmative action requirement that have been eliminated are to be reinstated into the count with 0 votes.

- (b) all candidates not yet having achieved the quota that do not meet the affirmative action requirement are to be eliminated from the count as they are ineligible to be elected and their votes distributed as outlined in (1) to (14) starting with the eliminated candidate with the greatest number of votes.

Schedule B

Election Franchise

Electors must meet the following qualifications to vote in certain elections:

President

Any enrolled student may vote in an election for the office of President.

Vice President - Education

Any enrolled student may vote in an election for the office of Vice President - Education.

Vice President – Activities

Any enrolled student may vote in an election for the office of Vice President - Activities.

Guild Councillor

Any enrolled student may vote in an election for the office of Guild Councillor.

Faculty of Business and Law Representative

Any enrolled student may vote in an election for the office of Faculty of Business and Law Representative.

Faculty of Science and Engineering Representative

Any enrolled student may vote in an election for the office of Faculty of Science and Engineering Representative.

Faculty of Health Sciences Representative

Any enrolled student may vote in an election for the office of Faculty of Health Sciences Representative.

Faculty of Humanities Representative

Any enrolled student may vote in an election for the office of Faculty of Humanities Representative.

First Nations/Indigenous Officer

Only enrolled students who are First Nations/indigenous may vote in an election for the office of Indigenous/First Nations Officer

International Students Committee President

Any enrolled student may vote in an election for the office of International Students Committee President.

Postgraduate Students Committee President

Any enrolled student may vote in an election for the office of Postgraduate Students Committee President.

Queer Officer

Only enrolled students who do identify as queer may vote in an election for the office of Queer Officer

Women's Officer

Only enrolled students who ~~are women~~ do not identify as men may vote in an election for the office of Women's Officer.

~~*Students with Disabilities*~~ *Accessibility* Officer

Any enrolled student may vote in an election for the office of ~~Students with Disabilities~~ Accessibility Officer.

Ordinary Representation Board Member

Any enrolled student may vote in an election for the office of Ordinary Representation Board Member.

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD (GUILD COUNCIL) REGULATIONS 2018

The following regulations were made by the Guild Council under section 10(1) of *Statute No.4-Student Guild* and approved by the Council of the University under the same section.

These regulations prior to their approval followed all the procedures outlined in the *Student Guild Rules* and Guild regulations regarding the process for their approval.

We state that in accordance with section 17 of *Statute No.4-Student Guild* that these regulations were duly approved by the Council of the University.

Signed

 President of the Student Guild

 Administrative Secretary of the University

On the day of

Made/Amended/Revoked	Date	Guild Council Resolution No.	University Council Resolution No.
Made		GC R#57/2018	C R#xxx/2018

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD (GUILD COUNCIL) REGULATIONS 2018

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STUDENT GUILD OF CURTIN UNIVERSITY

STUDENT GUILD (GUILD COUNCIL) REGULATIONS 2018

The following regulations are made by the Guild Council under section 10(1) of *Statute No.4-Student Guild* and approved by the Council of the University in accordance with the *Student Guild Rules*.

Part 1 - Preliminary

1. Citation

These are the *Student Guild (Guild Council) Regulations 2018*.

2. Commencement

(1) These regulations shall commence:

- (a) on 1 November 2018; or
- (b) the day after they are approved by the University Council;

whichever is the later.

(2) Upon the commencement of these regulations Parts 3, 4, 5, 6, Schedule B and Schedule C of the *Guild Regulations – Division One* and Schedule C of the *Guild Regulations – Division Two* are repealed.

(3) Transitional provisions relating to these regulations may be found in the *Student Guild (Transitional Provisions) Regulations 2018*.

3. Terms Used

(1) The terms used in section 4 of *Statute No.4-Student Guild* shall apply to these regulations.

Note: Section 4 of *Statute No.4-Student Guild* states –

In this Statute –

absolute majority, in relation to a meeting of the Guild Council, means a majority of all the members of the Guild Council for the time being holding office, regardless of the number attending the meeting of the Guild Council (and, for the avoidance of doubt, no casting vote is to be counted);

Act means the Curtin University Act 1966;

general meeting of the Guild means an annual general meeting of the Guild or a special general meeting of the Guild;

Guild means the Student Guild established by section 44 of the Act upon the making of the original Statute No. 4 on 14 January 1969;

Guild Council means the governing body of the Guild as described in section 9;

Guild financial year means the year commencing on 1 January;

Guild regulations means regulations made by the Guild under section 10;

Guild by-laws means by-laws made by the Guild under the Guild regulations;

Officer means a person who -

(a) is a member of the Guild;

(b) is a member of the Guild Council or holds any other Guild position as a result of being elected or appointed to that position in accordance with the Guild regulations; and

(c) is not an employee of the Guild;

President means the president of the Guild;

Previous Statute No. 4 means Statute No. 4 – Student Guild, published in the Government Gazette on 18 December 1981;

rules means rules made under this Statute;

Secretary means the secretary of the Guild;

student society means a club, society or association that -

(a) exists for enrolled students to further their interests; and

(b) is registered with the Guild in accordance with the Guild regulations; and

University Council means the Council of the University under the Act..

(2) For the purposes of these regulations, unless the contrary intention appears:

Annual General Election has the same meaning as in regulation 3 of the *Student Guild (Election and Referenda) Regulations 2018*.

Appeals Tribunal means the tribunal established pursuant to Part 5 of the *Student Guild (Tribunal) Regulations 2018*.

appointment means a ballot conducted by Guild Council or another body for the selection of a person or persons to fill a position or positions that the Guild Council requires to be filled.

[Award Course has the same meaning as in Curtin University Statute 12 and Enrolment Rules \(General\)](#)

casual means a person employed by the Guild and whose pay includes a casual loading, but does not include staff or Officers.

chair means the person who leads and maintains order in the meeting.

code of conduct means the Guild code of conduct adopted by the Guild Council in accordance with section 15 of *Statute No.4-Student Guild*.

day means any twenty-four (24) hour period and includes public holidays, University holidays and weekends.

disability has the meaning given to it in section 4 of the *Disability Discrimination Act 1992* (Cth) and **disabled** has a corresponding meaning.

Discipline Tribunal means the tribunal established pursuant to Part 2 of the *Student Guild (Tribunal) Regulations 2018*.

election means a ballot conducted by the Guild from amongst enrolled students (or a group thereof) to:

(a) choose the members of the next Guild Council or Representation Board;

- (b) choose delegates to conferences of any organisation that the Guild may be affiliated to or a member of; or
- (c) determine the filling of any other position by resolution of Guild Council.

employee(s) means all staff and casuals.

enrolled student is a person who is enrolled in one or more units at Curtin University.

Executive Officers mean the President, Vice President - Education, Vice President - Activities and ~~General~~ Secretary.

Faculty Representatives mean the Faculty of Business and Law Representative, Faculty of Science and Engineering Representative, Faculty of Health Science Representative and Faculty of Humanities Representative.

Guild Committee means a committee of the Guild Council established by the Guild Council or these regulations.

Guild Member has the same meaning as in regulation 3(2) of the *Student Guild (Administration) Regulations 2018*.

Guild Statute Book means the statute book of the Guild established under section 17 of *Statute No.4-Student Guild* and regulation 26 of the *Student Guild (Administration) Regulations 2018*.

Indigenous First Nations means people who are descended from the people who lived in Australia and the Torres Strait Islands prior to European colonisation. In using the term, the diverse, rich cultures of Aboriginal and Torres Strait Islander peoples are recognised ~~Australian Aboriginal or Torres Strait Islander.~~

international student means an enrolled student that is not a Citizen of the Commonwealth of Australia.

leave of absence means a period of absence from the meetings of a body for a specified period and stated purpose notified in advance to the chair and minute taker, and approved by that body.

majority means at least fifty percent plus one (50%+1), excluding any decimal.

policy means policy adopted by the Guild Council in accordance with the Guild by-laws.

postgraduate student means an enrolled student who is undertaking a degree designated by the University as a postgraduate degree.

queer means a person who does not identify as cisgender and/or heterosexual.

questioning means the questioning of one's sexual preference or gender identity.

Remuneration Tribunal means the tribunal established pursuant to Part 4 of the *Student Guild (Tribunal) Regulations 2018*.

simple majority means a majority where the number of votes for is greater than the number of votes against.

special majority means a two thirds (2/3) majority of all of the members of the relevant body for the time being holding office, regardless of the number attending the meeting.

staff means all permanent and non-permanent full time, part time and fixed term employees of the Guild, but does not include casuals or Officers.

these regulations means *Student Guild (Guild Council) Regulations 2018*.

undergraduate student means an enrolled student who is undertaking a degree designated by the University as an undergraduate degree.

week means any seven (7) day period.

woman includes a person who identifies as a woman.

- (3) Further definitions may be found in the Act or *Statute No.2-Interpretation*.

Part 2 - Guild Council

4. Membership

- (1) Pursuant to section 9 of *Statute No.4-Student Guild* the affairs of the Guild shall be managed by a governing authority known as Guild Council.
- (2) The Guild Council shall consist of the following members:
- (a) President;
 - (b) the person who, should they not be a member of the Guild Council at the time of their appointment as Secretary, is appointed Secretary under regulation 29(4);
 - (c) Vice President - Education;
 - (d) Vice President - Activities;
 - (e) Twelve (12) Guild Councillors (~~at least six (6)~~ a minimum number of whom shall ~~be not~~ identify as women with the number being as specified in the *Student Guild By-Laws 2018*); and
 - (f) the person who, should they not be a member of the Guild Council at the time of their appointment as Chair of the Representation Board, is appointed Chair of the Representation Board under regulation 18;
- (3) The following people shall be standing invites to any meeting of the Guild Council:
- (a) Immediate Past President.
 - (b) Managing Director; and
 - (c) Minute Secretary.

5. Quorum

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).

6. Meetings

- (1) Guild Council shall meet regularly for the dispatch of its business, at such intervals as it may from time to time determine, and shall record all resolutions and proceedings in a minute book provided for that purpose.
- (2) The Guild Council shall prescribe in the Guild by-laws the process for the appointment of a Minute Secretary who shall take minutes at meetings of the Guild Council.
- (3) The Guild Council shall meet at least once every two (2) months.
- (4) A special meeting of the Guild Council may be called by the President or Secretary of their own volition, or by the Chair of Guild Council on receipt of a requisition from four (4) of the members of the Guild Council.
- (5) For the purposes of regulation 13(1), a minute book may be kept or prepared by recording or storing the matters concerned by means of a mechanical, electronic or other device.

7. Voting

- (1) Each member of the Guild Council or Guild Committee is entitled to vote on motions at meetings of Guild Council or Guild Committee, except standing invites and the chair. The chair shall have a casting vote only.
- (2) No member of the Guild Council or a Guild Committee shall have more than one (1) vote, irrespective of how many positions a member holds on the Guild Council or Guild Committee.
- (3) A motion is carried by a simple majority, excepting where an absolute majority or special majority is required by the Guild Statute Book. In the event of an equality of votes, the chair shall have a casting vote. In the event of the absence of the chair and an equality of votes occurs, the motion shall be lost.
- (4) Only members of Guild Council or a Guild Committee may move or second motions or otherwise participate in meetings of Guild Council or a Guild Committee. Persons who are standing invites to shall be accorded speaking rights only.
- (5) The Guild Council shall make Guild by-laws regarding the standing orders (**Standing Orders**) of Guild Council, Guild Committee and General Meetings.

8. Attendance

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:

- (a) apology to the chair or minute taker prior to the meeting; or
- (b) request to the chair for a leave of absence stating the dates and purpose of that leave.

9. Validity of Proceedings

No proceeding of the Guild Council or any Guild Committee shall be invalidated solely by:

- (a) reason of any defect in the election or appointment of any of its members;
- (b) reason of there being any vacancy in its membership at the time of such proceedings; or
- (c) reason of any person having failed to receive due notice of meeting.

10. First Meeting

- (1) A meeting of the incoming Guild Council shall be held as soon as practicable following 1 December each year.
- (2) At least fourteen (14) days' notice of the first meeting shall be given in writing to each member of the incoming Guild Council.
- (3) At its first meeting each year, Guild Council shall:
 - (a) fill any vacancies in its membership;
 - (b) make the following appointments from amongst the eligible members of Guild Council and members of the Guild;
 - (i) Secretary;
 - (ii) Chair of Guild Council;
 - (iii) Deputy Chair of Guild Council;
 - (iv) appointees to Guild Committees; and
 - (v) any other appointments that are required to be made.
- (4) The incoming Guild Council may only resolve those matters prescribed in regulation 10(3) at its first meeting.
- (5) The Standing Orders may otherwise prescribe matters related to the conduct of the first meeting.

11. Appointments

- (1) Guild Council and any Guild Committee shall make such appointments at such times as are specified in the Guild Statute Book, or as otherwise required.

- (2) Guild Council shall prescribe in the Guild by-laws the process governing appointments (including appointments to University Boards and Committees) provided:
 - (a) that where any ballot is required it shall be a secret ballot counted using the Optional Proportional Representation voting system as described in Schedule A of the *Student Guild (Election and Referenda) Regulations 2018*; and
 - (b) for the purposes of any such ballot of the Guild Council or Guild Committee the Minute Secretary shall be the Returning Officer.

12. Making of Guild Regulations

Prior to making a Resolution to make, amend or revoke Guild regulations in accordance with rule 10 of the *Student Guild Rules* the following must occur:

- (a) a proposal to make, amend or revoke Guild regulations must be presented to the Guild Council, the proposal shall specify fully the nature of the proposed change but need not specify verbatim the text of the proposed regulation.
- (b) should the proposal be passed under regulation 12(1)(a) the proposal shall be considered by the Legal Committee which must report by the next meeting of the Guild Council with a draft of the proposed regulation to the Guild regulations.
- (c) following the receipt of the draft of the proposed regulation based upon the proposal passed by the Guild Council, the Guild Council may make a Resolution to make, amend or revoke the Guild regulations in accordance with rule 10 of the *Student Guild Rules*.

13. Making of Guild By-Laws

- (1) The Guild Council has the power to make, amend or revoke Guild by-laws pursuant to section 10(2) of *Statute No.4-Student Guild*.
- (2) Guild by-laws are to be made, amended or revoked in accordance with the following procedure –
 - (a) a proposal to make, amend or revoke Guild by-laws must be presented to the Guild Council, the proposal shall specify fully the nature of the proposed change but need not specify verbatim the text of the proposed by-law.
 - (b) the proposal shall be published on the Guild website advising Guild Members of the intention of the Guild Council to change the Guild by-laws and inviting Guild Members to attend the meeting of the Guild Council where the final proposal to make, amend or revoke the Guild by-laws will be considered.
 - (c) should the proposal be passed under regulation 13(2)(a) the proposal shall be considered by the Legal Committee which must report by the next meeting of the Guild Council with a draft of the proposed by-law.
 - (d) following the receipt of the draft of the proposed by-law based upon the proposal passed by the Guild Council, the Guild Council by a resolution passed by an absolute majority may make, amend or revoke Guild by-laws.
- (3) All Guild by-laws shall be consistent with the Guild regulations and if a conflict occurs, the Guild regulations shall take precedence.

- (4) No- Guild by-law, or the alteration or repeal of any- Guild by-law, shall have any force or effect until recorded upon the Guild Statute Book in accordance with the provisions of *Statute No.4-Student Guild*.

14. Delegations

- (1) The Guild Council's power of delegation is outlined in section 11 of *Statute No.4-Student Guild*.

Note: Section 11 of Statute No.4-Student Guild states –

- (1) The Guild Council may, by resolution passed by an absolute majority, delegate any of its functions except –
- (a) this power of delegation;
 - (b) the power to make, amend or revoke Guild regulations or Guild by-laws; or
 - (c) such other matters as are prescribed in the Guild regulations, to a committee of the Guild Council, to an Officer or to a Guild employee.
- (2) The Guild Council may, by resolution passed by an absolute majority, revoke a delegation given under this section.
- (3) A resolution delegating a function may authorise the delegate to further delegate the delegated function to a committee of the Guild Council, to an Officer or to a Guild employee.
- (4) A subdelegation under this section must be in writing.
- (5) The Interpretation Act 1984 sections 58 and 59 apply to and in relation to a subdelegation under this section in the same way that they apply to and in relation to a delegation given under this section.
- (6) The Guild Council must establish and maintain a register of all delegations made under section 11(1).
- (2) The Guild Council shall not delegate any matter that requires a resolution passed by an absolute majority or special majority of the Guild Council.

15. Immediate Past President

- (1) The Immediate Past President shall be a standing invite to meetings of Guild Council;
- (2) The Immediate Past President shall be the person who last held the office of President (excluding any Acting President).
- (3) When that person ceases to be the Immediate Past President their standing invite to Guild Council shall cease unless they hold another position on the Guild Council.

Part 3 – Representation Board

16. Representation Board

- (1) There shall be a Representation Board that shall be a committee of the Guild Council (**Representation Board**). The Representation Board shall consist of the following members:
- (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~~First Nations Officer;
 - (l) ~~Students with Disabilities~~Accessibility Officer; and
 - (m) Six (6) Ordinary Representation Board Members (~~at least three (3)~~a minimum number of whom shall ~~be women~~not identify as men with the number being as specified in the *Student Guild By-Laws 2018*).
- (2) The Representation Board shall appoint one of its members that is not an Executive Officer as the Chair of the Representation Board.
- (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.
- (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 16(4) 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.

17. Committees of the Representation Board

- (1) The Representation Board shall establish an International Students Committee, Postgraduate Students Committee and such other committees it deems necessary to fulfil its functions.
- (2) In establishing a committee the Representation Board with the approval of the Guild Council may create such other offices necessary for the functioning of these committees.

18. Chair of the Representation Board

- (1) The Representation Board shall appoint the Chair of the Representation Board in accordance with the Guild by-laws.
- (2) The Chair of Representation Board shall be a member of the Representation Board that is not an Executive Officer.

- (3) The Chair of the Representation Board shall chair the meetings of the Representation Board.
- (4) If the Chair of the Representation Board is not present at the meeting of the Representation Board, the meeting shall appoint a member to chair that Representation Board meeting.
- (5) If the position of the Chair of Representation Board becomes vacant, then it shall be filled in accordance with the Guild by-laws.
- (6) The Chair of Representation Board may be removed from the office of Chair of Representation Board by a motion of no confidence in accordance with the Standing Orders.
- (7) The Chair of Representation Board shall receive such remuneration as determined by the Remuneration Tribunal.

19. First Meeting

- (1) A meeting of the incoming Representation Board shall be held as soon as practicable following 1 December each year.
- (2) At least fourteen (14) days' notice of the first meeting shall be given in writing to each member of the incoming Representation Board.
- (3) At its first meeting each year, Representation Board shall:
 - (a) fill any vacancies in its membership;
 - (b) make the following appointments from amongst the eligible members of Representation Board and members of the Guild;
 - (i) Chair of the Representation Board;
 - (ii) appointees to Guild Committees;
 - (iii) appointees to University Boards and Committees; and
 - (iv) any other appointments that are required to be made.
- (4) The incoming Representation Board may only resolve those matters prescribed in regulation 19(3) at its first meeting.
- (5) The Standing Orders may otherwise prescribe matters related to the conduct of the first meeting.

Part 4 - Guild Committees

20. Power to Establish Committees

- (1) The Guild Council may by resolution establish or disband such committees as it may deem necessary for the performance of its functions.
- (2) The Representation Board may by resolution establish or disband such committees as it may deem necessary for the performance of its functions.

- (3) Each Guild Committee shall have a constitution that shall include amongst such other things, the membership, chair, roles, functions, powers and frequency of meetings of such committees.
- (4) The quorum of a meeting of a Guild Committee shall be calculated in the same manner as the quorum of Guild Council in accordance with regulation 5.

21. Executive Committee

- (1) The Guild Council shall establish an Executive Committee (**Executive Committee**).
- (2) The Guild Council may, in accordance with regulation 20(2) via the Executive Committee Constitution, determine the membership, chair, roles, frequency of meetings of the Executive Committee, and may confer additional powers and responsibilities other than those outlined in this regulation.
- (3) The Executive Officers shall be members of the Executive Committee.
- (4) The Executive Committee has power to decide on a matter as if the Executive Committee was the Guild Council subject to any restrictions in the Statute Book, the Executive Committee constitution or any provision of the Statute Book.
- (5) The Guild Council may overturn any decision of the Executive Committee.
- (6) The Executive Committee has no power to decide or determine a matter that involves the making, altering or repealing of Guild regulations, Guild by-laws or matters that require an absolute majority or special majority of Guild Council.

22. Legal Committee

- (1) The Guild Council shall establish a Legal Committee (**Legal Committee**).
- (2) The Guild Council may, in accordance with 20(2) via the Legal Committee Constitution, determine the membership, chair, roles, frequency of meetings of the Legal Committee, and may confer additional powers and responsibilities other than those outlined in this regulation.
- (3) The Legal Committee shall:
 - (a) make recommendations to Guild Council on changes to statutes, rules, Guild regulations and Guild by-laws;
 - (b) consult, when required, with the Guild Solicitor.

Part 5 – Officers

Division 1 – Officers

23. Officers

- (1) Guild Council shall make Guild by-laws concerning the specific duties and responsibilities of Officers listed in this part.

- (2) All Officers shall adhere to the duties outlined in rule 5 of the *Student Guild Rules*.

Note: Rule 5 of the *Student Guild Rules* states:

- (1) Each Officer —
- (a) must at all times act honestly in the performance of the functions of the Officer, whether within or outside the State;
 - (b) must at all times exercise the degree of care and diligence in the performance of the functions of the Officer, whether within or outside the State, that a reasonable person in that position would reasonably be expected to exercise;
 - (c) must at all times act in the best interests of the Guild and give precedence to the interests of the Guild over the interests of any person appointing or electing the Officer;
 - (d) must not, whether within or outside the State, make improper use of information acquired by virtue of the position of the Officer to gain, directly or indirectly, an advantage for any person or to cause detriment to the Guild; and
 - (e) must not, whether within or outside the State, make improper use of the position of the Officer to gain, directly or indirectly, an advantage for any person or to cause detriment to the Guild.
- (2) Nothing in subrule (1) affects —
- (a) any other duty the Officer may have under any other law; or
 - (b) the operation of any other law in relation to such a duty.
- (3) There may be other Officers established as members of other Guild Committees including those under regulation 17. The duties and responsibilities of those Officers shall be included within the constitution of that Guild Committee.

24. Election

- (1) Officers shall be elected or appointed in accordance with Schedule A.
- (2) The twelve (12) Guild Councillors shall be elected at the Annual General Election however:
- (a) only six (6) Guild Councillors shall be elected each year for a two year term except where otherwise provided by these regulations; and
 - (b) at least three (3) a minimum number of the six (6) Guild Councillors elected each year shall be not identify as men women with the number being as specified in the Student Guild By-Laws 2018.
- (3) Where for whatever reason an election is held for all twelve (12) Guild Councillors, at least six (6) a minimum number of the twelve (12) Guild Councillors elected shall be women not identify as men with the number being as specified in the Student Guild By-Laws 2018.
- (4) Where not enough women persons who do not identify as men nominate for election to fill the vacancies then those positions shall remain vacant and the Guild Council shall appoint eligible women persons (who do not identify as men) to be Guild Councillors to fill those vacancies.
- (5) The following shall be stated on all nomination or application forms for any Officer:

"In nominating/applying (whichever is appropriate) for this position I agree to be bound by the Curtin University Act 1966, the Statute No. 4-Student Guild and all the other provisions of the Guild Statute

Book as well as the Guild Code of Conduct and Guild Policy. I further agree to act in the best interest of the Guild in the performance of my duties.”

25. Term of Office

- (1) The term of office for all Officers apart from the Guild Councillors shall commence on the first day of December following the Annual General Election and cease on the last day of November on the following year.
- (2) The term of office for the twelve (12) Guild Councillors shall be for two (2) years from the first day of December of the year of their election except as provided under regulation 25(3).
- (3) Upon the recommendation of the President, the Guild Council may resolve by a special majority that an election be held for all twelve (12) Guild Councillors at the next Annual General Election in which event the terms of all the Guild Councillors shall expire on the last day of November that year.
- (4) The Guild Council shall at its first meeting under regulation 10 following any Annual General Election in which an election for twelve (12) Guild Councillors has been held must by resolution divide the twelve (12) Guild Councillors into two groups:
 - (a) The first group consisting of six (6) Guild Councillors, ~~at least three (3)~~ a minimum number of whom shall ~~be women~~ not identify as men whose term of office shall be for one (1) year.
 - (b) The second group consisting of six (6) Guild Councillors, ~~at least three (3)~~ a minimum number of whom shall ~~be women~~ not identify as men, whose term of office shall be for two (2) years.

- (5) Pursuant to Section 44(7a) of the Act all elective offices of the Guild shall be held by Guild Members.

Note: For the interpretation of Section 44(7a) of the Act this means that all members of the Guild Council or a Guild Committee who are not ex-officio or appointed must be held by Guild Members.

- (6) All members of Guild Council shall have national police clearances and they shall be lodged with the Secretary within three months of taking office. The Secretary shall lodge their police clearance with the President.
- (7) Officers shall retire from every office they hold within the Guild immediately when their term of office ceases.

26. Resignations

- (1) A member of the Guild Council or Guild Committee may resign their office by written notice addressed to the Secretary.
- (2) Such resignation is effective from the date of receipt or the date specified in the notice of resignation, whichever is the later.
- (3) Once effective, the resignation cannot be withdrawn.
- (4) The President, Secretary or Chair of Guild Council may resign their office by written notice addressed to Guild Council.
- (5) An Executive Officer must give four (4) weeks notice of their resignation, this notice period may be waived by the Guild Council.

- (6) Any other Officer must give two (2) weeks notice of their resignation, this notice period may be waived by the President.

27. Removal from Office

- (1) A member of Guild Council shall have their office declared vacant or be removed from office by the following means:
- (a) resignation;
 - (b) death;
 - (c) by the University Council in accordance with rule 12 of the *Student Guild Rules*.
 - (d) upon the recommendation of the Discipline Tribunal/Appeals Tribunal, by a resolution of Guild Council, provided that such resolution is carried by a special majority;
 - (e) upon making of a declaration by the Chair of Guild Council at a meeting of the Guild Council certifying that the member 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) as a member required to submit a report to the Guild Council in accordance with the Guild by-laws, failed to submit two (2) reports without being on leave;
 - (iv) failed to resign their employment with the Guild in accordance with regulation 24(5) of the *Student Guild (Administration) Regulations 2018*.
 - (v) is not a Guild Member;
 - (vi) not met, or at any point during their term failed to meet, the eligibility requirements in Schedule B; or
 - (vii) not lodged their national police clearance in accordance with regulation 16(5).
- (2) A member of the Representation Board who is not a member of the Guild Council shall have their office declared vacant or be removed from office by the following means:
- (a) resignation;
 - (b) death;
 - (c) by the University Council in accordance with rule 12 of the *Student Guild Rules*.
 - (d) upon the recommendation of the Discipline Tribunal/Appeals Tribunal, by a resolution of the Guild Council provided that such resolution is carried by a special majority; or
 - (e) upon making of a declaration by the Chair of the Representation Board at a meeting of the Representation Board certifying that the member 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) as a member required to submit a report to the Representation Board in accordance with the Guild by-laws, failed to submit two (2) reports without being on leave;
 - (iv) failed to resign their employment with the Guild in accordance with regulation 24(5) of the *Student Guild (Administration) Regulations 2018*.
 - (v) is not a Guild Member; or
 - (vi) not met, or at any point during their term failed to meet, the eligibility requirements in Schedule B.
- (3) A declaration under regulation 27(1)(d) or regulation 27(2)(d) shall be minuted.
- (4) Where a person who is removed is a member of the Guild Council and Representation Board the removal shall apply to both offices.
- (5) A member who has been removed from office or has resigned shall not be again eligible to be an Officer until the expiration of one year from the date on which the position was vacated.
- (6) For the purpose of this regulation, a meeting [shall be deemed to include a meeting properly called](#) which fails to reach quorum and is not abandoned earlier than thirty minutes after the advertised commencement time.
- (7) Regulation 27(1)(e) and regulation 27(2)(e) does not apply to standing invites or ex-officio members.
- (8) In determining the special majority under regulation 27(1)(d) & regulation 27(2)(d) the membership of the member of the Guild Council who it is proposed to be removed (where applicable) shall not be counted.

Division 2 – Members of Guild Council

28. President

- (1) The President shall be responsible to the Guild Council.
- (2) The President shall be elected at the Annual General Election.
- (3) The President shall:
 - (a) be the Chief Executive Officer of the Guild;
 - (b) manage the day to day affairs of the Guild within the framework of the Guild Statute Book and policy;
 - (c) subject to the Guild Statute Book and policy co-ordinate the work of Officers and the Managing Director;

- (d) 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
 - (e) generally represent and speak on behalf of Guild Council at such meetings and functions as Guild Council or the President deem fit to attend.
- (4) The President has such powers and duties as are prescribed in the Statute Book and unless otherwise provided therein, the President may delegate any of those powers to:
- (a) any Officer;
 - (b) a Guild Committee; or
 - (c) any employee.
- (5) Where the office of President is vacant or the President is absent or unable to act:
- (a) the President shall appoint a Vice President to act as President until such time as the President is able to act;
 - (b) if the office of President is vacant or President is unable, or unwilling, or otherwise fails to delegate the Acting Presidency to a Vice President, the Vice President – Education shall assume the role of Acting President until such time as the President may decide otherwise or return to the Presidency or the vacancy in the office of President is filled;
 - (c) if the Vice President – Education is unable to so act, the Vice President - Activities shall assume the role of Acting President until such time as the President may decide otherwise or return to the Presidency or the vacancy in the office of President is filled;
 - (d) if no Vice President able to so act, Guild Council shall appoint an eligible member of Guild Council to assume the role of Acting President until such time as the President may decide otherwise or return to the Presidency or the vacancy in the office of President is filled.
 - (e) The Secretary may not act as President.
- (6) If there is a vacancy in the office of President, then it shall be filled by Guild Council in accordance with the Guild by-laws.
- (7) The President shall receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

29. Secretary

- (1) The Secretary shall be responsible to the Guild Council.
- (2) The Secretary shall be appointed by the Guild Council in accordance with the Guild by-laws.
- (3) The Secretary shall be a Guild Councillor and cannot be the Chair of Guild Council, Deputy Chair of Guild Council or Chair of the Representation Board.
- (4) Should no Guild Councillor be willing or able to be the Secretary, the Guild Council shall appoint a Guild Member as the Secretary.

- (5) A member of the Representation Board may not be appointed as Secretary.
- (6) The Secretary shall:
 - (a) be an Executive Officer;
 - (b) be the official secretary of the Guild as may be required under any written law or agreement;
 - (c) 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;
 - (d) be conversant on financial, policy and governance matters of the Guild.
- (7) If there is a vacancy in the office of Secretary, then it shall be filled by the Guild Council in accordance with the Guild by-laws.
- (8) The Secretary may be removed from the office of Secretary by a motion of no confidence in accordance with the Standing Orders.
- (9) The Secretary may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

30. Vice President - Education

- (1) The Vice President - Education shall be initially responsible to the President and ultimately responsible to Guild Council.
- (2) The Vice President – Education shall be elected at the Annual General Election.
- (3) The Education Vice President shall:
 - (a) be an Executive Officer;
 - (b) assist the President;
 - (c) be responsible for matters relating to representation, education, equity and welfare;
 - (d) be initially responsible for the issues of mature age, online, external, rural and regional enrolled students; and
 - (e) be initially responsible for the Faculty Representatives, International Students Committee members, Postgraduate Students Committee members and Department Officers.
- (4) If there is a vacancy in the office of Vice President - Education, then it shall be filled by the Representation Board in accordance with the Guild by-laws.
- (5) The Vice President - Education may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

31. Vice President - Activities

- (1) The Vice President - Activities shall be initially responsible to the President and ultimately responsible to Guild Council.
- (2) The Vice President – Activities shall be elected at the Annual General Election.

- (3) The Vice President - Activities shall:
 - (a) be an Executive Officer;
 - (b) assist the President; and
 - (c) be conversant in and responsible for all matters relating to Guild social activities including Student Societies.
- (4) If there is a vacancy in the office of Vice President - Activities, then it shall be filled by the Guild Council in accordance with the Guild by-laws.
- (5) The Vice President - Activities may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

32. Guild Councillors

- (1) Guild Councillors shall be responsible to the Guild Council.
- (2) Guild Councillors shall:
 - (a) be Officers; and
 - (b) assist the other Officers.
- (3) The twelve (12) Guild Councillors shall be elected at the Annual General Election however:
 - (a) six (6) Guild Councillors shall be elected each year for a two year term; and
 - (b) at least three (3) a minimum number of the six (6) Guild Councillors elected each year shall be not identify as men/women with the number being as specified in the Student Guild By-Laws 2018.
- (4) If there are any vacancies of Guild Councillors then:
 - (a) there shall be a countback of the results from the most recent Annual General Election for the position of Guild Councillor~~there shall be a fresh count of all votes (treating the vacating person as an ineligible candidate if required) from the most recent Annual General Election for the position of Guild Councillor;~~
 - (b) the candidate who was eliminated last from the count in that election who is not already a member of the Guild Council and is eligible to hold office will be declared elected to that position from the date of the Returning Officer's notice and for the balance of the vacating member's term~~the candidate with the highest number of votes who is not already a member of the Guild Council and is eligible to hold office will be declared elected to that position from the date of the Returning Officer's notice for the balance of the vacating members term;~~
 - (c) if the person last eliminated from the count is ineligible to hold office or is unable or unwilling to act in that capacity, then a further countback shall take place in this fashion to the second-last person eliminated. Such countbacks will continue until an eligible candidate is found who is willing and able to take up the vacant position;~~if the person elected at this fresh count is unable or unwilling to act in that capacity, then a further fresh count shall take place (treating that candidate also as an ineligible candidate). Such fresh counts will continue to take place in this fashion until a successful candidate is willing and able to take up the vacant position; and~~

~~(e)~~(d) if a person is elected in a countback and does not accept the position within 7 days of being advised of their election, then they will be deemed to be unwilling to act in that capacity. Email, mail or text messages constitute advice; and

(e) if none of the unsuccessful candidates at the Annual General Election are eligible, willing or able to take up the vacant position, then Guild Council shall appoint an eligible Guild Member in accordance with the Guild by-laws.

(5) Guild Councillors may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

33. Chair of Guild Council

(1) The Chair of Guild Council shall be responsible to the Guild Council.

(2) Guild Council shall appoint the Chair of Guild Council in accordance with the Guild by-laws.

(3) The Chair of Guild Council shall be a member of Guild Council that is not an Executive Officer.

(4) The Chair of Guild Council shall:

(a) be an Officer; and

(b) chair the meetings of Guild Council.

(5) If the Chair of Guild Council is not present at a meeting of the Guild Council, then the Deputy Chair should they have been appointed under regulation 33(9) shall chair the meeting.

(6) If the Chair of Guild Council and the Deputy Chair are not present at the meeting of the Guild Council, the meeting shall elect a member to chair that Guild Council meeting.

(7) If the position of the Chair of Guild Council becomes vacant, then it shall be filled in accordance with the Guild by-laws.

(8) The Chair of Guild Council may be removed from the office of Chair of Guild Council by a motion of no confidence in accordance with the Standing Orders.

(9) The Guild Council may appoint one of its members who is eligible to be Chair of Guild Council as Deputy Chair of Guild Council in accordance with the Guild by-laws.

(10) The Chair of Guild Council may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

Division 3 – Members of the Representation Board

34. Faculty Representatives

(1) The Faculty Representatives shall be initially responsible to the Vice President - Education and ultimately responsible to Guild Council.

- (2) The Faculty Representatives shall be elected at the Annual General Election.
- (3) The Faculty Representatives shall:
 - (a) be an undergraduate student enrolled in a course within the Faculty they represent;
 - (b) be Officers; and
 - (c) be responsible for representing enrolled students within their relevant faculties.
- (4) If there are any vacancies of any Faculty Representative position, then they shall be filled in accordance with the Guild by-laws.
- (5) Faculty Representatives may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

35. International Students Committee President

- (1) The International Students Committee President shall be initially responsible to the Vice President - Education and ultimately responsible to Guild Council.
- (2) The International Students Committee President shall be elected at the Annual General Election.
- (3) The International Students Committee President shall:
 - (a) be an international student;
 - (b) be an Officer; and
 - (c) be responsible for the International Students Committee; and
 - (d) be responsible for representing international students.
- (4) If there is any vacancy in the office of International Students Committee President, then it shall be filled in accordance with the Guild by-laws.
- (5) The International Students Committee President may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

36. Postgraduate Students Committee President

- (1) The Postgraduate Students Committee President shall be initially responsible to the Vice President - Education and ultimately responsible to Guild Council.
- (2) The Postgraduate Students Committee President shall be elected at the Annual General Election.
- (3) The Postgraduate Students Committee President shall:
 - (a) be a postgraduate student
 - (b) be an Officer;
 - (c) be responsible for the Postgraduate Students Committee; and
 - (d) be responsible for representing postgraduate students.

- (4) If there is any vacancy in the office of Postgraduate Students Committee President, it shall be filled in accordance with the Guild by-laws.
- (5) The Postgraduate Students Committee President may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

37. Queer Officer

- (1) The Queer Officer shall be initially responsible to the Vice President - Education and ultimately responsible to Guild Council.
- (2) The Queer Officer shall be appointed in accordance with the Guild by-laws.
- (3) The Queer Officer shall:
 - (a) be queer;
 - (b) be an Officer; and
 - (c) be responsible for representing enrolled students who are queer and questioning.
- (4) If there is any vacancy in the position of Queer Officer, then it shall be filled in accordance with the Guild by-laws.
- (5) The Queer Officer may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

38. Women's Officer

- (1) The Women's Officer shall be initially responsible to the Vice President - Education and ultimately responsible to Guild Council.
- (2) The Women's Officer shall be elected at the Annual General Election.
- (3) The Women's Officer shall:
 - (a) be a woman;
 - (b) be an Officer; and
 - (c) be responsible for representing enrolled students who are women;
- (4) If there is any vacancy in the office of Women's Officer then it shall be filled in accordance with the Guild by-laws.
- (5) The Women's Officer may receive such remuneration, and on such terms, as determined by the Remuneration Tribunal.

39. IndigenousFirst Nations Officer

- (1) The IndigenousFirst Nations Officer shall be initially responsible to the Vice President - Education and ultimately responsible to Guild Council.
- (2) The IndigenousFirst Nations Officer shall be appointed in accordance with the Guild by-laws.

- (3) The ~~Indigenous~~First Nations Officer shall:
 - (a) be ~~indigenous~~First Nations;
 - (b) be an Officer; and
 - (c) be responsible for representing enrolled students who are ~~indigenous~~First Nations;
- (4) If there is any vacancy in the position of ~~Indigenous~~First Nations Officer then it shall be filled in accordance with the Guild by-laws.
- (5) The ~~Indigenous~~First Nations Officer may receive remuneration, and on such terms as determined by the Remuneration Tribunal.

40. ~~Students with Disabilities~~Accessibility Officer

- (1) The ~~Students with Disabilities~~Accessibility Officer shall be initially responsible to the Vice President - Education and ultimately responsible to Guild Council.
- (2) The ~~Students with Disabilities~~Accessibility Officer shall be elected at the Annual General Election.
- (3) The ~~Students with Disabilities~~Accessibility Officer shall:
 - (a) ~~be disabled~~Have a disability;
 - (b) be an Officer; and
 - (c) be responsible for representing enrolled students with disabilities.
- (4) If there is any vacancy in the position of ~~Students with Disabilities~~Accessibility Officer then it shall be filled in accordance with the Guild by-laws.
- (5) The ~~Students with Disabilities~~Accessibility Officer may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

41. Ordinary Representation Board Members

- (1) Ordinary Representation Board Members shall be initially responsible to the Representation Board and ultimately responsible to the Guild Council.
- (2) Ordinary Representation Board Members shall:
 - (a) be Officers; and
 - (b) assist the other Officers.
- (3) The six (6) Ordinary Representation Board Members shall be elected at the Annual General Election and ~~at least three (3)~~a minimum number of the six (6) Ordinary Representation Board Members elected each year shall ~~be women~~not identify as men with the number being as specified in the [Student Guild By-Laws 2018](#).
- (4) If there are any vacancies of Ordinary Representation Board Members then:
 - (a) there shall be a countback of the results from the most recent Annual General Election for the position of Ordinary Representation Board Members;

- (b) the candidate who was eliminated last from the count in that election who is not already a member of the Representation Board and is eligible to hold office will be declared elected to that position from the date of the Returning Officer's notice and for the balance of the vacating member's term;
 - (c) if the person last eliminated from the count is ineligible to hold office or is unable or unwilling to act in that capacity, then a further countback shall take place in this fashion to the second-last person eliminated. Such countbacks will continue until an eligible candidate is found who is willing and able to take up the vacant position;
 - (d) if a person is elected in a countback and does not accept the position within 7 days of being advised of their election, then they will be deemed to be unwilling to act in that capacity. Email, mail or text messages constitute advice; and
 - ~~(a) there shall be a fresh count of all votes (treating the vacating person as an ineligible candidate if required) from the most recent Annual General Election for the position of Ordinary Representation Board Members;~~
 - ~~(b) the candidate with the highest number of votes who is not already a member of the Representation Board and is eligible to hold office will be declared elected to that position from the date of the Returning Officer's notice for the balance of the vacating members term;~~
 - ~~(c) if the person elected at this fresh count is unable or unwilling to act in that capacity, then a further fresh count shall take place (treating that candidate also as an ineligible candidate). Such fresh counts will continue to take place in this fashion until a successful candidate is willing and able to take up the vacant position; and~~
 - ~~(d)~~(e) if none of the unsuccessful candidates at the Annual General Election are eligible, willing or able to take up the vacant position, then the Representation Board shall appoint an eligible Guild Member in accordance with the Guild by-laws.
- (5) Ordinary Representation Board Members may receive such remuneration, and on such terms as determined by the Remuneration Tribunal.

Schedule A

Means of Election or Appointment

Officers shall be appointed in accordance with the table below:

Position	Means of Appointment	Means of Appointment in a Casual Vacancy
President	By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i>	In accordance with the <i>Student Guild By-Laws 2018</i>
Vice President - Education	By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i>	In accordance with the <i>Student Guild By-Laws 2018</i>
Vice President - Activities	By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i>	In accordance with the <i>Student Guild By-Laws 2018</i>
Secretary	By appointment of the Guild Council in accordance with the <i>Student Guild By-Laws 2018</i>	In accordance with the <i>Student Guild By-Laws 2018</i>
Guild Councillor	By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i>	In accordance with regulation 32(4)
Faculty Representative	By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i>	In accordance with the <i>Student Guild By-Laws 2018</i>
International Students Committee President	By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i>	In accordance with the <i>Student Guild By-Laws 2018</i>
Postgraduate Students Committee President	By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i>	In accordance with the <i>Student Guild By-Laws 2018</i>
Queer Officer	By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i> By appointment in accordance with the <i>Student Guild By-Laws 2018</i>	In accordance with the <i>Student Guild By-Laws 2018</i>
Women's Officer	By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i>	In accordance with the <i>Student Guild By-Laws 2018</i>

<p>Indigenous<u>First Nations</u> Officer</p>	<p>By election at the Annual General Election in accordance with the <u>Student Guild (Election and Referenda) Regulations 2018</u> By appointment in accordance with the Student Guild By-Laws 2018</p>	<p>In accordance with the <i>Student Guild By-Laws 2018</i></p>
<p>Students with Disabilities<u>Accessibility</u> Officer</p>	<p>By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i></p>	<p>In accordance with the <i>Student Guild By-Laws 2018</i></p>
<p>Ordinary Representation Board Members</p>	<p>By election at the Annual General Election in accordance with the <i>Student Guild (Election and Referenda) Regulations 2018</i></p>	<p>In accordance with regulation 41(4)</p>

Schedule B

General Qualifications

- (1) A person shall hold all of the following general qualifications in order to be eligible to be an Officer:
 - (a) be an enrolled student at least seven (7) days prior to the opening of nominations;
 - (b) be a Guild Member at least seven (7) days prior to the opening of nominations;
 - (c) study at Curtin University at a Curtin University campus in Western Australia or otherwise reside in the State of Western Australia;
 - (d) where a candidate for Guild Council, be eighteen (18) years of age or older, as at the date the candidate commences as an Officer; and
 - (e) is enrolled in an award course at Curtin University.

General Disqualifications

- (2) A person shall be ineligible to be an Officer if the Officer meets any of the following:
 - (a) is currently or have within the last five (5) years been a staff member of the Guild;
 - (b) is a staff member of the University;
 - (c) is an undischarged bankrupt, or a debtor against whose estate there is a subsisting receiving order in bankruptcy;
 - (d) is incarcerated;
 - (e) has been convicted on indictment of an offence for which the indictable penalty was or included imprisonment for life or imprisonment for more than five (5) years;
 - (f) is disqualified under any provision of the Guild Statute Book;
 - (g) is disqualified due to any requirement of a visa they may hold;
 - (h) is an editor of the Guild publication "GROK";
 - (i) is disqualified due to any act, statute, regulation, rule or by-law in force in the State of Western Australia over the Guild.
- (3) A person cannot serve for more than five (5) years as an Officer and cannot nominate to be or be appointed as an Officer where their term of office would cumulatively exceed five (5) years service as an Officer and this includes acting in an Officer position.
- (4) A person cannot be elected or appointed to the same Officer position more than twice and no person who has held an Officer position or acted in that Officer position for more than six (6) months can be re-elected or re-appointed to the same Officer position more than once.
- (5) The person appointed as Chair of the Remuneration Tribunal shall not be disqualified from their current position but may not stand for re-election or be re-appointed in the next term of office.

Additional Qualifications

- (6) A candidate shall meet the following specific qualifications for the following roles:

President

A candidate for President shall not hold a visa that limits the amount of work in which a person may be engaged to less than 75 hours a fortnight.

Vice President - Education

A candidate for Vice President - Education shall not hold a visa that limits the amount of work in which a person may be engaged to less than 75 hours a fortnight

Vice President - Activities

A candidate for Vice President - Activities shall not hold a visa that limits the amount of work in which a person may be engaged to less than 75 hours a fortnight

Secretary

A candidate for Secretary shall not hold a visa that limits the amount of work in which a person may be engaged to less than 75 hours a fortnight

Faculty Representative

A candidate for Faculty Representative must be currently enrolled within an undergraduate course in the Faculty they seek to represent.

International Students Committee President

A candidate for International Students Committee President must be an international student.

Postgraduate Students Committee President

A candidate for Postgraduate Students Committee President must be a postgraduate student.

Queer Officer

A candidate for Queer Officer must be queer.

Women's Officer

A candidate for Women's Officer must ~~be a not identify as a woman~~.

~~Students with Disabilities~~ Accessibility Officer

A candidate for ~~Students with Disabilities~~ Accessibility Officer must ~~be disabled~~ have a disability.

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD (TRIBUNAL) REGULATIONS 2018

The following regulations were made by the Guild Council under section 10(1) of *Statute No.4-Student Guild* and approved by the Council of the University under the same section.

These regulations prior to their approval followed all the procedures outlined in the *Student Guild Rules* and Guild regulations regarding the process for their approval.

We state that in accordance with section 17 of *Statute No.4-Student Guild* that these regulations were duly approved by the Council of the University.

Signed

 President of the Student Guild

 Administrative Secretary of the University

On the day of

Made/Amended/Revoked	Date	Guild Council Resolution No.	University Council Resolution No.
Made		GC R#57/2018	C R#xxx/2018

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD (TRIBUNAL) REGULATIONS 2018

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STUDENT GUILD OF CURTIN UNIVERSITY

STUDENT GUILD (TRIBUNAL) REGULATIONS 2018

The following regulations are made by the Guild Council under section 10(1) of *Statute No.4-Student Guild* and approved by the Council of the University in accordance with the *Student Guild Rules*.

Part 1 - Preliminary

1. Citation

These are the *Student Guild (Tribunal) Regulations 2018*.

2. Commencement and Transitional Provisions

(1) These regulations shall commence:

- (a) on 1 November 2018; or
- (b) the day after they are approved by the University Council;

whichever is the later.

(2) Upon the commencement of these regulations Part 6 and Schedule A of the *Guild Regulations – Division One* and Part 10 of the *Guild Regulations – Division Two* are repealed.

(1) Transitional provisions relating to these regulations may be found in the *Student Guild (Transitional Provisions) Regulations 2018*.

3. Terms Used

(1) The terms used in section 4 of *Statute No.4-Student Guild* shall apply to these regulations.

Note: Section 4 of *Statute No.4-Student Guild* states –

In this Statute –

absolute majority, in relation to a meeting of the Guild Council, means a majority of all the members of the Guild Council for the time being holding office, regardless of the number attending the meeting of the Guild Council (and, for the avoidance of doubt, no casting vote is to be counted);

Act means the Curtin University Act 1966;

general meeting of the Guild means an annual general meeting of the Guild or a special general meeting of the Guild;

Guild means the Student Guild established by section 44 of the Act upon the making of the original Statute No. 4 on 14 January 1969;

Guild Council means the governing body of the Guild as described in section 9;

Guild financial year means the year commencing on 1 January;

Guild regulations means regulations made by the Guild under section 10;

Guild by-laws means by-laws made by the Guild under the Guild regulations;

Officer means a person who -

- (a) is a member of the Guild;

(b) is a member of the Guild Council or holds any other Guild position as a result of being elected or appointed to that position in accordance with the Guild regulations; and

(c) is not an employee of the Guild;

President means the president of the Guild;

Previous Statute No. 4 means Statute No. 4 – Student Guild, published in the Government Gazette on 18 December 1981;

rules means rules made under this Statute;

Secretary means the secretary of the Guild;

student society means a club, society or association that -

(a) exists for enrolled students to further their interests; and

(b) is registered with the Guild in accordance with the Guild regulations; and

University Council means the Council of the University under the Act..

(2) For the purposes of these regulations, unless the contrary intention appears:

Academic Registrar means the Academic Registrar of the University ordinarily based at the Bentley Campus.

Annual General Election has the same meaning as in regulation 3 of the *Student Guild (Election and Referenda) Regulations 2018*.

appointment has the same meaning as in regulation 3 of the *Student Guild (Guild Council) Regulations*.

clubs charter refers to the charter approved by the Guild Council relating to the conduct of student societies and their officers.

code of conduct means the Guild code of conduct adopted by the Guild Council in accordance with section 15 of *Statute No.4-Student Guild*.

day means any twenty-four (24) hour period and includes public holidays, University holidays and weekends.

election has the same meaning as in regulation 3 of the *Student Guild (Guild Council) Regulations*.

election misconduct means conduct by an Officer, Officer of a student society, student society or Guild Member that is one (1) or more of the following:

(a) as an Officer and neglects official duty of that office as proscribed in the Statute Book whilst conducting campaign duties in any election;

(b) canvases for votes inside a polling place;

(c) interferes with or infringes the secrecy of the ballot;

(d) takes any action contrary to the *Student Guild (Election and Referenda) Regulations 2018* or a lawful direction of the Returning Officer;

(e) impersonates another person with the intention to defraud;

(f) destroys or defaces a ballot paper, ballot box or election notice with the intention to defraud;

- (g) submits a ballot paper in the ballot box or through the mail with the intention to defraud;
- (h) removes a ballot paper from the polling place or counting centre with the intention to defraud;
- (i) fails to obey the lawful instruction of the Returning Officer within a polling place or counting centre;
- (j) supplies ballot papers without authority;
- (k) votes more than once at the same election;
- (l) defaces, mutilates, destroys or removes any document published or distributed by the Returning Officer;
- (m) makes a false statement in any claim, application, return or declaration or in answer to a question under these regulations;
- (n) distributes any advertisement, handbill or pamphlet which is not authorised under these regulations or otherwise published in contravention of these regulations;
- (o) is a candidate or scrutineer, and wears or displays a badge or emblem of a candidate or Group in a polling place during polling or at a counting centre during counting;
- (p) interferes unduly with freedom of speech;
- (q) hinders, obstructs, interferes with or delays the conduct of an election meeting;
- (r) damages Guild property or fixtures which delay's or interferes with the conduct of the election;
- (s) hinders, obstructs or prevents a candidate from exercising a right, including the right to freedom of political communication;
- (t) defaces or mutilates campaign material;
- (u) induces, directly or indirectly, an electoral official to unlawfully influence the result of the election, including by stuffing ballot boxes, destroying ballot papers, or willingly counting votes incorrectly;
- (v) interferes with, defaces, duplicates, destroys or unlawfully deals with in any way a ballot paper, electoral form, nomination form, official electoral notice, ballot box, nomination receptacle, electoral roll or other object pertaining to the election;
- (w) is intoxicated at a polling place or counting centre;
- (x) engages in disorderly conduct at a polling place or counting centre;
- (y) in the case of a candidate, remains within the polling place after a formal warning;
- (z) distributes or displays campaign material within the polling place following a formal- warning;
- (aa) duplicates or conceals a ballot paper;
- (bb) distributes any card or paper which includes how-to-vote instructions or directions in a polling place;

- (cc) witnesses an electoral paper which has not been completed with the intent to defraud;
- (dd) witnesses a signature without actually seeing the person signing the required form with the intention to defraud;
- (ee) marks a ballot paper unlawfully (including by identifying themselves by stating their name or address on the ballot paper);
- (ff) acts as a witness on an electoral form unlawfully;
- (gg) uses Guild resources for election purposes beyond that which are entitled to or authorised to use under these regulations;
- (hh) engages in any campaign activity, including any activity relating to a particular candidate or Group, in buildings or premises occupied by the Guild;
 - (ii) exceeds the spending limit for campaign material;
 - (jj) campaigns or canvasses for votes when not an enrolled student; and
- (kk) distributes misleading, false or defamatory statements;
- (ll) commits an act in relation to the election that constitutes gross misconduct.

employee(s) has the same meaning as in regulation 3 of the *Student Guild (Guild Council) Regulations*.

gross misconduct means conduct by an Officer, Officer of a student society, student society or Guild Member that is one (1) or more of the following:

- (a) wilful and/or deliberate behaviour that is in contradiction with the Guild Statute Book, the Guild's code of conduct or Policy;
- (b) conduct that causes serious and/or imminent risk to:
 - (i) the health and safety of a person; or
 - (ii) the reputation, viability or finances of the Guild;
- (c) theft;
- (d) fraud;
- (e) assault;
- (f) in relation to an election, referendum or other poll, or the campaign by a prospective candidate in any election, that comprises conduct which would constitute either Bribery or Undue Influence as those terms are defined in the *Electoral Act 1907 (WA)*.
- (g) having been found to have committed guild misconduct twice previously and being alleged to have committed guild misconduct a third time shall be considered gross misconduct.
- (h) an offence of a sexual nature; and/or

- (i) intoxication within any buildings or premises used or occupied by the Guild.

Guild misconduct means conduct by a respondent that is one or more of the following:

- (a) engaging in, or committing an act or omission that constitutes, gross misconduct;
- (b) a breach of a provision of the Guild Statute Book, code of conduct, policy or procedures where they apply to the person accused of Guild Misconduct;
- (c) engaging in or committing an act or omission that is a contravention of a written law of the Commonwealth of Australia, State or Territory of Australia and where that written law relates to an activity associated with being a member of the Guild or the activities of a Student Society;
- (d) in relation to a student society or Officer of a student society a breach of the clubs charter;
- (e) engaging in behaviour that is unbecoming of an Officer or Officer of a Student Society;
- (f) engaging in conduct or behaving in a manner that brings, or is likely to bring, the Guild and/or its reputation into disrepute; or
- (g) making a false statement or declaration knowing it to be false or not believing it to be true during the course of any disciplinary investigation, complaint, petition, allegation or appeal.

Guild Member has the same meaning as in regulation 3 of the *Student Guild (Administration) Regulations*.

Guild Statute Book has the same meaning as in regulation 3 of the *Student Guild (Administration) Regulations*.

inquiry officer means the person appointed by the Chair of the Discipline Tribunal to conduct an investigation into guild misconduct.

intoxication means for either an Officer, Officer of a student society or a Guild Member, at any time, by reason of their being under the influence of intoxicating liquor or a drug (except a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to administer the drug), the person creates any nuisance, or is involved in any public or private disorder, or is otherwise offensive in behaviour.

notice in writing means the service of a notice by electronic mail to the University provided address if the matter relates to a Guild Member, and for a student society to the address provided by that society in its application for registration with the Guild or any other means by which service can be effected.

Officer of a student society means a person who is an officer of a student society registered or seeking registration with the Guild.

policy has the same meaning as in regulation 3 of the *Student Guild (Administration) Regulations*.

referendum has the same meaning as in regulation 3 of the *Student Guild (Election and Referenda) Regulations 2018*.

respondent means the Officer, Officer of a student society, Guild Member or student society responding to an allegation of Guild misconduct or election misconduct.

Returning Officer has the same meaning as in regulation 3 of the *Student Guild (Election and Referenda) Regulations 2018*. **these regulations** means *Student Guild (Tribunal) Regulations 2018*.

week means any seven (7) day period.

- (3) Further definitions may be found in the Act or *Statute No.2-Interpretation*.
- (4) Where any function is conferred upon a person who is a Guild Member under investigation or is considered to have, perceived to have or has the potential to have a material personal interest in the matter or is otherwise or unable to complete the duties required of them under these regulations, the Academic Registrar shall appoint another person to complete the duties required under these regulations.

Part 2 – Discipline Tribunal

4. Membership

- (1) A discipline tribunal of the Guild (**Discipline Tribunal**) is established and must at all times consist of:
 - (a) the Chair of the Discipline Tribunal appointed according to regulation 5; and
 - (b) four (4) Guild Members appointed according to regulation 4(2).
- (2) The Guild Members on the Discipline Tribunal shall be appointed by the Academic Registrar from amongst the pool of enrolled students for Student Discipline Panels and Student Discipline Appeals Board as contained with the Rules of *Statute No. 10-Student Discipline* provided that:
 - (a) one (1) of the members appointed shall be a man and one (1) of the members appointed shall be a woman;
 - (b) all the members appointed are Guild Members who are not Officers;
 - (c) the members appointed have no material personal interest with or related to the Guild Member or Student Society under investigation;
 - (d) none of the members can be employees of the Guild or University.
- (3) The Remuneration Tribunal may determine remuneration to be paid to the members of the Discipline Tribunal.

5. Chair of the Discipline Tribunal

- (1) The process for appointment of the Chair of the Discipline Tribunal shall be as follows:
 - (a) The Guild President shall nominate a proposed Chair of the Discipline Tribunal to the Academic Registrar.
 - (b) The Academic Registrar may approve the nomination of the Guild President where they are satisfied the nomination for Chair of the Discipline Tribunal is appropriate, suitably qualified and has no material personal interest in relation to matters that may come before the Discipline Tribunal;

- (c) The appointment of a Chair of the Discipline Tribunal may be for a specific case before the tribunal or for all matters that come before the tribunal provided no appointment may be for a period longer than two (2) years without renewal;
- (2) A person appointed as Chair of the Discipline Tribunal may be reappointed.
- (3) The Chair of the Discipline Tribunal shall chair any meeting or hearing of the Discipline Tribunal.
- (4) The Chair of the Discipline Tribunal may resign their office in writing to the Guild President and Academic Registrar.
- (5) The Remuneration Tribunal may determine remuneration to be paid to the Chair of the Discipline Tribunal.
- (6) Where the Guild President and Academic Registrar cannot agree to the appointment of a Chair of the Discipline Tribunal, the Vice Chancellor shall appoint a Chair of the Discipline Tribunal.
- (7) Where the Chair of the Discipline Tribunal has a material personal interest in relation to a matter before the Discipline Tribunal they must resign in order to allow a new Chair of the Discipline Tribunal to be appointed.

6. Investigation

- (1) An Officer, Officer of a student society or Guild Member shall not commit Guild misconduct.
- (2) A person who suspects that an Officer, Officer of a student society or Guild Member is guilty of Guild misconduct may report the suspected Guild misconduct to any of the following people:
 - (a) President;
 - (b) Secretary;
 - (c) Chair of Guild Council;
 - (d) Managing Director; or
 - (e) Academic Registrar.
- (3) Any person who receives a report pursuant to regulation 6(2) is responsible for ensuring that the allegation of Guild misconduct is forwarded to the Chair of the Discipline Tribunal.
- (4) On receipt of a report pursuant to regulation 6(2), and prior to the commencement of any investigation:
 - (a) the person listed in regulation 6(2) shall notify the Chair of the Discipline Tribunal of the Guild misconduct reported and provide to the Chair of the Discipline Tribunal all evidence relating to the report; and
 - (b) the Chair of the Discipline Tribunal shall consider the report and all evidence and determine if:
 - (i) there are insufficient grounds to warrant further investigation and take no further action under these provisions; or

- (ii) there are sufficient grounds to warrant further investigation and initiate such investigation.
- (5) If the Chair of the Discipline Tribunal determines that an investigation is to be initiated then the inquiry officer shall conduct such investigation.
- (6) The inquiry officer shall serve notice in writing on the respondent suspected of having committed the Guild misconduct. The notice shall:
 - (a) specify the Guild misconduct alleged;
 - (b) inform the Officer, Officer of a student society, Guild Member or student society that the Chair of the Discipline Tribunal has directed the inquiry officer to commence an investigation into the alleged guild misconduct;
 - (c) enclose a copy of these regulations;
 - (d) enclose or provide a comprehensive summary of all evidence or documentation relating to the alleged Guild misconduct and in the possession, custody, or control of the Chair of the Discipline Tribunal; and
 - (e) inform the respondent that they may respond to the alleged guild misconduct, and provide the respondent with at least seven (7) days from the date of receipt of the notice to give such response.
- (7) The inquiry officer must:
 - (a) conclude the investigation as speedily as practicable into the alleged Guild misconduct;
 - (b) as far as practicable follow the process that is undertaken under the investigation of general misconduct under the *General Misconduct Rules 2017*; and
 - (c) provide to the Chair of the Discipline Tribunal and the respondent in respect of the alleged disciplinary matter a report containing all evidence collected. Such report must include any response provided by the respondent pursuant to regulation 6(4)(e).

7. Hearings

- (1) Upon receipt of the inquiry officer's report, the Chair of the Discipline Tribunal must list the Guild misconduct for hearing before the Discipline Tribunal which must determine that:
 - (a) Guild misconduct has occurred;
 - (b) Guild misconduct has not occurred;
 - (c) There is insufficient evidence to determine if Guild misconduct has occurred;
- (2) The Chair of the Discipline Tribunal shall chair any hearing of Guild misconduct.
- (3) Hearings by the Discipline Tribunal of a Guild misconduct shall be held at such times and places as the Chair of the Discipline Tribunal may decide, providing such time and place is reasonably convenient to all people participating in the hearing.
- (4) The quorum for a hearing of the Discipline Tribunal shall be three (3) members and shall include the Chair of the Discipline Tribunal.

- (5) The Chair of the Discipline Tribunal may on behalf of the Discipline Tribunal request the attendance of such persons as it deems necessary to assist in its deliberations at the hearing of the guild misconduct.
- (6) Should the Discipline Tribunal request such attendance then the Secretary shall serve such a person a notice in writing at least seven (7) days prior to the hearing of the guild misconduct. Such notice shall state the time and place of the hearing and request the recipient's attendance.
- (7) The Discipline Tribunal may proceed with its deliberations notwithstanding the non-attendance of the persons requested under regulation 7(6) provided that at least seven (7) days' notice was given of the request for their attendance.
- (8) The Discipline Tribunal:
 - (a) is not bound by the rules of evidence;
 - (b) may inform itself as it sees fit and determine its own procedure; and
 - (c) must act informally.
- (9) Hearings of the Discipline Tribunal are private and confidential and are not open to the public.
- (10) As soon as possible after the Discipline Tribunal has made a determination whether Guild Misconduct has occurred and of any penalty, the Chair of the Discipline Tribunal shall serve a notice of the decision, and any order or penalty of the Discipline Tribunal, on the respondent.
- (11) Subject to the procedures of the Discipline Tribunal in regulation 7 and any appeal under regulation 9, if a respondent is determined, on the balance of probabilities, to have committed guild misconduct, the Discipline Tribunal may impose a penalty under regulation 8(1).

8. Penalties

- (1) Pursuant to regulation 7(11), the Discipline Tribunal may impose one (1) or more of the following penalties:
 - (a) a formal warning and admonishment;
 - (b) exclusion from all building and premises occupied by the Guild or part thereof for a period of time as determined by the Discipline Tribunal; or
 - (c) for any Officer or Officer of a student society suspension from their position for up to one (1) month;
 - (d) for any Officer of a student society:
 - (i) removal from their position as an Officer of a student society;
 - (ii) a ban from being an Officer of a student society for a period as determined by the Discipline Tribunal;
 - (e) for any student society:
 - (i) a fine of up to \$1 000;

- (ii) ordering a student society to issue a statement as approved by the Chair of the Discipline Tribunal to all members of that student society regarding the Guild Misconduct of which they have been found guilty following the finalisation of any appeal;
 - (iii) ordering a special general meeting of the student society, to be supervised by persons appointed by the Chair of the Discipline Tribunal to elect a new committee for the Student Society following the finalisation of an appeal;
 - (iv) suspension of the Student Societies registration with the Guild for up to one (1) year;
 - (v) de-registration of the Student Society, and barring the Student Society from applying to reregister for a period of up to one (1) year.
- (f) for any Guild Member:
- (i) a recommendation to Guild Council that it suspend the Guild Membership of that Guild Member.
 - (ii) disqualification from seeking election as an Officer for period no greater than three (3) years;
- (g) for an Officer that has committed gross misconduct, a recommendation to Guild Council for immediate dismissal of that member; and
- (h) such other things as are necessary or incidental to give effect to the penalties applied.
- (2) Any fine imposed under regulation 8(1) must be paid within fourteen (14) days following the finalisation of any appeal.
- (3) The Discipline Tribunal in addition to the penalties under regulation 8(1) may refer a matter to the University or Police.
- (4) The Discipline Tribunal may also make recommendations to the Guild Council in order to provide for the prevention and/or penalisation of Guild misconduct or as are considered necessary by the Discipline Tribunal.

9. Appeals

- (1) An Officer, Officer of a student society, Guild Member or student society found guilty of Guild misconduct or the Guild President may appeal the decision of the Discipline Tribunal to the Appeals Tribunal.
- (2) A notice of appeal shall be in writing, shall specify the grounds of appeal and shall be submitted to the Chair of the Appeals Tribunal by 5pm seven (7) days after service of the notice of the decision of the Discipline Tribunal pursuant to regulation 7(11).

Part 3 – Election Tribunal

10. Membership

- (1) An election tribunal of the Guild is established (**Election Tribunal**) and must at all times consist of:

- (a) the Chair of the Election Tribunal appointed according to regulation 11; and
 - (b) four (4) Guild Members appointed according to regulation 10(2).
- (2) The Guild Members on the Election Tribunal shall be appointed by the Academic Registrar from amongst the pool of enrolled students for Student Discipline Panels and Student Discipline Appeals Board as contained with the Rules of *Statute No.10-Student Discipline* provided that:
- (a) one (1) of the members appointed shall be a man and one (1) of the members appointed shall be a woman;
 - (b) all the members appointed are Guild Members who are not Officers;
 - (c) the members appointed have no material personal interest with the Guild Member or student society under investigation;
 - (d) none of the members can be employees of the Guild or University; and
- (3) The Remuneration Tribunal may determine remuneration to be paid to the members of the Election Tribunal.

11. Chair of the Election Tribunal

- (1) The process for appointment of the Chair of the Election Tribunal shall be as follows:
- (a) The Managing Director shall nominate a proposed Chair of the Election Tribunal to the Vice Chancellor.
 - (b) The Vice Chancellor may approve the nomination of the Managing Director where they are satisfied that the nomination for Chair of the Election Tribunal is appropriate, suitably qualified and has no material personal interest in relation to matters that may come before the Election Tribunal;
 - (c) The appointment of the Chair of the Election Tribunal shall be for a period of one (1) year and may be renewed and should be appointed at the same time as the Returning Officer for an Annual General Election;
- (2) The Chair of the Election Tribunal must hold a Bachelor of Laws (or equivalent);
- (3) A person appointed as Chair of the Election Tribunal may be reappointed.
- (4) The Chair of the Election Tribunal shall chair any meeting or hearing of the Election Tribunal.
- (5) The Chair of the Election Tribunal may resign their office in writing to the Managing Director.
- (6) The Remuneration Tribunal may determine remuneration to be paid to the Chair of the Election Tribunal.
- (7) Should no appointment have been made to the position of Chair of the Election Tribunal, the Academic Registrar shall be Chair of the Election Tribunal.
- (8) Where the Chair of the Election Tribunal has a material personal interest in relation to a matter before the Election Tribunal they must resign in order to allow a new Chair of the Election Tribunal to be appointed.

12. Complaints and Petitions

- (1) An Officer, Officer of a student society or Guild Member must not commit election misconduct.
- (2) A person who suspects that a person is guilty of election misconduct may lodge a complaint addressed to the Chair of the Election Tribunal and the Returning Officer (**complaint**).
- (3) A complaint must specify the election misconduct committed (with reference to the definition of election misconduct as contained in regulation 3) and provide the details of the election misconduct.
- (4) A disputed election result shall be lodged in the form of a petition addressed to the Chair of the Election Tribunal and the Returning Officer (**petition**).
- (5) A petition disputing an election result shall:
 - (a) set out the facts relied on to invalidate the election;
 - (b) be signed by a candidate in the election in dispute; and
 - (c) be attested by two (2) eligible electors to vote in the election under dispute who were not candidates.
- (6) A security deposit of \$100.00 shall be lodged with each individual complaint or petition.
- (7) A complaint or petition may be submitted at any time following the opening of nominations but must be lodged no later than 5:00pm seven (7) days following the declaration of the poll unless extended by the Chair of the Election Tribunal.

13. Hearings

- (1) Upon receipt of a complaint or petition, after consulting the Returning Officer, the Chair of the Election Tribunal must:
 - (a) determine if based upon the information provided in the complaint or petition:
 - (i) there is insufficient evidence; or
 - (ii) the complaint is vexatious or frivolous;that the complaint be dismissed and the security deposit is forfeited; or
 - (b) return the security deposit and list the for hearing before the Election Tribunal on a date no sooner than fourteen (14) days after the date on which the complaint or petition was received.
- (2) Where the Returning Officer refers a matter under regulation 10(2) of the *Student Guild (Election and Referenda) Regulation 2018* the Election Tribunal shall meet as soon as possible to consider the matter.
- (3) Prior to making a determination under Regulation 13(1) the Chair of the Election Tribunal may request further written details from the complainant or petitioner.
- (4) The Chair of the Election Tribunal shall chair any hearing of election misconduct.

- (5) Hearings by the Election Tribunal of election misconduct shall be held at such times and places as the Chair of the Election Tribunal may decide, providing such time and place is reasonably convenient to all people participating in the hearing.
- (6) The Chair of the Election Tribunal is to give seven (7) days notice of a hearing to all parties who the Chair of the Election Tribunal consider relevant to the proceedings.
- (7) The quorum of a hearing of the Election Tribunal shall consist of three (3) members and shall include the Chair of the Election Tribunal.
- (8) The Chair of the Election Tribunal may on behalf of the Election Tribunal request the attendance of such persons as it deems necessary to assist in its deliberations at the hearing of the guild misconduct.
- (9) Should the Election Tribunal request such attendance then the Chair of the Election Tribunal shall serve such a person a notice in writing at least seven (7) days prior to the hearing of the election misconduct. Such notice shall state the time and place of the hearing and request the recipient's attendance.
- (10) The Election Tribunal may proceed with its deliberations notwithstanding the non-attendance of the persons requested under regulation 13(9) provided that at least seven (7) days' notice was given of the request for their attendance.
- (11) Respondents may be represented at Election Tribunal hearings only by the Group Agent (as defined in regulation 3(2) of the Student Guild (Election and Referenda) Regulations 2018) in the absence of the respondent.
- (12) The respondents to a complaint or petition shall be given a copy of the complaint or petition and may present whatever evidence they deem necessary to respond to the complaint or petition at the meeting of the Election Tribunal.
- (13) Evidence may be taken in absence of the respondent, provided the Election Tribunal is satisfied that the parties have been duly notified.
- (14) The Election Tribunal:
 - (a) is not bound by the rules of evidence;
 - (b) may inform itself as it sees fit and determine its own procedure; and
 - (c) must act informally.
- (15) Hearings of the Election Tribunal are private and confidential and are not open to the public.
- (16) When considering a petition for a disputed election result, the Election Tribunal shall inquire whether or not the formalities of the petition have been observed.
- (17) If a question involving voting is concerned, the Election Tribunal may inquire into the identity of persons as to whether their votes were improperly admitted or rejected and whether the result of the polling was correctly ascertained, but the Election Tribunal shall deem the roll conclusive evidence that the persons enrolled were, at the date of the completion of the roll, entitled to be

enrolled.

- (18) The eligibility of any person enrolled to vote shall not be questioned and no election shall be declared void on the ground that any person whose name shown as eligible to vote in an election was not qualified to be enrolled or to continue enrolled as an elector for that election.
- (19) If the Election Tribunal finds that a candidate has committed or has attempted to bribe or exert undue influence, the election of that candidate, should they have been elected, shall be declared void.
- (20) The Election Tribunal shall not declare that any person elected was not duly elected, or declare any election void:
- (a) on the ground of any illegal practice committed by any person other than the candidate and without their knowledge or authority; or
 - (b) on the ground of any illegal practice, other than bribery or corruption or attempted bribery or corruption, unless the Election Tribunal is satisfied that the result of the election was intended to be and was actually affected thereby, and that it is just that the candidate should be declared not to be duly elected, or that the election should be declared void.
- (21) The failure of a person to sign an undertaking prescribed by the *Student Guild (Election and Referenda) Regulations 2018* is not a ground for setting aside the result of an election or referendum.
- (22) As soon as possible after the Election Tribunal has made a decision, the Chair of the Election Tribunal shall serve a notice of the decision, and any order or penalty of the Election Tribunal, on the respondent.
- (23) Subject to the procedures of the Election Tribunal in regulation 13 and any appeal under regulation 15 if a respondent is found:
- (a) “beyond reasonable doubt” for complaints or charges that affect the validity of an election of a candidate, guilty of election misconduct; and
 - (b) In all other matters on the “balance of probabilities”, guilty of election misconduct;
- the Election Tribunal may impose a penalty under regulation 14(1).
- (24) The parties concerned shall be notified in writing of the Election Tribunal’s findings and decision, and a report shall be submitted to Guild Council and the Vice Chancellor.
- (25) The determination of the Tribunal shall be made within five (5) weeks of the declaration of the poll.

14. Penalties

- (1) Pursuant to regulation 13(21) the Election Tribunal may impose one (1) or more of the following penalties:
- (a) order that a fresh count of votes occur for a position.
 - (b) declare that a candidate that was declared elected to be not elected;

- (c) declare that a candidate that was declared as not elected to be elected;
 - (d) dismiss or uphold a complaint in whole or part;
 - (e) issue orders to rectify a proven complaint;
 - (f) declare an entire election or part of an election invalid, where the electoral offence is deemed by the election tribunal to have seriously affected the result of the election;
 - (g) disqualify a candidate;
 - (h) disqualify an entire Group;
 - (i) refer a matter to the Discipline Tribunal, University or Police; and
 - (j) such other things as are necessary incidental to give effect to the penalties applied.
- (2) Where the election tribunal declares an entire election or part of an election invalid under regulation 14(1)(f) then a fresh election must be held. Should a fresh election be unable to be held prior to the expiry of the term of office of the Guild Council then the Vice Chancellor shall appoint an administrator to manage the affairs of the Guild until a new Guild Council can take office.
- (3) The Election Tribunal may also make recommendations to the Guild Council, Discipline Tribunal or University in order to provide for the prevention and/or penalisation of Election misconduct or as are considered necessary by the Election Tribunal.
- (4) Where an election of a candidate is invalidated, the previous count is to be disregarded and a fresh count shall be conducted.
- (5) In the case of a readmitted candidate, the previous count is to be disregarded and a fresh count shall be conducted.

15. Appeals

- (1) An Officer, Officer of a student society, Guild Member or student society found guilty of election misconduct may appeal the decision of the Election Tribunal to the Appeals Tribunal.
- (2) A notice of appeal shall be in writing, shall specify the grounds of appeal and shall be submitted to the Chair of the Appeals Tribunal by 5pm seven (7) days after service of the notice of the decision of the Election Tribunal pursuant to regulation 13(24).

Part 4 – Remuneration Tribunal

16. Membership

- (1) The Remuneration Tribunal of the Guild (**Remuneration Tribunal**) is established and must at all times consist of:
- (a) The Chair of the Remuneration Tribunal;
 - (b) an employee of the Guild appointed by the Managing Director; and
 - (c) an employee of the University appointed by the Vice Chancellor.

- (2) The members of the Remuneration Tribunal shall hold office for one (1) year from the date of their appointment and may be reappointed.

17. Chair of the Remuneration Tribunal

- (1) The Chair of the Remuneration Tribunal shall be a member of Guild Council appointed by the Guild Council.
- (2) The Chair of the Remuneration Tribunal shall be disqualified from seeking election or appointment in the next term of office as an Officer. This does not however disqualify them from their current position or any ex-officio position they may hold in the coming term.
- (3) Guild Councillors completing the first year of their two year term shall not be eligible to be appointed as Chair of the Remuneration Tribunal.
- (4) For the purposes of regulation 17(3) **Guild Councillors** refers to those persons holding office as a Guild Councillor under regulation 32 of the *Student Guild (Guild Council) Regulations 2018*.

18. Inquiry

- (1) The Remuneration Tribunal shall annually initiate an inquiry into the remuneration of Officers and such other positions prescribed by the Guild Council or Guild regulations to have remuneration determined by the Remuneration Tribunal.
- (2) A special inquiry may be undertaken by the Remuneration Tribunal:
 - (a) when a new position to which the Remuneration Tribunal must determine the remuneration of is created; and
 - (b) when the Guild Council by resolution passed by a special majority requests an inquiry.
- (3) Upon the initiation of an inquiry the Chair of the Remuneration Tribunal shall give notice to the members of the Guild Council, Representation Board, all Officers, the Managing Director and the Vice Chancellor of the inquiry and advise them that they have fourteen (14) days to provide a submission to the Remuneration Tribunal relating to its inquiry.
- (4) Following the deadline for submissions under regulation 18(3) the Remuneration Tribunal shall meet and prepare a draft determination.
- (5) Following the preparation of the draft determination under regulation 18(4) the Chair of the Remuneration Tribunal shall provide the draft determination to the Guild Council, Representation Board, all Officers, the Managing Director and the Vice Chancellor and advise them that they have fourteen (14) days to provide an objection to the Remuneration Tribunal relating to its draft determination.
- (6) Following the deadline for objections to the draft determination under regulation 18(5) the Remuneration Tribunal shall meet and issue a final determination.
- (7) The Remuneration Tribunal must provide its annual determination of remuneration prior to the opening of nominations for the Annual General Election each year.

- (8) In determining the remuneration of Officers and other persons for whom the Remuneration Tribunal determines remuneration, the Remuneration Tribunal shall consider:
- (a) the current financial situation of the Guild;
 - (b) the funding available in the Guild budget for the remuneration;
 - (c) any submissions made to it in accordance with regulations 18(3) and 18(5);
 - (d) the work that needs to be completed by each individual on a weekly basis;
 - (e) the overall responsibility of that individual;
 - (f) key meetings to be attended by that individual;
 - (g) the persons that individual may be responsible for supervising;
 - (h) the travel allowances available to that individual (if any);
 - (i) the best interests of the Guild; and
 - (j) what Guild Members would perceive as appropriate remuneration.

19. Hearings

- (1) The Chair of the Remuneration Tribunal shall chair any hearing of the Remuneration Tribunal.
- (2) Hearings by the Remuneration Tribunal shall be held at such times and places as the Chair of the Remuneration Tribunal may decide, providing such time and place is reasonably convenient to all people participating in the hearing.
- (3) The Chair of the Remuneration Tribunal is to give seven (7) days notice of a hearing to all parties who the Chair of the Remuneration Tribunal consider relevant to the proceedings.
- (4) The quorum of a hearing of the Remuneration Tribunal shall be all three (3) members.
- (5) The Chair of the Remuneration Tribunal may on behalf of the Remuneration Tribunal request the attendance of such persons as it deems necessary to assist in its deliberations.
- (6) Should the Remuneration Tribunal request such attendance then the Secretary shall serve such a person a notice in writing at least seven (7) days prior to the hearing of the Remuneration Tribunal. Such notice shall state the time and place of the hearing and request the recipient's attendance.
- (7) The Remuneration Tribunal may proceed with its deliberations notwithstanding the non-attendance of the persons requested under regulation 19(5) provided that at least seven (7) days' notice was given of the request for their attendance.
- (8) The Remuneration Tribunal:
 - (a) may inform itself as it sees fit and determine its own procedure; and
 - (b) must act informally.

- (9) Hearings of the Remuneration Tribunal are private and confidential and are not open to the public.
- (10) The Secretary shall ensure that a record of the decision of the Remuneration Tribunal is submitted to Guild Council for noting and is published on the Guild website.

20. Powers

- (1) The Remuneration Tribunal shall determine all matters relating to the remuneration of Officers and other persons for whom the Remuneration Tribunal determines remuneration including but not limited to:
 - (a) amount of payment if any;
 - (b) frequency of payment;
 - (c) terms of payment;
 - (d) any hours to be worked associated with payment;
 - (e) any reasonable key performance indicators associated with payment;
 - (f) any entitlements to any form of leave;
 - (g) any superannuation entitlements;
 - (h) any public holiday entitlements;
 - (i) any requirements relating to paperwork, deeds or agreements that must be completed to receive remuneration; and
 - (j) all other matters incidental to the remuneration.
- (2) The Remuneration Tribunal shall not:
 - (a) allow for any form of termination or redundancy payments for any individual;
 - (b) allow for the total remuneration cost for any Officer to exceed on an annual basis the total remuneration cost for a person employed at full time at level 2.1 of the *Public Service and Government Officers CSA General Agreement 2017* (or equivalent);
- (3) On any question regarding the interpretation of the decision of the Remuneration Tribunal, the Chair of the Remuneration Tribunal shall provide an interpretation of its decision.
- (4) No change may be made to the remuneration of any Officer or other persons for whom the Remuneration Tribunal determines remuneration can take effect until the conclusion of their current term except where:
 - (a) it is as a result of an interpretation under regulation 20(3);
 - (b) the position for which remuneration is to be determined is a new position and no remuneration has been determined for that position;
 - (c) as a result of a special inquiry requested by the Guild Council under regulation 18(2)(b)

21. Appeals

- (1) A person may appeal a decision of the Remuneration Tribunal to the Appeals Tribunal.
- (2) A notice of appeal shall be in writing, shall specify the grounds of appeal and shall be submitted to the Chair of the Appeals Tribunal by 5pm seven (7) days after the publication of the decision of the Remuneration Tribunal pursuant to regulation 18(10).
- (3) An appeal of the decision of the Remuneration Tribunal must be on the basis of a procedural failure.

Part 5 – Appeals Tribunal

22. Membership

- (1) The Appeals Tribunal of the Guild (**Appeals Tribunal**) is established and must at all times consist of:
 - (a) The Chair of the Appeals Tribunal;
 - (b) a person appointed by the Managing Director; and
 - (c) a person appointed by the Vice Chancellor.
- (2) The appointment of a member of the Appeals Tribunal may be for a specific case before the tribunal or for all matters that come before the tribunal provided no appointment may be for a period longer than two (2) years without renewal;
- (3) The members of the Appeals Tribunal including the Chair of the Appeals Tribunal must:
 - (a) have no material personal interest associated with the appeal;
 - (b) not be a current Officer; and
 - (c) not have been a member of the tribunal that considered the matter under appeal.
- (4) A member of the Appeals Tribunal may resign their office in writing to the Guild President and Vice Chancellor.
- (5) The Remuneration Tribunal may determine remuneration to be paid to the members of the Appeals Tribunal.

23. Chair of the Appeals Tribunal

- (1) The process for appointment of the Chair of the Appeals Tribunal shall be as follows:
 - (a) The Guild President shall nominate a proposed Chair of the Appeals Tribunal to the Academic Registrar.
 - (b) The Academic Registrar may approve the nomination of the Guild President where they are satisfied the nomination for Chair of the Appeals Tribunal is appropriate, suitably qualified and has no material personal interest in relation to matters that may come before the Appeals Tribunal;

- (c) The appointment of a Chair of the Appeals Tribunal may be for a specific case before the tribunal or for all matters that come before the tribunal provided no appointment may be for a period longer than two (2) years without renewal.
- (2) The Chair of the Appeals Tribunal must hold a Bachelor of Laws (or equivalent).
- (3) The Chair of the Appeals Tribunal must not be the Chair of any other tribunal.
- (4) A person appointed as Chair of the Appeals Tribunal may be reappointed.
- (5) Where the Chair of the Appeals Tribunal has a material personal interest in relation to a matter before the Appeals Tribunal they must resign in order to allow a new Chair of the Appeals Tribunal to be appointed.
- (6) The Chair of the Appeals Tribunal may resign their office in writing to the Guild President and Academic Registrar.
- (7) The Remuneration Tribunal may determine remuneration to be paid to the Chair of the Appeals Tribunal.
- (8) Where the Guild President and Academic Registrar cannot agree to the appointment of a Chair of the Appeals Tribunal, the Vice Chancellor shall appoint a Chair of the Appeals Tribunal.

24. Procedure

- (1) The Appeals Tribunal shall hear appeals:
 - (a) from the Discipline Tribunal under regulation 9;
 - (b) from the Election Tribunal under regulation 15;
 - (c) from the Remuneration Tribunal under regulation 21; and
 - (d) on such other matters that it is prescribed that the Appeals Tribunal shall hear the appeals of.
- (2) A security deposit of \$100.00 shall be lodged with each individual appeal.
- (3) Upon receipt of an appeal, the Chair of the Appeal Tribunal must:
 - (a) determine if based upon the information provided in the appeal:
 - (i) there is insufficient grounds for the appeal to proceed to the Appeals Tribunal; or
 - (ii) the appeal is vexatious or frivolous;
 that the complaint be dismissed and the security deposit is forfeited; or
 - (b) refund the security deposit and list the for hearing before the Appeals Tribunal on a date no sooner than fourteen (14) days after the date on which the complaint or petition was received.

25. Hearings

- (1) The Chair of the Appeals Tribunal shall chair any hearing of an appeal.

- (2) Hearings by the Appeals Tribunal of an appeal shall be held at such times and places as the Chair of the Appeals Tribunal may decide, providing such time and place is reasonably convenient to all people participating in the hearing.
- (3) The quorum for a hearing of the Appeals Tribunal shall be all three (3) members.
- (4) The Chair of the Appeals Tribunal may on behalf of the Appeals Tribunal request the attendance of such persons as it deems necessary to assist in its deliberations at the hearing of the appeal.
- (5) Should the Appeals Tribunal request such attendance then the Chair of the Appeals Tribunal shall serve such a person a notice in writing at least seven (7) days prior to the hearing of the appeal. Such notice shall state the time and place of the hearing and request the recipient's attendance.
- (6) The Appeal Tribunal may proceed with its deliberations notwithstanding the non-attendance of the persons requested under regulation 24(6) provided that at least seven (7) days' notice was given of the request for their attendance.
- (7) The hearing of an appeal by the Appeals Tribunal is a hearing de novo to be conducted privately and confidentially.
- (8) The Appeals Tribunal may, after hearing an appeal, ratify, reverse or vary the decision, order or penalty appealed from or substitute its own decision, order or penalty, and in doing so must act in accordance with the Guild regulations governing the conduct of the body from which the appeal is received.
- (9) The decision of the Appeals Tribunal on any appeal shall be final and binding and shall not be subject to any further appeal or review within the Guild.
- (10) As soon as the Appeals Tribunal has made a decision the Chair of the Appeals Tribunal shall serve notice of the decision as well as notice of any order or penalty on the person that brought the matter to appeal.

26. Powers

- (1) The Appeals Tribunal shall have all the powers granted to the body from which the appeals is received, the including but not limited to the power to apply penalties.
- (2) In relation to an appeal of a decision of the Remuneration Tribunal the Appeals Tribunal may only void the decision made by the Remuneration Tribunal and order a new inquiry be conducted.

Part 6 – Miscellaneous

27. Interpretation of Guild Statute Book

Where it required that an interpretation of the provisions of the Guild Statute Book be made those interpretations shall be made as follows:

- (a) in a meeting of the Guild Council or a Guild Committee, by the Chair of that meeting, subject to any appeal process outlined in the Standing Orders;
- (b) by a tribunal, by the Chair of that tribunal, subject to any appeal process for that tribunal;

- (c) in an election, by the Returning Officer, subject to the appeal processes for that election;
- (d) in all other cases the Secretary, subject:
 - (i) in all cases to a right of appeal within seven (7) days to the Chair of the Appeals Tribunal by any person affected by any such interpretation. and
 - (ii) to the power of the Chair of the Appeals Tribunal to ratify, reverse or vary a decision of the Secretary on a matter of interpretation;
- (e) In the case of an interpretation of any Statute or University Rules, the right of appeal may extend to the University Council at the University Council's discretion.

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD BY-LAWS 2018

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

Made/Amended/Revoked	Date Effective	Guild Council Resolution No.
Made	23 November 2018	GC R#xx/2018

**STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD BY-LAWS 2018**

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STUDENT GUILD OF CURTIN UNIVERSITY

STUDENT GUILD BY-LAWS 2018

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 2018*.

2 Commencement and Revocation

The *Student Guild Rules 2016* made on the 30th of September 2016 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 publically 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 2018*.

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* 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, Guild Committees 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 Committees, a 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 Committees 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) 14 (1), (2) & (3)
 - (h) 16;
 - (i) 17;
 - (j) 20;
 - (k) 21; and
 - (l) 22.
- (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 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:

(a) apology to the chair or minute taker prior to the meeting; or

(b) 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, 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 Guild Council, a Guild Committee 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 be absent 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 or a General Meeting, at least seven (7) days prior to the meeting; or
 - (ii) for a meeting of a Guild Committee, at least three (3) 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 except where:
 - (i) the item is submitted by the President, Secretary or Chair of Guild Council; or
 - (ii) the item is submitted by 25% 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.

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, 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 has one (1) vote on any question arising at the meeting.
- (2) Unless an absolute majority or special majority is required, a motion is carried if a majority of the members present at the meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chair has a casting vote.
- (4) Voting may be by voice, a show of hands 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.
- (5) 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).
- (6) On a motion that requires an absolute majority or special majority abstentions shall not be permitted.

15 Motions and Amendments

- (1) All motions and amendments, except procedural motions, must be affirmative in character.
- (2) All motions and amendments 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) 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."
- (9) 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 are only to be used in special circumstances in which the Guild must act on a motion in a quick manner and is deemed outside of the role of Executive Committee.
- (3) The chair, acting reasonably, shall set a maximum amount of time that members, will from time of the email being sent, to send through their vote. After this time votes will no longer be valid.
- (4) 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 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.

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*.

21 Minute Secretary and Minutes

- (1) The Minute Secretary shall be an employee nominated by the ~~Chief Operating Officer~~ Managing Director to fill the role of Minute Secretary.
- (2) The Minute Secretary may nominate another employee with the consent of the ~~Chief Operating Officer~~ 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.

22 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 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.

23 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

24 Executive Officers

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

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

Subject to the Guild Statute Book and Policy co-ordinate the work of Officers and the ~~Chief Operating Officer~~Managing Director.

- Be responsible for overseeing the Office of the Guild President.
- Chair and/or attend the meetings of such Guild Committees as are determined by Guild Council.
- Be conversant in the higher education and student issues of the day.
- Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.
- Develop and support the long term plans and aspirations of the Guild.
- Appropriately ensure the delegation of tasks within the Officers, and in co-operation with the ~~Chief Operating Officer~~Managing Director, the employees.
- Ensure all Officers adhere to their duties and responsibilities and the requirements of their roles.
- Maintain professional boundaries with enrolled students.

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.

- Liaise with Vice Chancellor and members of the University senior executive on behalf of the Guild and Guild Members.
- Remain in regular contact with the Vice Chancellor, Provost and Vice President, Corporate Relations.
- Develop and maintain clear plans for campaigns and communications with students throughout the year.
- Attend meetings of University Boards and Committees including:
 - Academic Board;
 - Curtin Student Advisory Committee;
 - Student Services and Amenities Expenditure Advisory Committee; and
 - Such other University Boards and Committees as determined by the Guild Council.
- Subject to the Guild Statute Book approve all Guild publications in a timely manner.
- 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.

Generally represent and speak on behalf of Guild Council at such meetings and functions as Guild Council or the President deem fit to attend.

- Be responsible for the implementation of resolutions of Guild Council and Guild Committees.
- Manage the Guild's relationship with the National Union of Students.

Other duties

	<ul style="list-style-type: none"> • 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 Guild Council and Representation Board. • Attend meetings of the Guild Council, Representation Board, and other Guild Committees which they are a member of. • Where the Secretary is unavailable, be available to sign cheques and authorise payments. • Prepare a written report for the incoming President, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p>
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(2) The Secretary shall complete such duties and responsibilities as are outlined in the below table:

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

	<ul style="list-style-type: none"> • Maintain registers of attendance for Officers to meetings of Guild Council, Representation Board and other Guild Committees. • Ensure that all elections and appointments under the <i>Student Guild By-Laws 2018</i> are conducted. <p>Ensure compliance with the Statute Book, Code of Conduct and Policy and report any breaches to the Guild Council or other authorities as required</p> <ul style="list-style-type: none"> • 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. • Ensure that the administrative and procedural functions of the Guild Statute Book and Policy Handbook are performed. • Oversee the induction and continued training of new student representatives and existing representatives. • Be responsible for maintaining the Guild Statute Book ensuring that it is current. • Be responsible for maintaining the Policy Handbook ensuring that it is current • Assist the Vice President – Activities and the employees supporting student societies in ensuring that student society constitutions meet the requirements of the Guild. <p>Be conversant on financial, policy and governance matters of the Guild.</p> <ul style="list-style-type: none"> • Be available to sign cheques and approve payments as required. • Provide initial oversight of the whole Guild budget. • Remain in regular contact and work closely with the Management Accountant. • Notify the Management Accountant of any changes of paid Officers or of any Officers pay. • 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. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Participate in all budgeting meetings of the Guild. • Provide initial oversight to the annual Audit. • Initially ensure that the Guild complies with all legislative requirements in relation to the Guild's finances. • Attend meetings of University Boards and Committees as determined by the President or Guild Council. • Maintain professional boundaries with enrolled students. • Be responsible for the co-ordination of Guild Representatives to University Boards and Committees including: <ul style="list-style-type: none"> ○ Ensuring an up to date list of all University Boards and Committees is held by the Guild; ○ Ensuring that a representative of the Guild (either nominated by the President or appointed by the Guild
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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"> o Ensuring the reporting of the ongoing matters of University Boards and Committees is reported to the Guild Council. <p>Other duties</p> <ul style="list-style-type: none"> • 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. • Attend meetings of the Guild Council, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Secretary, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p>
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(3) The Vice President - Education shall complete such duties and responsibilities as are outlined in the below table:

Title	Vice President - Education
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the: Guild Council President</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • Faculty of Business and Law Representative • Faculty of Science and Engineering Representative • Faculty of Health Sciences Representative • Faculty of Humanities Representative • ISC President • PSC President • Queer Officers • Women's Officer • IndigenousFirst Nations Officer • Students-with-DisabilitiesAccessibility Officer
Position Purpose	Executive Officer responsible for Education, Equity & Welfare
Key Responsibilities	<p>In accordance with regulation 30 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> • assist the President; • be responsible for matters relating to representation, education, equity and welfare; • be initially responsible for the issues of mature age, online, external, rural and regional Enrolled Students; and

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

	<p>Be initially responsible for the Faculty Representatives and Department Officers.</p> <ul style="list-style-type: none"> • Supervise and assist the Faculty Representatives. • Supervise and assist the ISC members. • Supervise and assist the PSC members. • Supervise and assist the Department Officers. <p>Other duties</p> <ul style="list-style-type: none"> • 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. • Attend meetings of the Guild Council, Representation Board, and other Guild Committees which they are a member of. • Where the Secretary is unavailable, be available to sign cheques and authorise payments. • Prepare a written report for the incoming Vice President - Education, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p>
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(4) The Vice President - Activities shall complete such duties and responsibilities as are outlined in the below table:

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

	<ul style="list-style-type: none"> ○ SSAF Expenditure Advisory Committee; ○ Guild University Liaison Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. <p>Be conversant in and supervise all matters relating to Guild social activities including Student Societies</p> <ul style="list-style-type: none"> ● Initially be responsible for all Guild social activities and events and Liaise and work closely with the Manager – Student Experience, Manager – Retail Services and Events Coordinator to organise Guild social activities and events. ● 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. ● Develop in cooperation with the Secretary and appropriate employees the budget allocations for each event. ● Complete bookings for artists for all tavern events ● Initially supervise the organisation of: <ul style="list-style-type: none"> ○ Grill the Guild; ○ Annual Guild Ball; ○ Guild Orientation activities; and ○ Guild Tavern events; ● Initially be responsible for the support and management of student societies and work closely with the Manager – Student Experience and Clubs Officer. ● Support and assist student societies in the organisation of student society events and activities. ● Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. ● Ensure close cooperation and consultation with employees regarding decisions to be made. ● Assist and support Faculty Representatives in the management and facilitation of Faculty social activities and events. ● Assist and support the ISC in the management and facilitation of international student social activities and events. ● Assist and support the PSC in the management and facilitation of postgraduate student social activities and events. ● Assist and support Department Officers in the management and facilitation of equity department social activities and events. ● Maintain professional boundaries with enrolled students. <p>Other duties</p> <ul style="list-style-type: none"> ● 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. ● Attend meetings of the Guild Council, and other Guild Committees which they are a member of. ● Where the Secretary is unavailable, be available to sign cheques and authorise payments.
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	<ul style="list-style-type: none"> Prepare a written report for the incoming Vice President - Activities, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p>
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25 Faculty Representatives

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

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

	<ul style="list-style-type: none"> • Liaise with student societies based within the Faculty in cooperation with the clubs support staff. • Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Business and Law Students. • Assist in the orientation of new students to the University. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Identify opportunities for partnership between the faculty and the Guild. • Maintain professional boundaries with enrolled students. <p>Other duties</p> <ul style="list-style-type: none"> • 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. • Attend meetings of the Representation Board, and other Guild Committees which they are a member of. • 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. <p>Any other duties determined by the Guild Council</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:

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

	<ul style="list-style-type: none"> • 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). • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Faculty of Science and Engineering Learning and Teaching Committee; ○ Faculty of Science and Engineering Courses Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Be a member of the Faculty of Science and Engineering Student Discipline Panel. • Liaise with ISC on issues effecting international students within the Faculty. • Liaise with PSC on issues effecting postgraduate students within the Faculty. • Liaise with student societies based within the Faculty. • Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Science and Engineering Students. • Assist in the orientation of new students to the University. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Identify opportunities for partnership between the faculty and the Guild. • Maintain professional boundaries with enrolled students. <p>Other duties</p> <ul style="list-style-type: none"> • 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. • Attend meetings of the Representation Board, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Faculty of Science and Engineering, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p>
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(3) The Faculty of Health Sciences Representative shall complete such duties and responsibilities as are outlined in the below table:

Title	Faculty of Health Sciences Representative
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the:

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

	<ul style="list-style-type: none"> Prepare a written report for the incoming Faculty of Health Sciences Representative, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p>
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(4) The Faculty of Humanities Representative shall complete such duties and responsibilities as are outlined in the below table:

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

	<ul style="list-style-type: none"> • Assist in the orientation of new students to the University. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Identify opportunities for partnership between the faculty and the Guild. • Maintain professional boundaries with enrolled students. <p>Other duties</p> <ul style="list-style-type: none"> • 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. • Attend meetings of the Representation Board, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Faculty of Humanities Representative, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p>
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26 International Students Committee President

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

Title	International Students Committee President
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the: Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • ISC Vice President - Education • ISC Vice President - Activities • ISC Secretary • ISC Councillors
Position Purpose	Officer principally responsible for the representation of international students
Key Responsibilities	In accordance with regulation 35 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> • be responsible for the International Students Committee; and • be responsible for representing international students.
Specific Duties and Responsibilities	Be responsible for representing International Students through the ISC to the Guild Council.

	<ul style="list-style-type: none"> • Be in regular contact with the Deputy Vice Chancellor, International and Associate Deputy Vice Chancellor, International. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Curtin Student Advisory Committee; ○ International Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Chair meetings of the ISC. • Act as the spokesperson of the ISC. • Supervise and assist the members of the ISC in their duties. • Maintain relationships with other international student representative bodies including CISA. • Ensure that members of the ISC are compliant with the Guild Statute Book and Policy. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Maintain professional boundaries with enrolled students. • Ensure the minutes of the ISC and other significant paperwork are provided to the Secretary and other appropriate staff. • Maintain close cooperation and contact with the Secretary on financial matters. • Liaise on behalf of the ISC with the Vice President – Activities and appropriate staff on events that the ISC seeks to run. • Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers. <p>Other duties</p> <ul style="list-style-type: none"> • 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. • Attend meetings of the Representation Board, International Students Committee and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC President, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council or the ISC</p>
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27 Postgraduate Students Committee President

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

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

	<ul style="list-style-type: none"> Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers. <p>Other duties</p> <ul style="list-style-type: none"> 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. Attend meetings of the Representation Board, Postgraduate Students Committee, and other Guild Committees which they are a member of. Prepare a written report for the incoming PSC President, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council or the PSC</p>
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28 Department Officers

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

Title	Queer Officer
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the:</p> <p>Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> None
Position Purpose	Officer responsible for the representation of enrolled students that are Queer.
Key Responsibilities	<p>In accordance with regulation 37 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> be responsible for representing enrolled students who are queer and questioning.
Specific Duties and Responsibilities	<p>Be responsible for representing enrolled students who are queer and questioning.</p> <ul style="list-style-type: none"> Coordinate campaigns on the issues of queer enrolled students. Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> LGBTIQ+ Advisory Committee; and such other University Boards and Committees as determined by the President or Guild Council.

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

Title	Women's Officer
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council Representation Board President Vice President - Education
	Positions reporting to this position: <ul style="list-style-type: none"> • None

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

(3) The [IndigenousFirst Nations](#) Officer shall complete such duties and responsibilities as are outlined in the below table:

Title	IndigenousFirst Nations Officer
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the: Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officer responsible for the representation of enrolled students that are IndigenousFirst Nations .
Key Responsibilities	In accordance with regulation 39 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> • be responsible for representing enrolled students who are IndigenousFirst Nations.
Specific Duties and Responsibilities	<p>Be responsible for representing enrolled students who are IndigenousFirst Nations.</p> <ul style="list-style-type: none"> • Coordinate campaigns on the issues of IndigenousFirst Nations enrolled students. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Curtin Indigenous Policy Committee; ○ Centre for Aboriginal Studies Courses Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Run social activities and events for IndigenousFirst Nations enrolled students both ally-inclusive and autonomous. • Maintain the IndigenousFirst Nations space and be available for consultation by enrolled students within that space. • Maintain online social networks to advertise events and reach out to enrolled students who may not know about the IndigenousFirst Nations office. • Maintain relationships with other IndigenousFirst Nations student representative bodies including UATSIS. • Maintain professional boundaries with enrolled students. • Refer enrolled students to appropriate services when they require assistance. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Maintain close cooperation and contact with the Secretary on financial matters.

	<ul style="list-style-type: none"> • Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run. • Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers. <p>Other duties</p> <ul style="list-style-type: none"> • 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. • Attend meetings of the Representation Board and other Guild Committees which they are a member of. • Prepare a written report for the incoming IndigenousFirst Nations Officer, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council.</p>
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(4) The ~~Students with Disabilities~~[Accessibility](#) Officer shall complete such duties and responsibilities as are outlined in the below table:

Title	Students with Disabilities Accessibility Officer
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the:</p> <p>Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officer responsible for the representation of enrolled students that are disabled have a disability .
Key Responsibilities	In accordance with regulation 40 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> • be responsible for representing enrolled students with disabilities and/or accessibility requirements.
Specific Duties and Responsibilities	<p>Be responsible for representing enrolled students with disabilities</p> <ul style="list-style-type: none"> • Coordinate campaigns on the issues of enrolled students with disabilities and/or accessibility requirements. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Disability Access and Inclusion Plan Implementation Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council.

	<ul style="list-style-type: none"> • Run social activities and events for enrolled students with disabilities both ally-inclusive and autonomous. • Remain in contact with the University Counselling and Disability services • Maintain the disabilities-accessibility space and be available for consultation by enrolled students within that space. • Maintain online social networks to advertise events and reach out to enrolled students who may not know about the Disabilities-accessibility space. • Maintain professional boundaries with enrolled students. • Refer enrolled students to appropriate services when they require assistance. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Maintain close cooperation and contact with the Secretary on financial matters. • Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run. • Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers. <p>Other duties</p> <ul style="list-style-type: none"> • 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. • Attend meetings of the Representation Board and other Guild Committees which they are a member of. • Prepare a written report for the incoming Students with Disabilities Accessibility Officer, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council.</p>
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Part 4 – Appointments

28AA Affirmative Action

- (1) Of the Twelve (12) Guild Councillors at least six (6) shall not identify as men.
- (2) In the Annual General Election, at least three (3) of the six (6) Guild Councillors elected each year shall not identify as men.
- (3) Where for whatever reason an election is held for all twelve (12) Guild Councillors, at least six (6) of the twelve (12) Guild Councillors elected shall not identify as men.
- (4) If an election for twelve (12) Guild Councillors has been held and the Guild Councillors have been divided into two groups having different terms of office under Regulation 25(4) of the Student Guild (Guild Council) Regulations 2018, then at least half of each group shall not identify as men.

~~(4)~~(5) Of the Six (6) Ordinary Representation Board Members at least three (3) shall not identify as men.

29 Appointment Mechanisms

Commented [DL1]: Need to get renumbering to carry through

- (1) Appointments from among members of the Guild Council, Representation Board or another Guild Committee shall be in accordance with by-law 30 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 31 and should be read in conjunction with the relevant provisions of the Guild regulations.
- (4) Autonomous Appointments include:
 - (a) Casual vacancies in Queer Officer ~~(including casual vacancies)~~
 - (b) Casual vacancies in Indigenous First Nations Officer ~~(including casual vacancies)~~
 - (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 Students with Disabilities Accessibility Officer;
 - (h) other ISC Members;
 - (i) other PSC Members;
- (5) All other appointments including appointments to University Boards and Committee shall be in accordance with by-law 32.
- (6) 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.

30 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 ~~meeting where the appointment is to be made~~ 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 30(4) to occur, nominations may be taken during ~~the 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.
- ~~(9)~~~~(10)~~ ~~Voting be via paper ballots in a meeting or online voting. The Returning Officer will decide the method after consulting with the President. 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.~~
- ~~(10)~~~~(11)~~ Candidates may submit a statement of up to three hundred (300) words to accompany any nomination.
- ~~(11)~~~~(12)~~ Candidates may appoint a scrutineer by written notice to the Returning Officer.
- ~~(12)~~~~(13)~~ Any appeal of an election result shall be determined by the ~~meeting~~body appointing.
- ~~(13)~~~~(14)~~ The body appointing has the power to dismiss the person appointed under this Guild by-law.

Commented [DL2]: This gives more flexibility as a meeting doesn't need to be convened to have a ballot

Commented [DL3]: Enables electronic voting

31 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 Bentley Campus and open for least two (2) 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.

32 Other 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 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 oral 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).

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 were 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 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 received prior to the expenditure;
 - (c) be before the end of the calendar year of the year of registration; and
 - (d) be approved by a 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

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.

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 Publication

- (1) The Guild Council shall collate all policies and procedures into a handbook (**policy handbook**).
- (2) The policy handbook shall be made available on the Guild website.

Schedule A

Default Unincorporated Student Society Constitution

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)

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.

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.

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.

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.

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).

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 31st 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.

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.

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.

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.

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) 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.
 - (d) Notice of any proposed alteration, addition or amendment shall be given to all Ordinary Members at least twenty-one (21) days' prior to the General Meeting.

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.

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

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)

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 7.2.
- (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 8.3.
- (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 7.1.
- (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 7.3.
- (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.

3. Objectives

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

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.

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 5.5(b)) the Committee must convene a meeting in accordance with clause 8.4 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 5.5(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.

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.

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 7.1(p) 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 7.3(a), all Special General Meetings will be conducted in the same manner as a General Meeting (as set out in clause 7.1).

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 31st 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.

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 8.3(j).

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.

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.

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 11.6.
- 11.8 A Society, an Officer or Member that does not accept the outcome of the disciplinary procedure in clause 11.6 may petition the Guild Council for reinstatement in accordance with the process determined by the Guild Council.
- 11.9 Nothing in this clause 11.6 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.

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.

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) 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.
- (d) Notice of any proposed alteration, addition or amendment shall be given to all Ordinary Members at least twenty one (21) days prior to the General Meeting.

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

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 15.3, 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 15.9(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 15.11, 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 15.12 will be final and binding on the parties to the dispute.

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 the 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

Representation Board

Meeting #6

To be held at 6pm on Thursday the 21 May 2020

Online

Minutes

Meeting opened at 6.04pm

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; Jesse Naylor Zambrano, Dylan Botica, Chris Hall, May Majimbi, Lucy Rohl, Bry Jagoe, Hana Arai, Star Castillo, Jeru Sundar, Fatma Sehic, Clare Metcalf, Luke Gibson, Ben Grassi

2.2. Others Present; Maryanne Shaddick, Jo-Ann Naidu, Lachlan Lee, Erin Russell

2.3. Apologies and Leave of Absence; Connie Martelli

2.4. Absent; Alexandra Pannell (?)

3. Disclosure of any potential or perceived Conflicts of Interest. N/A

4. Minutes of the Previous Meeting:

4.1. Previous Meeting Minutes:

4.1.1. Meeting from the 09/04/20

Motion: that the Representation Board **Approves** the minutes of the previous meeting on the 09/04/2020 as a true and accurate record of proceedings. The committee noted that the minutes spelt Lucy Rohl's name incorrectly and that it needed to be corrected. Motion moved by Lucy Rohl. Seconded by May Majimbi. Motion passed

5. Matters Arising from the Minutes – N/A

6. Items Not for Discussion N/A;

7. Reports

7.1. President – Verbal Report. Hana Arai provided an update to the academic support campaign. Hana said that a petition had been submitted to the VC and senior executive team. There were reports that COVID-19 leniency policies were not being implemented consistently ie late assessments, self-certification and late penalties. Hana advised that the Guild had sent a survey to students to ascertain how widespread the issue was. Hana reported that a letter had been sent to State Government Education Minister Sue Ellery calling on more assistance for international students. Hana advised that O Week would be online in semester 2 and that bigger events would not be viable for the remainder of

2020. Hana spoke about the cuts to the Guild budget as a result of reduction in SAFF and commercial trading. Hana updated the committee on the Guild's online activities, information campaigns and the food aid program assisting international students. Hana said the Guild was receiving assistance from external bodies as well as the Curtin Youth Alumni Helping Hands. Hana spoke about the issues with Curtin bursary. Some students were not eligible. Part time students were granted less money. The housing bursary was only for on campus students. Annual report for Respect Now Always report finalized and submitted to Guild Council. Erin asked whether there was more the Guild could do to get course refunds. She suggested multiple emails to the VC. Angry messages to the University Facebook page. Erin said that the Guild needed to talk about restructures.

- 7.2. Vice President – Education – Verbal Report. Chris Hall discussed a proposal to eliminate the need for exams in the future. Chris said a Facebook poll suggested most students preferred open book over exams.
- 7.3. Faculty of Business and Law Representative – Submitted. As tabled.
- 7.4. Faculty of Sciences and Engineering Representative – Submitted. As tabled
- 7.5. Faculty of Health Sciences Representative – Submitted. As tabled.
- 7.6. Faculty of Humanities Representative – Submitted. Apologies
- 7.7. International Students Committee President – N/A
- 7.8. Postgraduate Students Committee President – Not Submitted. May Majimbi advised the committee about a new Faculty of Business and Law representative.
- 7.9. Queer Officer – Submitted. BryJagoe advised that they had made contact with the Queer Representative at the medical school and discussed issues. The Queer department was looking for the removal of gender specific language in course material. There was a lack of acknowledgement of intersex people in course curriculum.
- 7.10. Women's Officer – Submitted. As tabled

- 7.11. Indigenous Officer – N/A
- 7.12. Accessibility Department Officer – Submitted. Dylan Botica advised that the Guild had been included in the Curtin Diversity and Inclusion Working Group. Dylan discussed the role of College of Nursing in Curtin Access Plans.
- 7.13. Student Assist – Verbal Report. Jo-Ann Naidu said that the Guild was still undertaking food aid and that the program was now under the operation of Student Experience. Jo-Ann said that the Guild was receiving feedback that students were confused by the academic changes due to COVID-19. Student Assist had requests for assistance from students in the Faculty of Business. There was a query about how extensions impacted CAT (communication analysis tool). May Majimbi asked how the Guild was dealing with this.
- 7.14. Higher Education Developments – Verbal Report. Maryanne Shaddick reported that the media monitoring was mainly related to the impact of COVID-19 on the higher education sector.

A motion to note reports was moved by Chris Hall and seconded by Dylan Botica. It was passed.

8. Items for Discussion and Resolution

- 8.1. The Curtin Student Guild demands the cancellation and refunding of Incidental Fees

Motion: That the Curtin Student Guild:

- Notes that arts students with Incidental Fees (Retainable Materials), paid in addition to tuition fees, are reporting they are still being charged at the full rate specified in the 2020 Incidental Fees list. <https://students.curtin.edu.au/wp-content/uploads/sites/6/2019/10/Incidental-Fees-2020.pdf>
- Recognises that the pandemic has also affected student's ability to earn an income. This has resulted in students being charged fees they can't afford for services they can't safely use.
- Demands that Curtin university cancel all Incidental Fees for semester 1 2020, including the refunding of those fees that have already been paid

The motion was moved by Erin Russell. The motion was not seconded.

In response to this motion Chris Hall said that he was working to ensure that affected students would receive a credit on their fees. Most of the impacted students were in the Humanities Faculty.

- 8.2. The Curtin Student Guild opposes the prioritisation of the economy over public health

Motion: The Curtin Student Guild

- Opposes the loosening of covid-19 restrictions, recognising that they prioritise profits for Australian businesses over human lives and public health
- Opposes the reopening of campus for semester two, and will campaign against it if the university attempts to resume in-person tuition
- Will continue to operate its own facilities according to previous covid-19 restrictions, instead of the government's new loosened guidelines

Moved: Erin Russell. Erin spoke to motion calling for Curtin to remain closed next semester.

Seconded: The motion was not seconded.

- 8.3. Changes to Students with Disabilities Procedures
- 8.3.1. DRAFT Students with Disability Procedures May 2020
- 8.3.2. Students with Disability Procedures 2016

Motion: That the Curtin Student Guild notes the “Students with Disability Procedures” under review and the feedback window open until the 29th of May.

Moved: Dylan Botica Seconded: Christopher Hall. Motion passed

8.4. Recognising the Issue of Crime.

The Representation Board recognises the issue of crime on campus as a continuing issue despite the COVID pandemic and directs the education Vice President to:

- A. conduct research into this issue including but not limited to trends and the effect of crime on on-campus housing
- B. investigate running a larger guild campaign pending their findings
- C. seek assistance to implement the infrastructure, such as security cameras, necessary to combat crime in the area.

Moved: Luke Gibson Seconded: Christopher Hall

Luke Gibson spoke to the motion and reported that there had been a spate of break-ins at campus housing. It was noted that the Guild could work with Safer Communities on the issue. Hana Arai said it was important to consider why there would be a spike in crime. Erin Russell expressed her concern that these crimes were crimes of poverty. Jesse Naylor Zambrano suggested changing the wording of the motion specifically the use of the word combat.

Hana Arai moved an amendment to the motion. Chris Hall seconded the motion. Amendment to C: seek assistance to implement structures that would address the causes of crime

Motion passed.

8.5. Representative Key Performance Indicator (KPI) Midyear Review

Motion: That the Representation Board request the submission of the office bearers KPI's at the June meeting;

- This shall include a review matrix which will be organised by the VP-E and President to show the progress of the performance indicators.
- Given the current circumstances of the University and Student Experience due to COVID-19, the Representation Board acknowledge the potential for changes in KPIs and the halt of progress on some items.

The KPI reviews will be sent to the Guild Council in June/July for noting

Moved: Christopher Hall (VP-E)
Seconded: Hana Arai (President)

Hana said it was important to recognise COVID would impact KPIs.
Motion passed

8.6. Queer Department condemns actions of Victorian Police and Australian media

The Guild believes that people should be allowed to explore their gender identity at their own rate, and that the public outing of someone exploring their gender identity is an act of transphobic violence.

- The Guild Representation Board shows solidarity with Dean Laidley in a time of personal crisis and discovery and condemns the actions of the Victorian Police and Australian media in the taking and sharing of private photos in custody.
- The Representation Board particularly condemns the actions of the Australian media in sharing these photos widely while being aware of the illegality of the photos' existence.
- Members of the representation board are encouraged to share the open letter posted by the Queer Officer on their Department Facebook page

Moved: Bry Jagoe
Seconded Christopher Hall

Bry and Chris spoke to the motion. Chris Hall said that the Guild should use our platforms to bring attention to these issues.

Motion passed.

**CONTENT WARNING:
DOMESTIC VIOLENCE**

8.7. Support for Women's refuge in our community.

Motion: That the representation board stand in support of all women and non-binary persons who are affected by domestic violence, particularly within this pandemic.

- The Curtin Guild, along with the Women's Department is committed to running a campaign to raise funds with the Dangerous Females org' and raising awareness for women's refuge in Australia.
- This campaign will be supported through the women's department and members of the representation board are encouraged to get involved in spreading this advocacy.

Moved: Star (Women's Officer 2020)

Seconded: Christopher Hall (Vice President – Education)

Star spoke to the motion. She said that women's shelters underfunded and that the Guild was positioned to assist this cause.

Chris removed himself as seconder. Bry Jagoe seconded the motion.

Bry spoke to the motion specifically around issue impacting queer community.

Motion passed.

8.8. Supporting the NUS #SaveOurStudents Campaign and Endorsing the Rally for Relief on June 3rd

Motion: That the Curtin Student Guild supports the National Union of Student campaign 'Save Our Students', and endorses the national rally being held on Wednesday, June the 3rd.

Moved: Hana Arai

Seconded: Christopher Hall

Hana Arai and Chris Hall spoke to the motion noting that it was great to see this campaign roll out across WA. Erin Russell proposed an amendment.

-The Guild supports the NDA Friday 21 May. Guild supports free and fully funded education in Australia, opposes higher education staff wage cuts and job losses and supports the students MDA on 22 May.

Motion passed

9. General Business

There was a discussion on the Guild's approach to information it received from University Boards and Committees. The committee held further discussion on motion 8.2.

Chris Hall said that he opposed the priority of the economy over public health. However he did not support the complete shutdown of campus in semester 2. Dylan Botica said that keeping the university shutdown was detrimental to students' mental health. Chris Hall said that the Guild had successfully supported vulnerable members of our student community.

Meeting closed 7.55pm

10. Next Meeting

The next meeting of the Representation Board will be Thursday the 18th of June at 6pm Online.



Student Guild of Curtin University

Executive Committee

Meeting #18

To be held at 10:30 am on Thursday

the 25th of June 2020

Location TBA

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"

Meeting opens at 10:42

2. Attendance:

- a. Members Present; Hana Arai, Chris Hall, Bridge Truell, Lachlan Lee
- b. Others Present;
- c. Apologies and Leave of Absence; Jesse Naylor Zambrano
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#41/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 28th of May 2020, as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: Bridge Truell

5. Matters Arising from the Minutes:

- a. Action List
 - i. Bridge to Extend Safe Spaces Agreement to other Equity Departments Still waiting to hear back from star and Dylan, [Dax is complete.](#)
 - ii. Chris to Raise Closed Captioning for Collaborate at LSEC [Ongoing](#)
 - iii. Executive to do their Curtin Extra's [Thank you Chris Ongoing](#)

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;

The most significant item is the [Government proposal to change university fees](#), the proposal was released on Friday the 19th of June, since then we have been preparing a campaign in

opposition to the changes. We have called a rally for Friday the 3rd of July, we have established a Facebook page and event. WA division of the NTEU and WA Greens will be attending, and Hana is trying to get a musical performance at the rally. We are creating a lot of online material, particularly faculty specific material, as the effect is different for each faculty.

Continue working on getting as much reach as possible collaborating with NGOs
Hana has sat on a number of interview panels over the last fortnight. Director for student experience, that position has been given to Julie Howell Hana has also sat on Faculty specific interviews as well.

Continuing to advocate for ungraded fail system, With the VC, bench marking exercise has been sent through to them to show where we sit.

Filmed my official welcome speech with the Orientation team, Filming on the 14th of July with Central.

Second round of reminders of social distancing, filming this afternoon to demonstrate 1.5 m safe distancing.

ii. Vice President – Education;

Chris, Orientation Tours have been filmed, faculty representatives have done a segment with Orientation team about the faculties, Chris did Humanities as well as the Guild Insider tour. Chris would like for the Guild to adopt the new acknowledgement of country.

Action: Lachy to update agendas to include the new acknowledgement

Discord server is being built by the events team for O-Day, this is looking really cool.

Attended the Rally against Racism at Langley park, not formally as the Guild but as members of the community. There have been changes that have come of this already; The Government can no longer imprison people for unpaid fines.

Student assessment manual that Jo-Ann and Chris have written, it is 7 pages long and is being looked at by Keturah, this has been pushed back because of the campaign against the cuts. There is lots of information for students, in a simplified form.

Chris has completed the investigation into hurdle assessments, which are assessments that have little hurdles in them that seek to prevent plagiarism, such as a weighting of 50%, the introduction of IRIS in at least 1 assessment, there must be at least one for every unit, but this is not in policy. We currently have 57 Hurdle assessments, doesn't include forms of hurdles created by academics, looking at these units to see what is available.

Placements have been cut short, with the full fees or even higher fees with students getting nothing in return. This seems to be a particular problem in the school of education

Al Donald legal request, there has not yet been a reply, will be brought up at university council if no reply is received

There have been problems with 48 hour open assessments not going over a study day, open 8am Saturday and close 8am on Monday, this technically doesn't break policy, Chris had a stern call with Jon Yorke to fix this.

University now includes Content Warning in all of their central documents. All central committees should now have a relevant warning on any potentially distressing content.

Removing any use of pronouns, removing prefixes, only titles or names.

Created a friendship speed dating guide of how to run this event.

SPA received a lot of feedback, however if it changes Bentley policy, it changes it at all global campuses, and some of them don't have Guilds because of their political climate, there are now massive areas in the partnership agreement that could have a negative affect to other campuses. Chris is not willing to sacrifice what is in this document. The partnership agreement will need to be a global partnership documents, which is a lot more work for

Chris. Now meeting with each global PVC, instead of chopping and changing document, establishing a general understanding of the standard of partnership, a second level of understanding.

Stress less is wrapping up, but ran over 50 promotions, will get final number and put in council report.

iii. Vice President – Activities;

Finished the eQuality document, emailed Jo-Ann and Maryanne Yesterday to Check over the document.

Clubs and Societies committee will be next week, will get into O-Day discussions and will let them know what is happening with that.

Working on extended the Safe Spaces Policy, working with Dax to update and reword a couple of things for the QD. Need to chase up the equity representatives to apply to their departments. This will also need to be adapted to online spaces.

Hana – Equity reps can start coming in to begin decorating their spaces prior to the opening of the spaces.

iv. Secretary;

Lachy, I've reached out to Star and Dax to clean up their respective departments, Dax has advised that they may not be able to clean theirs in a short timeframe due to being busy, this has been delegated to the previous QO, Bridge.

ISC elections have wrapped up nice and neatly, just need them to meet to confirm the appointments.

The First year induction package is being worked on and will be finished soon.

- v. *Chair Of the Representation Board;
- vi. *Postgraduate Student Committee President
- vii. *International Student Committee President

EC#42/2020

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

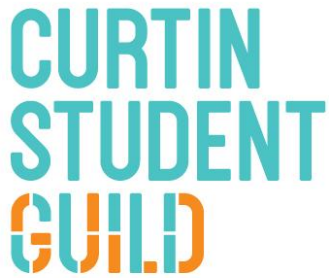
Moved: Lachlan Lee (Secretary)

Seconded: Bridge Truell

7. General Business

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 9th of July at 10:30 am online.



Student Guild of Curtin University

Executive Committee

Meeting #17

To be held at 10:30 am on Thursday

the 11th of June 2020

Location TBA

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:

- a. Members Present; [Hana Aria](#), [Bridge Truell](#), [Lachlan Lee](#)
- b. Others Present; May Majimbi
- c. Apologies and Leave of Absence; [Chris Hall](#), [Jesse Naylor Zambrano](#)
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#39/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 28th of May 2020, as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: Bridge Truell

5. Matters Arising from the Minutes:

- a. Action List
 - i. Bridge to Discuss with equity representative's online accessibility
[Done](#)
 - ii. Chris and Lachy to send formal request for Housing Student Data
[Done](#)
 - iii. Bridge to Extend Safe Spaces Agreement to other Equity Departments [CHECK PHONE RECORDING](#)

[Hana notes that there will be a new First Nations Representative coming at the end of this month.](#)

- iv. Hana and Chris to Raise Closed Captioning for Collaborate at LSEC
[Ongoing](#)

- v. Executive to do their Curtin Extra's Ongoing, Chris has finished his in 1 hour.

6. Significant Items

a. Guild Executive Verbal Reports

i. President;

Black Lives Matter statement posed on Facebook page. Maryanne wanted the statement out quickly to be current, expressing solidarity with protesters in the US and activists in Australia protesting the same issues in relation to same issues affecting First Nations people in Australia.

Working on late assessment penalty/ Assessment extension survey we put out, we published the findings of the survey on Facebook. The results showed our suspicions were confirmed that there were inconsistencies in how these policies were applied across the university. We will be submitting results to Learning and student experience committee next month, hoping there will be a discussion on how we can better apply policies for the benefit of everyone.

Working with International Student Committee, gathering testimonials for them to release a media story regarding trials that international students are facing. This will compliment the letter we sent to Sue Ellory, to get some media traction behind the letter. We still have not received a response yet, we are looking to gather public discourse about this and couple it with student testimonials

Working on fixing the Structure of the international student Committee, it has fallen apart a little bit and they haven't received the guidance they need to operate their committee.

Currently appointing a new ISC president from amongst the current members. There is an autonomous appointment to fill the empty committee roles, there will also be a body appointment to appoint current committee members to the executive roles.

Hana has been speaking to a woman interested in becoming our First Nations representative. She has worked for Curtin as the Aboriginal Student Placement Officer. Her name is Alicia Mclean, but prefers to go by Laquidia, CHECK THIS which is her traditional Name. She is currently living On Country, but will be back at the end of July.

Spoke at the NUS rally for Relief, gave a quick speech which was interrupted when the internet cut out. It was a good quality speech. Hana would like to congratulate Lincoln as the Ed officer for putting this together.

Currently in the process of putting together the Remuneration Committee for this year, so far motion has been submitted to council to appoint Hana as chair and received the recommendation from the VC for the staff member.

Working still on the opt in ungraded fail system. This was brought up at academic board, and there was a good discussion on why it was needed and wasn't brought to the academic board. Hana will be speaking to Jill Downie on Monday to discuss an alternative option to the opt in fail system that still supports students. Presenting the option of students being able to have the marks moved off their transcript if they fail.

Meeting with a number of student Journo's, mostly about international students struggles.

Met with other guild presidents to discuss a broader campaign to cover reform of the higher ed sector.

Lachy Notes: next time something like the rally happens, if might be better if we all aren't in the next room, on the wifi watching the rally, could help stabilize Curtin's Internet.

May asks: with regards to a new request regarding withdrawals without academic penalty, has there been any workshopping of this, is this being requested by students. May cites

concerns about students extending their degrees with withdrawing, are students aware of the mechanics behind that, and how it might change the trajectory of their degrees?

Hana answers that she was workshopping the idea behind the opt in fail to be something noticeable different but having the same impact on students in case of failure, hoping to protect CWA's.

May also enquires into what indications we are getting from the university that they might be amenable to this request as apposed to the opt in fail?

Hana responds that she doesn't have an answer to that exactly, but she knows that pushing on ungraded fail is only going to build more resistance and presenting a new idea may have a greater chance of being approved.

May has a further question, With the collaborative letter you sent out, what other indicators have you seen about the letter gaining traction, has any university responded?

Hana there has been no response from universities, it was emailed to Sue Ellory and was published on our Facebook, unfortunately no other unions have posted it.

We have been attempting to get a story published about the letter, however no journalists have picked it up.

ii. Vice President – Education;

iii. Vice President – Activities;

Bridge, we have trailed a more collaborative process in the activities committee meetings, with a collaborative brainstorming like session being introduced. It is still pretty messy with online meetings and it was the first trail.

Adding finishing touches to the equality documents and safe spaces agreement for equity representatives.

These agreements will be for the physical spaces for when they open back up, but would be good to adapt it to the online space. Hana feels that the safe spaces agreement is more front facing, something we post and pin to the top of any online space.

Vague talk of running a small sundowner at the end of o-week in place of the start up party. Will be looking to livestream this event to provide it to student who are unable to physically attend.

Hana brings up that recently the premier has announced that restrictions are being loosened. Hana has sent an email to Ian Callaghan about campus restrictions. There will be a meeting today to discuss it and should have the guidelines finalised by the end of the week. Bridge notes that clubs are approaching us asking if they can hold physical events.

May queries the Best practice guidelines, if they have contact the NUS or other guilds if they have documents similar to this available?

Bridge responds that they haven't spoken to the NUS accessibility officer, but will reach out to them.

Lachy pitched an idea for an event, Holding a lockdown birthday party once physical events resume.

iv. Secretary;

ISC autonomous election is being run, currently two students have already reached out with queries. The body appointment is also going ahead smoothly, this hopefully wont require a ballot to be held.

If we do require a ballot Nika is currently working on an online method of voting for autonomous elections and body appointments.

First year committee nominations will hopefully be opened up again. Lachy is working on typing up an induction package for the first years, trying to find a nice divide between too

little or not enough info about the Guild. It will include a brief outline of what we do, how we are structured and some advice on what First Year Committee members can do.
Reached out to iLecture Support to get more information regarding Closed Captioning. It is a paid service, which is why it is opt in and not an opt out process.
Regulation changes have passed through legal Committee, and the Constitutions will need one more change, thank you Fatma.
May Suggests that perhaps at the beginning of semester everyone receives a trial of it, and then it is turned off with a notice of how to get it reapplied.

v. *Chair Of the Representation Board;

vi. *Postgraduate Student Committee President

May postgraduate reps around WA unions, looking to write a letter to the state government, as they are looking into the impacts of COVID, hoping to use that announcement to put in a submission. May has reached out to other unions, Notre Dame has said no, as they do not want to get political. UWA and Murdoch have both joined in and May is still waiting on ECU, Hana offers to contact the president. May has been given an email for a contact.

Our committee is doing really well, a councillor is helping with all of the digital work and is doing a great job. She has been posting since this week. FBL rep is doing well, interesting perspective as she is in the Perth city area not on campus. Still liaising with Gary Alison, we cocreated a questionnaire but nothing has come off of the back of that. We are having trouble getting the relevant faculty rep onto the relevant board. The graduate studies committee has reached out, but our humanities rep is a coursework student, currently asking the secretary to attend the meetings instead while we are trying to get the humanities rep onto the committee.

Hana asks how May is going working with University Staff.

May notes that the end date of the Survey wasn't published, which caused us to miss a couple of responses. The survey wasn't correct in scope, with 3 months of delays being classed as Moderate. This hasn't yet turned into any actions. May has a meeting scheduled next week and is hoping to get a plan out of this meeting.

Coursework postgraduate student have been having a lot of frustrations around groupwork, with some people becoming unreachable.

vii. *International Student Committee President

EC#40/2020

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

Moved: Lachlan Lee (Secretary)

Seconded: Bridge Truell

7. General Business

Hana wanted to ask May to work on a motion stating our solidarity with the BLM movement. May is happy to do this.

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 25th of June at 10:30 am online.



Student Guild of Curtin University

Executive Committee

Meeting #16

To be held at 10:00 am on Thursday

the 28th of May 2020

Location TBA

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"

Meeting opens at 10:17am

2. Attendance:

- a. Members Present; [Hana Arai](#), [Chris Hall](#), [Jesse Naylor Zambrano](#), [Lachy Lee](#), [Bridge Truell](#)
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#37/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 29th of April 2020 and the 22nd of April 2020, following a correction, as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: [Chris Hall \(VP-E\)](#)

5. Matters Arising from the Minutes:

- a. Action List
 - i. Bridge to Discuss with equity representative's online accessibility
Ongoing
 - ii. Chris and Lachy to send formal request for Housing Student Data
Ongoing

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;

Been working on analysing the findings from the survey we recently put out, academic support policies applied. Received the survey data, and Hana is trying to refine the data into points we can raise with the university. Hana can send the data around. Lots of inconsistency on how these policies have been applied, lots of issues with communications, UC's not communicating intentions with the unit, as per communications from central. Getting emails from central but not showing how it applies to the unit. We will be posting results on social media and presenting findings at LSEC, there will be a meeting with Val to discuss findings with Chris.

Working on a follow up on the petition with opt in fail, university said they are doing enough already, with proof for further assessment, the criteria to meet this has been extended, More students should be eligible so we should encourage them to pass, when Hana queried this, they didn't get back to her with any meaningful changes, 3 suggestions from Hana were shot down, Hana asked what they are doing, Jill got back to her that all students will be eligible for further assessment, where appropriate. This part is worrying. Waiting on Jon Yorke to write up a statement of guidelines/ethics for how it will be applied. Will decide whether or not it is a comparable level of support to an ungraded fail.

Parking has been extended to end of June, posted on social media the day before yesterday, queries that if parking can be extended to the end of July, end of semester, This will be raised with the SET.

Interview with a journalist from the West Australian. Online invigilation software, and how it impacts students. Noted the student anxiety over being watched, lack of communication on what their exams will be. Security and privacy are not a huge concern. The Journalist will be writing a story on that, keep your eyes peeled.

We will be sending an email to this journalist, to take up a story on international students, referencing the letter sent to the WA State Government, involving ISC to provide testimony on why the current level of support isn't enough.

The chancellor has offered the services of the office of strategic planning to do some strategic work with the guild, we already have a long-term strategic plan, working with Marco Schultheis to do benchmarking, looking at other student unions, how can we better support students as a union. Finally, Hana has received the data from the pulse check survey, more to do with how students are coping with transition to online, can send results around. Noted in presentation that students are calling for fee reductions. Also contributed to the Respect Now Always annual report, what Nicola did in 2018 with fac and equity reps and the respectful relationships module

Library is planning to open from 9 -9 and open on Saturdays, not sure when but soon.

ii. Vice President – Education;

I have been on leave this week, quite a bit of work to catch up on. National Reconciliation Week this week, pivotal time for us as the guild, we run a reconciliation focused campaign, but as the FN officer has been vacant, we will be collaborating with CAS, Chris is going to discuss with digital engagement.

Hana asks if our focus is on NAIDOC or Reconciliation week. We have focused on multicultural week, we usually put out something about how reconciliation is not enough.

A lot of meeting where the University has discussed online lecturers, and how that will look like, Lots of blending between internal/online, the Faculty of Business and Law is not giving students the option to study internally. Raised concerns around moving too far in the online space, ensuring that the plan for 2021 is to fully resume face to face teaching, all faculties agree. All the deans were at a summit last week, first time we have been included in this summit. Each of the deans and Jennifer Howell, start discussing moving away from exams

and into better assessments, faculties are making good headway. Raised with Dale Pinto, he agrees we shouldn't move backwards in how we do our assessments. Health sciences has the Deputy Pro-Vice Chancellor of Health Sciences is in support of getting rid of exams. Not too much to add on top of the council report, won't go over that as it all goes to the same place. Stress less week has started. We have some cool events coming up, finesse your wall and pot plants is really awesome. Equity reps, almost all changed their cover photos and giving away their prize packs. Two of the Murals are done, which is awesome. In another meeting last week, university council, discussions were happening around contingency on the new Vice Chancellor selection, transition period is where the Council will review the current strategic plan, extended to 2022, so as not to slap the new VC with a plan decided by a predecessor. Not a lot of changes were suggested, Chris raised that a number of things in the strategic plan that need to be updated, particularly KPI's, and environmental sustainability, which is not discussed at all.

Chris suggested they work with students and the Guild on what that will look like.

There are a lot of student complaints from Health Sciences, around changed assessments. Students are upset about final assessment changes, meeting with HOS and Jeru, multiple choice assessment changed to short answer, can't generate the huge number of random questions, which is the current process. Lecturers aren't allowed to say anything about the changes to final assessments due to the hold up in the faculty, Central is watching the faculty, and has previously told them off for distributing information to early, not translated information around fair assessment policy. The School didn't find out that the lecture halls were closing.

Will bring this up with Valerie.

ACTION: Chris to stress less.

iii. Vice President – Activities;

Nota lot to add outside of council report, chipping away at the equality project, working on the document Dylan provided, the document is very inaccessible, but incredibly comprehensive. Finding things to add into the document. Big list of potential concerns. Structuring a little nicer, going through resources in that meeting.

A few things Bridge was going to ask about, To Chris, is the version of the Safe Spaces Agreement for the QD, the only one.

Chris: At the time it was written it was sent to everyone, asked to be edited by equity reps, this likely didn't happen.

Handy to have this online, on the website. It is pinned on the Facebook Pages, but only on the QD, extending this to other space.

ACTION: EXTEND SAFE SPACES TO OTHER DEPARTMENTS

The document is set up with authors and co-authors, bridge doesn't like this, would rather it be written by the Guild

Chris suggests a by-line "thank you to these departments"

Process of opt in closed captioning, how is it done. Is there options for CC of collaborate?

Action: lachy to send email to Chris

Action: Hana and Chris to raise this at LSEC

Accessibility department to put out something on how to get CC on iLectures.

Orientation, meeting last week to get our plans on Orientation, the insider tours, plan currently fac reps will have 4 different pre recorded tours, different areas of the university, 5th general guild ones 1st to the 8th of next month, reached out to fac reps, everyone has seemed keen.

Chris asks if someone has been reviewing the scripts, have we been given confirmation.

Clubs have been taking up the tips from the filming video, the effect shows very clearly.

iv. **Secretary;**

Mentor program, first years helping first years get people connected.

Guild O-week last semester.

Revised election timetable, will go to council soon. .

v. ***Chair Of the Representation Board;**

Went to the Faculty of Business and Law NRW event, Ingrid Cumming, first seminar, new Noongar Cultural Advisor, make sure Curtin graduates are culturally trained. Compiling a list of resources of stuff, we can share, doing it before the end of the day.

With the fac reps, checking in with each other regarding the creation of SCC.

Health sciences has a lot of steps between the students and being able to provide feedback to the faculty.

Hana - SCC guide on what all of them should look like, this is not best practice.

vi. ***Postgraduate Student Committee President**

vii. ***International Student Committee President**

EC#38/2020

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

Moved: Lachlan Lee (Secretary)

Seconded: Jesse Naylor Zambrano

7. General Business

Lachy queries if this is a better meeting time. General consensus to trial it.

Chris- Please do your Curtin Extra

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 10th of June at 9:30 am online.



Student Guild of Curtin University

Executive Committee

Meeting #15

To be held at 9:30 am on Wednesday

the 13th of May 2020

Online, using Webex Digital Conference software

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:

- a. Members Present; Hana Arai, Chris Hall, Bridge Truell, Lachy Lee
- b. Others Present; May Maijimbi
- c. Apologies and Leave of Absence;
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#35/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 6th of May, as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall

5. Matters Arising from the Minutes:

- a. Action List
 - i. Hana will request the data collected from the survey regarding the transition to online learning Ongoing, [waiting on meeting HAS, Happened, organised to receive the data from those surveys. DONE](#)
 - ii. Bridge to Discuss with equity representative's online accessibility [Meeting Scheduled for Thursday, Email Jo-Ann, all going ahead.](#)

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;

[We have received additional funding for our food package system from University from two sources, money coming from Young Alumni foundation, \\$3000 going to the food package system which will tide us for 2 more weeks we are also receiving from food parcels from](#)

Vinnies, which we can distribute to students, this will be coordinated by the engagement team. We are expecting to receive the funding from the LotteryWest grant within 2 weeks. Academic Support campaign, petition submitted last week and we have received a response from the VC which gave us a no on all fronts. Next step will be to inform students. Media release is being sent out, hoping that our petition gets picked up. We are sending out a communication to students reminding students of what we have achieved so far. We will also inform students of Curtin Cares, University has set up a fundraiser appeal portal, mainly directed at alumni and staff members, going into three places, going into bursary, healthcare workers and teachers, notable that it is going to support students, and encourage students to apply to the bursary. Working with WA presidents, in light of Victorian state government, 45-million-dollar support package for international students, pushing the WA government to provide payments to international students. Working with Directors of Student Engagement, to assist in setting up the SCC's, meeting with Humanities yesterday, covering more ground on the setup of the committee.

The UWA student guild has launched a SOS campaign, throw some support their way. May asks about the Consultative Committee, when do you hope it will be set up and what is the makeup of that committee particularly will there be postgraduate reps, coursework and research reps?

Hana respond it is different for every faculty, we are hoping to get everyone ready to go before semester 2, Business & Law has a committee already not sure of the makeup, different committees for different demographics, Jesse weighs in that there is an undergrad and a postgrad committee, going off of the policy, Aiming to get a variety of different demographics.

ii. Vice President – Education;

SPA, still working on that. Looking at changing His hours as Mondays are extremely unproductive, adding hours to Friday. Working with Student engagement and experience to map the events we have over the next couple of weeks, and drafting the guideline for Stress less which was supposed to happen next week, but will need to move online, Student Assist already has something to ready. Lots of students coming up to final assessments. Chris has a meeting today to discuss all of this. Working with digital engagement officer to review our campaign wins, and how to frame them in a win's post which should be going out tomorrow. It looks really good, we have a lot of wins. Chris lists our wins. Still working on opt in fails system, HDR systems, Continued financial support for vulnerable students. Doing up graphics for this.

Digital Climate Strike is this Friday, great to see some of our reps put up the Facebook frames. Post that was put out this morning of what this event includes. Lisa Mitchell is performing. Democracy in colour, youth verdict, launching campaign against Clive palmer, list of all attendees the event will go for 4 hours. There is a graphic of what's happening in each hour. Chris has had two phone calls with SS4C, seeking approval for graphics, they were happy to receive some consultation. Working with faculty and equity reps completed writing the Student assessment manual which will be ready for next semester. Chris is pulling back on graphics campaign on student's assessment rights, as so many rules are changing this semester.

Working on a strategic plan on the removal of exams forever. Moderate support from Jill Downie, big support from the faculties, which is surprising. Really nice emails after the meeting where this was discussed regarding the keen interest in assessment design. This

means that Chris will be creating a rubric of “what is an exam” and then not doing what is on that rubric.

This may result in increased use of IRIS

ACTION work with Lachy to send a formal request to Al McDonald, legal request to have our student housing data connected to our student list.

Mental health app has been progressed again, there was delayed as the companies that are being consulted with were inundated with COVID 19, looks like a lot of work needing to be done, requesting support from staff members.

iii. Vice President – Activities;

Main stuff: working on the online project, orient the meeting time. Email sent to Jo-Ann just now, looking at running an informal interim activities committee. Drama going down currently in the CWC, they are needing to run a SGM. Looking at putting on their SGM after exams, bridge will serve as RO, working with Shelley and Bec on how to run it. There is no organised way of running things. A lot of problems are coming from this. A lot of things are being said behind backs that are getting back to candidates of contested positions. Altering the default clubs’ constitutions to prevent this from becoming a problem. Shelley has been approached by CEC for adding a club’s channel to the Guilds Discord.

Don’t need to set up another server for clubs, instead to encourage them to use our Facebook pages and the faculty Facebook groups.

Online Clubs Carnival has been pitched. The faculty clubs promoting at faculty orientations, raised at next FBL meeting.

iv. Secretary;

We will return to the Office very soon, which is fantastic.

Connie raised an issue with her timesheet, if running the study sessions should be considered paid work, Lachy considers it a good initiative and is happy for it to continue to be paid work.

v. *Chair Of the Representation Board;

vi. *Postgraduate Student Committee President

We launched our Questionnaire to HDR students, 300 responses, process of pushing that online, in talks with Bree giving pointers on how to drive up traffic, preliminary results show that majority of students (2/3) are saying that COVID has delayed their work by 3 months. May recommends taking our campaign down from 6 months down to 3 months in light of these responses.

Some things have come out from the Department of Education, regarding universities having extensions without penalty on Doctoral programs, only applies to fee offset, going back to the website, the documents show that it also includes stipends and scholarships. Onus is being left on universities to distribute money as they see fit, they can stretch to support existing students, or they can engage in a bidding war for new students. We are going to push for the former, we would rather have existing students supported rather than bringing in new students. Government gives bloc grants to universities per student completed, university will get more money for finishing degrees.

Everything else with regards to policy and relaxation of legislation will play out in discussions beyond this week. Hana raises that internal communications to university to relax to 3-month extensions. May states that internally we need to set discussions to 3 months, externally, we want parity across all universities so we can keep externally pushing for 6 months. May be premature for us to say from the data we have that 3 months is best for everyone.

May notes that feedback from survey responses that 3 months is not a moderate delay.

University may need to reorient itself to view it this way.

vii. *International Student Committee President N/A

EC#36/2020

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

Moved: Lachlan Lee (Secretary)

Seconded: Bridge Truell

7. General Business

Representatives submitting motions to council and reps board.

Everyone come to the Climate Strike on Friday.

Meeting closes at 11:15 am

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 27th of May at 9:30 am online.



Student Guild of Curtin University

Executive Committee

Meeting #14

To be held at 9:30 am on Wednesday

the 6th of May 2020

Online, using Webex Digital Conference software

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"

Meeting opens at 9:41 am

2. Attendance:

- a. Members Present; [Hana Arai](#), [Chris Hall](#), [Bridge Truell](#), [Lachlan Lee](#), [Jesse Naylor Zambrano](#)
- b. Others Present; [May Majimbi](#)
- c. Apologies and Leave of Absence;
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

- a. [May Notes that she is on the board of CAPA.](#)

4. Minutes of the Previous Meeting: **EC#33/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 29th of April 2020 and the 22nd of April 2020, following a correction, as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall (VP-E)

5. Matters Arising from the Minutes:

- a. Action List
 - i. Hana will request the data collected from the survey regarding the transition to online learning Ongoing, waiting on meeting
 - ii. Bridge to Discuss with equity representative's online accessibility Ongoing
 - iii. Lachy to work with Chris to contact Unions to request information regarding operation changes/financial statements to determine funding needs. [Done](#)

- iv. Hana to organise meeting between student engagement and student experience No longer necessary, Chris held meeting
- v. Hana to organise PM meeting Contacted David, One is organised for Thursday, did not feel it necessary to schedule it again so soon.

6. Significant Items

a. Guild Executive Verbal Reports

i. President;

The letter and petition, with 5230 signatures, have been sent to VC which has been posted on social media and has been received well from students, Hana is looking forward to the universities response. Q&A session to answer FAQs via video, Hana is hoping we can do more of that down the track, better to have a face to the answers we have to give, Currently working on the Presidents Address for the next Grok issues, looking to have it done today. Working with the other presidents of WA guilds for the letter to the Education Minister, this was prompted by the Victorian Premiers decision for the payments to International students, Hana will send around once it is done and signed. Students as Partners project is progressing well, Student as partners is the name of the project that falls under Jill Downie's plan on a page portfolio, promoting authentic student partnership, things like the SPA, Course representative/Student consultative committee fall under this heading. Meeting yesterday with the project leads and the others to talk in more details in who manages what, and other logistical elements. happy to report it is progressing as expected.

ii. Vice President – Education;

Still working on the partnership agreement, Hana has been helping, is now being sent around for feedback, things keep getting asked to be added, it has been made more concise. Meeting with Bridge, who will discuss in their report, about the equality project. Chris is impressed with how this is tracking. Chris is working on a Guild Assessment Manual, to take the place of 3 massive manuals. Student assist has looked over Chris' work, it is a huge amount of work, Jesse loves this. There have been a number of conversation around double degree students and ATAR, if one is 70 and one is 80, then the degree becomes the 80, higher entry point, There was a massive discussion of a double degree with both degrees having an entry of 70 ATAR, but had an actual entry of 80, Jill Downie was unhappy as she only wants "high achieving students" in double degrees, Chris and the Director of Student Experience in CAS, Robin, made it clear that this is not a measure of successfulness.

Online survey of learning experience, the results of which have been sent to everyone, Maryanne made a summary document, 3000 responded to the survey.

A lot of students felt empathetic, but there were high statistics that showed that lecturers are not communicating well.

Meeting with CAS, they invited Chris to a general meeting in place of First Nations representative. There were enquiries about the position, Chris clarified that it is a difficult time to run an election, and the CAS will continue communicating with Hana. Hana notes that it would be great to receive some assistance from CAS to help find students who may be interested.

Chris has been following up with equity, promotional posts for Facebook, The Queer Officer has put out an incredible letter about the media.

There is a post that went out at 9 am about the digital climate strike, the new format is way easier there is also the Facebook frame that Chris has made, and new digital content for the Instagram.

Hana queries if there has thought been put into how the livestream will run, e.g. screenshots of placards/solidarity posts. Chris is not too sure at the moment. Hana suggests changing event time to 1 or 1:30 pm to get more people involved before the livestream.

iii. **Vice President – Activities;**

Bridge: most of my stuff has been around the accessibility document, nearly done adding the bits that Chris and Bridge discussed. Bridge trying to arrange a meeting with the 3 equity officers and as many of representatives board as possible, potentially extending to council. Chris and Bridge discussed having Jo-Ann sitting in on this.

Meeting with Shelley and members of CWC, who are putting on a SGM, and discussing the best way to go about it online. There has been talk around, originally a face to face filming of a mock AGM to distribute to clubs, since we cant do this we are looking at potentially doing it as an online one particularly for AGM and SGM. Bridge calls for execs to jump in, he will work on the script so we can send that out to clubs.

Discussing O-week for next semester, a series of online activities, University is still asking the Guild to host the social side of things, e.g. a few sessions of friendship speed dating, which we will still be running ahead with.

Bridge suggested that we trial something like EOSB, to give us a look at any bugs we could have.

iv. **Secretary;**

Jobkeeper payment has started rolling out, you may have all noticed an increase in your pay, May then queried if she had been overpaid, and specific queries around scholarship, Nika sorted those quickly. There will be a meeting on the 11th to decide if the office will reopen, we are still looking at the 18th of May return. There was confusion over what things representatives are able to put on their timesheets, this was cleared up and set right.

Sent out the Union emails to UATSIS, CAPA and NUS, received a call back from NUS and an email from CAPA. Had a discussion around the support measures we can receive, and how the NUS' and CAPA's operations are continuing.

1. **Attached Email from President of CAPA.**

v. ***Chair Of the Representation Board; N/A**

vi. **PSC report**

May opens by thanking the committee for inviting myself, good collegial aspect for us to be engaged with executive. PSC has currently been working on HDR concerns, getting data to the university as it pertains to COVID-19 impact on their research, as well as financial and personal standing this was circulated last Friday, having regular meeting with ADVC of research excellence Gary Alison, holding accountable to the questionnaires, without involvement of the PSC the University was not grasping effects on progress, committee is interested in engaging with professional students, and career academics, looking at starting a new platform, in talks with Bree from digital engagement. May will bring this back to the PSC to consider the next step going forward.

Chris queries: do you feel since the last time we spoke the communications to Post graduate/research students have been more consistent/informative

May: Yes it has. we have had a big push to the university to have appropriate management of supervisors, and directors of graduate research, who feed up to the deans of research. Initially there was a disconnect, Post Graduates were uncertain if messages were supposed to be coming from the deans directly or from directors of graduate research on a school level or if the onus was on the supervisors. We were seeing a disparity in supervision styles and effectiveness. PSC has been making sure supervisors are getting in contact with all students

also stressed to supervisors to get in contact with students, and if they cannot do so to list the student as AWOL, so extra measures can be taken to contact the student. Students are receiving more input from supervisors and also from the school and faculty level. The Duality of situation, supervisors are getting a better idea of where things are going currently, so they can communicate that better. Could be more confidence from the supervisors to reach out to students.

Hana asks: Are HDR students aware of the matrix through which their projects are being judged against risk: the traffic light system.

May published a report and sent out an email, to let people know about the traffic light system. Flood of messages of people that did not know about the broader traffic light system. Lots of anecdotes have come through, these have been communicated to Gary Alison. Asking: Is this information being disseminated.

EC#34/2020

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

Moved: Lachlan Lee (Secretary)

Seconded: Jesse Naylor Zambrano

7. General Business

Facebook Frame has been added to equity and faculty group.

Since the Climate strike will be on Zoom, Hana suggests a cool background for everyone to have.

Hana Raises the media storm around a University of Queensland student, very outspoken activist, a lot of popularity but is at risk of being expelled, as he describes it as a trivial breach of misconduct rules. E.g. testing a pen in a University shop and not paying for the pen before leaving. Hana queries if we should express solidarity as a union, Chris is for the sentiment, but is not for a post, as the media storm has gotten incredibly out of control. Suggests Signing the petition as the Curtin Student Guild.

Meeting closes at 10:39 am

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 6th of May at 9:30 am online.

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"

Meeting starts at: 2:05 pm

2. Attendance

- 2.1. Members Present; [Bridge Truell](#), [Clare Metcalf](#), [Dylan Botica](#), [Lucy Rohl](#), [Jess Adamson - Bourne](#), [Bec Barendrecht](#), [Maryanne Shaddick](#), [Min Dee Chia](#), [Jason Kim](#)
- 2.2. Others Present; [Lachlan Lee](#)
- 2.3. Apologies and Leave of Absence; [Tanya Della-Santina](#)
- 2.4. Absent;

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 [21/05/2020](#) as a true and accurate record of the meeting.

Moved: [Hana Arai](#) (President)

Seconded: [Lucy Rohl](#)

5. Matters Arising from the Minutes – None

6. Business on Notice

- 6.1. Reports
 - a) [Activities Vice President's Report](#)

[An idea Maryanne has raised: doing written reports from each of the report givers, this will give us more time to join in collaboration. These will be casual written reports, to be taken as tabled if there is nothing to add, this way there is more time at the end for brain storming.](#)

[Bridge is still primarily working on the equality documents and prepping for semester 2 O-Week, which will all be online. Bridge has been wrangling the fac reps for guild insider tours, which we are running, we are also putting together a general guild tour to cover outlets and things that aren't covered by the faculty tours.](#)

[Clare asks how tours are going to be run online?](#)

[All pre-recorded, we have scripts that have gone out, all will filmed by orientation. We are trying to avoid specific mention of years or things related to a specific timeframe so that we can use the tours](#)

again as a resource. This will also be a good resource for external students who have not visited campus before.

Hana Question: what we have previously done with the tours, the university take care of the academic side of things, how is this changing with the incorporation of faculty reps?

The Main changes Instead of university running separate tours, and the guild running tours, rather than doing a general insider tours, with there being overlap between us and university, a guild tour for each faculty run by the fac reps for each of the facilities, and one general overview tour that's not related to the faculties directly.

b) Manager Reports

Bec, nothing new from the previous meeting to report from student experience, getting closer to what O-Week will look like, jess is working hard on structure and guides, will speak to that in their section.

Maryanne, sent a report through, Bridge to Distribute, contains stats for May and beginning of June for Student Engagements, nothing much has changed, best performing posts on social media is those related to academic COVID changes. In terms of emails to students, open rates are very high with regards to email about academic changes. Nothing new on that front.

c) Events Staff Report

Jess, chat about O-Day and O-Week is looking to be virtual, we are aiming for a similar vibe of the in-person event. Club stalls will be a channel in discord. To make it as user friendly as possible, will not be being used in a way that discord is usually set up, it will reflect what the physical event will look like. This is well underway now, working out structure and roles. Have a timeline set out for Putting out applications and club stalls and what we can offer university departments and external partners, not the same offerings as in person, but good for our current situation.

O-week, we have put across to orientation team to do a couple of small workshops, like friend speed dating. We have attended a webinar with other unions, who have already held an online o-week in a virtual space, the feedback was that it is hard to get people engaged, people are less likely to put themselves out there online. Took a lot to engage in social events that were previously super popular events. Trying to work out how to do in person sessions, but we will run a virtual session for those who are unable to attend.

A big part of this will depend on what Curtin will and wont allow. We are looking for more information on what will open soon, things are likely a bit chaotic with scheduling, with classes more spread out are more rooms needed for one unit.

Jason has a question: events that we would encourage in O-Week that we can't translate to an online platform?

Jess, The welcome village for the orientation team, which is a hub of activities and workshops, don't need registrations of booking, all paid for by the orientation team, however budgets have changed. Trying to avoid engaging in activities that don't translate to the online space. Tours are a big part of o-week and have already been discussed, friend speed dating and O-Day are the main social events

Lucy- are you planning on having step by step guides for using/downloading discord?

Jess- we are looking at promoting it the same way as other events, same channels, will have guides, once you download discord accessing the event will be straight forward.

Hana question- all the clubs will want to customize their "stalls", maybe it would be a good idea to add a guide to "finesse" a discord channel. Clubs training for how to talk to people in an online space.

Comprehensive guide we will sent out, explain the transition from in person to online O-Day. Trial day/training day for clubs a week prior to the event. Can go in and populate their channels with whatever they want. If they are granted a voice channel, they will the option to have a voice channel, similar to opting into an activation stall.

Motion: That the activities committee notes the reports

Moved: Hana Arai (president)

Seconded: [Lucy Rohl](#)

6.2. Event Evaluation

a) Online event feedback

Hana adds that Fatma recently ran a quiz night event, the faculty representatives are continuing to host smaller, lower risk activities through their Facebook groups.

Jess, it has been great to see the representatives engage with their faculties does seem like they have been very effective. Bridge asks if the professional staff would be interested in getting feedback on these online events?

Hana – the events are very small, with a sample size would be 5-10, we know the attendance numbers, we can assume attendees want to be there.

7. Collaborative Event Planning

Bridge is still trying to work out exactly what we want from this section. It is difficult to brainstorm over zoom.

Does anyone have any ideas for a potential event, something you'd like to see/ potential for next semester?

Good idea to discuss the AGM, AGM is a shared beast, Tav does some of the logistics, student engagement does some of the work, David is the main person of contact. We won't be able to pass any motions, worth doing a livestream of some sort to present the reports. Waiting on approving reports until next year. Is that something we can look into? Can't see any reason why we can't do that, Maryanne and her team, student experience can set up what it will look like.

Lucy raises that it is hard for people to engage online than in person, can we make events more appealing/easier to get to, easier for low energy people to participate in.

Jess was specifically referring to friend making orientation events, where you do have to engage more than just sitting. We do have other ideas, that would engage well, pet party or Drink and draw. Events that don't rely on you engaging for the event to run.

Jess asks what do you all think of watch parties/livestreams of performances?

Bridge – event format I've engaged with most during isolation live music streaming event. Jason agrees with an online platform to host a music event but would like to know what is the main mode you are using to advertise events, what would be the one place to tell people where to find events. Maryanne, rely on main guild channels to promote what we have. Maryanne likes this idea as it is something we haven't done yet, Really happy to do so, with the city opening back up, we are a little bit disadvantaged that Curtin won't allow us to begin holding events on campus. A feeling amongst out community to go back to our physical environment. Jess, we feel a bit strange that we aren't doing anything on campus, we would normally run something, but we aren't running anything at this stage physically. Bec is hoping that curtin will open back up, stating that O-week is quite a long way away, it is another 2 months from now, it will look quite odd if the world is up and running and campus is still

largely closed. We are looking at the possibility of running those events but also having an online component. Stream our events from the Tav for the people who are at home.

Hana queries that if Curtin isn't allowing us an in person event?

Jess, Orientation has stated that O-week will be online and room bookings isn't allowing any bookings, only accepting these for essential activities. Jess has tried to put through a booking, will see what comes of that.

Bec raises that if Hana is in those conversations, start bringing this back up, as we don't always get a seat at those tables. Hana asks if we have we received any concrete notice of what size groups we can gather in?

There has been no update/repeal of the previous notice of gatherings

We are not sure how the tavern is affecting by this. Looking at the return of comedy/quiz nights.

Hana, the Tav is open for a limited seating, up to twenty people, with the restrictions changing to 100, will the Tav follow that. There is a potential to negotiate a bit more flexibility, Tanya would have a contact to talk to with regards to this. It wouldn't be room bookings as they take direction from properties. Hana would rather talk directly to Ian Callaghan as it is believed that properties falls under this portfolio.

Maryanne asks, who is head of student experience, Hana clarifies it is Julie Howell. Organize orientation, physical use of spaces is a different topic. Falls more into student experience, what they want for students overall. Jess ran into explore Curtin and team; they are also unable to run physical events. Didn't even seem like they were preparing for a transition back. ACTION: Hana will send the COO an email to ask for an update.

Jason: raises the idea of an amazing race type event, directing an avatar that is an actual person acting as an avatar, to show them the campus.

Clever way of live streaming, from the perspective of someone that is there. A glimpse into the day in the life of the guild president, there are concerns if students really care about that. Raises our profile, get people to know our team.

Dylan turns into a cat.

8. General Business.

Bridge wanted to discuss written reports. Last thing I want to do is give people homework. Hana feels the written reports

Jess will add a little more detail when speaking to a written report. A greater depth into what is happening.

Do not have to be council reports or anything horrendous, just what you have been up to.

9. Next Meeting – The next ordinary meeting of the Activities Committee is Tuesday, the 7th of July at 2pm. Documents and motions are to be submitted no later than 2pm on Friday, July 3rd to secretary@guild.curtin.edu.au

Meeting closed at 3:03pm

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"

Meeting opens at 3:08 pm

2. Attendance

- 2.1. Members Present; **EVERYBODY HERE**, Tanya is unable to speak.
- 2.2. Others Present;
- 2.3. Apologies and Leave of Absence;
- 2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

- 3.1. **Clare is a member of Curtin Writers Club w.r.t Clubs Mega Challenge.**

4. Confirmation of the Minutes of the Previous Meeting

Motion: That the activities Committee **approve** the minutes of the previous meeting held on 10/03/2020 as a true and accurate record of the meeting.

Moved: Clare Metcalf

Seconded: Lucy Rohl

5. Matters Arising from the Minutes – None

6. Business on Notice

- 6.1. Reports
 - a) **Activities Vice President's Report**

Bridge gives a verbal update on what has been going on, haven't had a chance to touch base during the current situation, Bridge has been on leave from March 4th to March 18th, then had to self-isolate. things have changed quickly. Campus based activities were shut down, BBQ's also shutdown, Clubs Carnival. A lot of the club events had to be postponed and cancelled. Events team rerouted time and resources into online events and setting up the platforms we have now, running watch parties, continuing to provide online activities.

Bridge is wanting to check in with everyone, getting feedback on online offerings getting ideas on things you'd like to see or how we can alter our current offerings. It is obviously a fast-changing situation.

- b) **Manager Reports**

Student experience, major pivot to all the major operations, a period of adjusting to working from home, slow start and tied in quite well with students in same position trying to move online. Now we can start to fine tune those offerings and familiarised ourselves a bit more with what is available. Online clubs meeting is important too show clubs what is there. Lots of resources good hub for the tools that are out there. Short term situation that we are in. particularly at Curtin, don't have anything official yet but online bookings and reopening of clubs, later in the process "club events are seen as non-essentials" working on what we can do for clubs. On the events side, there are a few more opportunities out there, quite lot of feedback about making events more accessible, running more events for online students, this is a silver lining of the situation. Possibility of Running events in a physical and online setting. This could work quite well moving forward as an alternative and running alongside the rest of our events, Workshops are great if you can attend face to face but can be run online. Choosing things that are cheap for students to source, easy to get a hold of.

Hana queries budgetary restrictions, Bec can confirm we won't be able to do Pasar Malam, as the cost is so huge, we don't have the financial capacity to run this event. It would be hard to deliver the event under the downscaled version. Put it on hiatus and bring it back in 2021, other events are still very fluid. We don't know if students are able to afford tickets to the ball, may have to take a raincheck. Working out how to run events on a bit of a budget, we are confident we can do this, workshops, and smaller gatherings.

Hana: Important to recognise that your team has put in a lot of effort into the emergency relief programs.

Bec: The service has been quite popular, and very resource intensive.

Jason ask what kind of platforms are you planning for semester 2 O-Week, will there be a clubs Day? Jess will discuss during her report.

Tanya As mentioned by Bridge earlie the Tavern commenced trade today. Open 11-2pm. Offering 2x sittings 11.30-12.30pm and 12.45-1.45pm. Bookings available online through the website. Walkins where available. Takeaways additional includind Alcohol. 6 off premise sales sold today. Off premise products priced as per Bottleshop GP. Within license however interesting to see if the Uni will respond further to the change in business . Clarifying alcohol takeaway sales are for Guild members only and sighting a valid Guild sticker is required.

G-Mart up and running following refurbishment and back on the promenade. Opening hours are 8-4pm and the hours will be extended to 6pm once the new supermarket essentials range is introduced. This willl allow staff/ students to pick up essentials on their way home.

Maryanne, engagement for online events is going well, engagement on digital platforms is largely about students academic concerns. Huge area of conversation and engagement has increased the profile of the Guild Reps, It is unfortunate that this is due to COVID but the sentiment is that we are a credible source of information and we are working hard for students.

Jess is ready to speak more on detail on what is going on in the events side, were really hands on with the food relief, were quite sensitive to online activities, while people are working and studying at home. Only now started to build on the events were looking to do. We ran a house party BFF quiz night, can only have a smaller group on a house party, first time running something like this and didn't want to go too hard too fast. Been doing How-To videos, Carla and Jess will be showing people how to do crafty things, activities that are cheap to do. Working closely with Chris and the rest of the teams in a schedule for stress less initiatives, working in student assist, things coming from our team staying connected staying physical, staying connected and stuff to relieve stress. We are aware that students are in a busy time. Making sure these are things you need to engage in during the time, activities you can take away and do whenever you have the time to.

Orientation, working closely with the orientation team, still undecided on the platform they are using for orientation, we recently made the decision to use the discord to hold ODay, and get clubs on board, have a chat running for each club. Same as ODay, still have to apply to attend, and hold your stall. We are conscious that we need to having something decided on bringing others into that platform.

Bec – We are excited for that to continue as an alternative for people who cant make it to ODay. For the big events like Clubs carnival and ODay. Reaching out to those who can't be there, for whatever reasons you can't make it is a push in the direction we should have been heading, to help us get there a little bit quicker.

Clare: CWC proposal for an online clubs carnival, curious on how that's been received. Thinking about when this event will be.

Bec: this helped us plan our O-Day, the Clubs Carnival won't fall before Oday, a lot of work to upskill everyone who doesn't know how to use discord. It is best to trial ODay as a launch to second semester. As someone in a club do you think there's a real demand to have it before that point. There was an interest in something to replace the cancelled Clubs Carnival.

Bec: we are now in the space to plan ahead to schedule those things in. Jess notes that we have taken on the food relief as it become a big logistics move again, teeth stuck into this program.

c) Events Staff Report

Motion: That the activities committee notes the reports

Moved: Hana Arai (president)

Seconded: Dylan Botica

6.2. Event Evaluation

a) Online event feedback

Bridge wanted to check in on as well: how the event evaluation process is working now that we are online and wanting to get more info from the professional staff.

Maryanne, we haven't put out any surveys in terms of how people are finding events. We could do something down the track, what events how did you like it. In terms of stats around engagement/reach, haven't put anything together yet but can do fairly easily.

Jess: A bit of a template to review how things went, what worked. Internally we do not necessarily share that, we keep records and it is mostly on Trello. We do normally do proposals and evaluations for events over 10K is the requirement for formal proposals or evaluations why there haven't been many this year. If you'd like info please contact us.

Dylan: tried to go to a few things, liked most of the stuff, liked the virtual movie night. Has there been (seen attendance of events) is that a good metric to measure their success

Jess: about 20 people came through the watch party, Dylan being one of them, we thought it was good, would work on a smaller scale, if an equity department wanted to run something like that. We're happy enough with it, actual program is not that reliable, issue with the link and start, not perfectly reliable and not intuitive. May not be repeated on a large scale. Not a no but not the best thing ever.

Bridge asks about the Business & Law movie nights, Hana has gone to a couple, low attendance but high engagement from people who come.

Smaller uptake but the people who attend are super keen. Which is why we wanted to do it again, did not quite get the registrations for that one.

6.3. Online Event Processes

Jess: adapt our processes digitally. Lots of events happening in the discord space, we did want to be across what is going on in that space, Trello for the fac reps and equity reps to provide advice if needed. Share our knowledge with the reps. Huge range and scale of events. Some reps are more confident than others in the digital space.

Jason would like to know how the mega challenge is tracking compared to previous years.

There is a much bigger uptake this year. Was originally run just for the 50th year, but we found a lot of benefits, clubs being introduced to a range of resources. a lot of clubs don't realise what is out there. A lot of scope with that challenge. A bit of fun if anyone has any ideas for challenges being added to that list. Getting clubs involved in everything. Phase 2 is an opportunity for interactive challenges, competitions, minigames, scavenger hunts. Bigger uptake as opposed to last year. Really good to hear. Hana would like to add on: clubs challenge and awards, the ball is no longer viable, we need some way to recognise the clubs/presentation ceremony rather than doing that at the ball. Smaller face to face gathering. Clare declares a conflict of interest about the mega challenge and the CWC. Guild event contribution challenge, it will be virtual events, nothing has been announced yet so as to keep everyone level. Clubs to collaborate with the guild to co-host on an event.

According to the task list, we are waiting on the guild to put out a call, done a collaboration with the guild, Bec will amend wording to make this challenge clearer.

6.4. Project Update

The eQuality google doc, link:

<https://docs.google.com/document/d/1EI9XnJn3oHoPZnbP7h1s5UT9h32OlgQS0uapcTbjjZA/edit>

Document that consists of accessibility issues that exist in the online document, will quite soon be done up as a solid document to be distributed, please feel free to look at or add to it, seek clarification, let Bridge know. Covering things like content warnings, image descriptions software accessibility. Bridge will do up a simple summary document and can tailor to different spaces. Tailor to collaborate/discord/social groups lot of reach to a lot of different areas. Resources for students who aren't on campus.

8. General Business.

Hana: wanted to bring up potentially a broader question on how the activities committee can operate. Now it is a good time to implement a more collaborative brainstorm section of the meeting. Recognised activity committee. Cool to see a section/item of business for this purpose.

Bridge is happy to add this in.

Hana would like to gauge the interest, and how it would fit in with activities staff. Compile in a way that is productive and not overwhelming

Bec and jess would like to get more feedback. At the end of the meeting if something new could be brought up. Needs to have the disclaimer that not everything is doable. But would still love to hear everyone's ideas. This was the idea to behind removing the rigid calendar. A topic they'd like to see more on. So long as it isn't completely binding to events staff.

LACHY ADD THIS SECTION NEXT TIME.

9. Next Meeting – The next ordinary meeting of the Activities Committee is Tuesday, the 9th of June at 2pm. Documents and motions are to be submitted no later than 2pm on Friday, June 5th to secretary@guild.curtin.edu.au

Meeting closes at 4:03 pm.