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;
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.