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The University of Western Australia

GUILD REGULATIONS

1 DEFINITIONS AND INTERPRETATION

1.1 Definitions

For the purposes of these Regulations:

Act means The University of Western Australia Act (WA) 1911.

Associate member means a member of the Guild described under Regulation 2.3.

By-laws and rules means By-Laws and rules made by the Guild under Clause 9 of Statute 20.

Crawley Campus means the grounds of the University and the residential colleges attached to the University.

Current year means the period commencing on the first day of first semester in each calendar year and ending on the day preceding the first day of first semester in the next calendar year unless a contrary intention is stated.

Divisional Director means an employee of the Guild, irrespective of job title, who has delegated responsibility for a division of the Guild, including the control of staff in that division.

Employee means all persons on the payroll of the Guild other than the Guild President and Senate Representative, the President of the Postgraduate Students Association, the Pelican Editor(s), and any other persons on the payroll of the Guild who was elected to a position by the students of the University.

F.A.A.A means the Financial Administration and Audit Act 1985 that regulates the financial administration, audit and reporting of public statutory bodies carrying on business in the State.

First Semester means the University’s main teaching period in the first half of the academic year the dates for which are determined by the Academic Council and published on the University’s website at http://handbooks.uwa.edu.au/page/22758.

General Meeting means any general meeting of members of the Guild held under Clause 13 of Statute 20 at which all ordinary members of the Guild may vote.

Guild means the Guild of Undergraduates referred to in the University of Western Australia Act 1911, recognising that both undergraduate and postgraduate students of the University are encompassed by the 'Guild' or 'Student Guild', as it may also be known.


Guild Councillor means a member of the Guild Council described in Regulation 3.1.2.

Guild Executive means the executive positions of the Guild Council and which are the Guild President, the Vice-President, the Secretary and the Treasurer.
**Guild President** means the President of the Guild elected in accordance with these Regulations.

**Guild year** means 1 December to 30 November.

**Honorary Life Associate** means a member of the Guild described under Regulation 2.4.

**Members** means the ordinary members associate members and honorary life associates.

**Officer of the Guild** means any elected or appointed officer of a subsidiary council of the Guild, a Department of the Guild, a division of the Guild, a committee of a council of the Guild, or of the council of the Guild.

**Ordinary Members** means ordinary members of the Guild in terms of Clause 4 of Statute 20.

**Referendum** means any ballot on any subject held under Clause 10 of Statute 20 at which only ordinary members of the Guild are eligible to vote.

**Regulations** means regulations made by the Guild under Clause 12 of Statute 20.

**Second Semester** means the University’s main teaching period in the second half of the academic year the dates for which are determined by the Academic Council and published on the University’s website at [http://handbooks.uwa.edu.au/page/22758](http://handbooks.uwa.edu.au/page/22758).

**Statute** means a statute of the University.

**Student** means a person included in the University as a student.

**Student Society** means any club, society or association within The University of Western Australia having an initial membership of ten or more members of the Guild and having a membership of not less than five members of the Guild at all subsequent times and which is registered by the Guild in the manner prescribed in the regulations.

**University** means The University of Western Australia.

1.2 **Interpretation**

In these Regulations, unless the context otherwise dictates:

(a) the singular includes the plural and vice versa, and a gender includes other genders;

(b) a reference to a Statute or the Act, ordinance, code or other law or other legislation includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them; and

(c) the meaning of general words is not limited by specific examples introduced by including, for example or similar expressions.

2 **GUILD MEMBERSHIP**

2.1 **General Regulations**

2.1.1 Membership of the Guild is governed by Section 28 of the Act and Statute 20.

2.1.2 The classes of membership of the Guild are ordinary membership, associate membership and honorary life associate.
2.2 **Ordinary Membership**

2.2.1 A person is eligible to be an ordinary member if they are included in the University as a student.

2.2.2 A person eligible to be an ordinary member may become an ordinary member by completing and signing a membership form and submitting it to the Guild office.

2.3 **Associate Membership**

2.3.1 A person is eligible to be an associate member if they are:

(a) an included in student in a non-award course at the University;
(b) an included in student at another university or TAFE;
(c) a current or former staff member of the Guild;
(d) a current or former staff member of the University;
(e) a graduate of the University; or
(f) a graduate of another university.

2.3.2 A person eligible to be an associate member may apply by providing a written and signed application to the Guild Executive.

2.3.3 The Guild Executive may admit an eligible person as an associate member.

2.3.4 Associate membership is valid until the last day in February of the year following admission as an associate member.

2.3.5 Associate membership does not confer the rights of ordinary membership.

2.3.6 Associate members do not have voting rights in a general meeting.

2.3.7 The Guild Council has the power to suspend or expel an associate member by providing written notice.

2.3.8 In accordance with Regulation 2.3.7, an associate member suspended or expelled by the Guild Council has the right of appeal to an ordinary general meeting.

2.3.9 An appeal made under Regulation 2.3.8:

(a) must be made in writing to the Guild Secretary within fourteen days of the date of the written notice of suspension or expulsion; and
(b) must be signed by at least twenty members.

2.4 **Honorary Life Associate Membership**

2.4.1 Any person may be admitted as an honorary life associate in accordance with these Regulations.

2.4.2 A nomination for an honorary life associate must be lodged with the Guild Secretary at least one month prior to the next scheduled Guild Council meeting or general meeting.

2.4.3 A nomination for admission as an honorary life associate must:

(a) be in writing;
(b) be signed by a proposer and a seconder, who are both Guild members;
(c) include a signed acceptance on behalf of the nominee; and
(d) be included on the next agenda of either the Guild Council or a general meeting.
2.4.4 A nomination for an honorary life associate may be approved by a simple majority affirmative vote of either the Guild Council or a general meeting.

2.4.5 Honorary life associates have all the rights, privileges, duties and obligations of associate members.

2.5 Resignation

2.5.1 A member of the Guild of any class may resign from the Guild at any time, effective from the date a written notice is received by the President unless a later date is specified in the written notice of resignation.

2.6 Obligation of Members

2.6.1 Subject to the Act, Statutes, regulations and By-Laws of the University, and the Regulations, By-Laws and policy of the Guild, all members and persons using Guild facilities or using services provided by the Guild or student societies are entitled to all the rights and privileges contained in the Act and must observe the duties and obligations specified in the Act, the Statutes, and these Regulations.

2.7 Subscriptions

2.7.1 Fees for ordinary membership are subject to the approval of the University Senate.

2.7.2 Subject to Regulation 2.7.1, the Guild Council has the power to levy a fee for admission to ordinary membership and associate membership of the Guild.

2.7.3 Any fees prescribed under these Regulations may be different for different classes of membership and the enrolment status of members.

2.8 Refund of Subscriptions for Associate Members

2.8.1 The Guild Executive, in its absolute discretion, may authorise the refund of a subscription paid by an associate member.

3 GUILD COUNCIL

3.1 General Regulations

3.1.1 The governing authority of the Guild is the Guild Council.

3.1.2 The Guild Council comprises:
   (a) the Guild President and Senate Representative;
   (b) the Treasurer;
   (c) the President of Societies Council;
   (d) the President of Education Council;
   (e) the President of Public Affairs Council;
   (f) the student member of the UWA Sports Council who has served on that council for the longest time;
   (g) the Women's Affairs Officer; and
   (h) thirteen ordinary Guild Council members.

3.1.3 The following are standing invitees to meetings of Guild Council:
   (a) the Immediate Past President (excluding an Acting President appointed under these Regulations);
(b) the Aboriginal and Torres Strait Islander Students Officer;
(c) the Environment Officer;
(d) the International Student Services Director;
(e) the President of the Postgraduate Students Association;
(f) the Queer Officers;
(g) a representative from the University colleges, elected by the University's residential colleges' student residents;
(h) the Sports Representative;
(i) the Student Senate Representative; and
(j) the Welfare Officer.

3.1.4 Any proposed changes to the voting membership of Guild Council must be:
(a) approved and passed by a simple majority of Guild Council; and
(b) referred to either a general meeting or a referendum and passed by a simple majority, before being adopted by the Guild.

3.1.5 Any proposed changes to the voting membership of Guild Council that are approved and passed in accordance with Regulation 3.1.4 will take effect from the 1 December following the approval of the changes.

3.1.6 All members of Guild Council retire from membership and vacate their official position on 30 November in each year.

3.1.7 The Guild Council has the power to declare vacant (by a simple majority of votes) the position of any member of the Guild Council (other than that of the student member of the UWA Sports Council) who has been absent without apology for two consecutive Guild Council meetings or without leave of absence granted on the motion of the Guild Council.

3.1.8 Any member of the Guild Council whose position is declared vacant under Regulation 3.1.7 is not eligible for membership of the Guild Council until after the expiration of one year from the date on which their position was declared vacant by the Guild Council.

3.1.9 Any member or standing invitee of the Guild Council (other than the Immediate Past President) may resign his or her position by giving written notice to the Secretary of their intention to resign and their resignation will take effect upon the date of its acceptance by the Guild Council.

3.1.10 No member of Guild Council who resigns his or her position under Regulation 3.1.9 may stand for election to that same position in a subsequent Guild election.

3.2 **Guild Policy**

3.2.1 The policies of the Guild are made by the Guild Council.

3.2.2 Guild Council may adopt (by a simple majority) policy on any issue that is covered by Clauses 2 and 3 of Statute 20 - "The Objects of the Guild".

3.2.3 Policy enacted under these Regulations remains in force until it is specifically rescinded or amended by resolution of Guild Council.

3.2.4 Policies passed by the Guild Council do not automatically lapse on the 30th November in any year.
3.2.5 Amendments to Regulations 3.2.1, 3.2.2, 3.10.2, 3.10.3 and 3.10.4 must receive the approval of a majority of ordinary members present and voting before coming into effect.

3.2.6 The Standing Orders of the Guild shall be rules made by Guild Council to govern the conduct of meetings, and shall be kept by the Guild Secretary.

3.3 **Guild Council Meetings**

3.3.1 **Ordinary Meetings**

3.3.1.1 One ordinary general meeting of the Guild Council is held monthly from February to December inclusive.

3.3.1.2 A schedule of ordinary meetings of Guild Council is set in December for the following year.

3.3.1.3 The first meeting of the reconstituted Guild Council in each year is held within the first two weeks of December and at least seven working days' notice of the meeting is given.

3.3.2 **Special meetings**

3.3.2.1 Special meetings of the Guild Council are held from time to time as the Guild Council or the Executive chooses or within ten days of the receipt by the Guild Secretary of a written request for a special meeting of the Guild Council signed by three Guild Councillors.

3.3.2.2 At least three University working days notice of every special meeting of the Guild Council must be given to all Guild Councillors unless they agree to accept a lesser period of notice.

3.3.2.3 A petition in writing may be made by a minimum of seven Guild Councillors to the Guild Secretary stating that a special meeting will not be held on the date specified in the original notice of special meeting but will be held seven days after that date.

3.3.2.4 If such a petition is received by the Guild Secretary, the Secretary will promptly circulate an amended notice of the special meeting to all Guild Councillors advising of the revised date.

3.3.3 **All meetings**

3.3.3.1 A meeting of Guild Council will not be held on the same calendar date as an ordinary meeting of the Senate, Academic Board or Academic Council of the University.

3.3.3.2 A quorum for a meeting of the Guild Council is one half of the voting membership, at least two of whom must be members of the Guild Executive.

3.3.3.3 The Guild Council may from time to time adjourn any meeting or debate to a future sitting.

3.3.3.4 Subject to these Regulations, all meetings of the Guild Council are conducted in accordance with the procedure set out in the standing orders of the councils of the Guild.

3.3.3.5 No proceedings of any Guild Council meeting are invalidated solely by reason of:
(a) any defect in the election or appointment of any of its members;
(b) there being any vacancy in the membership of the Guild Council at the
time of such proceedings; or
(c) any person having failed to receive proper notice of the meeting.

3.4 Proxies
3.4.1 A Guild Councillor who is unable to attend a Guild Council meeting may assign proxy voting rights to another ordinary member.
3.4.2 Proxy votes must be in writing and signed and dated by the Guild Councillor who is assigning proxy voting rights.
3.4.3 An ordinary member may not hold proxy voting rights on behalf of a particular Guild Councillor more than once in any calendar year.

3.5 Minutes
3.5.1 On the first University working day following a Guild Council meeting, the Secretary will compile a record of all resolutions passed and distribute them to the Guild Councillors and subsidiary council executive members.

3.6 Guild Executive
3.6.1 The Guild Executive comprises:
(a) the President;
(b) the Vice-President;
(c) the Secretary; and
(d) the Treasurer.
3.6.2 The Guild Executive may, in any provision included in the Guild Statute Book, be referred to as the Guild Executive.
3.6.3 No person who is an undischarged bankrupt or has their affairs under liquidation by arrangement with their creditors is capable of being or continuing to be a member of the Guild Executive.

3.7 Guild Powers
3.7.1 The Guild Executive will determine any matters referred to it by the Guild Council and all matters which cannot reasonably be deferred until the following meeting of the Guild Council or the Guild Finance and Planning Committee.

3.8 Quorum
3.8.1 The quorum for a meeting of the Guild Executive is three.

3.9 Frequency of Meetings
3.9.1 The Guild Executive will meet at such times and places as the President may from time to time decide.
3.9.2 The Executive is responsible for the timely circulation of the agenda for all Guild Council meetings.

3.10 General Regulations
3.10.1 Where the Regulations require a matter to be dealt with by any subsidiary body or committee of the Guild, and where such a matter cannot be
reasonably deferred until the next meeting of such a body or committee, the
Guild Executive may determine the matter.

3.10.2 The Guild Executive may determine an interim policy where no policy of
Guild Council exists.

3.10.3 Any interim policy determined by the Guild Executive will automatically
lapse upon the date of the next Guild Council meeting unless the interim
policy is specifically ratified by that meeting of Guild Council.

3.10.4 Lapsed interim policy will not be readopted by the Guild Executive, either in
style or substance.

3.10.5 The Guild Executive must, on recommendation of Guild Education Council,
determine the allocation and distribution of annual grant monies to the
faculty societies.

3.10.6 The Guild Executive may, during any year, decide to conduct the annual
University Procession (‘Prosh’), and will appoint one or more directors for
this purpose together with;
(a) a committee to assist the director or directors of Prosh in the
organisation and running of Prosh; and
(b) an editor of the Prosh newspaper.

4 GUILD OFFICE BEARERS

4.1.1 The Guild office bearers are:
(a) President;
(b) Vice-President;
(c) Secretary;
(d) Treasurer;
(e) Chair of the Guild Council and Statutes Committee;
(f) Presidents of each of the subsidiary councils;
(g) Department Officers;
(h) Aboriginal and Torres Strait Islander Students Department Officer;
(i) Environment Officers;
(j) Postgraduate Students’ Officer;
(k) Queer Officers;
(l) Student Parents On Campus Officer;
(m) Welfare Officer; and
(n) Women’s Affairs Officer.

4.1.2 Office bearers not elected at the Annual Guild Elections in accordance with
the Guild Election Regulations are elected from the membership of the
reconstituted Guild Council at its first meeting in each year.

4.2 Guild President

4.2.1 The President is elected at the annual Guild Elections.

4.2.2 Subject to the authority of the Guild Council prescribed under these
Regulations, the role of the President is to:
(a) conduct the relations of the Guild with the University and with the
general public;
(b) assist and co-ordinate the work of the members of the Guild Council and office bearers of the Guild;
(c) implement the policy and decisions of the Guild Council;
(d) preside at all general meetings and attend all meetings of the Guild Council;
(e) report to every ordinary meeting of Guild Council;
(f) present an annual report to the Guild Council meeting held in November on the activities undertaken by the President during the President’s term in office; and
(g) perform such other duties as may be prescribed by these Regulations.

4.2.3 In accordance with Regulation 4.2.4, the President will receive a stipend paid fortnightly, and set at $27,803 per annum for 2008, for the duration of their term.

4.2.4 Increases in the stipend of the President will occur only in accordance with federal safety net increases awarded through the Industrial Relations Commission or equivalent body and only when the Guild Personnel Board has confirmed that the Industrial Relations Commission or equivalent body has approved a safety net increase.

4.2.5 Any increase in the stipend of the President will take effect in the first pay period following the decision to increase the stipend by the Industrial Relations Commission.

4.2.6 The Guild Personnel Board will notify Guild Council of any increases in the stipend of the President.

4.2.7 The President is entitled to take up to four weeks annual leave during their term of office and will receive leave loading entitlements as defined in the Guild’s staff agreement.

4.2.8 During their term of office, the President will not hold any other executive position in the Guild, or in any affiliated University society or faculty society.

4.2.9 No person is elected to the position of President on more than one occasion.

4.3 Acting Guild President

4.3.1 The President may nominate any other member of the Guild Executive to be acting President for any period for which the President is absent.

4.3.2 An acting President who is unable to continue in that position for any reason may nominate any other member of the Guild Executive to be the acting President.

4.4 Vice-President

4.4.1 The role of the Vice-President is to:
(a) assist the President;
(b) regularly report to Guild Council on the activities undertaken by the Vice-President;
(c) present an annual report to the Guild Council meeting held in November on the activities undertaken by the Vice-President during their term in office; and
(d) liaise with Guild departments, University colleges, and other bodies on behalf of the Guild Executive as required
(e) utilise on-campus media to inform students of the proceedings and decisions of the Guild Council;
(f) promote student awareness of on-campus issues;
(g) in November each year, organise and conduct training of all the incoming Guild Councillors (elected in the most recent Annual Guild Elections) in order to familiarise the incoming Guild Councillors with all Guild facilities and outlets;
(h) inform those directly affected by Guild Council and Executive decisions of those decisions;
(i) oversee and implement the transport and parking policy of the Guild and the activities of the Guild associated with transport and parking needs of students;
(j) liaise with the University and other bodies as required, on issues associated with the transport and parking needs of students;
(k) act as the representative of the Guild on the University Parking Infringement Advisory Panel;
(l) make assessments of the adequacy of facilities, including issues of safety and security, (including buildings, grounds, technology and information services) provided by the University;
(m) run campaigns and assist the President in lobbying towards improvements in the quality of University facilities; and
(n) collect and collate student opinion and feedback on University facilities.

4.5 Secretary

4.5.1 The role of the Secretary is to:

(a) carry out the administrative work of the Guild for which these Regulations do not provide and for which the Guild Council has not nominated any executive officers;
(b) call all Guild meetings and Guild Council meetings as required in accordance with these Regulations;
(c) publicise all Guild meetings and Guild Council meetings;
(d) take responsibility for all Guild Council correspondence;
(e) on behalf of the Guild Council, present to the general meeting held in first semester, a detailed report of the activities of the Guild during the previous year;
(f) inform relevant Guild Councillors and office bearers of the decisions of the Guild Council or subsidiary bodies or committees which affect their portfolio;
(g) regularly report to Guild Council on the activities undertaken by the Secretary;
(h) present an annual report to the Guild Council meeting held in November on the activities undertaken by the Secretary during their term in office;
(i) carry out the instructions of the Guild Council; and
(j) carry out such other duties as are prescribed by these Regulations.

4.6 Treasurer

4.6.1 The role of the Treasurer is to:
(a) on behalf of the Guild Council:
   (i) present to the general meeting held in first semester, the budgets of the
       Guild Council and the subsidiary Councils for the current year; and
   (ii) report to the general meeting held in second semester, the balance sheet,
       the auditor's report and the financial statements of the Guild for the
       previous year; and
(b) in conjunction with the Guild Finance Director:
   (i) supervise all correspondence of the Guild which relates to financial
       matters;
   (ii) supervise and recommend to the Guild Council and the Finance and
       Planning Committee on all issues involving finance;
   (iii) present to Guild Council an annual triple bottom line budget by the
       February Guild Council meeting, as recommended by the Finance and
       Planning Committee (which accounts for the social, financial, and
       environmental performance of the Guild);
   (iv) regularly report to Guild Council on the activities undertaken by the
       Treasurer;
   (v) present an annual report to the Guild Council meeting held in November
       on the activities undertaken by the Treasurer during their term in office;
   and
   (vi) carry out other such duties as are prescribed by these Regulations.

4.6.2 No person is elected to the position of Treasurer on more than one occasion.

4.7 Chair of the Guild Council and Statutes Committee
4.7.1 The role of the Chair of Guild Council and the Statutes Committee is to:
   (a) preside and act as chair over all meetings of the Guild Council and the
       Statutes Committee;
   (b) convene meetings of the Statutes Committee; and
   (c) present an annual report to the Guild Council meeting held in November
       on the activities undertaken by the Chair of the Guild Council and the
       Statutes Committee during their term in office.

4.8 Department Officer
4.8.1 In addition to the role set out in Chapter 7, each Department Officer must:
   (a) regularly report to Guild Council on the activities that each Department
       Officer is undertaking or proposing to undertake; and
   (b) present an annual report to the Guild Council meeting held in November
       on the activities undertaken by each Department Officer during their
       term in office.

4.9 Aboriginal and Torres Strait Islander Students Department Officer
4.9.1 The role of the Aboriginal and Torres Strait Islander Students Department
       Officer is to co-ordinate the actions of the Aboriginal and Torres Strait
       Islander Department and do everything necessary and proper for the benefit
       and advancement of Aboriginal and Torres Strait Islander students including
       but not restricted to:
       (a) work towards achieving the greatest possible participation of Aboriginal
           and Torres Strait Islander students within the educational, social and
           cultural activities of the Guild and the University;
(b) promote the cultural identity of Aboriginal and Torres Strait Islander students;
(c) advance the social, economic, educational access, and equality of Aboriginal and Torres Strait Islander students;
(d) present the views of Aboriginal and Torres Strait Islander students to the staff and students of the University;
(e) support Aboriginal or Torres Strait Islander students in any issues including, but not restricted to, racial discrimination, sexual discrimination and disputes with a lecturer, tutor or any government agency, and refer them to the relevant people or bodies where appropriate;
(f) disseminate information to all students and staff of the University using the available on-campus media; and
(g) promote reconciliation issues at all levels of the University.

4.10 Environment Officer

4.10.1 The role of the Environment Officer is to:
(a) co-ordinate student concern about the campus and community environment and to co-ordinate student action with regard to environmental issues;
(b) recommend to Guild Council relevant policy on environmental issues;
(c) implement appropriate Guild policy on matters that affect the campus and community environments; and
(d) disseminate information relating to the environment on campus using the available on-campus media.

4.11 Postgraduate Students' Officer

4.11.1 The role of the Postgraduate Students' Officer is to:
(a) work towards achieving the greatest possible participation of postgraduate students in the cultural, educational and social activities of the University;
(b) recommend to Guild Council relevant policy on postgraduate student related issues, and to implement appropriate Guild policy on matters that affect postgraduate students; and
(c) disseminate information relating to postgraduate students on campus using the available on-campus media.

4.12 Queer Officers

4.12.1 The role of the Queer Officers is to:
(a) monitor compliance with State and Federal equal opportunity legislation and contribute to best practice around sexual diversity;
(b) work towards achieving social, economic and educational equality for gay, lesbian, bisexual, transgender and intersex (GLBTI) students on campus;
(c) recommend to Guild Council relevant policy on issues related GLBTI students and to implement appropriate Guild policy on matters that affect those students; and
(d) disseminate information relating to GLBTI students on campus using the available on-campus media.
4.12.2 One of the Queer officers must identify as female.

4.13 **Student Parent On Campus Officer**

4.13.1 The role of the Student Parent On Campus Officer is to:

(a) work towards achieving social, economic, and educational equality for student parents on campus;
(b) with regard to (a), co-ordinate and organise student parents’ participation in campus and community activities;
(c) recommend to Guild Council relevant policy on issues facing student parents;
(d) implement appropriate Guild policy on matters that affect student parents;
(e) disseminate information on issues facing student parents to students on campus using the available on-campus media; and
(f) work with the Welfare Officer as a liaison with Guild Council.

4.14 **Welfare Officer**

4.14.1 The role of the Welfare Officer is to:

(a) co-ordinate and organise the welfare activities and campaigns of the Guild;
(b) recommend to Guild Council relevant policy on student welfare related issues, and to implement appropriate Guild policy on student welfare;
(c) provide necessary support to the Student Parent Department and to act as a liaison between the Student Parent Department and Guild Council;
(d) disseminate information on student welfare to students on campus using the available on-campus media;
(e) regularly report to Guild Council on the activities undertaken by the Welfare Officer; and
(f) present an annual report to the Guild Council meeting held in November on the activities undertaken by the Welfare Officer during their term in office.

4.15 **Women’s Affairs Officer**

4.15.1 The role of the Women’s Affairs Officer is to:

(a) work towards achieving social, economic and educational equality for women on campus;
(b) with regard to (a), co-ordinate and organise participation of women students in campus and community activities;
(c) recommend to Guild Council relevant policy related to women’s issues, and implement appropriate Guild policy on women's affairs; and
(d) disseminate information on women's affairs to women students on campus using the available on-campus media.

5 **GUILD MEETINGS**

5.1 **Ordinary General Meeting Regulations**

5.1.1 One ordinary general meeting is held in each semester.

5.1.2 The quorum for an ordinary general meeting is one hundred members.
5.1.3 If no quorum is present at the expiration of thirty minutes from the notified starting time of the meeting, the meeting will lapse.

5.1.4 The Guild provides at least ten University working days notice of its’ intention to hold an ordinary general meeting.

5.1.5 The notice of an ordinary general meeting;

(a) will include:
(i) the purpose for which the ordinary general meeting is being held;
(ii) the date, time and location of the ordinary general meeting; and
(iii) the closing date for submission of motions on notice; and
(b) must be:
(i) displayed prominently on paper no less than size A3 on the Guild noticeboards, the rotundas and other noticeboards on the campus; and
(ii) published in any official Guild publication where the publication schedule coincides with the notice period of the ordinary general meeting.

5.1.6 The President (or Vice-President) is entitled to chair each ordinary general meeting.

5.1.7 If the President (or Vice-President in the absence of the President) nominates not to act as chair, the members present will elect a chair from amongst the members present.

5.1.8 The order of business for the ordinary general meeting held during first semester is:

(a) confirmation of the minutes of the previous ordinary general meeting and of any special general meetings held since the previous ordinary general meeting;
(b) Guild President's report;
(c) consideration of the budgets of the Guild Council and the subsidiary councils for the current year;
(d) motions on notice; and
(e) general business.

5.1.9 The order of business for the ordinary general meeting held during second semester is:

(a) confirmation of the minutes of the previous ordinary general meeting and of any special general meetings held since the previous ordinary general meeting;
(b) President's report;
(c) receipt of the annual report of the Guild Council;
(d) receipt of the balance sheet of the Guild, the auditors report on the balance sheet and the financial statements of the Guild for the previous year;
(e) motions on notice; and
(f) general business.

5.2 Special General Meeting Regulations

5.2.1 A special general meeting may be called by a:

(a) resolution of the Guild Council or of the Guild Executive; or
(b) written request, signed by at least fifty members.

5.2.2 All resolutions and requisitions for a special general meeting must specify
the business for which the meeting is called.

5.2.3 No other business will be discussed at the special general meeting.

5.2.4 A special general meeting must be held within fourteen University working
days from the date of the resolution or receipt of the requisition, at a time
and place determined by the Guild Secretary.

5.2.5 If the Guild Secretary fails to call a special general meeting within ten
University working days of receipt of the requisition, any of the persons
signing the requisition are entitled to call the meeting.

5.2.6 All motions on notice to be raised at a special general meeting must be
received by the Guild Secretary, in writing, signed by both the mover and
seconder, at least five University working days prior to the meeting date.

5.2.7 All motions on notice duly received by the Guild Secretary must be
displayed on the Guild noticeboard for at least three University working
days prior to the meeting.

5.2.8 Motions may only be moved or seconded by members.

5.2.9 Except with the consent of two-thirds of the members present at a special
general meeting, no person may introduce any discussion on a subject which
has not been duly inserted on the notice paper for that meeting.

5.2.10 These regulations concerning motions on notice will not be construed so as
to affect the right of any member to move amendments to the motions

5.2.11 The chair of the meeting has an ordinary vote and casting vote.

5.2.12 Only ordinary members may vote at a special general meeting.

5.2.13 Associate members may contribute to the discussion and are not permitted to
vote.

5.2.14 Non members may only address a special general meeting if they are granted
leave by the Chair to do so.

5.2.15 Unless otherwise provided in these Regulations and subject to any specific
motion of the Guild Council, motions passed by any special general meeting
will be in the form of recommendations to the Guild Council.

5.2.16 Unless otherwise provided in these Regulations, all special general meetings
are conducted in accordance with the standing orders.

5.2.17 A special general meeting must not be held during a non-teaching period at
the University.

5.3 Referenda Regulations

5.3.1 A special general meeting that is properly convened or requisitioned in
accordance with these Regulations may, with the approval of a majority of
votes of those present, requisition the Guild Council to hold a referendum on
any matter affecting the student body at the University.

5.3.2 The Guild Council will determine all matters of detail in connection with
any referendum.
5.3.3 Referenda under this Regulation 6 can only be held once a year in conjunction with the annual Guild elections.

5.3.4 A petition signed by no less than five hundred members, and setting out a referendum question, may petition the Guild Council to hold a referendum of members.

5.3.5 Upon requisition under Regulation 5.3.1 or petition under Regulation 5.3.4 in accordance with the Election Regulations, a referendum is conducted unless the Guild Council otherwise directs.

5.3.6 The Guild Council may hold a referendum of students or of Guild members alone, in relation to any question.

5.3.7 All students are entitled to one vote at any referendum of students under Regulation 5.3.

5.3.8 All members are entitled to one vote at any referendum of members only under Regulation 5.3.

5.3.9 Unless the Guild Council determines otherwise, a valid vote in a referendum has only “yes” or “no” written on a ballot paper (other than the text of the referendum itself).

5.3.10 A referendum is decided in the affirmative if 50% plus one of the valid votes cast are in the affirmative.

5.3.11 A passed referendum will become the policy of the Guild.

6 GUILD COMMITTEES

6.1 General Regulations

6.1.1 Unless otherwise mandated by these Regulations, the officers and members of all Guild committees created by these Regulations are elected by the Guild Council by proportional representation at the first Guild Council meeting in December each year.

6.1.2 Unless otherwise mandated by these Regulations, the executive officer of each Guild committee is elected from amongst the Guild Councillors.

6.1.3 All officers and members of Guild committees will retire from office in each year on the same day that the Guild Council retires.

6.1.4 The holders of all positions for ordinary members on all Guild committees are elected by proportional representation at the March Guild Council meeting in each year.

6.1.5 All positions for ordinary members on all Guild committees are advertised on the official Guild notice board and in the Silver Guilder for at least ten University working days prior to the March Guild Council meeting.

6.1.6 Subject to the contrary directions of the Guild Council, the executive officer of a Guild committee, or if there is no executive officer, the chair, will call all meetings of that particular Guild committee and will determine the times and places of such meetings.

6.1.7 Subject to Regulation 6.2, a decision of a Guild committee must be passed by a simple majority of those present at the meeting.
6.1.8 Except as otherwise provided in these Regulations, the quorum for any meeting of a Guild committee is one-third of the total members of that Guild committee.

6.1.9 If the members are not unanimous upon any question put before the Guild committee at a meeting, the dissenting members may state their views to the Guild Council in a minority report.

6.1.10 The Guild Council may at any time declare vacant the position of any member of a Guild committee other than an ex officio member.

6.1.11 The Guild Council will fill all casual vacancies in the membership of any Guild committee.

6.1.12 The Guild Council has the power to create select committees.

6.1.13 The President is an ex officio member of all select committees.

6.1.14 The Regulations relating to Guild committees apply to select committees created by the Guild Council.

6.1.15 Minutes of Guild committees are passed to the Guild Secretary for inclusion in the following Guild Council meeting agenda.

6.1.16 After the minutes are ratified, all resolutions of the Guild Executive, the Guild Council and subsidiary councils are recorded in a book which is kept by Guild Administration for reference.

6.2 Role of the Chair of a Guild Committee

6.2.1 The chair of the meeting has an ordinary vote and a casting vote.

6.2.2 Except as otherwise provided in these Regulations, the chair of each Guild committee will present an annual report to the Guild Council meeting held in November on the activities undertaken by the Guild committee of which they are chair during the year.

6.3 Role of an Executive Officer of a Guild Committee

6.3.1 The role of an executive officer of a Guild committee is to:
   (a) keep the minutes of all proceedings of a Guild committee;
   (b) ensure that the minutes of the Guild committee are distributed to all members, and to the Guild Councillors, as soon as practicable after each meeting; and
   (c) carry out the instructions of the Guild committee (subject to the authority of the Guild Council).

6.4 ACTIVITIES COMMITTEE

6.4.1 Role

6.4.1.1 Subject to these Regulations and the directions of the Guild Council, the role of the Activities Committee is to:
   (a) oversee and make decisions on the content of the program of Guild activities and make recommendations to the President;
   (b) oversee the management of the Guild events calendar; and
   (c) liaise, where appropriate, with the Student Services Committee, the Tavern Committee and the societies and public affairs councils.
6.4.2 **Membership**

6.4.2.1 The Activities Committee comprises:

(a) the President;
(b) the Vice-President;
(c) the Societies Council;
(d) the Public Affairs Council;
(e) three Guild Councillors, at least one of whom must be female; and
(f) three ordinary members, at least one of whom must be female.

6.4.2.2 The chair of the Activities Committee is elected by Guild Council at the December meeting of each year from the members of the Activities Committee who are also Guild Councillors.

6.4.2.3 The Activities Officer is the Executive Officer of the Activities Committee.

6.4.2.4 The Activities Officer is a standing invitee to meetings of the committee.

6.4.3 **Frequency of meetings**

6.4.3.1 The Activities Committee meets monthly during the University semester, or as required.

6.5 **CATERING COMMITTEE**

6.5.1 **Role**

6.5.1.1 Subject to directions of the Guild Council, the role of the Catering Committee is to:

(a) report to the Guild Council on ways to improve the catering services provided by the Guild;
(b) control and manage the catering facilities owned, occupied or controlled by the Guild;
(c) control, manage, maintain and preserve the furniture, fittings, goods and chattels connected to the catering facilities owned, leased and used by the Guild;
(d) review the operations of the Catering Committee and report as required to the Personnel Board and the Finance and Planning Committee;
(e) address any criticisms of the catering operations of the Guild;
(f) advise the Finance and Planning Committee on all matters relating to structural alterations and additions to all catering facilities;
(g) for the purposes of Regulation (f), obtain any plans, drawings, reports and expert advice as it considers necessary;
(h) recommend to the Finance and Planning Committee the scale of charges to apply to the services that the catering operation of the Guild provides; and
(i) recommend to the Finance and Planning Committee an annual budget for the catering operation of the Guild.

6.5.2 **Powers**

6.5.2.1 The Catering Committee has the power to recommend to the Guild Council for approval any rules necessary for the proper conduct of its role.

6.5.2.2 Rules approved by Guild Council under Regulation 6.5.2.1 are included in the Guild Statute Book.
6.5.3 Membership
6.5.3.1 The Catering Committee comprises:
   (a) the President;
   (b) the Treasurer;
   (c) three Guild Councillors, at least one of whom must be female; and
   (d) three ordinary members, at least one of whom must be female.
6.5.3.2 The following are standing invitees to meetings of the committee:
   (a) the Catering Director;
   (b) the Commercial Operations Manager; and
   (c) up to two members co-opted at the discretion of the Guild Council.
6.5.3.3 The chair of the Catering Committee is elected by Guild Council at the
   December Guild Council meeting of each year from amongst its
   membership.
6.5.3.4 The Catering Director is the Executive Officer of the Catering Committee.
6.5.4 Quorum
6.5.4.1 The quorum for a meeting of the Catering Committee is three.
6.5.5 Frequency of meetings
6.5.5.1 The Catering Committee meets in every calendar month except December.
6.5.5.2 At least three University working days notice of meetings is given to
   members.
6.6 DISCIPLINE COMMITTEE
6.6.1 Please refer to Chapter 15.
6.7 FINANCE AND PLANNING COMMITTEE
6.7.1 Role
6.7.1.1 Subject to the authority of the Guild Council, the role of the Finance and
   Planning Committee is to:
   (a) control and manage the buildings occupied or controlled by the Guild;
   (b) control and manage, maintain and preserve the furniture and fittings,
       equipment and chattels owned, leased and used by the Guild;
   (c) control and manage all trading concerns operated by the Guild;
   (d) control and manage all Guild catering outlets;
   (e) set a scale of charges for the hire of available rooms in Guild buildings
       (unless otherwise specified in these Regulations);
   (f) manage the safekeeping and collection procedures of the Guild Art
       Collection, and manage the implementation of the Guild Art Collection
       Policy; and
   (g) such other matters as Guild Council may from time to time direct.
6.7.2 Powers
6.7.2.1 The Finance and Planning Committee has the power to make rules for the
   proper conduct of its affairs.
6.7.2.2 The Finance and Planning Committee has the power to create sub-committees as it sees fit.

6.7.3 Membership

6.7.3.1 The Finance and Planning Committee comprises:

(a) the President as Chair;
(b) the Treasurer;
(c) the Vice-President;
(d) the Secretary; and
(e) two Guild Councillors, at least one of whom must be a female.

6.7.3.2 The following are standing invitees to meetings of the committee:

(a) the Managing Director;
(b) the Finance Director;
(c) the Catering Director; and
(d) another person co-opted at the discretion of the Guild Council.

6.7.3.3 A person who is an undischarged bankrupt or has their affairs under liquidation by arrangement with their creditors is not permitted to be, or to continue to be, a member of the Finance and Planning Committee.

6.7.3.4 The Finance Director is the Executive Officer of the Finance and Planning Committee.

6.7.3.5 The President of the Guild is an ex-officio member of all sub-committees of the Finance and Planning Committee.

6.7.3.6 The Finance and Planning Committee provides the Guild Council with details of the membership and the minutes of any of its sub-committees.

6.7.4 Quorum

6.7.4.1 The quorum for a meeting of the Finance and Planning Committee is three.

6.7.5 General Regulations

6.7.5.1 A complete inventory of all property of the Guild is kept in the office of the Finance Director.

6.8 MEDIA COMMITTEE

6.8.1 Role

6.8.1.1 Subject to these Regulations and the directions of the Guild Council, the role of the Media Committee is to:

(a) make recommendations to Guild Council on the adoption of any changes to the Guild Media Policy;
(b) review the activities of the Media Office, and report as required to the Guild Council and the Guild Personnel Board;
(c) manage criticisms of the Media Office;
(d) prepare and present a proposed annual Media Office budget to the Finance and Planning Committee;
(e) report to the Guild Council on ways to improve the resources available in the Media Office so as to enhance the quality of publications of the Guild;
(f) co-ordinate the activities of the Media Office; and
(g) make recommendations to Guild Council on the appointment, dismissal, directing, counselling or supervision of the Pelican Editor.

6.8.2 Membership
6.8.2.1 The Media Committee comprises:
(a) the President as Chair;
(b) the Guild Vice-President;
(c) two ordinary members at least one of whom must be a female;
(d) the Media Officer;
(e) the Pelican Editor; and
(f) a nominee of the Australian Journalists’ Association (WA).

6.8.2.2 The Media Officer is the Executive Officer of the Media Committee.
6.8.2.3 In the event that at any time the position of Media Officer does not exist, the person occupying the nearest equivalent position as determined by the Personnel Board (in its absolute discretion) becomes a member of the Media Committee.

6.8.3 Frequency of meetings
6.8.3.1 The Media Committee may meet as often as required to perform its functions under these Regulations.
6.8.3.2 At least five University working days notice of a meeting is given to members.

6.8.4 Quorum
6.8.4.1 The quorum for the Media Committee is four, and must include the Guild President and the Media Officer (or equivalent under Regulation 6.8.2.3).

6.8.5 General Regulations
6.8.5.1 The Media Officer is responsible for all dealing with incoming correspondence to the Media Committee.
6.8.5.2 After the Media Committee has accepted the minutes of its previous meeting, the Guild Vice-President will present the minutes to the next ordinary Guild Council meeting for ratification by the Guild Council.
6.8.5.3 No decision or determination of the Media Committee has any effect until it is ratified by Guild Council.
6.8.5.4 The Pelican Editor, at all times, has only one vote on the Media Committee irrespective of whether the position is held jointly by two or more persons.
6.8.5.5 If the joint Pelican Editors cannot agree on how to exercise their vote on a particular matter before the Media Committee, the Pelican Editors must abstain from voting on that particular matter.

6.8.6 Media Policy
6.8.6.1 The Guild Media Policy is a guide for the production of publications of the Guild.
6.8.6.2 All members and employees of the Guild involved in the production of publications of the Guild must comply with the Guild Media Policy.
6.8.6.3 The Guild Media Policy includes the following matters:

(a) "Pelican" as a student newspaper published by students for students;
(b) that the Guild condemns censorship in all areas of expression and supports freedom of speech and expression;
(c) that those criticised in any publication of the Guild have the right of reply in a publication of the Guild;
(d) that the Media Officer and Pelican Editor must:
   (i) present all issues on campus in a balanced manner; and
   (ii) encourage student contributions to publications of the Guild;
(e) that Pelican, the Guild diary and directory, the orientation handbook and such other publications of the Guild as the Guild Council determines, contain a disclaimer stating that the views contained in the publications are not necessarily those of the Guild or of the Guild Council;
(f) that Guild Council, individual members of Guild Council, other elected officers of the Guild and employees of the Guild will not intervene in the production of publications of the Guild except through the procedures set out in these Regulations;
(g) material will not be published in a publication of the Guild if it is found by the solicitors advising the Guild to be defamatory;
(h) material published in Pelican must be cited as having been written by:
   (i) a student of the University who is a member of the Guild;
   (ii) an employee of the Guild, the topic of their submission being relevant to the Guild's role in the University community; or
   (iii) a fully identified author of the material; and
(i) such other matters as Guild Council determine from time to time.

6.8.7 Pelican Editor

6.8.7.1 In every year, the Guild Council will appoint the Pelican Editor no later than 1 November in the year prior to the term of office of the Pelican Editor.

6.8.7.2 The term of the Pelican Editor is from 1 February to 1 December inclusive.

6.8.7.3 To be eligible to be appointed as Pelican Editor, a person must:

   (a) be an ordinary member;
   (b) not have nominated for election to any position of the Guild Council, whether that be voting or otherwise in the two years prior to the date of their potential appointment as Pelican Editor;
   (c) have been an ordinary member for two years prior to the date of their potential appointment as Pelican Editor or as long as they have been a student of the University, whichever is the shorter; and
   (d) not have held the position of Pelican Editor for more than five months previously to the date of their potential appointment as Pelican Editor.

6.8.8 Pelican Editor Role

6.8.8.1 The role of the Pelican Editor is to:

   (a) be responsible for all aspects of the production of Pelican except for the soliciting of advertising and associated activities;
   (b) ensure that an edition of Pelican is published once a month during the University year; and
(c) ensure that each edition of Pelican complies with the Guild Media Policy.

6.8.8.2 Subject to Guild Media Policy, the Guild Council may direct, counsel or supervise the Pelican Editor in the performance of their duties.

6.8.8.3 The Pelican Editor will receive a stipend paid fortnightly and set at $16,614 per annum for 2008 for the duration of their term.

6.8.8.4 Increases in the stipend of the Pelican Editor occur only in accordance with federal safety net increases awarded through the Industrial Relations Commission or equivalent body and only when the Guild Personnel Board has confirmed that the Industrial Relations Commission or equivalent body has approved a safety net increase.

6.8.8.5 Any increase in the stipend of the Pelican Editor will take effect in the first pay period following the decision to increase the stipend by the Industrial Relations Commission.

6.8.8.6 The Pelican Editor may resign from the position by giving two months notice to the Guild.

6.8.8.7 Should the office of Pelican Editor become vacant, Guild Council will appoint a person to the position for the remainder of the term of office.

6.8.8.8 In circumstances where dismissal is reasonably justified, the Guild Council may dismiss the Pelican Editor by giving one months notice of dismissal.

6.9 MEMBERSHIP COMMITTEE

6.9.1 Role

6.9.1.1 Subject to these Regulations and the directions of the Guild Council, the role of the Memberships Committee is to develop the membership package of the Guild.

6.9.2 Membership

6.9.2.1 The Membership Committee comprises:

(a) the President;
(b) the Vice-President;
(c) the Vice-President;
(d) two Guild Councillors, at least one of whom must be female;
(e) two ordinary members, at least one of whom must be female;
(f) the Guild Memberships Officer; and
(g) the Guild Managing Director.

6.9.2.2 The Guild Memberships Officer is the Executive Officer of the Membership Committee.

6.9.3 Quorum

6.9.3.1 The quorum for a meeting of the Memberships Committee is five, two of whom must be Guild Councillors.

6.9.4 Frequency of meetings

6.9.4.1 The Memberships Committee meets as required.
6.9.4.2 At least ten University working days notice of a meeting is given to members.

6.10 STATUTES COMMITTEE

6.10.1 Role

6.10.1.1 The role of the Statutes Committee is to:

(a) draft all proposed amendments or additions to the provisions included in the Guild Statute Book;
(b) consider and report to the Guild Council on proposed amendments or additions to the provisions included in the Guild Statute Book; and
(c) as and when requested by Guild Council or any other bodies, interpret all the provisions included in the Guild Statute Book.

6.10.2 Membership

6.10.2.1 The Statutes Committee comprises:

(a) the Chair of the Guild Council and Statutes Committee;
(b) the President;
(c) three Guild Councillors, at least one of whom must be a female; and
(d) two Ordinary non Councillor Members, at least one of whom must be a female.

6.10.3 Frequency of meetings

6.10.3.1 At least three University working days notice of a meeting is given to members.

6.10.4 General Regulations

6.10.4.1 Any person affected by an interpretation of the Statutes Committee may appeal to the Guild Council within fourteen days of the date of any interpretation.

6.10.4.2 Any person affected by an interpretation of the Statutes Committee relating to Statute 20 may appeal directly to the Senate in accordance with any procedure that the Senate decides and advises.

6.10.4.3 All decisions upon questions of interpretation determined by the Statutes Committee are recorded in an appendix to the Guild Statute Book and are followed as precedents.

6.11 STUDENT CENTRE COMMITTEE

6.11.1 Role

6.11.1.1 Subject to these Regulations and the directions of the Guild Council, the role of the Student Centre Committee is to:

(a) oversee, and make recommendations to the Guild Council with respect to the welfare and education activities of the Guild, particularly the activities of the Education Office and Student Centre; and
(b) liaise, where appropriate, with the Welfare Committee, the Education Council and the Student Services Committee.

6.11.2 Membership

6.11.2.1 The Student Centre Committee comprises:
(a) the President;
(b) the Guild Welfare Officer;
(c) the Education Council President.

6.11.2.2 The following are standing invitees to meetings of the committee:
   (a) the Senior Education Officer; and
   (b) the Education Officer(s).

6.11.2.3 The Senior Education Officer is the Executive Officer of the Student Centre Committee.

6.11.3 Quorum

6.11.3.1 The quorum for a meeting of the Student Centre Committee is three, one of whom must be a Guild Councillor.

6.11.4 Frequency of meetings

6.11.4.1 The Student Centre Committee meets as required.

6.11.4.2 At least ten University working days notice of a meeting is given to members.

6.12 STUDENT SERVICES COMMITTEE

6.12.1 Role

6.12.1.1 Subject to these Regulations and the directions of the Guild Council, the role of the Student Services Committee is to:
   (a) be a forum for enabling communication between various divisions and areas of the Guild; and
   (b) oversee orientation activities and any other activities that require cooperation between divisions or areas.

6.12.2 Membership

6.12.2.1 The Student Services Committee comprises:
   (a) the President as Chair;
   (b) the Societies Council President, or her/his nominee;
   (c) the Education Council President, or their nominee;
   (d) the Public Affairs Council President, or their nominee;
   (e) the Welfare Officer;
   (f) the Vice-President; and
   (g) four ordinary members at least one of whom must be a female.

6.12.2.2 The following are standing invitees to meetings of the committee:
   (a) the Marketing Officer;
   (b) the Senior Education Officer;
   (c) the Activities Officer;
   (d) the Media Officer; and
   (e) the Managing Director.

6.12.2.3 The Managing Director is the Executive Officer of the Student Services Committee.

6.12.2.4 In the event that at any time the positions of any of the permanent Guild staff positions, that are specified as standing invitees of the Student Services
Committee do not exist, then the person occupying the nearest equivalent position is invited to attend the Student Services Committee.

6.12.2.5 In relation to 6.12.2.4, the nearest equivalent position is determined by the Personnel Board (as set out in the Guild Enterprise Bargaining Agreement) in its absolute discretion.

6.12.3 **Quorum**

6.12.3.1 The quorum for a meeting of the Student Services Committee is five, three of whom must be Guild Councillors.

6.12.4 **Frequency of meetings**

6.12.4.1 The Student Services Committee meets as required.

6.12.4.2 At least three University working days notice of a meeting is given to members.

6.13 **TAVERN COMMITTEE**

6.13.1 **Role**

6.13.1.1 Subject to these Regulations and the directions of the Guild Council, the role of the Tavern Committee is to:

(a) control, manage, and maintain the furnishings, fittings, goods, and chattels relating to the facilities of the Tavern and which are owned by the Guild;

(b) oversee the operation of the Tavern and report to Guild Council on ways to improve the operations of the Tavern;

(c) address any criticisms of the operations of the Tavern;

(d) report as required to the Personnel Board, Finance and Planning Committee and Guild Council;

(e) advise the Finance and Planning Committee on all matters relating to structural alterations and additions to the Tavern;

(f) with regard to (d), obtain such plans, drawings, reports and expert advice as it may consider necessary; and

(g) recommend to Finance and Planning Committee a scale of charges to apply to the services and goods offered at the Tavern.

6.13.2 **Powers**

6.13.2.1 The Tavern Committee has the power to make rules and regulations regarding the proper administration of the Tavern, subject to the approval of Guild Council and the laws, regulations and By-Laws under which the Tavern operates.

6.13.3 **Membership**

6.13.3.1 The Guild Tavern Committee comprises:

(a) the President;

(b) the Guild Treasurer;

(c) three ordinary members at least one of whom must be female; and

(d) two Guild Councillors, at least one of whom must be female.

6.13.3.2 The following are standing invitees to meetings of the committee:

(a) the Manager of the Tavern; and
(b) the Guild Activities Officer.

6.13.3.3 The chair of the Tavern Committee is elected by Guild Council at the December meeting of each year from the members of the Tavern Committee who are also Guild Councillors.

6.13.3.4 The manager of the Tavern is the Executive Officer of the Tavern Committee.

6.13.3.5 The Executive Officer may invite the Director of the Guild Catering Division and the Director of Guild Finance Division to attend meetings as an observer.

6.13.3.6 Guild Council may resolve to co-opt non-voting members to the Tavern Committee as required.

6.13.4 Quorum

6.13.4.1 The quorum for a meeting of the Tavern Committee is three, one of whom must be the President.

6.13.5 General Regulations

6.13.5.1 The chair of the Tavern Committee will report to the monthly meeting of the Finance and Planning Committee on all matters relating to the Tavern.

6.13.5.2 The Tavern must provide, wherever possible, low cost alcoholic beverages to Guild members.

6.14 WELFARE COMMITTEE

6.14.1 Role

6.14.1.1 Subject to these Regulations and the directions of the Guild Council, the role of the Welfare Committee is to:

(a) organise the welfare activities and campaigns of the Guild; and
(b) liaise, where appropriate, with the Guild Education Office and Guild Department Officers.

6.14.2 Membership

6.14.2.1 The Welfare Committee comprises:

(a) the Guild Welfare Officer;
(b) the President;
(c) the Education Council;
(d) two Guild Councillors, one of whom must be female; and
(e) two ordinary members, at least one of whom must be female.

6.14.2.2 The Guild Welfare Officer is the Executive Officer of the Welfare Committee.

6.14.3 Quorum

6.14.3.1 The quorum for a meeting of the Welfare Committee is three, two of whom must be Guild Councillors.

6.14.4 Frequency of Meetings

6.14.4.1 The Welfare Committee meets as required.
6.14.4.2 At least ten University working days notice of a meeting is given to members.

6.15 STANDING COMMITTEES

6.15.1 General Regulations

6.15.1.1 The Guild Council, with the approval of a simple majority of those present and voting at a Guild Council meeting, may establish standing committees designed to assist in achieving the objects of the Guild as stated in Section 2(a) to (d) of Statute 20.

6.15.1.2 Unless the Guild Council specifies otherwise, the President is an ex-officio member of all standing committees.

6.15.1.3 The membership and roles of all standing committees established under these Regulations may be altered with the approval of a simple majority of those present and voting at a Guild Council meeting.

7 GUILD DEPARTMENTS

7.1 Role

7.1.1 The role of each departmental committee is to:
(a) assist the Department Officer; and
(b) address all matters referred to it by the Guild Council.

7.1.2 The role of each department is the same as the role of the person elected to the position in the second column of the Fourth Schedule of these Regulations.

7.2 Departments

7.2.1 The Guild Departments are the:
(a) Aboriginal and Torres Strait Islander Students Department;
(b) Environment Department;
(c) International Students Service;
(d) Postgraduate Students Association;
(e) Queer Department;
(f) Student Parent On Campus Department; and
(g) Women's Department.

7.2.2 The Guild Council may resolve to create additional departments from time to time, however no two departments must fill substantially the same role.

7.3 General Regulations

7.3.1 Subject to these Regulations, the roles and rights of committee members are decided by the general meeting of students defined in Regulation 7.3.6.

7.3.2 Guild departments have the power to make rules for the proper conduct of its affairs.

7.3.3 All rules and alterations to such rules must be ratified by Guild Council and then included in the Guild Statute Book.

7.3.4 The department officer of each Guild department is the person elected to the position in the second column of the Fourth Schedule of these Regulations.
7.3.5 Each department officer will provide, in relation to their Guild department, for the information for the Guild Finance and Planning Committee, a copy of the budget for the current academic year together with its financial statements.

7.3.6 Each department officer will convene a meeting of students listed in column 3 of the Fourth Schedule of these Regulations.

7.3.7 The meeting will elect by the rules of proportional representation as described in the Second Schedule of the election regulations, a departmental committee.

7.4 Guild Department Ordinary General Meetings

7.4.1 Each Guild department will hold one ordinary general meeting in first and second semester.

7.4.2 The department officer will ensure that notice specifying the time and place of an ordinary general meeting of their department is displayed on the Guild noticeboards at least five University working days prior to the date of the proposed ordinary general meeting.

7.4.3 The order of business for an ordinary general meeting of a Guild department is:

(a) confirmation of the minutes of the previous ordinary general meeting and of any special general meetings held since the last ordinary general meeting of the Guild department;
(b) department officer’s report (second semester ordinary general meeting only);
(c) consideration of the current budget or upcoming budget as appropriate;
(d) motions on notice; and
(e) general business.

7.4.4 At the ordinary general meeting of Guild departments held during second semester, the department officer will give a report on the activities of the Guild department which is provided in written form to the Guild Council.

7.5 Guild Department Special General Meetings

7.5.1 The department officer will call a special general meeting of the relevant Guild department:

(a) at the direction of the Guild Council;
(b) at the direction of the department committee; or
(c) on the written requisition of at least twenty members qualified to vote at a meeting of that Guild department.

7.5.2 The department officer must call a special general meeting within ten days of receiving a direction or requisition under Regulation 7.5.1.

7.5.3 If the department officer fails to do so, the persons named in the direction or requisition are entitled to call a special general meeting of that department.

7.5.4 A special general meeting of a Guild department must be held:

(a) within fourteen days from the date that the departmental officer received the direction or requisition; and
(b) at the time and place nominated by the department officer.
7.5.5 All directions and requisitions for a special general meeting of a Guild department must specify the business for which such meeting is called.

7.5.6 Only business specified in the direction or requisition is discussed at that special general meeting.

7.5.7 The department officer will ensure that a notice, specifying the time and place of a special general meeting of their department, is displayed on the Guild noticeboards at least three University working days prior to the date of the proposed special general meeting.

7.6 **Rules of Guild Department Meetings**

7.6.1 The department officer is entitled to act as chair at the meeting. If a department officer nominates not to act as chair, the members present will elect a chair from among those present.

7.6.2 The chair of the meeting has an ordinary vote and casting vote.

7.6.3 The quorum for a Guild department meeting is twenty students.

7.6.4 If, at the expiration of thirty minutes from the time appointed for the commencement of a Guild department meeting, there is no quorum, the meeting will lapse.

7.6.5 Unless otherwise provided in these Regulations, all Guild department meetings are conducted in accordance with the procedures set out in the standing orders.

7.6.6 A Guild department meeting cannot be held on a day during the student vacation period as published in the University calendar from year to year.

7.6.7 A Department Officer will:

(a) be provided with telephone and office facilities sufficient to carry out their role under these Regulations;
(b) hold standing invitee status at all Guild Council meetings;
(c) attend all meetings of the Public Affairs Council and Education Council and report on these meetings to the relevant Guild department; and
(d) be eligible for election as a voting member of a Guild committee under Regulation 6.1.1 and will not be eligible for election under Regulation 6.1.4.

7.6.8 The total dollar amount of funding provided to each Guild department by the Guild is determined by the Guild Council.

7.6.9 Subject to these Regulations, the purposes for which the funding provided to each Guild department is expended is at the discretion of the relevant department officer.

7.6.10 The following positions are elected at the annual general meeting of the department:

(a) the Postgraduate Students' Association President;
(b) the Queer Officers; and
(c) the Guild Aboriginal and Torres Strait Islander Students Department.

7.7 **International Student Services**

7.7.1 **Role**
7.7.1.1 The role of the International Student Services (I.S.S.) Committee is to:
(a) foster co-operation amongst international students and also between international and other students on campus;
(b) encourage discussion and take action on matters of interest to international students, including social awareness;
(c) promote the welfare of international students;
(d) work to implement approved policies of the I.S.S. Committee; and
(e) work to implement approved policies of the National I.S.S. Conference subject to the approval of the I.S.S. Committee.

7.7.2 Membership
7.7.2.1 The I.S.S. Executive comprises:
(a) the Director;
(b) the Secretary;
(c) the Treasurer;
(d) the Deputy Director (Social);
(e) the Deputy Director (Welfare and Education);
(f) the Liaison Officer;
(g) the Welfare and Education Officer;
(h) the Sports Secretary;
(i) the Social Secretary; and
(j) the Editor of ISS publications.

7.7.2.2 The director of I.S.S.:
(a) is elected in accordance with the Election Regulations;
(b) must regularly report to Guild Council on the activities of the I.S.S.; and
(c) must present an annual report to the November meeting of Guild Council on the activities of the I.S.S.

7.7.2.3 Members of the I.S.S. Executive, other than the director:
(a) are elected by the I.S.S. Committee at its second semester meeting each year;
(b) can be nominated by an international student who is a member; and
(c) can declare a position vacant with a two-thirds majority of members.

7.7.2.4 Each international student organisation affiliated to the Guild will appoint two delegates to the I.S.S. Committee.

7.7.2.5 Delegates are appointed prior to the first semester meeting of the I.S.S. Committee.

7.7.2.6 The I.S.S. is governed by the I.S.S. Committee.

7.7.2.7 The I.S.S. Committee has the power to make rules for the proper conduct of its affairs.

7.7.2.8 All rules and alterations to those rules are included in the Guild Statute Book upon receiving approval from Guild Council.

7.7.2.9 The I.S.S. Committee consists of the I.S.S. Executive and the appointed delegates of international student organisations affiliated to the Guild.

7.7.3 Quorum
7.7.3.1 The quorum of a meeting is at least half of the members of the I.S.S Committee which must include delegates representing at least half of the international student organisations affiliated with the Guild.

7.7.4 Frequency of Meetings
7.7.4.1 The I.S.S. Committee meets at least once first and second semester of each year.
7.7.4.2 Additional meetings may be held at the request of the Director.

7.7.5 General Regulations
7.7.5.1 The I.S.S Committee may form a sub-committee to deal with and report on any matters deemed necessary by the I.S.S Committee.
7.7.5.2 The policies of the I.S.S. are approved by a simple majority of the I.S.S Committee members.
7.7.5.3 As far as they are applicable to the I.S.S. Committee, the standing orders of the standing committees of the Guild will apply to all meetings of the I.S.S. Committee.
7.7.5.4 The I.S.S. Executive will prepare the budget prior to the first semester meeting of the Committee.

8 GUILD DIVISIONS

8.1 Divisions
8.1.1 The Guild has the following divisions:
   (a) the Student Services and Administration Division;
   (b) the Catering Division;
   (c) the Financial Services and Commercial Operations Division;
   (d) the Presidential Division; and
   (e) any other divisions that Guild Council may determine from time to time.

8.2 General Regulations
8.2.1 All employees of the Guild belong to a Guild division.
8.2.2 The director of each Guild division will present an annual report to the November meeting of Guild Council setting out the operations of that Guild division during the year.

9 SUBSIDIARY COUNCILS

9.1 Councils
9.1.1 The subsidiary councils of the Guild are:
   (a) the Societies Council;
   (b) the Education Council; and
   (c) the Public Affairs Council.
9.1.2 Unless stated otherwise, the terms of Regulation 11 apply to each of the subsidiary councils.

9.2 Membership
9.2.1 The executive of each subsidiary council is made up of the executive officers.
9.2.2 The President of each subsidiary council is elected at the Guild elections.

9.2.3 No person is elected to the position of President of a particular subsidiary council on more than one occasion.

9.2.4 Executive officers and ordinary members of the subsidiary councils:
(a) must be members of the Guild;
(b) (other than the President) are elected by the relevant subsidiary council at the final meeting in each year: and
(c) will take office on 1 December of that year and retire on 30th November of the following year.

9.2.5 A subsidiary council may by motion declare vacant the office of any executive officer (other than the President) who has been absent from two consecutive meetings of the subsidiary council without leave of absence granted by that subsidiary council.

9.2.6 Any executive officer of a subsidiary council whose office has been declared vacant is disqualified from again becoming an executive officer of that subsidiary council until the following 30th November.

9.2.7 The President of a subsidiary council may resign their office in the manner set out in Regulation Error! Reference source not found.

9.2.8 Any executive officer or ordinary member of a subsidiary council (other than the President) may resign their office by written notice addressed to the Guild Secretary. The resignation will take effect upon its acceptance by the relevant subsidiary council.

9.2.9 A subsidiary council will, within fifteen University working days, fill any casual vacancy amongst its executive officers, other than the President, by an election of which at least ten University working days notice is given by the display on Guild notice boards of a notice inviting nominations for the vacant position.

9.3 General Regulations

9.3.1 The Guild President is a voting member of all subsidiary councils but need not attend subsidiary council meetings.

9.4 Subsidiary Council’s Executive Officers

9.4.1 President

9.4.1.1 The President of a subsidiary council:
(a) will preside at all meetings of the subsidiary council;
(b) is an ex-officio member of all committees of that subsidiary council;
(c) will regularly report to Guild Council on the activities, role and responsibilities undertaken by the subsidiary council;
(d) will present an annual report to the November Guild Council meeting on the activities, role and responsibilities undertaken by the subsidiary council during the year; and
(e) must not sit on the executive of a body affiliated to the associated affiliated council.

9.4.2 Vice-President
9.4.2.1 The Vice-President of a subsidiary council:
   (a) will assist the President;
   (b) has, in the absence of the President, all the powers and roles attached to
       the office of President of a subsidiary council that relates to the affairs
       of that subsidiary council; and
   (c) will, in the absence of the President, become an ex-officio member of all
       committees of which the President was an ex-officio member (except
       Guild Council).

9.4.3 Secretary
9.4.3.1 The Secretary of a subsidiary council will:
   (a) keep a record of all proceedings of the subsidiary council;
   (b) call all meetings of the subsidiary council;
   (c) call all meetings of committees of the subsidiary council and act as
       Secretary of those committees;
   (d) keep a correct roll of membership of the subsidiary council together
       with such other records as the subsidiary council directs;
   (e) conduct the correspondence of the subsidiary council and any
       committees; and
   (f) generally carry out the instructions of the subsidiary council with regard
       to the matters listed above.

9.4.4 Treasurer
9.4.4.1 The Treasurer of a subsidiary council will:
   (a) attend all meetings of the subsidiary council
   (b) make recommendations to the subsidiary council, and to the Guild
       Council, on matters related to the finances of the subsidiary council
   (c) in conjunction with the Guild Treasurer and Director of the Financial
       and Commercial Services Division, supervise all correspondence related
       to the finances of the subsidiary council and
   (d) carry out the will of the subsidiary council on any of the above matters.

Subsidiary Council’s Affiliated Societies
9.4.5 Each affiliated society to a subsidiary council must appoint one of its
committee members as a delegate and another as a deputy delegate to that
subsidiary council for the duration of the academic year of the University, at
least three University working days before:
   (a) the first or second meeting of that subsidiary council in each year; or
   (b) the first meeting after the affiliated society is affiliated by notice in
       writing to the Secretary of that subsidiary council.

9.4.6 Delegates and deputy delegates to the subsidiary councils must be members
of the Guild.

9.4.7 Each delegate or, in their absence, the deputy delegate of an affiliated
society is entitled to vote at meetings of that subsidiary council.

9.4.8 No person can represent more than one affiliated society at one time.

9.4.9 If a delegate or deputy delegate of an affiliated society becomes, for any
reason, unable to attend meetings of that subsidiary council, the affiliated
society concerned may, by notice in writing to the Secretary of that subsidiary council, appoint a substitute delegate or deputy delegate.

9.5 Subsidiary Council's Powers
9.5.1 Each subsidiary council has the power to make rules for the proper conduct of its affairs.
9.5.2 All rules and amendments to rules must be approved by Guild Council at a Guild Council meeting.
9.5.3 All rules and alterations made to rules of subsidiary councils are included in upon the Guild Statute Book upon receiving the approval of Guild Council.
9.5.4 The rules of a subsidiary council must comply with Statute No. 20, these Regulations and By-Laws of the Guild.
9.5.5 Any subsidiary council may impose fines for each offence of a breach of that subsidiary council's rules in accordance with its powers under Regulation 15.3.5.

9.6 Subsidiary Council's Meetings
9.6.1 Quorum
9.6.1.1 The quorum for a meeting of a subsidiary council is one third of its members, of which at least two must be executive officers.

9.6.2 Frequency of Meetings
9.6.2.1 Each subsidiary council must hold at least two ordinary meetings in each academic semester at the University.
9.6.2.2 A subsidiary council may hold special meetings from time to time as nominated by the subsidiary council or its executive.
9.6.2.3 Three or more affiliated societies may requisition the subsidiary council to which they are affiliated to hold a special meeting.
9.6.2.4 The relevant subsidiary council must hold a special meeting in relation to the requisition within fourteen days of receipt of the requisition.
9.6.2.5 Subject to any rules made by a subsidiary council in accordance with these Regulations, all meetings of a subsidiary council are conducted in accordance with the procedures set out in the standing orders of the councils of the Guild.

9.6.3 General Regulations
9.6.3.1 The Guild Council may, upon its own motion, review, alter or rescind any decision of any subsidiary council.

9.7 Subsidiary Council's Financial Procedures
9.7.1 All subsidiary councils will provide a budget at the commencement of each academic year which includes an estimate of all receipts and disbursements for the current financial year to the Guild Finance and Planning Committee for review.
9.7.2 The budgets of the subsidiary councils must be approved by the Guild Council after review by the Guild Finance and Planning Committee.
9.7.3 Unless the Treasurer of the relevant affiliated society is given, with seven
days notice to provide to the relevant subsidiary council, a written
explanation and evidence that the grant has been applied appropriately, the
Societies Council, the Public Affairs Council and the Finance and Planning
Committee may revoke any grant it has made if the affiliated society:
(a) fails to apply the grant to the purpose for which it was made within one
month of receipt of the grant monies; or
(b) fails to comply with the conditions of the grant as advised by the
relevant subsidiary council.

9.7.4 The Societies Council, the Public Affairs Council and the Finance and Planning
Committee has the discretion to nominate to not revoke a grant
upon consideration of the written explanation and evidence provided by the
Treasurer of an affiliated society in accordance with Regulation 9.7.3.

9.8 SOCIETIES COUNCIL

9.8.1 Role
9.8.1.1 The role of the Societies Council is to control all social and cultural
activities within the Guild.

9.8.2 Membership
9.8.2.1 The Societies Council comprises:
(a) the executive officers of the Societies Council;
(b) the delegates of the Societies Council’s affiliated societies;
(c) the immediate past President of the Societies Council; and
(d) three ordinary committee members.

9.8.3 General Regulations
9.8.3.1 The Societies Council has a Finance Sub-Committee to advise the Societies
Council on its expenditure.

9.8.3.2 The composition, powers and role of the Societies Council Finance Sub-
Committee are set out in the rules of the Societies Council made in
accordance with these Regulations.

9.9 EDUCATION COUNCIL

9.9.1 Role
9.9.1.1 The role of the Education Council is to:
(a) encourage academic co-operation at all levels;
(b) examine matters of mutual interest between faculty societies and the
Guild;
(c) encourage discussion and action on education matters;
(d) foster interaction between staff and students of the University;
(e) encourage co-operation between faculty societies;
(f) examine the student learning experience at all levels;
(g) make comments and take action as the Education Council decides,
subject to the proviso that, pending confirmation by Guild Council,
motions may be put into effect two week days after the production of the
minutes, provided that, if in the course of two week days, any Guild
Council member objects in writing to any item, the item will be laid aside for discussion at Guild Council; and (h) co-operate with other organisations to further the aims set out above.

9.9.2 **Powers**

9.9.2.1 The Education Council has power to raise money for its administration and to carry out of its purposes as set out in these Regulations.

9.9.3 **Membership**

9.9.3.1 The Education Council comprises:

(a) the executive officers of the Education Council;

(b) the Guild President;

(c) the delegates of the Education Council’s affiliated societies;

(d) two ordinary committee members; and

(e) a representative of each of the faculty societies to be elected from and by their respective annual general meetings.

9.9.3.2 The following are standing invitees of the committee:

(a) Immediate Past President of Education Council;

(b) the Education Officers;

(c) the Senate Student Representatives;

(d) the Women’s Affairs Officer;

(e) the Postgraduate Students’ Department Officer;

(f) the Environment Department Officer;

(g) the International Students’ Service Department Officer;

(h) the Aboriginal and Torres Strait Islander Students’ Department Officer;

(i) the Queer Officers; and

(j) the Welfare Officer.

9.9.4 **Quorum**

9.9.4.1 The quorum for a meeting of the Education Council is two executive officers, and members from at least two-thirds of the faculty societies.

9.9.5 **Education Action Network**

9.9.5.1 There is an Education Council Campaigns Committee which works under the name of Education Action Network.

9.9.5.2 The Education Action Network consists of the Vice-President of the Education Council and interested members.

9.9.5.3 The Education Action Network makes recommendations to, and implements the policy of, the Education Council.

9.9.5.4 The Education Action network has a budget allocation representing not less than 30% of the total Education Council budget.

9.10 **PUBLIC AFFAIRS COUNCIL**

9.10.1 **Role**

9.10.1.1 The role of the Public Affairs Council is to promote student interest and participation in political and social issues and cultural activities and is a recognised means of such participation.
9.10.2 Membership

9.10.2.1 The Public Affairs Council comprises the:

(a) The executive officers of the Public Affairs Council;
(b) directors of the Public Affairs Council (elected under Regulation 9.10.2.2);
(c) delegates of the Public Affairs Council’s affiliated societies executive officers;
(d) three ordinary committee members;
(e) Immediate Past President of the Public Affairs Council;
(f) Aboriginal and Torres Strait Islander Students Department Officer;
(g) Environment Department Officer;
(h) International Students Service Department Officer;
(i) Postgraduate Students Department Officer;
(j) Queer Officers; and
(k) Women’s Affairs Officer.

9.10.2.2 The Public Affairs Council may elect up to five persons, to be known as directors, to direct activities determined by the Public Affairs Council.

10 REGISTRATION OF UNIVERSITY SOCIETIES

10.1 General Regulations

10.1.1 An organisation may apply to the Guild Council for registration as a University society provided that:

(a) it is a club, society or association within or connected with the University;
(b) it has at least twenty members;
(c) it has a minimum membership fee of four dollars; and
(d) it’s constitution does not contain any disciplinary measures relating to non-participation in any sort of initiation ceremony.

10.1.2 Any club, society or association currently registered with the Guild Council having such a constitutional provision allowing disciplinary measures for non-participation in an initiation ceremony is deemed to be de-registered.

10.1.3 An organisation which has fewer than twenty members will not be registered with the Guild.

10.1.4 Any decision of a Guild Council meeting relating to registration of a University society may be reversed at the next ordinary general meeting.

10.1.5 The Guild Secretary will keep a register of all University societies which records the following:

(a) its name and objects;
(b) the name and address of the Secretary of the University society; and
(c) the names of the persons comprising its committee, council or other administrative body.

10.1.6 Every University society will, within one month of registration and annually on an on-going basis, elect in a general meeting, an executive which will include at least a President, Secretary, Treasurer, or equivalent office bearers.
10.1.7 All University societies will comply with the regulations and provisions included in the Guild Statute Book.

10.1.8 The executive officers of each University society are jointly and severally responsible for compliance by the University society of regulations and provisions included in the Guild Statute Book.

10.1.9 The Secretary of every University society (or in their absence, any person acting in the capacity of Secretary) will:

(a) provide the Guild Secretary with the information required to be recorded in the register of University societies before the end of the first academic semester;
(b) lodge with the Guild Secretary a copy of the constitution and rules of the University Society; and
(c) notify the Guild Secretary of any alteration made to the items described under (a) and (b) within fourteen days of such alterations.

10.1.10 The Guild may remove the name of a University society from the register of University societies for the following causes:

(a) persistent breaches of regulations and provisions included in the Guild Statute Book;
(b) repeated non-compliance with any resolution passed by the Guild Council, or the subsidiary council to which the relevant University society is affiliated;
(c) failure of the University society to conduct its affairs in accordance with its constitution;
(d) non-compliance with Regulation 10.1.9;
(e) conduct which brings the Guild or the society into serious disrepute;
(f) upon the written application of the University society; or
(g) contravention of the State of Western Australia or Commonwealth of Australia laws in force at the time.

11 AFFILIATION OF UNIVERSITY SOCIETIES

11.1 General Regulations

11.1.1 The committee of any University society may in writing, signed by an executive officer of the University society, apply to become an affiliated society with any subsidiary council (excluding the Education Council).

11.1.2 A University society cannot become an affiliated society where the constitution of such University society contains any disciplinary measures relating to non-participation in any sort of initiation ceremony.

11.1.3 The subsidiary council must review and approve the rules of the University society applying to be affiliated with it before approving the affiliation of the University society itself.

11.1.4 Subject to Regulation 11.1.2, a subsidiary council may approve a University society to be affiliated with that subsidiary council.

11.1.5 The approval of an application made by a University society to become affiliated with a subsidiary council is recorded as soon as practicable by the Guild Secretary in a register of affiliated societies.
11.1.6 Affiliation with a subsidiary council is deemed to commence from the date upon which the record is made in the register of affiliated societies.

11.1.7 Any alterations to the rules of an affiliated society must be approved by the relevant subsidiary council before they come into force.

11.1.8 No incorporated body is entitled to exercise any of the privileges or rights of an affiliated society under these Regulations:
(a) until it has agreed to comply with all provisions relating to affiliated societies included in the Guild Statute Book;
(b) unless the constitution and rules of the incorporated body includes a provision binding its members to comply with all provisions relating to affiliated societies included in the Guild Statute Book; and
(c) until the provision contemplated by (b) is approved by the Guild Statutes Committee.

11.1.9 An affiliated society cannot become an incorporated body without the consent of the Guild Council upon the recommendation of the affiliated society concerned.

12 AFFILIATED SOCIETIES MEMBERSHIP

12.1 Membership

12.1.1 The following are entitled to become a member of an affiliated society:
(a) any student of the University;
(b) an ordinary member;
(c) an associate member;
(d) an honorary life associate;
(e) a member of the Senate; and
(f) staff of the University.

12.1.2 A minimum of half of the executive officers of each affiliated society must be ordinary members.

12.1.3 An affiliated society may elect to make a person who is or has been a member (under Regulation 12.1.1) an honorary life member or associate member of the affiliated society.

12.1.4 An honorary life member or associate member of an affiliated society may not hold an executive officer position nor exercise a vote.

12.2 General Regulations

12.2.1 The Guild is only represented in sporting or other competitive activities by an affiliated society where:
(a) the relevant subsidiary council has consented to such representation; and
(b) those seeking to represent the Guild are members of that affiliated society.

12.2.2 Any person who participates in a sporting or non-sporting competition (other than intramural competitions) conducted by an affiliated society is deemed to be representing the Guild if such activity is:
(a) an inter-university competition; or
(b) in such other cases as the relevant subsidiary council may determine from time to time.

12.2.3 All affiliated societies must comply with the rules of the subsidiary council to which they are affiliated and the rules of the Guild included in the Guild Statute Book.

12.2.4 The executive officers and members of an affiliated society are jointly and severally responsible for compliance of their affiliated society with clause 12.2.3 and are liable for any non-compliance.

12.2.5 The affairs of all affiliated societies are conducted in accordance with the constitution and rules of the affiliated society and are subject to:
(a) the rules of the Guild included in the Guild Statute Book; and
(b) any resolution passed by the Guild Council or any subsidiary council to which the affiliated society is affiliated.

12.2.6 The Guild Council may suspend the rights and privileges attached to affiliation to a subsidiary council of an affiliated society for any period where that affiliated society has not complied with:
(a) the rules of the Guild included in the Guild Statute Book;
(b) the terms of any resolution passed by the Guild Council or any subsidiary council to which the affiliated society is affiliated; or
(c) any authorised requirements of the Finance and Planning Committee.

12.2.7 An affiliated society may be disaffiliated by the relevant subsidiary council where the society:
(a) persistently breaches the rules of the Guild included in the Guild Statute Book which relate to its affiliation; or
(b) is repeatedly non-compliant with the terms of any resolution passed by the Guild Council or its subsidiary council, provided that the ordinary general meeting of the Guild Council immediately following a disaffiliation may reverse such a decision.

12.2.8 A University society may withdraw from affiliation with a subsidiary council upon the:
(a) University society submitting a recommendation to the relevant subsidiary council that has been approved by two successive general meetings of the University society, where such meetings are held at intervals of not less than one month; and
(b) relevant subsidiary council approving the request in clause (a).

12.2.9 An affiliated society may make rules for the proper conduct of its affairs and for the control of its property and any property of the Guild that the affiliated society controls.

12.2.10 Rules made by an affiliated society must be approved by the relevant subsidiary council.

13 FACULTY SOCIETIES

13.1 General Regulations

13.1.1 The Guild Council may register, as an additional faculty society, any society which:
(a) has, as its chief aim, the representation of students of the University by virtue of their membership of a University faculty, school or department;
(b) is directly associated with a University degree, having in its title the name of the faculty or school concerned; and
(c) does not unreasonably overlap with an existing faculty society registered with the Guild.

13.1.2 The registered faculty societies of the University are the:
(a) Agricultural Club;
(b) Architectural, Landscape and Fine Arts (ALFA) Students’ Association;
(c) Arts Union;
(d) Blackstone Society;
(e) Dental Students’ Society;
(f) Economics and Commerce Students’ Society;
(g) Education Union;
(h) Health Science Society;
(i) Music Students’ Society;
(j) Science Union;
(k) University Engineers Club; and
(l) Western Australian Medical Student’s Society.

13.1.3 Notwithstanding the requirements of clause 13.1, Guild Council will consider on its merits each application for registration as a faculty society by a faculty or school.

13.1.4 Within the first three weeks of the start of first semester of the academic year, each faculty society will provide the Guild Executive with a copy of its budget for the current academic year together with its financial statements for the previous academic year.

13.1.5 All students included in a faculty may vote in an election held to fill a vacancy of an elected office of the faculty society provided that the student is an ordinary member of the Guild.

13.1.6 Monies granted to Faculty societies by the Guild must only be applied for the purposes of providing amenities or services for students or for the development of cultural, social, sporting or recreational activities related to the University.

13.1.7 Faculty societies must not use any monies provided by the Guild for the purposes of making a gift.

14 DISCIPLINE PROCEDURES

14.1 Disciplinary Officers

14.1.1 The role of the disciplinary officers is to:
(a) enforce compliance with the Guild Rules; and
(b) refer contraventions of the Guild Rules to the Discipline Committee.

14.1.2 The Disciplinary Officers of the Guild comprise:
(a) Guild Councillors who are ordinary members;
(b) executive officers of the Societies Council, the Education Council and the Public Affairs Council; and
(c) members appointed by the Guild Council.

14.1.3 A member who impedes a disciplinary officer in the exercise of their role is liable to the penalties applicable to serious offences as set out in these Regulations.

14.1.4 If, in the opinion of a disciplinary officer, there is a serious contravention or persistent contraventions of the Guild Rules included in the Statute Book, the Disciplinary Officer may exclude the person or persons responsible for the contraventions from the buildings occupied by the Guild until the next meeting of the Disciplinary Committee.

15 **DISCIPLINE COMMITTEE**

15.1 **Role**

15.1.1 The role of the Discipline Committee is to investigate all charges of contraventions of the Guild rules or rules of any subsidiary council referred to under these Regulations, and to impose penalties described in these Regulations.

15.2 **Membership**

15.2.1 The Discipline Committee comprises:

(a) the President as Chair;
(b) the Secretary; and
(c) three Guild Councillors, at least one of whom must be a female.

15.2.2 The Secretary is the Executive Officer of the Discipline Committee.

15.3 **General Regulations**

15.3.1 The deliberations and decisions of the Discipline Committee are confidential.

15.3.2 Subject to these Regulations, the Discipline Committee decides its own procedure and may determine that the submission of evidence may be confidential.

15.3.3 Decisions of the Discipline Committee are subject to review by Guild Council.

15.3.4 Any person affected by a decision of the Discipline Committee may appeal to the Guild Council within fourteen days of the date of any decision.

15.3.5 Any subsidiary council or Guild committee which is granted power to make rules and impose fines for the breach of its rules or the Guild Rules, may refer any contravention of the rules to the Disciplinary Committee.

15.3.6 Before any investigation is commenced by the Discipline Committee, the executive officer must provide the person or persons charged with a contravention of the Guild rules with a notice in writing requiring the person or persons to appear before the Discipline Committee.

15.3.7 The notice required under clause 15.3.6 must include:

(a) details of the alleged contravention of the Guild rules;
(b) reference to the particular Guild rules allegedly contravened;
(c) the date, time and place that the person or persons are required to appear before the Discipline Committee; and
(d) a copy of the part of these Regulations concerning the Discipline Committee.

15.3.8 A person or persons served with a notice under clause 15.3.6 will attend and appear before the Discipline Committee as required or submit a written explanation in relation to the charges of contravention of the Guild rules to the executive officer of the Discipline Committee.

15.3.9 The Discipline Committee may proceed with the investigation notwithstanding the non-attendance of the person or persons charged if the Discipline Committee is satisfied that the notice to attend was duly served on the relevant person or persons.

15.3.10 The executive officer of the Discipline Committee may, by not less than four working days notice in writing, require any ordinary member or associate member to attend at a stated time before the Discipline Committee for the purposes of providing evidence.

15.3.11 An ordinary member or associate member served with a notice under clause 15.3.10.

15.3.12 All persons required to appear before the Discipline Committee are allowed representation.

15.3.13 The Discipline Committee may admit evidence by declaration made in the form provided by Regulation 25.1 and 26.1.2.

15.3.14 The Discipline Committee may permit persons who are not ordinary members or associate members to provide evidence to the Discipline Committee.

15.3.15 The Discipline Committee may permit any group of ordinary members or associate members (or both) or any University society, required to appear before the Discipline Committee, to appear by a representative.

15.3.16 An ordinary member or associate member whose conduct, in the opinion of the Discipline Committee, constitutes contempt of the Discipline Committee, is liable to the penalties applicable under clause 16.2.1.

15.3.17 Where a person is charged with persistent breaches of Guild Rules or has not paid any fine imposed by the Discipline Committee within the prescribed period, the Discipline Committee may recommend to the Guild Council that action be taken by the Guild Council in the terms of Regulation 16.2.2.

15.3.18 The Discipline Committee may exclude the person or persons concerned from the buildings occupied by the Guild until the Guild Council meets to consider the recommendation of the Discipline Committee.

15.3.19 As soon as practicable after the Discipline Committee has reached a conclusion in relation to any particular investigation and made a decision in relation to penalties to be applied, the executive officer of the Discipline Committee will serve notice of the particulars of the conclusion and decision on the:
(a) persons or University Society charged with contraventions of the Guild Rules; and
(b) disciplinary officer, subsidiary council, Guild committee or University society that referred the matter to the Discipline Committee for investigation.

15.3.20 If the Discipline Committee has imposed a fine, the notice required under clause 15.3.19 must also inform the persons or University society on which the fine has been imposed of the right of appeal under clause 16.2.11 to 16.2.15 and Chapter 17 inclusive, and must provide a copy of the part of these Regulations relating to appeals.

16 DISCIPLINE PENALTIES

16.1 General Regulations

16.1.1 The chair of the Discipline Committee will submit a written report of the investigation to the Guild Council at the first Guild Council meeting after the Discipline Committee has made its decision.

16.1.2 The report will include:
(a) copies of all written declarations and other documentary evidence presented to the Discipline Committee;
(b) a summary of oral evidence presented to the Discipline Committee;
(c) particulars of the decision; and
(d) reasons for the decision.

16.1.3 Any member of the Discipline Committee may submit a dissenting report to the Guild Council.

16.1.4 The Guild Council is not able to vary or set aside any decision of the Discipline Committee unless an appeal is made by the relevant persons or University society.

16.2 Penalties

16.2.1 Except where otherwise expressly provided, an ordinary member or associate member who contravenes the Guild rules is liable to perform or pay (as relevant) the following fines:
(a) for a first offence, a fine not exceeding $40;
(b) for a subsequent offence of the same nature as a prior offence, a fine not exceeding $100;
(c) for a serious offence, or any third or subsequent offence, or for non-payment of a fine within the prescribed period, a fine not exceeding $200; or
(d) any other non-monetary punishment that the Discipline Committee deems fit.

16.2.2 Where a person has:
(a) committed a serious contravention,
(b) committed a third or subsequent contravention of Guild Rules, or
(c) not paid any fine imposed by the Discipline Committee within the prescribed period,
the Guild Council, on recommendation of the Discipline Committee under clause 15.3.17, may in addition to any other penalty imposed in terms of clause 16.2.1:

(a) exclude the person for a period not exceeding one year from all buildings occupied by the Guild; or
(b) recommend to the Senate that the person be expelled from, suspended for a specified period from, or not readmitted to the University.

16.2.3 A penalty may be imposed collectively upon a group of members, associates or both, or upon a University society, if it is found that the individuals of the group or society were jointly and severally responsible for the offence or that the individual or individuals responsible belong to the group or society but cannot be identified.

16.2.4 Unless determined otherwise by the Appeals or Discipline Committees, any fines imposed for the contravention of any of the provisions included in the Guild Statute Book are paid within fourteen days.

16.2.5 An ordinary, associate or honorary life associate member of the Guild may be disciplined in accordance with these Regulations if they are shown to have:

(a) persistently committed breaches of discipline or to have flouted the authority of the Guild Council or any duly appointed employee or officer of the Guild; or
(b) behaved within the precincts in a manner which discredits the Guild of Undergraduates.

16.2.6 A member or associate who makes a false statement, knowing it to be false or not believing it to be true, in any declaration made under these Regulations or in any disciplinary investigation before the Guild Council sitting as the Appeals or Discipline Committees, is liable to a fine not exceeding $50.00.

16.2.7 Members and associates giving evidence before any such Council or committee will be warned of the penalties that may be incurred for making false statements.

16.2.8 Notices relating to disciplinary investigations or appeals may be served personally or by registered post.

16.2.9 A notice served by registered post, addressed to the person to whom it is directed at their last known place of residence, in the absence of evidence to the contrary, may be presumed to have been received by them in the ordinary course of the post.

16.2.10 A notice served on the Secretary of a University society is sufficient notice to the society.

16.2.11 A disciplinary officer, council, committee or society who referred a matter for investigation, and the person, persons or society charged, may appeal to the Guild Council against any decision of the Discipline Committee made on the matter.
16.2.12 Notice of the appeal must be in writing setting out the grounds for the appeal and must reach the Secretary of the Guild within fourteen days after the notice of the decision to which the appeal applies was served on the appellant.

16.2.13 A copy of the notice must also be served within the fourteen days upon the other party or parties concerned.

16.2.14 The notice of appeal and its service under these Regulations is the responsibility of the appellant.

16.2.15 When notice of appeal is duly given, action on the decisions of the Guild Discipline Committee must be stayed.

17 GUILD COUNCIL SITTING AS THE APPEALS COMMITTEE

17.1 General Regulations

17.1.1 The Guild Council sits as an Appeals Committee, hereafter the Appeals Committee.

17.1.2 Members of the Guild Discipline Committee are excluded from membership of the Appeals Committee.

17.1.3 The Appeals Committee elects its own chair who acts as the executive officer of the committee.

17.1.4 The Secretary of the Guild will, as soon as convenient after an Appeals Committee is appointed, provide the executive officer of that committee with three copies of each of the following:

(a) the notice of appeal;
(b) the report of the Discipline Committee;
(c) the report, if any, of any dissenting member of the Discipline Committee; and
(d) any other documents relating to the matter.

17.1.5 The Secretary of the Guild will give the appellant and any other parties concerned at least seven days notice of the date and time for the consideration of the appeal.

17.1.6 The appellant and other parties concerned are entitled to appear personally and to be represented before the Appeals Committee.

17.1.7 The Appeals Committee, when considering an appeal, may permit the appellant and other parties concerned to appear, present a case or both in such a manner or form as the committee decides.

17.1.8 In accordance with 17.1.7, the executive officer will notify the appellant and other parties of any decisions taken.

17.1.9 The Secretary of the Guild, by not less than four working days notice in writing, may require any member or associate to give evidence to the Appeals Committee.

17.1.10 A member or associate served with such notice must attend as required.

17.1.11 The Appeals Committee may:

(a) admit evidence by declaration made under these Regulations;
(b) permit persons who are not members or associates to give evidence before it; and
(c) permit any group of members, associates or both or any University society required or entitled to appear before it to appear by a representative.

17.1.12 The Appeals Committee may confirm, reverse or vary any decision made by the Discipline Committee but may not impose penalties in excess of those authorised by these Regulations.

17.1.13 Decisions of the Appeals Committee are final and not subject to further appeal or review within the Guild.

18 **FINANCIAL REGULATIONS**

18.1 **General Regulations**


18.1.2 The Guild Council must maintain a core investment account to be known as the Guild Investment account.

18.1.3 The Guild Council must add amounts to the Guild Investment account from time to time as it sees fit.

18.1.4 The Guild Council must maintain a core Investment Income account to be known as the Guild Investment Income account.

18.1.5 The inflation adjusted return from the Guild Investment account must be transferred to the Guild Investment Income account annually.

18.1.6 The Guild must draw such sums as are required from time to time from the Investment of Investment Income Account to meet its debts as and when they fall due.

18.1.7 The Guild must maintain a Capital Works Fund.

18.1.8 The Guild Council must allocate an amount each year to the fund.

18.1.9 The Guild Council must approve a list of works that must be funded from the Capital Works fund each year.

18.1.10 Interest earned on the fund must be transferred to the Guild Central Bank Account.

18.1.11 The Guild Finance and Planning Committee must report to the Guild Council all budgets, estimated receipts and disbursements transmitted for the approval of the Guild Council in accordance with the provisions in these Regulations.

18.1.12 All monies invested by the Guild other than loans to students, registered clubs and staff, or loans to incorporated student organisations on the recommendation of the Guild Finance and Planning Committee, must be placed in investments authorised under the State of Western Australia Trustee Act or otherwise approved by the Senate of the University.

18.1.13 The financial year of the Guild ends on 31 December in each year.
18.1.14 At the conclusion of each financial year, or as required by the Guild Finance and Planning Committee, an audit of the books and vouchers of the Guild will be conducted by the persons appointed for that purpose by the Guild Council.

18.1.15 When conducting an audit, the persons appointed for that purpose by the Guild Council may require all necessary books, vouchers and other documents to be produced and delivered to them.

18.1.16 When required by the Guild Finance and Planning Committee, any affiliated University society must, at the commencement of each financial year, transmit to that committee for approval by the Guild Council, a budget which must include a detailed estimate of all receipts and disbursements of the society for the current financial year.

18.1.17 Any affiliated University society must adhere to their approved budget and as often as may be found necessary, revise their budget.

18.1.18 No grant or subsidy will be made to any University society other than a registered University society.

18.1.19 The Societies Council and Public Affairs Council will only make grants or give subsidies to their affiliated University societies.

18.1.20 Subject to any resolution passed by the Guild Finance and Planning Committee, all accounts owing by the Guild and affiliated University societies must be paid within one month.

18.1.21 The Guild Finance and Planning Committee has the power to take any action necessary for the purpose of enforcing compliance with Regulation 18.1.20.

18.1.22 All Guild business must be transacted through the Central banking account and all moneys received for the credit of the Guild and its committee must be banked in this account.

18.1.23 The signatories for the Central banking account are the:
   (a) Treasurer of the Guild;
   (b) President of the Guild;
   (c) Finance Director; and
   (d) Managing Director.

18.1.24 Each cheque drawn by the Guild must be signed by one of the students and one of the staff members referred to in Regulation 18.1.23.

18.1.25 In an emergency two staff members or two students, referred to in Regulation 18.1.23 may sign a cheque with the prior permission of the Guild Executive.

18.1.26 All payments made from funds lodged in the Central banking account must be made by cheque crossed not negotiable and made payable to the order of the person or body of persons to whom the payment is due.

19 STUDENT LOAN SCHEME

19.1 General Regulations
19.1.1 The Guild has authority to make loans to any of the members of the Guild under the following conditions.

19.1.2 Every member of the Guild is eligible to receive a loan.

19.1.3 Loans are made by the Guild Executive Committee according to the Guild policy.

19.1.4 Loans may be granted for the payment of debts or for meeting obligations relating to lump sum payments but are not generally granted where the applicant has incurred a debt knowing it cannot be met from their own resources nor in instances where the Executive Committee, having considered all the information provided, is of the opinion that the applicant could reasonably be expected to take casual employment.

19.1.5 Guild policy relating to a ceiling limit of the fund from which student loans are accessed, amount of money loaned, period of time, provisions required relating to guarantors, and interest rates to be charged, must be fixed under Guild policy each year.

20 EMPLOYEES OF THE GUILD

20.1 General Regulations

20.1.1 Employees of the Guild are responsible for implementing policy determined by elected student representatives.

20.1.2 Employees must not actively work to determine Guild policies although the advice of employees may be sought in the formation or review processes of any policy.

20.1.3 The Guild Council has the power to enter into agreements on behalf of the Guild covering the conditions of employment of employees of the Guild.

20.1.4 Notwithstanding Regulation 20.1.3, the Executive does not have the power to enter into, alter, modify or rescind, agreements on behalf of the Guild covering the conditions of employment of employees of the Guild unless specifically authorised to do so by Guild Council.

20.1.5 The Guild Council may create positions and, subject to the terms of any staff agreement, abolish positions.

20.1.6 Where the conditions of employment of Guild staff are covered by an applicable industrial award or agreement, those staff must be employed under the conditions so specified.

20.1.7 If more that one industrial award or agreement exists which may be applicable to certain Guild staff, the conditions of employment for these staff must be determined under that particular award or agreement which is most directly applicable.

20.1.8 Where there is no applicable industrial award or agreement covering the conditions of employment of Guild staff, the conditions of employment of these staff will be determined at the time of their appointment.

21 GUILD PERSONNEL BOARD

21.1 Powers
21.1.1 Subject to the authority of the Guild Council and these Regulations, the Personnel Board is vested with the authority over all staff matters.

21.2 Membership

21.2.1 The Guild Personnel Board comprises:

(a) the Guild President and Senate Representative,
(b) the Guild Vice-President,
(c) the Guild Secretary,
(d) the Guild Treasurer;
(e) one Guild Councillor, elected by Guild Council to Personnel Board (if no member of the Guild Executive is female, then this person must be female).
(f) the Managing Director as Chair;
(g) the Finance Director;
(h) the Catering Director; and
(i) the Guild Payroll Officer as a non-voting member.

21.2.2 In the event that any of the positions comprising the Personnel Board do not exist, that position must be occupied by the nearest equivalent position as determined in their absolute discretion by the remaining members of the Personnel Board.

21.2.3 No person may sit as a member of the Personnel Board if their employment is being discussed by the Board.

21.3 Quorum

21.3.1 The quorum for the Board is four, two of whom must be the Guild President and the Managing Director or the Finance Director.

21.4 Frequency of Meetings

21.4.1 The Personnel Board meets as required.

21.4.2 Members must receive forty-eight hours notice of a meeting unless all members agree to a lesser period of notice.

21.5 General Regulations

21.5.1 Any employee of the Guild who uses their time as an employee, their position, or Guild facilities in an attempt to influence the outcome of electoral processes associated with student representation at any level of the Guild, will be summarily dismissed in accordance with the provisions set out for summary dismissal in the Staff Agreement.

21.5.2 Persons employed as casual employees of the Guild must, wherever possible, be students who:

(a) are currently enrolled at the University; and
(b) are members of the Guild who do not hold any of the elected positions on Guild Council; or
(c) have not nominated for any elected position on the Guild within the previous two years.

22 AMENDMENT OF STATUTE 20

22.1 General Regulations
22.1.1 A Guild Council meeting or the Guild general meeting may recommend to the Senate of the University that an amendment be made to Statute 20.

22.1.2 A recommendation to amend Statute 20 must fully specify the nature of the proposed amendment but need not specify verbatim the text of the proposed amendment.

23 STATUTE BOOK

23.1 General Regulations

23.1.1 The Guild keeps a Statute Book in which a copy of each of the following and all amendments or additions must be included:

(a) Statute 20;
(b) these Regulations;
(c) By-Laws; and
(d) rules made by the Guild Council or authorised to be made under these Regulations by subsidiary bodies.

23.1.2 All provisions included in the Guild Statute Book must, in addition to the requirements of Statute 20, be signed by the President of the Guild.

23.1.3 The signature of the President of the Guild to any regulation, by-law or rule included in the Guild Statute Book must be prima facie evidence that the subject matter is within the powers of the body which has enacted it and that all due forms were observed prior to such enrolment.

23.1.4 In accordance with the provisions of these Regulations, no regulation, by-law or rule has any force or effect until included in the Guild Statute Book.

23.1.5 All provisions duly included in the Guild Statute Book must, so far as they may be applicable, be binding on all members, associates, honorary life associates and honorary life associates of the Guild and upon all University societies and their officers and members.

24 GUILD ARCHIVES

24.1 Definitions

**Appropriately qualified** means a person is eligible for associate or professional membership of the Australian Society of Archivists.

**Archive** means any record which has been lodged with the Guild Archivist for its preservation, conservation and management and for use for study, research and administrative purposes and which has not be disposed of in accordance with Regulation 24.3.9.

**Assistant Guild Archivist** means a person who is appointed to that position by Guild Council to assist the Guild Archivist in their duties.

**Disposal of Archives** means the removal or retention of any archive from the Guild Archives.

**Disposition Schedule** means the list of classes of archives which may be disposed of or which must be retained.

**Guild Archives** means any archive and class of archives lodged with the Guild Archivist, as well as the place or places in which such archives are kept.

**Guild Archivist** means the appropriately qualified person appointed to that position by Guild Council.
**Guild Record** means any record made or received by any officer of the Guild in the course of their duties.

**Non-current Record** means any Guild record and/or any record made or received by a registered University society which record has ceased to be in regular use in the office in which it was made or in whose custody it has been placed.

### 24.2 Role

24.2.1 It role of the Guild Archivist is to:

(a) accept into custody records lodged with the Guild Archivist and to take all steps necessary for their preservation, conservation and management;
(b) maintain the archives in a proper manner;
(c) advise and assist officers of the Guild and of registered University societies in matters of record management;
(d) regulate and control and/or assist access to the Guild Archives by the public in a manner consistent with the preservation, conservation and management of the archives;
(e) dispose of any archives in accordance with Regulation 24.3.9;
(f) prepare for approval of the Guild Council the form of suggested amendments or new disposition schedules as requested by Guild Council or the Managing Director or when the Guild Archivist thinks it appropriate to do so;
(g) advise the Guild Executive or Guild Council of any records or archives known or suspected by the Guild Archivist of being or having been unlawfully removed from the Guild; and
(h) present an annual report to the November meeting of Guild Council on the activities of the Guild Archivist undertaken during the year.

24.2.2 The role of the Guild Archivist under Regulation 24.2 may be delegated to the Director, Student Services.

### 24.3 General Regulations

24.3.1 The Assistant Guild Archivist must assist the Guild Archivist in their role and must carry out duties delegated by the Guild Archivist.

24.3.2 The Guild Archivist is allocated a proportion of the annual Guild budget for the conservation, preservation and management of the Guild Archives.

24.3.3 The Guild Statute Book and copies of Guild regulations and standing orders are kept and maintained in the Guild Archives.

24.3.4 Two copies of every publication produced for or by the Guild or any registered University society is lodged with the Guild Archivist.

24.3.5 Except for archives which have been disposed of in accordance with Regulation 24.3.9, Guild records and non-current records must not be disposed of or destroyed.

24.3.6 All non-current records made by or in the custody of the following, must be lodged with the Guild Archivist:

(a) subsidiary councils of the Guild;
(b) departments of the Guild;
(c) divisions of the Guild;
(d) committees or councils of the Guild; and
(e) registered University societies.

24.3.7 The Managing Director is responsible, with the advice of the Guild Archivist, for the maintenance of a system of records management and for ensuring that non-current Guild records are lodged with the Guild Archivist.

24.3.8 The Guild Executive must take all action necessary in the name of the Guild to recover any records or archives unlawfully removed from the Guild and/or to recover damages or compensation for unlawful removal or destruction of records or archives.

24.3.9 Archives, or the classes of archives, listed in the disposition schedule as archives which may be disposed of and any other archive which in the opinion of the Guild Archivist should not be preserved or which should not be preserved any longer must only be disposed of in accordance with the following:

(a) in the case of archives which are not included in the classes of archives which may be disposed of, or where the Guild Archivist is unsure as to whether the archive comes within the said classes in the disposition schedule:
   (i) the Guild Archivist must provide to the Guild Council via its Secretary, a list of recommended archives to be disposed of; and
   (ii) Guild Council must decide whether or not to approve the disposal of the archives.

24.3.10 The Guild Archivist may dispose of an archive which was a record of a registered University society by:

(a) returning the archive to the registered University society; or
(b) except where the society is no longer a registered University society, returning the archive to a former officer of the University society; or
(c) if neither (a) or (b) apply, disposing of the archive according to these Regulations.

24.3.11 If the archive is not collected by the registered University society or its former officer within fourteen days of notification of its availability, the archive may be disposed of in accordance with these Regulations.

24.3.12 Archives that fall within the classes listed in the disposition schedule as archives which may be disposed of, or archives approved for disposal by Guild Council may, subject to Regulation 24.3.10 and 24.3.11, be disposed of by:

(a) removing the archive to another place;
(b) giving the archive to any group at the University involved in recycling paper; or
(c) disposal as the Guild Archivist sees fit, provided the method of disposal does not contravene the confidentiality provisions of Regulation 24.3.14.

24.3.13 If a record that contains information, the disclosure or publication of which may be unlawful or may be in breach of any law, is lodged with the Guild Archivist, notification in writing of the possible unlawfulness or breach of the law contained in the archive must be forwarded to the Guild Archivist.
24.3.14 If the Guild Archivist or the Guild Executive or Guild Council is of the opinion that any record lodged, or being lodged, with the Guild Archivist:

(a) contains information of a confidential or personal nature that should not be disclosed to the public: or

(b) that the record is such that disclosure to the public would be in breach of any law,

the Guild Archivist may, in accordance with Guild policy or any directions by Guild Council, restrict or grant limited access to the archive to any person who must observe the restrictions or conditions imposed.

24.3.15 Subject to the provisions of Regulation 24.3.14, and subject to any limitations or rules imposed by the Guild Archivist for the purpose of preserving, conserving and maintaining archives, access to the Guild Archives is available to the public for study, research, information and administrative purposes.

25 FINANCIAL ADMINISTRATION: AUDIT AND REPORTING REQUIREMENTS

25.1 General Regulations

25.1.1 The Guild is required to:

(a) adopt and comply with the accounting standards under the F.A.A.A. Act;

(b) keep such accounting records as correctly record and explain the affairs of the Guild and its financial position; and

(c) keep its accounting records in a manner that will enable:

(i) the presentation from time to time of true and fair accounts of the Guild; and

(ii) the accounts of the Guild to be conveniently and properly audited in accordance with the F.A.A.A. Act as if the Guild were a body to which the F.A.A.A Act applies.

25.1.2 Guild Council appoints as auditor of the Guild accounts, a person or firm of registered auditors that would be eligible for appointment as an auditor to a body under the F.A.A.A. Act.

25.1.3 Within ninety days after the end of each Guild year, the Guild Council must provide the Guild's auditor with the accounts that give a true and fair view of the income, expenditure and financial affairs of the Guild for that Guild year.

25.1.4 The auditor is to exercise the powers and perform the role of auditors under the companies laws.

25.1.5 The Guild Council must cause the accounts of the Guild and the auditor's report on those accounts, in respect of each Guild year, to be prepared so as to comply with the requirements and standards with which a public statutory body is, and the director and auditors of a company are, required to comply under the companies laws.
25.1.6 Within four and a half months after the end of each Guild year, Guild Council is to transmit to the Senate, a report of the proceedings of the Guild which includes the accounts and auditor's reports, for that year.

26 MISCELLANEOUS

26.1 General Regulations

26.1.1 Any officer of the Guild may require a declaration to be included with any statement or certificate in connection with:

(a) the membership, financial affairs and property of the Guild or of any subsidiary council;
(b) the registration, affiliation, membership activities, financial affairs and property of University societies;
(c) any election or referendum conducted by the Guild;
(d) the authenticity of any document or a copy or extract of a document;
(e) any alleged breach of a provision included in the Guild Statute Book;
(f) any damage to, or unauthorised interference with, the building, furniture, fittings and chattels of the Guild or of the University;
(g) lost property;
(h) appeals against decisions of the Discipline Committee or any other disciplinary body of the Guild; and
(i) the preparation of annual reports.

26.1.2 Declarations required under Regulation 26.1 must conclude with the following words: "and I make this declaration in virtue of the provisions included in the Guild Statute Book relating to the making of declarations whereby any person who makes a false declaration renders himself liable to be fined a sum not exceeding fifty dollars and to be recommended for expulsion from the University."

26.1.3 Declarations required under Regulation 26.1 must be signed by the person making it and by one other person as an attesting witness.

26.1.4 Declarations required under Regulation 26.1 at contain any false or untrue statement will render the person making the declaration liable to the penalties listed in Chapter 16.

26.1.5 Whenever these Regulations provide that notice of a specified number of days must be given for any purpose, the specified number of days must be during an academic term unless a contrary intention is stated in these Regulations.

26.1.6 Recommendations to delegates to the following NUS National Conference must, where possible, be considered by the retiring Guild Council and must, where possible, be reconsidered at the first meeting of the constituted Guild Council in each year.

26.1.7 The Guild’s nominees on the Academic Board in any one year must be:

(a) the Guild President and Senate Representative;
(b) the President of the Education Council;
(c) the President of the Postgraduate Students Association;
(d) one nominee of the Postgraduate Students Association;
(e) two members of the Guild Council; and
(f) the Immediate Past President of the Education Council, provided that they remain a student and a member of the Guild and do not hold another position on the Academic Board and is willing and able to act.

26.1.8 If the Immediate Past President of the Education Council is not eligible in terms of Regulation (f), the Guild Council must appoint a replacement for the term or the remainder of the term as the case may be.

26.1.9 Any University club or society or any committee of the Guild which intends to conduct a public appeal for funds, must apply to the Guild Executive at least one week before the date on which it intends to hold the collection.

26.1.10 Standing invitees of any committee or council need not be a member of the Guild and must:

(a) endeavour to attend all meetings;
(b) have the right to speak;
(c) have the right to move motions;
(d) have no voting rights; and
(e) not be counted when ascertaining quorum.

26.1.11 When an Immediate Past President to Guild Council or a subsidiary Council is a standing invitee they must:

(a) endeavour to attend all meetings;
(b) have the right to speak;
(c) have no voting rights; and,
(d) not be counted when ascertaining quorum.

26.1.12 Racist or sexist language must not be used in any communication, publication, advertising or like message of the Guild Council.