

## President's Guild Council Report June

**Prepared by:** Jesse Naylor Zambrano

**Covering Dates:** 10/6/21 - 19/7/21

**Submitted to:** July Guild Council

**Leave:** 5/7-9/7 (5 days)

### 1. Meetings

#### 1.1 University Meetings

Date	Meeting	Comments
16/6	Academic Board Executive	
17/6	Library Building Project and Arrangements for 2022	
22/6	Students as Partners Community of Practice	Meeting with other areas of the university that work with students as partners
23/6	VC and Guild President Monthly Meeting	Raised fixing room bookings system and tuition free weeks, sought updates on education issues including in-person learning in semester 2 and status of Learning for Tomorrow consultation
24/6	Filming Guild Clubs Video	Extra promotion for Guild clubs
24/6	Student Representation on Faculty Health Sciences Committees and Working Parties	Met Deputy PVC Health Sciences who wanted to know how to get students onto committees and improve retention. Referred to work with Kat and implement SaP guidelines for culture change and more student support.
24/6	Curtin Union Taskforce	Update and preparing for University Academic Board
25/6	University Academic Board	Asked what Curtin is doing to safely return international students, and for more information
19/7	Sem 2 Orientation Welcome Ceremony	Spoke at ceremony

## 1.2 Guild Meetings

Date	Meeting	Comments
16/6	Legal Committee	
17/6	Representation Board	
17/6	Guild Executive	
21/6	NUS Education Presidents Roundtable	Great to see other student union presidents from around the country and hear which issues are impacting all of us.
22/6	Holiday Content Planning	Meeting with Maryanne to plan the Guild Elections Information Campaign, First Nations Rep EOI communications, and other relevant posts over the holidays.
22/6	Exec and PMs Meeting	
24/6	Guild Council	
24/6	President and ISC President Meeting	
30/6	Semester 2 Campus Culture Strategy	Meeting with VPA to discuss rollout of O-Week and Semester 2 events
30/6	Club Grant Plans	Meeting with VPA, Student Experience and Clubs Support to discuss how we will coordinate the announcement and rollout of extra clubs grant
30/6	Ecosia Discussion	Meeting with Sci-Eng Rep Jason to discuss how to proceed with Ecosia motion actioning
1/7	Guild Executive	
1/7	Campus Activation Interview	Interview with Grok writer Thomas Blake about activating campus and the extra clubs grant
1/7	Legal Committee	
12/7-13/7	NUS Education Conference WA Hub	Organised for WA Edcon attendees to have a venue to tune in together. Facilitated WA State Breakout to plan for NUS Education National Week of Action in Week 3 of Semester

15/7	Guild Executive	
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### 1.3 Other Meetings

Date	Meeting	Comments
14/6	Pay Rights Advisory Group	

## 2. Items of Significance

### 2.1 Learning for Tomorrow Consultation

I met with the Vice Chancellor 23/6/21 and asked for an update on LFT. She said they had moved from a set of prescriptions to a set of principles. She indicated that further consultation would not be required. We subsequently received the next iteration and put it out to students in an [update](#). I have attached it to the end of this report.

The singular slide constitutes the entire document. It has been significantly shortened from 5 pages and 1800+ words to 1 slide and 131 words. I believe that the university responded to our campaign and the ensuing media attention by closing out the Learning For Tomorrow consultation as quickly and uncontroversially as possible.

They said “We provide students with flexibility, offering rich face-to-face learning opportunities, digitally enhanced interactive and engaging experiences, on-line learning when desired...” This appears to be a positive indication, and I don’t think further consultation is needed on this document.

On the [Staff Portal page](#) for LFT they said the next step is for each faculty to develop ‘Guidance Note’, to articulate how the principles will be implemented in their Faculty. I will be contacting faculties asking for reps and student consultation to be involved in the development of these guidance notes. In health sciences and humanities faculty presentations the terms ‘Blended learning’ and mention of moving lectures have come up, which I am preparing to investigate. This indicates that the fight against Blended Learning is not yet over, but may have moved to the faculty level.

### 2.2 Semester 2 Learning Mode

The timetable was released to students on 14/6. We confirmed that Lectures have been renamed to ‘Large Group Collaborative Sessions’ which are supposed to incorporate more engaging and interactive elements. Through my discussions with staff, it seems that for this semester these will

just look like normal lectures, perhaps with a Q+A session in it. The intent seems to be to upskill staff moving forwards to build up engaging activities in these sessions.

The university confirmed that we were going back to full in person learning in semester 2, and our successful campaign was reported on in [WA Today's article](#).

As students have been finalising their schedules, we have had reports of many students still having online lectures. Anecdotally, every student I've talked to has at least one. We are looking into this and will ask the university how this lines up with their previous statements. We will see how large of an issue this turns out to be, and what kind of action is required.

### **2.3 Bentley Campus Activation Working Group**

Our advocacy on the BCAWG can be boiled down to:

- Increased support for clubs in Semester 2
- Improve the Room Bookings system and allow clubs to fundraise in Curtin venues
- More clubs spaces

We secured a \$20K grant from Curtin to bolster club sign ups and support clubs in running free on campus events in the first month of semester. Clubs can apply for the 'Launch Event' grant and claim up to \$400 from the grant pool. I worked with Lachy and the Clubs Support team to get an announcement and application form for the grant out to clubs by 2/7. So far on 19/7 we've had 3 applications, with more clubs corresponding with Clubs Support asking questions before applying. We will keep an eye on this and see if any further support is needed to get that money out to clubs.

Lachy and the Clubs Support team met with the Chief Operating Officer on 6/7/21 to discuss the room bookings proposals I put forward to the VC at our meeting on 23/6. The university said they are upgrading the room bookings system later in 2021 which will allow Club Executives to book rooms directly into the Resource Booker system. They have also agreed to make a space easily bookable for smaller meetings. Finally, they will meet with me in July to discuss the matter of clubs fundraising in Curtin venues after they update their policy. We will have another meeting at the end of Semester 2 to follow up on how these arrangements have affected clubs.

I have advocated in several spaces for clubs to be given more spaces on campus, but no actions have come of it so far.

### **2.4 Return Tuition Free Week**

The form ended up with 656 responses at the time of writing. I extracted the key information and presented this to the VC on 23/6. I advocated for the summer study period to be shortened by 2 weeks, and for the two tuition free weeks to be reinstated. I argued that there was not appetite for a summer study period. Indeed, when I spoke to staff from all the faculties, they indicated that the university did not have the staff capacity to run a substantial summer school.

We [updated students](#) that the findings of the survey had been presented to the VC, and released another post [summarising the findings](#). I expect this campaign will continue into Semester 2.

## 2.5 First Nations Representative

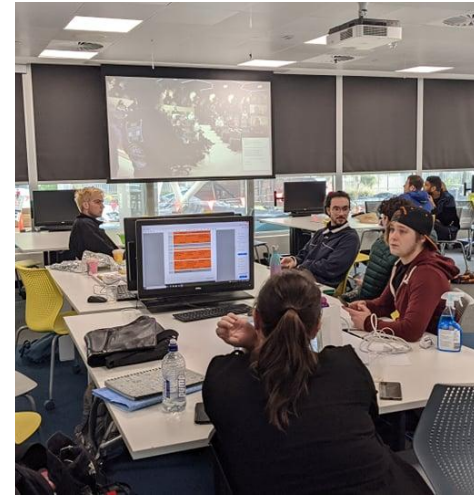
We received 14 total expressions of interest, who have all been provided with the same information about the role, the collective and the department. They have also been provided information about the opening of nominations, which should happen on 20/7. This is very promising, and I hope that by the end of the election on the 6th of August we should have filled the role.

We are encountering some roadblocks organising Cultural Capability Training with Curtin's services, as well as reaching out to external providers. We are continuing to work on this and will update reps once training is available.

## 2.6 NUS Education Conference

We hosted the WA Hub of NUS Education Conference. Usually, Curtin representatives fly over east to attend the conference in person. The conference was digital this year, but I decided to organise an in-person venue in WA because the conference tends to be an important space to meet, share skills and organise midyear for the remaining months. I think our national student union organising networks have suffered due to the travel limitations of Covid-19.

The attendance was small, but we had reps from Murdoch, UWA and Curtin attend. There is an NUS Education National Week of Action coming up in Week 3 of Semester, Week beginning 9/8. We, along with the other WA student unions, will participate. I facilitated the WA State Breakout, where we planned what the actions would look like in WA.



We have decided to encourage students to speak with their tutors during this week, to spark conversations about staff working conditions following the staff cuts of late 2020. We will also have a student speakout at the Chancellery. We will be building towards this over the first few weeks of Semester 2.

## 2.7 International Students Speak Out!

For a few months, international students stuck offshore have been speaking up through comments on Guild posts, messages, and a letter written to me on behalf of a group of students. They are asking for information about what Curtin is doing to advocate for the return of international students to WA. Many of these students have been stuck studying online offshore since 2020, and have received no word of when they might be able to return.

We have enquired what Curtin is doing, and it seems they are pushing for students to return, but the WA Government is maintaining strict borders. We issued [an update](#) to students. We also announced an online [speakout](#). I think these students have felt quite isolated and ignored, so I'm looking forward to giving them a platform and better understanding what they'd like to see from us.

## 2.8 Assorted Guild Work

- **Curtin Counselling:** It seems that our advocacy around Curtin Counselling has drawn attention to the need for that area to be better staffed and resourced. The university has said that the current wait times for triage were unacceptable, and they are looking to have additional people working in triage. They are currently hiring new members of staff to fill vacancies. They are hoping that changing to a Medicare funded model will generate revenue to expand the counselling services.
- **Guild Executive Support:** The new member of staff who will support the Exec has started on 19/7. Her name is Jess, and she'll be working at the hot desks near the Grok office. Please introduce yourself and make her feel welcome! Her main role will be to support the Exec with admin work, such as the admin aspects of running an election for a vacant position, helping draft statements, or action simple tasks.
- **Remuneration Tribunal:** We are slightly delayed in kicking off the remuneration tribunal process, which is supposed to be finalised before the opening of nominations for the Guild Elections. Reps should keep their eye out over the coming weeks for the opportunity to give feedback on their workload and pay, which will inform changes to next year's officers remuneration.
- **Grok:** I did an interview with Grok writer Thomas Blake about our efforts to bring campus back to life, and securing a \$20K grant for clubs.

## 3. Use of Delegated Powers

N/A

## 4. TLDR

Education campaigns from semester 1 are technically wrapped up, but we are continuing to monitor online lectures and blended learning closely. We have secured a few improvements for clubs and are rolling out 'Launch Event' grants. Tuition free advocacy is ongoing. We hosted the WA Hub of NUS Education Conference, and are organising an online speak out for offshore international students to articulate their experiences and demands.

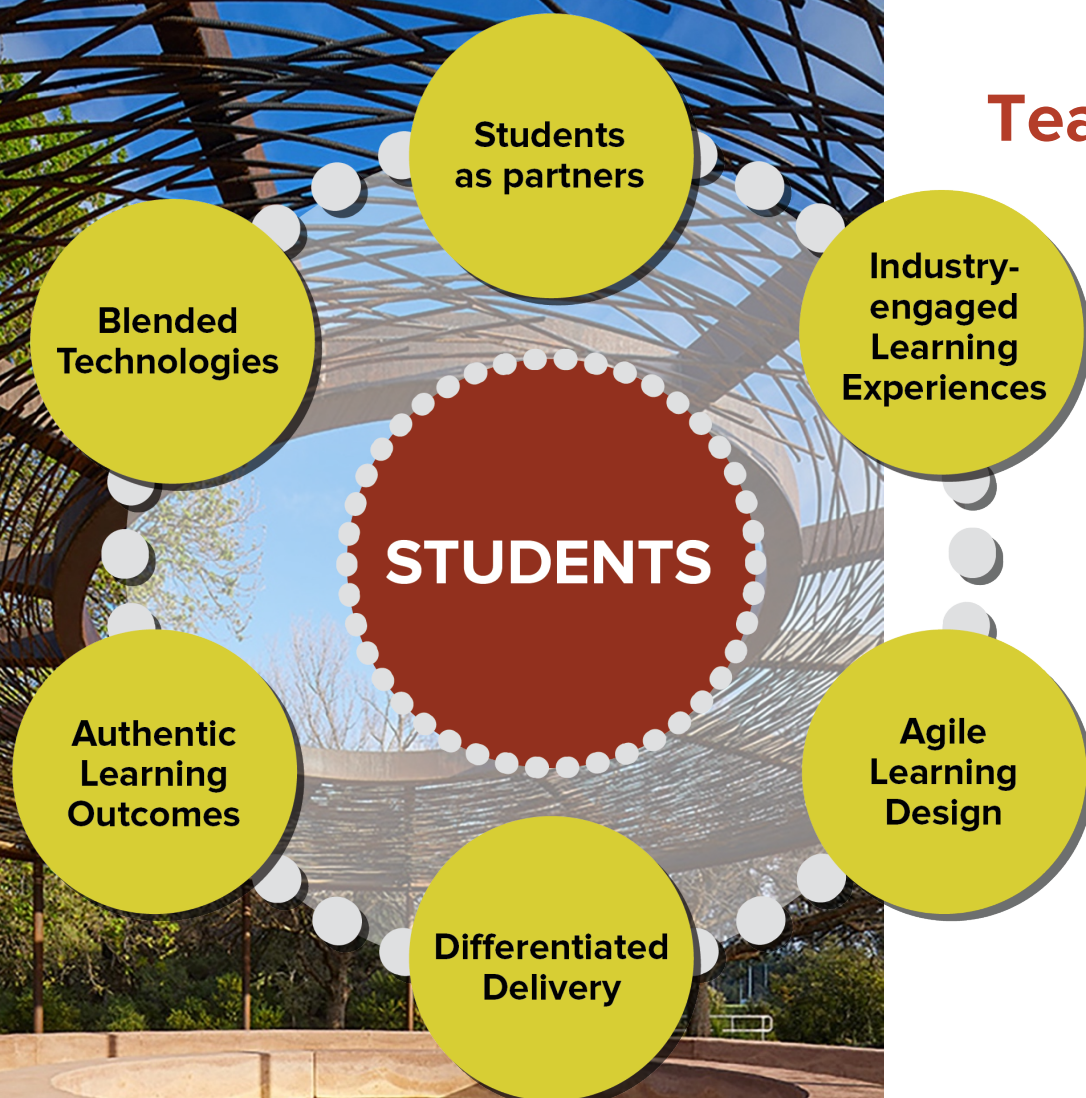
Thanks for reading!

Kind regards,

Jesse Naylor Zambrano  
President  
Curtin Student Guild



## Teaching and Learning @ Curtin



### ***Our values.***

At Curtin University, our goal is for every student to have the best learning experience possible. One of our great strengths is the diversity of our students and we pride ourselves in maximising their learning opportunities aligned to their needs, regardless of their location or chosen mode of study.

At Curtin, we view teaching as core business. We value our amazing teachers and prioritise and support their ongoing professional development. In order to achieve the highest possible outcomes, students are active participants in all aspects of their learning.

Our teaching practices are innovative and engaging, and our content is cutting edge, digitally-rich and enhanced by industry experiences. We provide students with flexibility, offering rich face-to-face learning opportunities, digitally enhanced interactive and engaging experiences, on-line learning when desired and work-integrated learning opportunities.

# Vice President- Activities Report

Guild Council Meeting #7/2021

## Meetings

Date	Meeting and Notes
18/6	- Semester 2 events discussion
22/06	- Exec and PM's
23/06	- Higher Ed - Clubs x VP-A
24/6	- Events x VP-A
30/6	- Campus Strategy sem 2 - Higher ed - Club grant plans
1/7	- Exec meeting - Engineering board (proxy for Jason)
5/7	- Stadium meeting to discuss VC event
6/7	- Room Bookings meeting
7/7	- Higher ed - Voting at other Campus discussion
13/7	- TidyHQ Q and A
14/7	- Clubs induction - Videos Filming - CCSSAG Meeting
15/7	- Leave
20/7	- Friend Speed dating
21/7	- VC event discussion
22/7	- Friend Speed dating - TidyHQ Discussion

## O-Week

So far O-week has begun well, we aren't seeing the level of engagement semester 1 had, but that is to be expected, between worse weather and a lower intake of students. O-Day is looking like it will be a great event.

## Clubs Grant

Out of Curtin's commitment to "reactivating" Bentley campus, Jesse and I were able to secure additional funding for clubs. A small portion is being used to fund an additional club voucher, hopefully this will eventuate into a membership spike for clubs.

The rest of the money is being poured into a new grant for clubs to run "launch events" essentially events run in the first 5 weeks of semester. So far few clubs have applied, but we



are fielding a lot of questions along the lines of “does my event qualify” so we are hoping to see a spike soon.

## Room Bookings

Had a meeting with room bookings and Curtin COO, hoping to get some additional leniency towards clubs for booking rooms. We’ve made a little progress, and are hoping to continue to push as room bookings rolls out their new version later this year.

Regards,



LACHLAN LEE  
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I will be working Tuesday to Friday from 9 am to 4pm I may be slow to reply or unavailable outside of these times.

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 and present.

## Secretary

### July 2021 Guild Council Report

Hope you're all doing well and my inbox/dms/office are always open if you have anything you'd like to talk to me about. :)

18/06	Scholarship Advisory Group
22/06	First Year Committee
22/06	Exec and PMs
22/06	Womens' Collective
23/06	Commercial Services Meeting
24/06	Exec Lite Meeting
25/06	Curtin Extra Committee
1/07	Exec Meeting
1/07	Legal Committee
2/07	Meeting with WASM President
6/07	Main Café Refurbishment Brainstorm
8/07	Legal Committee
8/07	WASM-Bentley Meeting
12/07	Guild Executive Video
20/07	Exec and PMs Meeting
20/07	FYC Stall Preparation
21/07	Finance and Risk Committee Meeting
22/07	Legal Committee Meeting

#### **Guild Election Engagement**

I filmed some videos with Ben about the Secretary role as part of the effort to increase information and engagement with the elections.

#### **Legal Committee**

The legal committee has had three meetings since the last Guild Council, where they have been discussing a number of changes to the Guild (Election and Referenda) Regulations 2018, as well as initial discussions on the Equity Collective Constitutions.

#### **Improving the Information Network**

As usual, continuing to work on clearing the redundant files in our M-Files vault and make it easier to find the documents that are actually needed. This includes maintaining a meeting minute database, improving the metadata of files in the vault and creating summary/instruction documents to collate important information.

#### **Nominations**

Nominations have opened for the PSC President, ISC President, vacancies in the PSC, ISC and FYC. This round of nominations is looking to be completed by the end of week 2.

#### **Curtin Guild Survival Guide**

Prepared the slides and assisted the session as a moderator. There was a decent attendance of ~35 people (20 online, 15 in-person), considering that the semester 2 student intake is relatively low.

### **First Year Committee**

I have been involving the First Year Committee more with the student engagement team and have assisting in planning and preparing for their O-Day stall.

### **Remuneration Tribunal**

I have been assisting Jesse with the process for setting up the Remuneration Tribunal and calling for submissions.

### **General Tasks**

Approving of payments, responding to governance and other questions, compiling agenda, organising meetings, managing documents, checking in on reps, checking timesheets and various other spontaneous tasks. I have been preparing agenda and minutes for many more meetings than usual, which has taken up a lot of my time.

### **TL;DR**

Legal and commercial (and more) meetings plenty, nominations opened and progressing on tidying lots of files up.

Sustainable Regards,



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**My work hours are Tuesday – Thursday 9am – 5pm and Friday 9am – 2pm. I may be slow to respond outside of these times.**

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### **Motion: Safety Report**

Action: That the Guild Council discusses the Safety Report.

Motion: That the Guild Council notes the Safety Report.

Moved: Fatma Sehic

Seconded:

### **Background:**

Safety has previously been covered in the Managing Director's report and discussed as part of that report.

To reflect the importance that the Guild places on safety, this is has been added separate agenda item for this Guild Council meeting and going forward.

### **Safety Legislation:**

There is new safety legislation, the 'Work Health and Safety Act 2020' (WHS Act) which refers to 'persons conducting businesses or undertakings' (PCBU). PCBUs must meet obligations to ensure the health and safety of their workers. The definition of worker is very broad and includes contractors, visitors, people on work experience and volunteers.

PCBUs have the equal duty of care to a worker, even if there are multiple PCBUs involved. For example, if you employ a contractor who brings in a labour hire worker, you, the contractor and the labour hire company all share the same duty of care to that labour hire worker. So if an incident occurs, you can all be prosecuted under the WHS Act.

The WHS Act imposes due diligence obligations on decision makers in organisations (otherwise known as 'officers'). Being duly diligent means:

- Having up-to-date knowledge of WHS matters;
- Understanding the nature of the operations of the Guild and the associated hazards and risks;
- Ensuring that there are appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out;
- Ensuring appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- Ensuring that the PCBU has, and implements, processes for complying with any duty or obligation under the WHS Act; and
- Having up to date records on WHS matters and incidents and reviewing those records to identify any trends and areas of risk.

Although the Guild has a Safety Committee which considers the above, there is a requirement that officers, including Guild Council, will be 'duly diligent' with regard to safety.

### **Performance:**

Future safety reports will report the following metrics:

- Safety inspections conducted (as % of planned inspections)
- Workers compensation claims (as hours of paid compensation over the past 12 months)

### **Incidents and Hazards:**

Mid-July it was reported that a contractor was operating a telehandler forklift without having met the full Working with heights requirements. Due to late changes for an event, the method of erecting a marquee was changed to one not covered under the existing risk assessment and the appropriate Working with Heights permit was not obtained (failing to identify that this was required).

Work was paused until all necessary risk assessments, job safety analysis, permits, and contractor licenses were procured and sent through to Curtin, with the required controls implemented and work practices amended accordingly. The work was later deemed compliant and received the all-clear to continue.

Actions in response to this incident are:

- Review the current safety systems the Guild has in place with regard to contractor management and events.
- Meeting with Portfolio Managers to ensure that they are aware of their safety obligations and what this means in practice for their role.

### **Confidentiality:**

Open

## Additional Information:

Current contract salary increases:

	2-Oct-17	2-Oct-18	2-Oct-19	2-Oct-20
Base Salary	\$165,000	\$170,000	\$175,000	\$180,000
% Increase	Nil	2.78%	2.70%	2.63%

- From Tertiary Access Group (TAG) 2021 salary survey (early 2021):

MD/CEO/GM/EO	
AVERAGE	\$161,758
MEDIAN	\$157,877
HIGHEST	\$250,000
LOWEST	\$110,000

- The Curtin Student Guild is one of the largest/more complex Guilds in Australia when considering student numbers, commercial footprint, and \$ turnover. As such, the remuneration should be at the higher portion of the TAG data.
- The UWA equivalent receives more remuneration than that of David.
- David's starting remuneration was considerably less than the outgoing MD was receiving at the time (approx. \$15K less).

## Enterprise Bargaining

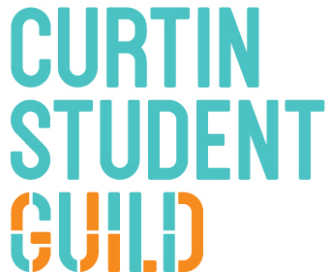
From <https://www.ag.gov.au/system/files/2021-06/trends-in-federal-enterprise-bargaining-report-march-quarter-2021.pdf>

**Table 1:**

**Average Annualised Wage Increases for agreements approved in the March quarter 2021 which contained quantifiable wage increases (651 agreements)**

Enterprise agreements approved in the quarter	December Quarter 2020 (%)	March quarter 2021 (%)	Change (% Points)
All sectors	2.2	2.6	+0.4
Private sector	2.6	2.6	0.0
Public sector	1.9	2.4	+0.5

For WA based agreements, the average increase was 2.2% (covering, on average, 2.8 years). This is consistent with Wage Price Index forecasts for the period 2021-2024.



## Student Guild of Curtin University

52<sup>nd</sup> Guild Council – Meeting #7

To be held at 6pm on Thursday the 29<sup>th</sup> of July 2021

In 100.301

### **Motion: Finance and Risk Committee Constitution**

Motion: That the Guild Council, on the recommendation of Legal Committee, approves the following amendments to the Finance and Risk Committee Constitution.

Moved: Fatma Sehic

Seconded: Jesse Naylor Zambrano

### **Background:**

Arising from discussion had in Guild Council and in the Finance and Risk Committee previously, it has been identified that the current wording of the membership of the FAR allows for the Chair of Representation Board, who is voting member of the Executive Committee, to be a voting member of the Finance and Risk Committee.

It is common practice in many organisations to not allow any members of the executive team to be voting members of the body responsible for finance and risk in order to avoid executive opinions influencing decisions made related to finances and budgets.

### **Confidentiality:**

Open

# STUDENT GUILD OF CURTIN UNIVERSITY

## FINANCE AND RISK COMMITTEE

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### CONSTITUTION

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#### 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; and whom shall not be members of the Executive Committee;
  - (c) One (1) member of the Representation Board, who shall not be a member of the Executive Committee; 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:

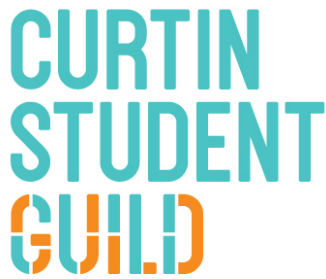
- (a) Review the financial statements and reports for the Guild before their submission to the Guild Council, University Council or Annual General Meeting.
- (b) Examine and consider the appropriateness of the Guild's accounting policies, financial controls and risk management.
- (c) Oversee the Guild's 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.

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



## Student Guild of Curtin University

52<sup>nd</sup> Guild Council – Meeting #7

To be held at 6pm on Thursday the 29<sup>th</sup> of July 2021

In 100.301

### **Motion: Commercial Operations Committee Constitution**

Motion: That the Guild Council, on recommendation of the Legal Committee, approves the Managing Director to be added as a standing invite in the Commercial Operations Committee constitution.

Moved: Fatma Sehic

Seconded: Jesse Naylor Zambrano

### **Background:**

The Managing Director currently oversees the commercial operations of the Guild, but is not included in the membership of the committee as a regular member nor standing invite.

In the 2016 constitution, the Managing Director and Associate Director (Commercial Services) were included in this committee as standing invites. Later, the constitution was amended to remove the Managing Director, with the Associate Director (Commercial Services) still included.

In 2018, the Associate Director was removed from the structure of the Guild, and from the constitution of this committee. The current situation is now that the higher level oversight employee providing the highest level of oversight on commercial operations and strategic, it would be beneficial to the committee to include them as a standing invite. This does not give them voting rights but will ensure that they are sent the invites and documents that the committee receives.

### **Confidentiality:**

Open

**Title: Alteration of Delegated Power 8.18**

**Motion:** That the Guild Council amends the condition to its delegated power given to the President under the Student Guild By-Laws 2018 Schedule A 5.3(e) & 5.3(g) & Schedule B 5.3(e) & 5.5(g) to add the condition that “The student must be given the opportunity to appeal with the choice of both President and Guild Council, where the student who is appealing requests that the Guild Council hear the appeal, the appeal to be referred to Guild Council.”

Moved: Clare Metcalf

Seconded: Dylan Botica

**Background:**

The delegation appears in the Register of Delegations as follows:

<b>8.18. POWER TO DETERMINE APPEAL OF SUSPENSION OR EXPLUSION OF STUDENT SOCIETY MEMBER</b>	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Student Guild By-Laws 2018 Schedule A 5.3(e) & 5.3(g) & Schedule B 5.3(e) & 5.5(g)
Delegation	Power to determine appeal of suspension or expulsion of student society member in exceptional circumstances.
Conditions	Where the Guild President has a conflict of interest, appeal to be determined by another Executive Officer. Where all Executive Officers have a conflict of interest appeal to be referred to Guild Council.
Sub-delegation	No.
Delegated to	Guild President.

The suspension or expulsion of a student society member is determined in the first instance by the Vice President Activities (In the register of delegations: 8.17). The Executive Officers work together closely and often advise each other, creating a perception that the President is unlikely to overturn the VP-A’s decision. There is also a general understanding that an appeal considered by a larger group of

people will yield a fairer result (e.g. a jury at a trial vs just a judge). On the other hand, having an appeal heard by the entire Guild Council may be intimidating for students and they may have privacy concerns. Students should be given the opportunity to appeal with the choice of President or Guild Council (but they could not appeal to Guild Council if they were dissatisfied with the President's decision or vice-versa).

If the appeal is heard by the Guild Council it is possible some information will have to be de-identified for privacy reasons. It's also important to note that these things are appealed very rarely.

**Confidentiality:**

Open

**Title: Further delegation of Delegated Power 8.20.**

**Motion:** That the Guild Council delegates the power under Student Guild By-Laws 2018 Schedule A 6.3(a)(iii) to the Executive Committee in addition to the previous delegation to the Guild President and Vice President – Activities.

Moved: Clare Metcalf

Seconded: Dylan Botica

**Background:**

The delegation appears in the Register of Delegations as follows:

<b>8.20. POWER TO REQUEST STUDENT SOCIETY CONVENE SPECIAL GENERAL MEETING</b>	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Student Guild By-Laws 2018 Schedule A 6.3(a)(iii)
Delegation	Power to request student society convene a special general meeting.
Conditions	Where Guild President and Vice President - Activities have a conflict of interest, request to be approved by another Executive Officer. Where all Executive Officers have a conflict of interest request to be referred to Guild Council.
Sub-delegation	No.
Delegated to	Guild President, Vice President – Activities.

The Executive Committee consists of five members, and majority within this committee is three. If the issue of a student society is discussed at Executive Committee and the majority of the committee believe the Student Society should call a Special General Meeting, but the two that disagree are the VP-A and the President, the request can't be made. This change would allow either the Guild President or VP-A to request a student society convene a Special General Meeting independently, or a majority of the Executive Committee.

**Confidentiality:**

Open

**Title: Alteration of Delegated Power 8.23.**

**Motion:** That the Guild Council revokes the power given to the Vice President – Activities under Student Guild By-Laws 2018 Schedule B 16.3 and delegates the same power to the Executive Committee.

Moved: Clare Metcalf

Seconded: Dylan Botica

**Background:**

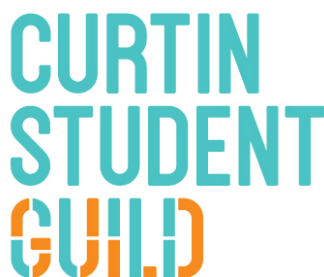
The delegation appears in the Register of Delegations as follows:

<b>8.23. POWER TO APPROVE APPROPRAITE ORGANISATION TO RECEIVE INCORPORATED STUDENT SOCIETIES PROPERTY ASSETS AND MONIES.</b>	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Student Guild By-Laws 2018 Schedule B 16.3
Delegation	Power to determine appropriate organisation to receive property, assets and monies of an incorporated student society that has dissolved.
Conditions	Where Vice President - Activities has a conflict of interest, approval to be provided by another Executive Officer. Where all Executive Officers have a conflict of interest approval to be referred to Guild Council.
Sub-delegation	No.
Delegated to	Vice President - Activities.

It is better for the powers of Guild Council to be discussed and exercised by the Guild Council unless it must be exercised at short notice, is required to be confidential or is inherent to regular and routine operations of the Guild. In the case of non-routine distribution of resources, it would be more suitable to not have this determined by an individual officer. It will never be so time-sensitive that it can't be determined by the Executive Committee in the course of their weekly meetings. Revoking this delegation to the Executive Committee will be better practice in terms of accountability.

**Confidentiality:**

Open



## Student Guild of Curtin University

### 52<sup>nd</sup> Guild Council – Meeting #7

To be held at 6 pm on Thursday the 29th of July 2021

In 100.301

#### **Motion: Alterations to TidyHQ Regulations**

Motion: That Guild Council makes TidyHQ non-mandatory for clubs.

Moved: Rachel Taylor

Seconded: Luke Brosnan

#### **Background:**

TidyHQ is a new club management software that is being made mandatory for all Guild Clubs as of the start of 2022. It has two tiers of access, with the “Pro” plan only being available for larger, already established clubs. A lot of its functionality and benefits are only available for the Pro plan, which reduces the benefits for clubs that are only able to access the basic plan. There is a cap of 80 clubs for the Pro plan, as such making it non-mandatory for clubs will reduce the number of clubs that are put on the basic plan.

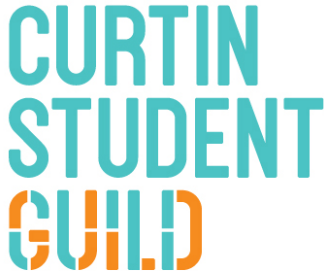
The software will have fully online memberships which will be encouraged for students to sign-up through. A majority of the funds raised by a club come from memberships, often priced at \$5. A payment processing fee from TidyHQ will result in a loss of \$0.64 (13%) for Pro plan clubs and \$0.74 (15%) for basic plan clubs. Another feature is the ability to sell merchandise through the platform, which is restricted to the Pro plan, and will also lead to a decrease in club profits. It is also unclear how this method of memberships will affect Guild vouchers.

The main reasons given to clubs for the move to TidyHQ are: Reducing student confusion around sign-ups; Reducing risks of data loss for clubs with bad or non-existent handovers, Reduces workload for Guild Staff, and; Streamlining of club reviews and renewal processes. Most clubs have similar methods of signing-up at O-Day, alongside a page on the Guild website with contact details for students. Some clubs have fairly good handovers, but it could be requested by the Guild that a master list of accounts and passwords are provided during the renewal process, which could then be given to incoming committees if issues are had. The ability to review club activities throughout the year is a definite benefit, and if there are enough clubs that use TidyHQ, there will be a reduced workload at the end of the year.

#### **Confidentiality:**

Open





## Student Guild of Curtin University

### 52<sup>nd</sup> Guild Council – Meeting #7

To be held at 6PM on Thursday the 29<sup>th</sup> of July 2021

In 100.301

#### **Motion: Referendum on the National Union of Students (NUS)**

Motion: That the Guild Council upon the recommendation of the Representation Board hold a referendum to run concurrently with the Annual Elections.

The proposition being: "That the Curtin Student Guild leave the National Union of Students for 2022".

That the Guild Council appoint agents for the 'Yes' and 'No' campaigns with preference given to members of the Representation Board.

Moved: Fatma Sehic

Seconded: Jesse Naylor Zambrano

#### **Background:**

The National Union of Students (NUS) has been subject to ridicule and controversy. This includes due to allegations of:

- Not being effective in organising relevant campaigns that are important for students;
- Having limited mechanisms for promoting accountability and integrity;
- Failing to support State campaigns;
- Deep-rooted factionalism; and
- A large amount of financial contribution needed by students.

The affiliation to NUS conversely may be considered necessary:

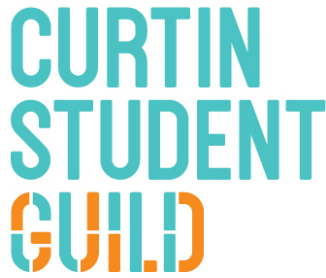
- To provide solidarity with other student unions;
- For the structures necessary to encourage debate and discussion on a national level;
- To provide student unions with a stronger collective voice; and
- Other related factors.

NUS Affiliation remains a difficult decision and this motion would recommend a referendum to take the decision to be made by the student body for 2022.

Referenda are binding on the Guild Council and cannot be reversed without further referenda. This motion limits that provision for a period of roughly one year.

#### **Confidentiality:**

Open



## Student Guild of Curtin University

### 52<sup>nd</sup> Guild Council – Meeting #7

To be held 6pm on Thursday the 29<sup>th</sup> of July 2021

In 100.301

#### **Motion: Guild Café Rebranding Referendum**

Motion: That the Guild Council hold a referendum to run concurrently with the Annual General Elections.

The proposition being that "The Guild rename its outlet 'Guild Café : Engineering' to 'Guild Café : Basement'.

The Guild Council will appoint Guild Members to act as agents for the 'Yes' and 'No' campaigns respectively if required.

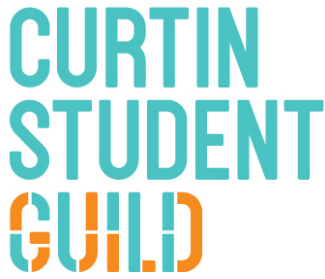
Moved: Rachel Taylor

Seconded: Luke Brosnan

#### **Background:**

#### **Confidentiality:**

Open



## Student Guild of Curtin University

### 52<sup>nd</sup> Guild Council - Meeting #7

To be held at 6pm on Thursday the 29<sup>th</sup> of July 2021

In 100.301

#### **Title: President and Secretary Timesheets**

#### **Item for Discussion**

Would the Guild Council like for the President and Secretary to submit their timesheets to the Guild Council as part of reporting each month?

#### **Background:**

The reporting structure of the Guild means that the President and the Secretary both report directly to the Guild Council, with no managers above them. For the purposes of remuneration, the Secretary signs off on all time sheets except their own and the President. The President signs off on the Secretary's timesheet and the Managing Director signs off on the President's.

The President has a very important role and answers only to Guild Council. The Secretary serves at the convenience of the Guild Council, and needs to maintain the confidence of Guild Council.

The President and Secretary already report to the Guild Council via reports which often include a list of meetings, occasionally with summaries, and an overview of what they have been working on.

Further reporting by including timesheets would give the Guild Council an indication of how they are allocating their remunerated time and confidence that they are meeting quantifiable expectations of their role. It would also be good for transparency and to cement the reporting line and oversight of Guild Council.

Some may also consider this to be over-reporting. It is worth noting that each other elected Rep that submits timesheets has these overseen by an individual, who can handle any problems with tact. If the President or Secretary is struggling to complete their hours due to personal difficulties, they may be uncomfortable with having the timesheets available to the Guild Council.

#### **Confidentiality:**

Open

## AGENDA

Meeting open 10.06am

1. Acknowledgement of the Traditional Owners  
*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*
2. Attendance
  - 2.1. Members Present; Jesse Naylor Zambrano; Dylan Botica; Jason Kim; Cassidy Pemberton; Clare Metcalf; Isabel Mountain; Dax Jagoe (10.20am); Michael Farrell (online); Fang-Yu (Cherry) Chen; Shaniqua Cutinha; Bridge Truell
  - 2.2. Others Present; Ben Adams; Andrew Cameron; Maryanne Shaddick (minute secretary)
  - 2.3. Apologies and Leave of Absence; Lucy Rohl, Madison Ainsworth, Ali Rose Bolton
  - 2.4. Absent; Cristian Moreno; David Jorritsma; Chris MacFarlane;
3. Disclosure of any potential or perceived Conflicts of Interest.  
None
4. Minutes of the Previous Meeting:
  - 4.1. Previous Meeting Minutes:

### ResolvedRB#20 -2021

Motion: That the Representation Board approves the minutes of the previous meeting, held on 20/05/2021, as a true and accurate record of the proceedings.

Moved: Jason Kim

Seconded: Cassidy Pemberton

Carried

5. Matters Arising from the Minutes  
None

6. Items Not for Discussion –  
None

7. Reports

- 7.1. President – Submitted. Update. Jesse Naylor Zambrano updated the committee that the contract for the administration support position fell through as the preferred candidate accepted a different job. Jesse discussed the responsibilities of the role outlining it would be assisting with admin work, communications and research. Clare Metcalf asked about the status of the First Nations representative's remuneration. Jesse said that she was looking at payment for all equity representatives.
  - 7.1.1. KPI Review. There were no questions.
- 7.2. Vice President – Education. Submitted. There were no questions.
  - 7.2.1. KPI Review. No questions.
- 7.3. Faculty of Business and Law Representative. Submitted. Jesse Naylor Zambrano asked about the survey for semester 2. Dylan Botica said he had identified the top three areas of concern from students. Jesse said that this work could tie in with Bridge Truell's work on the Unit Outline Review. Dylan reported that the Club Presidents Group Chat had not had a good take up.
  - 7.3.1. KPI Review
  - 7.3.2. Student Consultative Committee Report. There were no questions.
- 7.4. Faculty of Science and Engineering Representative. Submitted. Jesse asked for more information about the reference to closed captioning on learning materials. Jason said that the university was moving away from echo 360 and would roll out this capability with new systems.
  - 7.4.1. KPI Review. There was a query about the networking event and whether it could be held. Jason Kim said that the faculty already had networking events and that he would prefer to focus on social events. It was noted that perhaps the KPI could to better reflect intent.
- 7.5. Faculty of Health Sciences Representative – Submitted. No questions
  - 7.5.1. KPI Review
- 7.6. Faculty of Humanities Representative – Submitted. No questions.
  - 7.6.1. KPI Review
- 7.7. Student Assist – Submitted. Andrew updated the committee about academic misconduct cases. There was discussion about recent contract cheating cases including students who had graduated The university was pursuing annulments and encouraging students to resist the units as soon as possible. Fang-Yu (Cherry) Chen asked about assessment extensions. Offshore students were struggling, as they did not know how to fill out the extension forms.
- 7.8. International Students Committee President – Not Submitted. No questions
- 7.9. Postgraduate Students Committee President – Submitted. Clare Metcalf requested a summary of the points raised in the meeting with the Minister for Education and Training Sue Ellery.
  - 7.9.1. KPI Review. Clare Metcalf asked about a meeting with Dr Coombes. They raised concerns about how the retirement of Dr Combes would impact the Queer community. Dax Jagoe reported on the meeting. Bridge Truell said that Dr Coombes would be involved in her

replacement and experience in Transgender health would be important.

- 7.10. Queer Officer – Submitted. There was discussion about a meeting with the Faculty of Science and Engineering in relation to Queer friendly materials.
  - 7.10.1. KPI Review. No questions.
- 7.11. Women’s Officer – Submitted. No questions.
  - 7.11.1. KPI Review.
- 7.12. First Nations Officer – Vacant. No questions
- 7.13. Accessibility Officer – Submitted. Shaniqua Cutinha asked about ACROD parking noting the bays were in the expensive blue zones. The committee was advised that the issue of ACROD bays would be looked at as part of the parking campaign.
  - 7.13.1. KPI Review. No questions
- 7.14. Higher Education Developments – Submitted. No questions.
- 7.15. Chair of the Representation Board. Dylan Botica noted that he had checked in with ordinary representatives to see if they had any pressing issues and created a chat for the parking campaign. No questions.
  - 7.15.1. KPI Review. No questions

Motion: That the Representation Board notes the reports.

Amendment : That the Representation Board notes and reports and KPI review

Moved Dylan Botica

Seconded Dax Jagoe

Carried

## 8. Items for Discussion and Resolution

### 8.1. Traditional Place Names

Motion: That the Representation Board recommends the Curtin Student Guild adopt the practice of including Traditional Place names in our postal address and in the postal address of mail that is sent by the Guild.

Jesse Naylor Zambrano said it would be a good idea to check with Ingrid Cumming and questioned how it would impact the Guild’s commercial services. There was discussion about whether this was the responsibility of the Representation Board and whether it should be a recommendation to Guild Council. Dylan Botica said this was an equity motion. Clare Metcalf said it was a recommendation and anticipated the Chair of Representation Board would follow up.

Moved: Clare Metcalf

Seconded: Bridge

Carried

## 9. General Business

There was discussion about the function of the committee in relation to its representation of Curtin students. Shaniqua Cutinha said the committee was here to represent all students regardless of whether they voted. Clare Metcalf said committee members represented students on the basis of the policies they were elected on. Jason Kim spoke about the Guild's Code of Conduct.

There was discussion about whether the health centre could be named after Dr Fiona Coombes.

Michael Farrell spoke about a case of a Humanities student who was having difficulties getting an extension.

Shaniqua requested information about Guild communications with regard to Reconciliation Week.

There was feedback from committee members about the implementation of collectives

Meeting closed 11.01am

#### 10. Next Meeting

The next ordinary meeting of the Representation Board is Thursday, 22 July at 10am to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30pm on Thursday the 15<sup>th</sup> of July to [secretary@guild.curtin.edu.au](mailto:secretary@guild.curtin.edu.au)

## **MINUTES**

Meeting opens at 9:50am.

### 1. Acknowledgement of the Traditional Owners

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

### 2. Attendance

- 2.1. Members Present; [Fatma Sehic](#), [Jesse Naylor Zambrano](#), [Rachel Taylor](#), [Jason Kim](#), [Dylan Botica](#)
- 2.2. Others Present; [David Luketina](#)
- 2.3. Apologies and Leave of Absence;
- 2.4. Absent;

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

[David](#) notes that it's almost impossible for office bearers to not have a conflict of interest in this committee.

[Fatma](#) raises that there is a conflict of interest in that there will be discussion about the election regulations.

### 4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes:

Motion: That the Legal Committee approves the minutes of the previous meeting, held on 21/02/2020, as a true and accurate record of the proceedings.

Moved: [Fatma Sehic](#)

Seconded:

[Fatma](#) makes an amendment that the committee “notes”, not “approves” them.

Amended motion: That the Legal Committee notes the minutes of the previous meeting, held on 21/02/2020.

Moved: [Fatma Sehic](#)



Seconded: Dylan Botica

All votes for. Motion passes.

#### 4.2. Circular Resolutions – N/A

#### 5. Matters Arising from the Minutes – N/A

#### 6. Significant Items

##### 6.1. International Students Committee Changes

Motion: That the Legal Committee approves the proposed changes to the International Students Committee Constitution

Moved: Fatma Sehic

Seconded:

Fatma discuss items 6.2 and 6.3 on the agenda before this item.

Fatma amends the motion to “recommend the changes to Guild Council” instead of “approves”.

Amended motion: That the Legal Committee recommends to Guild Council the proposed changes to the International Students Committee Constitution

Moved: Fatma Sehic

Seconded: Jesse Naylor Zambrano

Dylan raises the clause 1.5 g that referencing the committee executive. He asks if this is an established group. Fatma says her understanding is that it is not.

Dylan proposes to remove this clause.

Dylan draws attention to the wording in the role and responsibilities of the ISC Faculty Representatives and raises the potential to change some wording to encourage them to have open communication with the Faculty Representatives.

Dylan clarifies that the intention of this change is not to create a reporting line.

Rachel proposes to incorporate this by changing “wider faculty issues” to “wider faculty issues and activities”.

Fatma asks the committee if there any objections to this change. No objections are expressed.

Fatma asks if there are any objections with removing 1.5 g. No objections are expressed.

Voting on the amended motion commences. All votes for. Motion passes.

##### 6.2. Regulation Changes from 2020

Fatma describes the proposed changes to regulations in 2020. She relays that the changes were approved in July 2020 Guild Council and notes that there are two attachments to the agenda which are the motions passed by Guild Council.

She says that if members would like to see the tracked document changes, that she can send them through on request.

She describes that the intention at the time was to present these changes to the university's equivalent of a legal committee. The university did not have this established at the time and after various back and forth, it was decided that the changes would be temporarily withheld, added to and resubmitted.

Fatma asks David if the university legal committee has formed. David says he is unsure.

**ACTION** – Fatma to follow up as to whether this committee has been formed.

### 6.3. Legal Committee Plan

**Action:** That the Legal Committee creates a plan for addressing changes in the following documents.

- Equity Collective Constitution
- First Year Committee Constitution
- Postgraduate Students Committee Constitution
- International Students Committee Constitution
- Default Clubs Constitution
- By-Laws
- Guild Regulations, including the Election and Referenda Regulations
- Guild Council Delegations
- Establishing register or resolutions and Guild stances

Fatma raises that there are areas of the regulations that need updates and other issues that should be addressed.

She says that she would like the committee to decide the how they would like to prioritise these changes and notes that the First Year Committee and Equity Collectives might need to be prioritised to facilitate a more equitable process during the semester 2 intake.

Fatma describes that the process for changing regulations is to send a proposal to Guild Council with an overview of the changes that are proposed. Given that the proposal is approved by Guild Council, Legal Committee will draft changes and submit them for approval at the following Guild Council meeting. If the draft is approved by Guild Council, the Secretary needs to publish these changes to members. If no issues are expressed by members within 14 days, the changes are considered approved and are submitted to University Council for approval.

The process is slightly different for By-Laws, with an additional requirement that notice must be given to members to allow opportunity to be present at the Guild Council meeting in which the draft is considered for approval.

Fatma adds that constitutions are currently not included in the Statute Book, which means they are not required to follow the above process. This will be up for discussion with the Legal Committee as to how they wish to proceed with this information.

Dylan raises the decision made by the Chair of Guild Council in a previous meeting to rule a proposed change to a constitution as out of order and that his understanding conflicts with Fatma's mention that the constitution is excluded from the Statute Book. Fatma clarifies that she means that the constitutions weren't specifically included.

Dylan asks if the constitutions are similar to any other type of governance document like a policy or procedure. David says that this to the committee to consider.

Rachel asks if there is a specific benefit to having the constitutions included or not included. Fatma says that if they are included, making any changes would add more time onto the process.

Jason asks if having the constitutions excluded from the Statute Book would impact the day-to-day operations of the Guild. Dylan says that it reduces flexibility of changes.

Fatma says that the affect that changes to a constitution would have on a committee and on the Guild varies depending on the nature, focus and membership of the committee as they have the ability to make decisions and requests that the Guild would need to follow.

She adds that with the Equity Collectives and First Year Committee, changing the constitution could allow a change that members can join these committees without being elected and that is something for the Legal Committee to discuss.

David says Guild Council makes the ultimate decision and that sub-committees are there to inform and provide advice on complex issues.

Dylan queries if a provision can be included in the key constitutions to ensure that changes go through Legal Committee before being presented to Guild Council.

Rachel requests to include that this requirement be for major changes.

Fatma proposes that the committee considers presenting a proposal to Guild Council to change to make these changes to the constitutions.

Dylan raise the questions whether these changes should just be made for the constitutions that are more influential on the operations of the Guild. Fatma lists these as Finance and Risk Committee, Legal Committee, Representation Board and WASM Student Guild.

Fatma mentions other committees to consider adding this change to. Dylan raises that Activities Committee has delegated powers to make decisions.

Fatma adds Activities Committee and Executive Committee to the list.

**ACTION** – Fatma to submit a motion to Guild Council

Dylan reminds Fatma to write the motion to remove the Chair of Representation Board from Finance and Risk Committee.

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Fatma queries if the committee has specific areas they would like to prioritise.

Jesse raises that she would like equity collective constitutions to be addressed as a priority.

Dylan raises that Election Regulations should be dealt with first and lists an order of priority for the remaining items.

Rachel agrees that the elections should be address as a priority.

David raises that constitutions are fairly quick to draft and that there is some feedback on this already prepared.

Fatma notes that the priorities from the committee's perspective seems to be to prioritise the constitutions and the Election regulations.

**ACTION** – Fatma to submit a proposal to Guild Council regarding changes to the election regulations.

#### **7. General Business**

Dylan suggests the possibility of establishing a register of Guild stances. Fatma says they can discuss this offline.

#### **8. Next Meeting**

The next ordinary meeting of the Legal Committee is TBC.

Meeting closed at 11:00am.