Rules of Public Affair Council

Affiliation of Clubs and Societies

Rule 1
1. For a Club or Society to affiliate to the Public Affairs Council (PAC), it must:
   1.1. Submit an application to the PAC Secretary not less than one week prior to an ordinary meeting of PAC;
   1.1.1. The application shall comprise:
   1.1.1.a. An expression of interest to affiliate; and
   1.1.1.b. Evidence supporting affiliation.
   1.2. Receive approval by an ordinary resolution of a PAC ordinary meeting;
   1.3. Resolve to hold an Annual General Meeting not more than six months after such ordinary resolution; and
   1.4. Submit a current office bearer form not more than four weeks after such ordinary resolution.
2. Affiliation will automatically lapse should the steps in Rules 1.3 and 1.4 not be complied with.

Rule 2
1. PAC shall consider the aims and purposes of clubs and societies when approving affiliation; and
2. No two or more clubs or societies affiliated to PAC shall have substantially the same aims or purposes.
3. For the purposes of this Rule, the meaning of ‘substantially the same’ shall be as determined by the PAC from time to time.

Rule 3
The PAC President shall, not more than one week from the meeting at which affiliation is approved, ensure the register of affiliated clubs and societies is updated to include newly affiliated clubs and societies.

Meetings

Rule 4
An ordinary meeting of PAC shall occur at least once every semester.

Rule 5
The PAC shall conduct its meeting in accordance with the Standing Orders of Councils of the Guild as determined from time to time by Guild Council.

Rule 6
1. At least one office bearer, or their delegate, of each affiliated club or society must attend ordinary meetings of PAC.
2. Notwithstanding that more than one delegate is present from a club or society, each club or society may only cast one vote at each ordinary meeting.

Rule 7
1. Only designated persons shall be entitled to vote at an ordinary meeting of the PAC.
2. Designated persons are:
2.1. PAC Committee members; and
2.2. Office bearers of affiliated clubs or societies or their delegates.
3. Notwithstanding they may represent more than one club or society, a designated person shall cast only one vote in all circumstances.

**Rule 8**
1. Financial penalties shall be applied, at the discretion of the PAC Committee, to clubs or societies who do not attend ordinary meetings of PAC.
2. These penalties shall be contained in the Club Grant Policy as prescribed by the PAC Committee from time to time.

**Rule 9**
The PAC Secretary shall record minutes of all ordinary meetings of PAC and make them available to club and society office bearers and Guild Council.

**Rule 10**
Motions on notice shall be submitted to the PAC Secretary not less than one week prior to general meetings of PAC.

**Rule 11**
The PAC President may invite and grant speaking rights to any person whose presence would, in the President’s opinion, facilitate the transaction of any PAC business at any meeting.

**Rule 12**
1. A PAC Committee meeting shall occur at least once every semester.
2. Quorum at a PAC Committee meeting shall be four members, including two members of the PAC Executive.

**Rule 13**
The President of PAC shall chair all PAC ordinary and committee meetings.

**Club Finance**

**Rule 14**
Rules concerning PAC grants shall be contained in the Club Grant Policy, or such other document as the President provides.

**Rule 15**
1. Membership rates for an affiliated club or society shall be no less than:
   - $4 for a full year subscription; and
   - $2 for a half year subscription.
2. The following discounts shall be applied to such membership rates for all UWA Student
   Guild Members:
   - $2 for a full year subscription; and
   - $1 for a half year subscription.
Disaffiliation

Rule 16
Other than in accordance with Rule 1.2, disaffiliation proceedings shall only be instituted against a club or society that has been deemed inactive by failure to comply with Rule 17.

Rule 17
1. A club or society will be deemed active if it has:
   a. Held an Annual General Meeting and no less two other functions during each university year;
   b. Submitted new office bearer forms not more than four weeks after the appointment of new office bearers;
   c. No outstanding debts in excess of $200 with the Guild at the conclusion of each academic year, unless it has been granted an overdraft or loan by the Guild Executive; and
   d. Attended at least one general meeting of PAC in the previous 13 months.

Rule 18
Disaffiliation shall be effected by an ordinary resolution of PAC, provided:
   Notice of the motion has been posted to the last known office bearers of the club not less than 10 teaching days prior to the motion being put; and
   The PAC Secretary has received no response from those office bearers.

Rule 19
Notwithstanding Rules 17, 18 and 19, PAC may disaffiliate a club or society by special resolution of not less than 75% of designated persons present and voting provided:
   Notice of the motion has been posted to the last known office bearers of the club not less than 10 teaching days prior to the motion being put; and
   The office bearers are afforded the opportunity to speak against the motion at the general meeting.

Elections

Rule 20
1. Elections shall be held annually for the following positions:
   a. PAC Vice-President;
   b. PAC Treasurer;
   c. PAC Secretary; and
   d. Three Ordinary Committee Members.
2. These office bearer will be collectively know as the PAC Committee, and shall hold office from 1 December in the year of their election until 30 November the following year, subject to Rule 21.
3. The PAC Vice-President, Treasurer and Secretary shall, together with the PAC President, form the PAC Executive.

Rule 21
Committee members may be dismissed by special resolution of not less than 75% of designated persons present and voting provided:
Notice of the motion has been posted to the committee member not less than 10 teaching days prior to the motion being put; and

The committee member is afforded the opportunity to speak against the motion at the general meeting.

Rule 22
Elections shall be conducted in accordance with the Standing Orders of Councils of the Guild.

Rule 23
1. In the event of a casual vacancy, the PAC Secretary, or if the PAC Secretary is the vacant position the PAC President, shall post a notice of the vacancy of the Guild notice board and cause an advertisement to be placed in such Guild publications as are appropriate.
2. The PAC Secretary, or if the PAC Secretary is the vacant position the PAC President, shall receive all nominations for such vacancies.
3. Casual vacancies shall be filled by an ordinary resolution of PAC from the pool of nominees.

Rule 23
Ballot papers shall be kept for not less than five years after the declaration of the result in any PAC election.

PAC Collaborations

Rule 24
The PAC may, by ordinary resolution, create collaborations. Collaborations shall function as subcommittees of PAC.

Rule 25
Collaborations shall consist of such clubs or societies PAC believes will best further the objectives of the collaboration.

Rule 26
Collaborations shall be empowered to undertake such activities as are convenient for the promotion and advancement of their aims and objectives.

Rule 27
1. Collaborations shall consist:
1.1. The Chair, who shall be appointed by PAC by ordinary resolution and be a UWA Student Guild Member;
1.2. The PAC Committee; and
1.3. Delegates of each club or society that is a party to the collaboration.
2. The PAC Secretary shall:
2.1. Not less than seven days prior to the ordinary resolution referred to in sub-Rule 1.1, post a notice on the Guild notice board and cause an advertisement to be placed in such Guild publications as are appropriate calling for nominations for the Chair of a collaboration;
2.2. Receive nominations from eligible persons; and
2.3. Administer the process of appointment.
**Rule 28**
1. The delegates referred to in Rule 27.1 shall be nominated by their club or society.
2. Only those clubs or societies that have received approval by ordinary resolution of PAC shall be a party to a collaboration.

**Rule 29**
PAC may elect up to five persons to be Directors of such activities as PAC directs.