

## **Guild Regulations**

*These Regulations should be read in conjunction with Guild of Students (Statute No. 17)*

### **1. Definitions**

#### **1.1. Guild**

The Murdoch University Guild of Students.

#### **1.2. Guild Member**

A person that is a Basic or Financial Guild Member as per 3.1 or 3.2.

#### **1.3. Senate**

The Murdoch University Senate.

#### **1.4. The Statute**

The Murdoch University Statute, s17. The Guild of Students statute.

#### **1.5. Student/s**

Student enrolled in a course at Murdoch University either externally or internally at an Australian campus.

#### **1.6. University**

Murdoch University.

### **2. Objects**

#### **2.1. The objects of the Guild are:**

2.1.1. to represent its members, to further the common interests of its members, and to co-ordinate joint activities of its members, and other members of the University;

2.1.2. to improve the student experience at Murdoch University via support, engagement and advocacy; and

2.1.3. to pursue and promote an engaging and inclusive community which supports an informative and vibrant University journey.

#### **2.2. The Guild is the recognised means of communication between the student body and the Senate.**

### **3. Membership**

#### **3.1. Basic Membership**

3.1.1. All students of the University are eligible to be Basic Members of the Guild at no cost.

- 3.1.2. All eligible students are automatically Basic Members of the Guild unless they elect, either at the time of enrolment in any year, or at any time during the year, not to be members.
- 3.1.3. Basic Members are entitled to services provided by the Guild as determined by Guild Council, and are entitled to be represented by the Guild.

### **3.2. Financial Membership**

- 3.2.1. All students of the University are eligible to be Financial Members of the Guild, on agreement to pay an annual fee as set by Guild Council.
  - 3.2.1.1. If Guild Council sets the annual fee at zero, all Basic Members shall be deemed to be Financial Members.
  - 3.2.1.2. If Guild Council raises the annual fee from zero, the deemed Financial Membership of Basic Members shall cease immediately.
  - 3.2.1.3. For the sole purpose of not rendering that officer ineligible to hold office, section 3.2.1.2 shall not apply to officers of the Guild until the end of that electoral term.
- 3.2.2. Financial Membership commences on the date and time that the student lodges the membership form with the Guild or indicates via the University's electronic student management system that they wish to become Financial Members.
- 3.2.3. Financial Members of the Guild are entitled to Guild discounts, services, and benefits as determined by Guild Council.

### **3.3. Membership Changes**

- 3.3.1. A student may change their membership status either by lodging a membership form with the Guild or indicating via the University's electronic student management system that they wish to make a change.
- 3.3.2. Any change to membership status becomes effective from the date and time that the students lodges the membership form or indicates via the electronic student management system that they wish to make this change.
- 3.3.3. Students who elect to become Financial Members and subsequently change their membership status will be required to pay the agreed fee for that calendar year.

### **3.4. Associate Membership**

- 3.4.1. Guild Council may admit a person to Associate Membership of the Guild who:
  - 3.4.1.1. is a member of the University staff;
  - 3.4.1.2. is a member of the Guild staff;
  - 3.4.1.3. is a member of the Senate;

- 3.4.1.4. is a member of a recognisable group approved by Guild Council; or
    - 3.4.1.5. applies in writing and is approved by Guild Council.
  - 3.4.2. Guild Council shall make policy which shall determine the rules and conditions of Associate Membership.
  - 3.4.3. Associate Members of the Guild are not entitled to vote at any meeting, election, or referendum of the Guild.
  - 3.4.4. Guild Council may set a subscription fee for Associate Members.
- 3.5. Honorary Lifetime Membership**
  - 3.5.1. Guild Council may confer Lifetime Membership upon any person who:
    - 3.5.1.1. has provided exemplary service to the Guild or University Community;
    - 3.5.1.2. has demonstrated a profound commitment to the ideals of Student Equity and Social Justice; or
    - 3.5.1.3. has demonstrated an outstanding commitment to the ideals of the Guild of Students.
  - 3.5.2. Honorary Lifetime Members are subject to the rules, conditions, and benefits of Associate Membership, with the exception of subscription fees and membership cessation.
- 3.6. Cessation of Membership**
  - 3.6.1. A person's Guild Membership shall cease when they:
    - 3.6.1.1. cease to be an enrolled student;
    - 3.6.1.2. change their membership status to "opt out" as per 3.3; or
    - 3.6.1.3. die.
  - 3.6.2. Section 3.6.1.1 does not apply to Honorary Lifetime Members.

## **4. Guild Council**

### **4.1. Membership**

- 4.1.1. The Three (3) Office Bearers:
  - 4.1.1.1. the Guild President;
  - 4.1.1.2. the Education Vice-President; and
  - 4.1.1.3. the General Secretary.
- 4.1.2. The Three (3) Association Presidents:
  - 4.1.2.1. the International Association Representative (MISA);
  - 4.1.2.2. the Mandurah Association Representative (MSA);

- 4.1.2.3. the Murdoch University Postgraduate Student Association (MUPSA); and
  - 4.1.3. The Six (6) Guild Council Representatives:
    - 4.1.3.1. the Disability Representative;
    - 4.1.3.2. the Indigenous Representative;
    - 4.1.3.3. the Queer Representative;
    - 4.1.3.4. the Women's Representative;
    - 4.1.3.5. the External Representative;
    - 4.1.3.6. the Sustainability Representative; and
  - 4.1.4. The Six (6) Ordinary Guild Councillors.
- 4.2. **Eligibility**
  - 4.2.1. Subject to clause 3.2.1.1, only Financial Guild Members shall be eligible to be members of Guild Council.
  - 4.2.2. No current staff of the Guild shall be eligible to be members of Guild Council.
    - 4.2.2.1. Office-Bearers are not considered staff of the Guild for the purposes of this section.
  - 4.2.3. No person shall be:
    - 4.2.3.1. an Office Bearer of the Guild for more than three (3) years, whether consecutive or cumulative;
    - 4.2.3.2. Guild President for more than two (2) years;
    - 4.2.3.3. Education Vice President for more than two (2) years; or
    - 4.2.3.4. General Secretary for more than two (2) years.
  - 4.2.4. Association Representatives in (4.1.2) shall be the Association Presidents defined in (5.1.1).
    - 4.2.4.1. Eligibility for these positions is defined in ss5.2-5.4.
  - 4.2.5. The following Council Representatives in (4.1.3) must be from the following cohorts of students:
    - 4.2.5.1. The Disability Representative must have disclosed their disability to the University.
    - 4.2.5.2. The Indigenous Representative must be an Aboriginal or Torres Strait Islander Student.
    - 4.2.5.3. The Queer Representative must identify as an LGBTI+ student.
    - 4.2.5.4. The Women's Representative must identify as a woman.
    - 4.2.5.5. The External Representative must be enrolled in a majority of their units externally.

#### **4.3. Electoral Term**

- 4.3.1. Elections for Guild Councillors shall be held in the second semester of each year in accordance with the Guild Election Regulations.
- 4.3.2. The term of office of Guild Councillors shall begin on 1 December each year and end on 30 November in the following year.
- 4.3.3. After the declaration of the election result and before the 1<sup>st</sup> of December that year, the incoming Council may be deemed to have limited authority as Council for the sole purpose of co-opting persons to vacant positions on the incoming Council in accordance with 4.4.3.

#### **4.4. Vacancies**

- 4.4.1. The office of a Guild Councillor shall become vacant if that person:
  - 4.4.1.1. dies;
  - 4.4.1.2. ceases to be a currently enrolled Murdoch Student (subject to clause 4.6.2.2);
  - 4.4.1.3. ceases to be a Financial Guild member;
  - 4.4.1.4. resigns in writing to the Guild President (or in the case of the Guild President, the Guild Council); or
  - 4.4.1.5. is dismissed from that position.
- 4.4.2. In the event of a vacancy occurring in the office of Guild President, Education Vice-President, or General Secretary:
  - 4.4.2.1. before, or on 31 May, a by-election shall be called within four (4) weeks and the person elected shall serve the remainder of the term of office. Before a by-election is held, Guild Council shall elect a Guild Member to act in the vacant role, as per the Guild Standing Orders.
  - 4.4.2.2. on or after 1 June, Guild Council shall co-opt a Financial Guild member to the vacancy as per the Guild Standing Orders.
- 4.4.3. In the event of a vacancy occurring in the office of an Association President, Guild Council Representative, or Guild Council Officer that Councillor shall be replaced, within two (2) weeks of the vacancy being received by the President, by a candidate elected by count back of ballots cast in the immediately previous election.
  - 4.4.3.1. If that candidate is unwilling or unable to fill the vacant position, or if there are no subsequent candidates for that office, Guild Council may co-opt a Financial Guild member to the vacant position according to the Guild Standing Orders.

#### **4.5. Dismissal of Guild Councillors**

- 4.5.1. Any Guild Councillor may be dismissed by Guild Council for the following reasons:
  - 4.5.1.1. breaching any Guild Regulations;
  - 4.5.1.2. failing to fulfil their responsibilities as outlined in this document;
  - 4.5.1.3. bringing the Guild into disrepute;
  - 4.5.1.4. breaking the law in their capacity as Guild Councillor;
  - 4.5.1.5. failing to provide adequate response for five (5) or more absences from meetings to Council; or
  - 4.5.1.6. failing to provide adequate response for three (3) consecutive absences from meetings to Council.
- 4.5.2. Guild Council will provide opportunities for the Councillor in question to respond to any grounds before considering the dismissal. This will be done with reference to the Guild Standing Orders.
- 4.5.3. Guild Council, upon consideration of the case, may resolve to dismiss a councillor, but must do so by a majority of 2/3 of all Guild Councillors, or where that is a fraction, the next whole number.
- 4.5.4. Upon being dismissed from Guild Council, that person will not be eligible for any position in Guild Council until the expiration of the tenure of that Guild Council.

#### **4.6. Guild Councillor's Duties and Responsibilities**

- 4.6.1. All Guild Councillors shall:
  - 4.6.1.1. first have an obligation to conduct the affairs of the Guild in accordance with the obligations of a director under the Corporations Act 2001, specifically, when they make business judgements as directors of the Guild they shall;
    - 4.6.1.1.1. make the judgment in good faith and for a proper purpose;
    - 4.6.1.1.2. not allow material personal interest in the subject matter of the judgement;
    - 4.6.1.1.3. inform themselves about the subject matter of the judgement to the extent that they reasonably believe to be appropriate; and
    - 4.6.1.1.4. make the judgement that they rationally believe to be in the best interests of The Guild.
  - 4.6.1.2. be responsible first to the Guild President, and ultimately, to Guild Council;

- 4.6.1.3. assist the Education Vice-President in coordinating education campaigns;
  - 4.6.1.4. attend and assist with Guild activities and events;
  - 4.6.1.5. attend meetings of Guild Council;
  - 4.6.1.6. attend meetings of University committees of which they are members by virtue of their position on Council;
  - 4.6.1.7. uphold and foster the values of The Guild;
  - 4.6.1.8. perform any other duties as directed by Guild Council and any General Meeting;
  - 4.6.1.9. provide each regular meeting of Guild Council with a written report, and an oral report where requested, including details of official correspondence and/or communication between them, the University, and other persons or bodies;
  - 4.6.1.10. inform Guild Council of all decisions and actions taken by them in their dealings as a Guild representative with the general public or the University Administration;
  - 4.6.1.11. relay all financial and staffing matters to the Guild President and General Secretary for consideration;
  - 4.6.1.12. prepare a written report for the next incoming Guild Council;
  - 4.6.1.13. provide a handover document for the next elected Councillor in their portfolio; and
  - 4.6.1.14. convey the policies of Guild when representing the Guild on University Committees and external bodies.
- 4.6.2. Office Bearers:
- 4.6.2.1. The Guild President, Education Vice-President, and General Secretary shall be Office Bearers of the Guild.
  - 4.6.2.2. Office Bearers of the Guild shall not accept paid employment by the University whilst they hold office.
  - 4.6.2.3. The Officer Bearers shall be paid a salary equivalent to Level one, Salary point one on the Western Australian State Public Service salary scale (or equivalent), multiplied by the Full Time Equivalent (FTE) load of the relevant Office Bearer.
  - 4.6.2.4. The FTE of each office bearer shall be set by the Guild Council, at a minimum of:
    - 4.6.2.4.1. 0.7 for the Guild President.
    - 4.6.2.4.2. 0.4 for the Education Vice-President.
    - 4.6.2.4.3. 0.4 for the General Secretary.

- 4.6.2.4.4. The above minimums may be waived only with the approval of an absolute majority of Guild Council.
- 4.6.2.5. The Office Bearers, during their term, shall be considered an enrolled student at the University, even if not enrolled in any units.
- 4.6.2.6. When an Office Bearer has been unable to act for a period of more than one (1) month, Guild Council may consider them unable to act in their duties and, with an absolute majority, may dismiss them, overriding section 4.5.3.
- 4.6.3. Guild President:
  - 4.6.3.1. The Guild President shall be the Chief Executive Officer of the Murdoch University Guild of Students.
  - 4.6.3.2. Subject to any direction by Guild Council, it shall be the duty of the Guild President to:
    - 4.6.3.2.1. be the official spokesperson of the Guild and to be the main instrument of formal liaison between the Guild and the student body, the University, and the general public;
    - 4.6.3.2.2. assist and co-ordinate the work of Guild Councillors;
    - 4.6.3.2.3. be responsible for the implementation of Guild Policies, and resolutions of Guild Council, Guild Executive Committee, and other committees as required;
    - 4.6.3.2.4. monitor the Guild's budget and financials;
    - 4.6.3.2.5. be responsible for the tracking and approval of expenditure by Guild Council;
    - 4.6.3.2.6. promote and market the Guild, Guild Events, and Guild Membership;
    - 4.6.3.2.7. work with the General Manager to formulate and drive the strategic direction of the Guild;
    - 4.6.3.2.8. formulate and work with the General Manager to achieve the goals of Guild Council;
    - 4.6.3.2.9. preside over General Meetings of the Guild;
    - 4.6.3.2.10. call meetings of Guild Council at least monthly;



- 4.6.3.2.11. chair all committees, special purpose committees, task forces and/or working parties established by resolution of Guild Council, or nominate a Guild Councillor to act as Chair;
- 4.6.3.2.12. work in conjunction with the General Manager to maintain the day to day operations of the Guild;
- 4.6.3.2.13. provide a written report for each regular Guild Council meeting (whether in attendance or not), covering all aspects of their activities and other issues of relevance to Guild Council;
- 4.6.3.2.14. convene meetings of the Guild Executive Committee;
- 4.6.3.2.15. authorise, and be the official publisher of, all Guild publications (including the Guild's website), unless otherwise prescribed by Guild policy; and
- 4.6.3.2.16. prepare, in conjunction with the General Secretary and General Manager, a budget for the successive Guild Council;
- 4.6.3.3. When the President is absent, or unable to act, for a period of between four (4) University working days and one (1) month, the Education Vice-President shall act as President until such time as the President is able to act.
- 4.6.3.4. The President may, if approved by an absolute majority of Guild Council, authorise another Guild Councillor to become Acting President in their absence.
  - 4.6.3.4.1. The Acting President shall take over the duties of the President.
- 4.6.4. Education Vice-President:
  - 4.6.4.1. The Guild Education Vice-President shall be responsible for the education concerns of the Guild.
  - 4.6.4.2. Subject to the authority of Guild Council, it shall be the duty of the Education Vice-President of the Guild to:
    - 4.6.4.2.1. be a spokesperson for the Guild on education issues;
    - 4.6.4.2.2. assist the Guild President where required;
    - 4.6.4.2.3. convene the Education Council and assist the work of students elected to representative positions on University boards and committees;

- 4.6.4.2.4. co-ordinate the academic representation and education research work of the Guild;
    - 4.6.4.2.5. assist the work of Guild Councillors; and
    - 4.6.4.2.6. convene Guild Council, General Meetings of the Guild and Executive Committee in the absence of the Guild President or when there is a vacancy in the office of the President;
  - 4.6.4.3. When the Education Vice-President is absent, or unable to act, for a period of more than four (4) University working days, Guild Council may appoint a Guild Councillor or Education Councillor to be Acting Education Vice-President until such time as the Education Vice-President is able to act.
- 4.6.5. General Secretary:
  - 4.6.5.1. The General Secretary shall be responsible for the proper administration of all Guild committees, statutes, regulations, policies, and records management. These duties shall include:
    - 4.6.5.1.1. preparation of minutes and agenda for Guild Council and its working parties in the capacity of 'Secretary';
    - 4.6.5.1.2. being responsible for updating and maintaining the Guild's Statute Book and Policy Book;
    - 4.6.5.1.3. being responsible for publishing confirmed minutes of Guild Council and General Meetings in a timely manner;
    - 4.6.5.1.4. preparing, in conjunction with the Guild President and General Manager, a budget for the successive Guild Council;
    - 4.6.5.1.5. liaising with and assisting all Guild Councillors as directed by the Guild President and Guild Council;
    - 4.6.5.1.6. be conversant on financial matters of the Guild and participate in all Guild budgeting meetings and significant financial decisions;
    - 4.6.5.1.7. assist the President in the implementation of the Guild's Policies and the resolutions of Guild Council, Guild Executive Committee and other committees as required; and

- 4.6.5.1.7.1. assist the President in the tracking and approval of expenditure for Guild Council;
  - 4.6.5.2. When the General Secretary is absent, or unable to act, for a period of more than four (4) University working days, Guild Council may appoint a Guild Councillor as Acting General Secretary until such time as the General Secretary is able to act.
- 4.6.6. Association Presidents:
  - 4.6.6.1. Subject to any direction by the Association's Executive, it shall be the duty of the President of the Association to:
    - 4.6.6.1.1. be the official spokesperson of the Association to the Guild Council and the main instrument of formal liaison between Guild Council and the members of the Association;
    - 4.6.6.1.2. generally coordinate the activities of the Association and assist and co-ordinate the work of members of the Association's Executive;
    - 4.6.6.1.3. convene, attend, and chair all meetings of the Association;
    - 4.6.6.1.4. conduct and report on the financial affairs of the Association with the assistance of the Association's Treasurer and the Guild's Financial Manager;
    - 4.6.6.1.5. be responsible for the implementation of Guild Policy and Association Policy as required;
    - 4.6.6.1.6. liaise with the Guild President and General Secretary on governance issues and other relevant matters;
    - 4.6.6.1.7. provide a report at each regular Guild Council meeting covering all aspects of their activities in their capacity as Association President and other issues of relevance to the Association;
    - 4.6.6.1.8. be conversant with the financial matters of the Association;
    - 4.6.6.1.9. liaise with the Guild President, General Secretary and Financial Manager on all financial matters to ensure adherence to the Guild budget; and

- 4.6.6.1.10. ensure compliance with the Guild's Statute, Regulations, Rules, and Policy and on other relevant matters.
  - 4.6.7. Representatives:
    - 4.6.7.1. It shall be the duty of Guild Council Representatives to:
      - 4.6.7.1.1. attend and liaise between any Collective they represent and Guild Council;
      - 4.6.7.1.2. advise Guild Council on policy related to the students whom they represent; and
      - 4.6.7.1.3. act as a spokesperson for the Guild on matters affecting those students whom the Collective represents.
    - 4.6.7.2. Guild Council Representatives shall report fully to Guild Council on actions and activities being undertaken by any Collective they represent.
  - 4.6.8. Ordinary Guild Councillors:
    - 4.6.8.1. Guild Council shall, by resolution, approve portfolios to allocate specific duties to Ordinary Guild Councillors. These portfolios may vary depending on the composition of council and the perceived needs of students during each term.
    - 4.6.8.2. It shall be the duty of Ordinary Guild Councillors to:
      - 4.6.8.2.1. act in the interest of all Murdoch students, and not in the interest of any particular interest group;
      - 4.6.8.2.2. advise Guild Council on policy related to the portfolio the Councillor carries; and
      - 4.6.8.2.3. pursue such goals and undertake such activities as appropriate to their portfolio.

## **5. Guild Student Associations**

### **5.1. General Regulations**

- 5.1.1. The Guild shall form three (3) Associations of students in particular cohorts. These shall be International students, Postgraduate students and students studying at the University's Mandurah campus.
- 5.1.2. The Association President will represent the Association on Guild Council.
- 5.1.3. The Association President must be a member of the Association.
- 5.1.4. All Associations shall operate within all Guild Policy as determined by Guild Council at all times.

No payments shall be made on behalf or in the name of the Association to any Association member or Office Bearer, unless approved by a 2/3 majority of Guild Council.

## **5.2. The Murdoch International Students' Association (MISA)**

- 5.2.1. The Association shall consist of all international students who are enrolled at the University and who are Guild members.
- 5.2.2. An International Student shall be defined as any student who is not an Australian Citizen or Permanent Resident.
- 5.2.3. The aims of the Association are:
  - 5.2.3.1. to act as a body with the resources and recognition to represent the views of international students within the University's academic and administrative structure;
  - 5.2.3.2. to encourage, foster, and act as a forum for communication between international students;
  - 5.2.3.3. to promote, foster, and develop structures for the integration of its members into the University community;
  - 5.2.3.4. to represent Murdoch international students at the national level; and
  - 5.2.3.5. to provide a forum in which international students can interact socially and intellectually on matters of common interest.

## **5.3. The Murdoch University Postgraduate Student Association (MUPSA)**

- 5.3.1. The Association shall consist of all postgraduate students who are enrolled at the University and who are Guild members. A postgraduate student shall be defined as a student who is enrolled in any masters, doctoral, graduate or postgraduate diploma or graduate or postgraduate certificate course.
- 5.3.2. The aims of the Association are:
  - 5.3.2.1. to advise postgraduate students upon matters concerning their academic careers;
  - 5.3.2.2. to act as a collective body with the resources and recognition to represent the views of postgraduate students within the University's academic and administrative structure;
  - 5.3.2.3. to represent the University's postgraduates at the national postgraduate student association;
  - 5.3.2.4. to provide a forum in which postgraduates can interact socially and intellectually on matters of common interest;
  - 5.3.2.5. to provide feedback to the University to assist in maintaining quality postgraduate education; and

- 5.3.2.6. to provide support and assistance in relation to any matter affecting postgraduate candidature at the university.

#### **5.4. The Mandurah Students' Association (MSA)**

- 5.4.1. The Association shall consist of all Guild members who are currently studying at the Mandurah campus of the University.
- 5.4.2. A Mandurah student shall be defined as a person who is enrolled in one or more units at the Mandurah Campus.
- 5.4.3. The aims of the Association are:
  - 5.4.3.1. to act as a body with the resources and recognition to represent the views of students enrolled at the Mandurah campus within the University's academic and administrative structure;
  - 5.4.3.2. to promote, foster, and develop structures for the integration of its members into the University community; andto provide a forum in which students who are enrolled at the Mandurah campus can interact socially and intellectually on matters of common interest.

### **6. Guild Collectives**

#### **6.1. General Regulation**

- 6.1.1. The Collectives of the Guild shall be:
  - 6.1.1.1. the Access Collective;
  - 6.1.1.2. the Indigenous Collective;
  - 6.1.1.3. the Queer Collective;
  - 6.1.1.4. the Women's Collective.
- 6.1.2. Each of collectives shall be convened by their respective Guild Council Representatives to discuss matters of importance and to provide guidance and direction to their Representative.
- 6.1.3. It shall be the duty of the Representative of each Collective to:
  - 6.1.3.1. attend all the proceedings at meetings of the Collective;
  - 6.1.3.2. call all meetings of the Collective; and
  - 6.1.3.3. coordinate the activities of the Collective.
- 6.1.4. Membership to a Collective is optional. Guild Members eligible for membership to a Collective may elect to join the Collective.

#### **6.2. The Access Collective**

- 6.2.1. Membership is open to all Guild members who identify as having a disability. 'Disability' means a disability which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory, or

physical impairment or combination of those impairments; which is permanent or likely to be permanent; which may or may not be of a chronic or episodic nature; and which results in a substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services.

6.2.2. The Collective exists in recognition of the disadvantaged position students with disabilities face in the transition to tertiary education and in society as a whole.

6.2.3. The aims of the Collective are:

6.2.3.1. to raise the awareness of the abilities that students with disabilities bring to the education environment and the community in general;

6.2.3.2. to provide a forum in which students with disabilities can interact intellectually and socially on matters of common and diverse interest;

6.2.3.3. to advise the Murdoch University Guild of Students and the University on any matters which may impact on equitable and reasonable accommodations for students with disabilities;

6.2.3.4. to liaise with the University's Equity Office about staff awareness education programs in order to ensure appropriate terminology is used in courses that contain components that relate to people with disabilities;

6.2.3.5. to liaise with community groups in order to raise the awareness of tertiary education as an accessible option for many people with disabilities; and

6.2.3.6. to advocate for the rights of potential students in order to maintain carer funding beyond secondary education, and to participate in national and international student networks in order to raise the profile of students with disabilities.

### **6.3. The Indigenous Collective**

6.3.1. Membership is open to all Aboriginal or Torres Strait Islander students who are enrolled at the University and who are Guild members.

6.3.2. The Collective exists in recognition of the disadvantaged status of Aboriginal, and Torres Strait Islander, people in society and the resulting inequities that they face throughout the tertiary education system.

6.3.3. The aims of the Collective are:

6.3.3.1. to facilitate greater participation of Aboriginal or Torres Strait Islander students within the University and wider community;

- 6.3.3.2. to act as a collective body with the resources and recognition to represent the views of Aboriginal or Torres Strait Islander students within the University's academic and administrative structure; and
- 6.3.3.3. to provide a forum in which Aboriginal, and Torres Strait Islander, students can interact socially, and intellectually on matters of interest.

#### **6.4. The Queer Collective**

- 6.4.1. Membership is open to all students who identify as Queer or LGBTI+, and who are enrolled at the University and who are Guild members.
- 6.4.2. The Collective exists in recognition of the disadvantaged position Queer students face in the transition to tertiary education and in society as a whole.
- 6.4.3. The aims of the Collective are:
  - 6.4.3.1. to act as a collective body with the resources and recognition to represent the views of Queer students within the University's academic and administrative structure;
  - 6.4.3.2. to provide a forum in which Queer students can interact socially, intellectually, and politically on matters of interest; and
  - 6.4.3.3. to provide an autonomous forum for students who are experiencing harassment or Queerphobia on campus.

#### **6.5. The Women's Collective**

- 6.5.1. Membership is open to students who identify as female and who are enrolled at the University and who are Guild Members.
- 6.5.2. The Collective exists in recognition of the disadvantaged position students who identify as female face in the transition to tertiary education and in society as a whole.
- 6.5.3. The aims of the Collective are:
  - 6.5.3.1. to act as a collective body with the resources and recognition to represent the views of students who identify as female within the University's academic and administrative structure; and
  - 6.5.3.2. to provide a forum in which students who identify as female can interact socially, politically and intellectually on matters of interest.

### **7. Sustainability Department**

- 7.1. The Sustainability Representative shall be responsible for convening regular meetings of the Sustainability Department.



- 7.2. The Department exists in recognition of the ongoing damage to the world's environment and the threats that this poses to the wellbeing of future generations, including future students of the University.
- 7.3. Membership of the Department shall be open to all Guild members.
- 7.4. The aims of the Department are:
  - 7.4.1. to act as a collective body with the resources and recognition to promote the pursuit of social, economic and ecological sustainability; and
  - 7.4.2. to provide a forum in which students who are interested in sustainability can interact socially, politically and intellectually.

## **8. Education Council**

### **8.1. Membership**

- 8.1.1. Education Council shall be comprised of the following members:
  - 8.1.1.1. the Education Vice-President of the Guild;
  - 8.1.1.2. President, or Nominee, from each School Society at the University;
  - 8.1.1.3. elected student representatives to Academic Council;
  - 8.1.1.4. elected student representatives to School Boards; and
  - 8.1.1.5. elected student representatives to School Learning and Teaching Committees.
- 8.1.2. Individuals may hold multiple positions of membership; however, they have only one vote and only constitute one member for both membership numbers and quorum numbers.

### **8.2. Aims and Duties**

- 8.2.1. The aims of the Council are:
  - 8.2.1.1. to advance academic co-operation at all levels;
  - 8.2.1.2. to advance co-operation between school societies and the Guild;
  - 8.2.1.3. to improve the quality and accessibility of education at the University;
  - 8.2.1.4. to provide a forum for student representatives and societies to review and discuss issues raised within the University;
  - 8.2.1.5. to examine University education at all levels and to represent both the individual and collective views of students upon matters concerning University education;
  - 8.2.1.6. to make policy recommendations to Guild Council on academic issues, as well as matters pertaining to school societies; and

- 8.2.1.7. to co-opt students to vacancies on Academic Council, School Boards, and School Learning and Teaching Committees on behalf of the Guild.
- 8.2.2. It shall be the duty of Education Vice-President to:
  - 8.2.2.1. call meetings of the Education Council;
  - 8.2.2.2. attend all the proceedings of the Education Council;
  - 8.2.2.3. keep a correct roll of the membership of Education Council;
  - 8.2.2.4. prepare minutes and agenda for Education Council in the capacity of 'Secretary'; and
  - 8.2.2.5. in the absence of an elected chair, convene the meeting to conduct such an election.
- 8.2.3. The Education Council shall elect a chair from its membership at the first meeting.
  - 8.2.3.1. In the event that the Education Vice-President is elected as Chair, Education Council shall elect from its membership an alternative Secretary to prepare the minutes and agenda of Education Council.
- 8.2.4. The duties of Education Council Chair, subject to the direction of Education Council, shall be to:
  - 8.2.4.1. attend and Chair all proceedings of Education Council;
  - 8.2.4.2. provide regular liaison with the Guild Education Vice-President on all academic issues; and
  - 8.2.4.3. provide reports on the activities of the Education Council to Guild Council.

### **8.3. General Regulations**

- 8.3.1. The quorum for meetings of the Education Council shall be 20 percent of the membership, or six (6) persons, whichever is the greater.
- 8.3.2. The Education Council shall meet at least six times per year.

## **9. Procedure of the Guild**

### **9.1. Meetings of the Guild**

- 9.1.1. General Regulations
  - 9.1.1.1. All Meetings of the Guild (except General Meetings) shall be held in accordance with the Guild Standing Orders.
  - 9.1.1.2. At least three (3) days' notice of a meeting shall be given before any meeting of the Guild.
  - 9.1.1.3. A special meeting of Guild Council can be convened by the President of the Guild or by a written request from

at least three (3) Guild Councillors outlining the proposed business of the meeting. At least 24 hours' notice of the meeting must be given.

9.1.1.4. The quorum for any meeting of the Guild, unless otherwise specified, shall be half the number of members, or if that is a fraction, then the next whole number.

9.1.1.5. Proxy votes cannot be exercised at any meeting of the Guild.

#### 9.1.2. General Meetings

9.1.2.1. The President, or in the President's absence, or whenever there is a vacancy in the office of the President, the Education Vice-President, may convene a general meeting of the Guild.

9.1.2.2. No less than five (5) teaching days' notice shall be given for a general meeting of the Guild. Notice of a general meeting of the Guild shall be made available in such a way as to make it reasonably accessible to all Guild Members.

9.1.2.3. A special general meeting shall be called if requested in writing by twenty five (25) Financial Guild Members. Any such request must be submitted to the President and outline the objectives for which a meeting is required. The President (or in the President's absence, or whenever there is a vacancy in the office of President, the Education Vice-President, or in the absence of both, the General Secretary) shall convene a special meeting of the Guild not more than 21 clear days nor fewer than 7 clear days after the receipt of the request. In the absence of the President, Education Vice-President, and General Secretary, the University Secretary shall convene the meeting.

9.1.2.4. At any general meeting, fifty (50) Financial Guild Members shall constitute quorum. If, after the expiration of 30 minutes from the time appointed for the meeting, there is not a quorum present, the meeting shall lapse.

9.1.2.5. In the absence of both the President and the Education Vice-President, the meeting shall elect a Chair from amongst the Financial Guild Members present.

9.1.2.6. All proceedings of a general meeting, including the number of Basic and Financial Guild Members present, shall be entered in a Minute Book which shall be kept by the General Secretary for that purpose. In the absence of the General Secretary, the meeting shall appoint a Minute Secretary.

- 9.1.2.7. Except by permission of at least two-thirds of the Guild Members present, no person shall introduce for discussion at a general meeting a subject which has not been included on the notice paper for that meeting.
- 9.1.2.8. A question shall be decided on the voices or by a show of hands unless a ballot is demanded by at least five (5) Guild Members.
- 9.1.2.9. The rules of debate set out in the Standing Orders of the Senate shall apply to general meetings of the Guild.

## **9.2. Referenda**

- 9.2.1. A referendum of Guild Members may be held:
  - 9.2.1.1. to make, alter, or repeal regulations in accordance with the Statute; or
  - 9.2.1.2. at the direction of Guild Council, or a general meeting, to consider any other matter.
- 9.2.2. Where it is decided, either by an absolute majority of Guild Council, or by a general meeting, that a referendum should be held subject to any decision of a general meeting, the statement of the issues to be considered at the referendum shall be settled by Guild Council.
- 9.2.3. A referendum shall be conducted in accordance with the procedures as set in the Guild Election Regulations, and the Guild Standing Orders.

## **9.3. Affiliation**

- 9.3.1. Clubs, Societies, and Associations shall be eligible to affiliate with the Guild if they have a constitution that:
  - 9.3.1.1. requires the affiliate body to be majority student governed and led;
  - 9.3.1.2. does not allow for members to be disciplined for failing to participate in any initiation ceremony;
  - 9.3.1.3. requires the affiliate body to apply its property and income solely towards the promotion of the objects or purposes in their Constitution; and that no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Society, except in good faith in the promotion of those objects or purposes; and
  - 9.3.1.4. meets further requirements made out in policy by the Guild Council.
- 9.3.2. Subject to these regulations, any Club, Society, or Association may be considered by Guild Council for affiliation with the Guild upon submission of a form containing:

- 9.3.2.1. the names and contact details of each officer of the Association;
- 9.3.2.2. the Constitution and Rules of the Association; and
- 9.3.2.3. a certification from the President/Convenor or Coordinator of the Association as to the truth of all submitted documents.

9.3.3. Affiliation may only be revoked by a resolution of Guild Council.

#### **9.4. General Regulations**

- 9.4.1. The University must not act in a way that may dissuade or discourage any eligible person or body from being or becoming any type of member or affiliate of the Guild.

### **10. Management of the Guild**

#### **10.1. Executive Committee**

- 10.1.1. The Guild shall have an Executive Committee, which shall exist to consider the management, industrial relations, financial and staffing matters of the Guild.
- 10.1.2. The Executive Committee shall consist of the following members:
  - 10.1.2.1. the Guild President (or Acting President) (Chair);
  - 10.1.2.2. the Education Vice President;
  - 10.1.2.3. the General Secretary;
  - 10.1.2.4. the General Manager;
  - 10.1.2.5. the Financial Manager or equivalent; and
  - 10.1.2.6. the Office Manager, in a non-voting capacity with speaking rights;
- 10.1.3. The General Manager shall appoint a secretary who shall be responsible for taking minutes of the meetings and compiling agendas.
- 10.1.4. Minutes of the Executive Committee shall be submitted to the first meeting of Guild Council following the committee meeting where the Minutes were confirmed.
- 10.1.5. Executive Committee must be chaired by a Guild Office Bearer.
- 10.1.6. The Executive Committee will consider and make recommendations to Guild Council on:
  - 10.1.6.1. matters relating to the recruitment of senior managers of the Guild;
  - 10.1.6.2. compiling the annual budget of the Guild; and
  - 10.1.6.3. proposed changes to the Guild budget.
- 10.1.7. The Executive Committee, subject to the authority of Guild Council, shall have overall responsibility for:

- 10.1.7.1. significant human resource matters that are not reserved under 10.1.6. to the Guild Council;
- 10.1.7.2. re-classification of positions;
- 10.1.7.3. the recruitment and ongoing development of Guild staff at levels 4 and above;
- 10.1.7.4. managing the high value assets controlled by the Guild; and
- 10.1.7.5. such other matters as Guild Council may from time to time direct.
- 10.1.7.6. In the event that the Chair of the Executive Committee is unsatisfied with a resolution of the Executive Committee on a matter for which the Committee has overall responsibility, they may refer the matter to either a Special Meeting or Circular Resolution of Guild Council for resolution.
- 10.1.8. The Executive Committee shall have the delegated authority to make decisions on behalf of Guild Council on financial matters of no more than \$10,000. Any decisions of this nature must be noted to the next meeting of Guild Council.
- 10.1.9. The committee shall meet at least weekly.

## **10.2. Administration**

- 10.2.1. Guild Council shall be ultimately responsible for the proper administration of the Guild's financial affairs and property.
- 10.2.2. Guild Council shall meet at least monthly.
- 10.2.3. Guild Council shall appoint a person to the position of General Manager.
- 10.2.4. The General Manager, subject to Guild Council directives, will be responsible for managing and reporting upon the overall administration and financial affairs of the Guild.
- 10.2.5. The Guild's financial year shall be the calendar year.
- 10.2.6. Guild Employees may not be Guild Councillors.
- 10.2.7. Guild Council shall, upon approval by the Senate, appoint an independent external auditor for a period of three (3) years to complete the annual audit of the Guild financial statements. The external auditor of the Guild may be changed before the end of the three (3) year period upon:
  - 10.2.7.1. the auditor becoming insolvent, being declared bankrupt, or ceasing registration as a company auditor;
  - 10.2.7.2. the auditor being found guilty of misconduct in a court of law, or by CPA Australia or Chartered Accountants Australia and New Zealand; or
  - 10.2.7.3. mutual consent between Guild Council and the Senate.

10.2.8. The assets and income of the Guild shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.

10.2.9. In the event of the Guild being dissolved, all assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes, which is charitable at law and which has rules prohibiting the distribution of its assets and income to its members.

### **10.3. Policy of the Guild**

10.3.1. Subject to the authority of a general meeting, Guild Council may make policy for the Guild. Guild Council may adopt, by a simple majority, policy on any issue covered by Statute 17 s2, 'Objects of the Guild'. Policy shall remain in force until it is specifically rescinded or amended by resolution of Guild Council.

10.3.2. All Policy of the Guild shall be kept in the Guild Statute Book and signed by the Guild President as per Statute 17 s11. The Statute Book of the Guild shall be kept in a place which is available to all officers, staff, and members of the Guild.

### **Approval and Implementation:**

<b>Approval Authority:</b>	Senate
<b>Responsible Officer(s):</b>	University Secretary

**Revision History:**

<b>Version</b>	<b>Date Approved</b>	<b>Effective Date (if later than 'Date Approved')</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
	29/07/2019			S/19/2019
	31/08/2016			S/20/2016
	20/06/2014			S/17/2014
	03/08/2012			S/17/2012
	03/08/2011			S/25/2011(i)
	04/08/2010			S/45/2010
	26/08/2009			S/26/2009
	19/03/2007			S/10/2007
	22/11/2005			S/73-74/2005
	14/04/2003			S/42/2003
	24/2/2003			S/01/2003
	25/11/2002			S/99/2002
	19/08/2002			S/80/2002
	26/11/2001			S/101/2001
	11/10/1999			S/90-91/1999
	22/02/1999			S/13/1999
	11/08/1997			S/70/1997
	09/10/1995			S/128-129/1995
	14/08/1995			S/97/1995
	05/10/1992			S/134/1992
	25/06/1990			S/82//1990
	28/08/1989			S/64/1989
	22/09/1986			S/100/1986

**Note: All enquiries relating to Legislation should be referred to the University Secretary's Office.**