

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD RULES 2016

The following Rules were made by the Guild Council under section 6(2) of *Statute No.4-Student Guild* and R3.9(3) of the *Guild Regulations – Division One*.

These Rules prior to their approval followed all the procedures outlined in R3.9 of the *Guild Regulations - Division One* regarding the process for their approval.

I state that in accordance with section 13 of *Statute No.4-Student Guild* that these Rules were duly approved by the Guild Council.

Signed

President of the Student Guild

On the day of

| Made/Amended/Revoked | Date enrolled upon the Guild Statute Book | Guild Council Resolution No. |
|-----------------------------|--|-------------------------------------|
| Made | 30 th of September 2016 | GC R#134/2016 |
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STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD RULES 2016

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STUDENT GUILD OF CURTIN UNIVERSITY

STUDENT GUILD RULES 2016

The following Rules are made by the Guild Council under section 6(2) of *Statute No.4-Student Guild* and R3.9(3) of the *Guild Regulations – Division One*.

Part 1 - Preliminary

B1.1 Short Title

These are the *Student Guild Rules 2016*.

B1.2 Commencement and Revocation

All Rules made under section 6(2) of *Statute No.4-Student Guild* are hereby revoked and replaced with these Rules, which shall take effect following their enrolment on the Guild Statute Book.

B1.3 Terms Used

For the purposes of these Rules, unless the contrary intention appears:

in camera means a session of a meeting where all non-voting members must leave the meeting unless invited to remain by resolution of the meeting and no publically available minutes are taken, in order to allow voting members to discuss business relating to personal or staffing matters, legal proceedings or other business of a confidential nature.

Material Personal Interest means an interest of some substance or value that has the capacity to influence a person's consideration of and vote in relation to a matter, and may include:

- (a) any direct or indirect pecuniary interest in a contract or proposed contract made by, or in the contemplation of, the Guild Council or a Guild Committee;
- (b) business or financial interests, including holding a company directorship or shareholding, a financial investment, or a consultancy or a grant; or
- (c) a Guild Council or Guild Committee member's affiliations with other organisations or people, including employment, professional or personal relationships.

Semester Two Census Date means the date determined by the University to be the census date for the second semester as shown on the academic calendar.

these Rules means the *Student Guild Rules 2016*.

All other terms defined in the *Guild Regulations – Division One* and the *Guild Regulations – Division Two* have the same meaning in these Rules unless otherwise indicated.

B1.4 Interpretations

For the purpose of these Rules, the interpretations contained within R1.4 of the *Guild Regulations – Division One* shall apply.

Part 2 - Standing Orders

B2.1 Status

- (1) The Rules in this Part are the standing orders (**Standing Orders**) for the convening and conduct of meetings of Guild Council, Guild Committees, Subsidiary Bodies and General Meetings made pursuant to R3.4(5).
- (2) No decision made by a validly constituted meeting shall be void solely by reason of departure from these Standing Orders which was not detected until after the decision had been made.
- (3) For the purpose of these Standing Orders **member** shall mean a member of the Guild Council, a Guild Committee, or a Subsidiary Body or a Guild Member present at a General Meeting as the case may be

B2.2 Applicability

These Standing Orders shall:

- (1) unless stated otherwise herein, apply to all the meetings of Guild Council, Guild Committees and Subsidiary Bodies and shall be construed subject to the Guild Statute Book; and
- (2) apply to all General Meetings of the Guild, and to any meeting which chooses to adopt them, but only to the extent specified by the meeting.

B2.3 Suspension of Standing Orders

- (1) A member may move to suspend so much of these Standing Orders as would prevent a body from considering any issue or passing a resolution, provided that the following Standing Orders may not be suspended:
 - (a) B2.1;
 - (b) B2.3;
 - (c) B2.4;
 - (d) B2.5;
 - (e) B2.6;
 - (f) B2.7;
 - (g) B2.10 (1), (2) & (3)
 - (h) B2.12;
 - (i) B2.15; and
 - (j) B2.16.
- (2) A motion to suspend part of these Standing Orders must be passed by an Absolute Majority and must specifically outline what Standing Orders are to be suspended.
- (3) A resolution to suspend part of these Standing Orders is to suspend the operation of the provision or provisions to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

B2.4 Notice

- (1) The Convenor of the respective Guild body shall be responsible for giving notice of meetings of that body.
- (2) The notice shall:
 - (a) be given in writing to each member of the body and all standing invites:
 - (i) for a meeting of Guild Council or a General Meeting at least two (2) calendar weeks before the meeting; or
 - (ii) for a meeting of a Guild Committee or Subsidiary Body at least one (1) calendar week before the meeting; and
 - (b) specify the time, date and place of the meeting; and
 - (c) not be given for an adjourned meeting.
- (3) Service of such notice shall be by electronic mail to the provided address of each member and standing invites or any other means by which service can be effected.
- (4) Any failure by a person to receive any notice duly sent pursuant to 2.3(3) shall not invalidate the proceedings of any meeting.
- (5) A meeting may not be convened to begin any earlier than 8:00am or any later than 8:00pm.
- (6) A special meeting of the Guild Council convened in accordance with R3.3(5) or a special meeting of any Guild Committee shall be exempted from B2.4(2)(a)(i) or B2.4(2)(a)(ii) (as the case requires) provided that such meeting shall only address the matter(s) as for which it was convened.

B2.5 Quorum

- (1) If a quorum is not present within thirty (30) minutes after the time appointed for the meeting the meeting shall lapse.
- (2) If the Chair of the meeting becomes aware at any stage of a meeting that quorum is no longer present, they shall forthwith close the meeting.
- (3) At any meeting:
 - (a) at which there is not a quorum present; or
 - (b) which lapses for want of a quorum,

the minute taker is to record, in the minutes, the names of the members then present.

B2.6 Attendance

- (1) All members, standing invites and observers attending a Guild Council meeting or General Meeting shall sign the attendance sheet.
- (2) Apologies to a meeting of Guild Council or a Guild Committee shall be in accordance with R3.5

Note: R3.5 of the *Guild Regulations – Division One* states –

In the event that a member of the Guild Council or a Guild Committee is unable to attend any scheduled meeting, the member must either provide a written:

- (a) apology to the Convenor and Minute Secretary at least twenty four (24) hours prior to the meeting; or
 - (b) request to the Convenor and Minute Secretary for a Leave of Absence stating the dates and purpose of that leave. The relevant body must then approve the request for a Leave of Absence.
- (3) A request for leave of absence is to be made by a member in writing given to the Convenor and Minute Secretary at least seven (7) days before the first of the meeting(s) at which the member proposes to be absent.
- (4) A request under B2.6(3) is to be taken to be approved unless the Chair or any other member requires the request to be put to a vote.
- (5) Subject to these Standing Orders, any Guild member may attend any meeting of Guild Council, a Guild Committee or a Subsidiary Body, which is not in camera.
- (6) A meeting may only resolve to proceed in camera to consider business relating to personal or staffing matters, legal proceedings or other business as may be determined by the Chair of the relevant meeting to be of a confidential nature.
- (7) Once a meeting has resolved to proceed in camera, any person who is not a member of Guild Council, a Guild Committee or a Subsidiary Body must immediately leave unless invited to remain by resolution passed by an Absolute Majority of the meeting.

B2.7 Conduct and Chair

- (1) It shall be incumbent on any member attending any meeting to seek to do and give effect to the following:
- (a) ensure that the business of the meeting is attended to efficiently and without delay;
 - (b) conduct themselves, and conduct the meeting, courteously at all times; and
 - (c) to allow opinions to be heard, (subject to these Standing Orders, and Procedural Motions) within reasonable time limits.
- (2) The Chair shall maintain order and ensure that members at the meeting operate in accordance with the Guild Statute Book, including such conduct requirements as are needed to promote the objectives referred to in B2.6(1).
- (3) The Chair may interpret these Standing Orders subject to B2.13.
- (4) The Chair may issue a warning to any person present (whether a member or otherwise) who in the opinion of the Chair is being disruptive or offensive, and following a warning may require the person to leave the room and to take no further part of the meeting.
- (5) If in the Chair's opinion a meeting has become unduly disorderly, the Chair may adjourn the meeting for such period as they think fit.
- (6) Where the Chair is absent or the office of Chair is vacant the President shall act as Chair. If the President be absent or is not a member of the body, the members present shall elect a member by resolution passed by a Simple Majority to act as Chair.

B2.8 Agenda

- (1) The content of the agenda of a meeting of a body shall be determined by the Convenor subject to these Standing Orders.
- (2) A member who wishes to place an item on the agenda of meeting must:
 - (a) do so in writing to the Convenor and minute taker;
 - (b) provide a motion or a candid description of the nature of business and include any supporting papers or documents; and
 - (c) do so:
 - (i) for a meeting of Guild Council or a General Meeting, at least seven (7) days prior to the meeting; or
 - (ii) for a meeting of a Guild Committee or Subsidiary Body, at least three (3) days prior to the meeting.
- (3) The agenda for a meeting shall be circulated to all members and standing invites as soon as possible after the time period for the submission of agenda items closes in accordance with B2.8(2)(c).
- (4) A meeting may only consider business that is on the agenda. However, a meeting may resolve in accordance with B2.3 to suspend this Standing Order to consider business that is not on the agenda.
- (5) The order of business for a meeting (where practical) shall be:
 - (a) Acknowledgement of the Traditional Owners;
 - (b) Attendance;
 - (i) Members Present;
 - (ii) Others Present;
 - (iii) Apologies and Leave of Absences; and
 - (iv) Absences;
 - (c) Disclosure of any Potential or Perceived Conflicts of Interest;
 - (d) Confirmation of the Minutes of the Previous Meeting;
 - (e) Matters Arising from the Minutes;
 - (f) Business on Notice;
 - (g) General Business; and
 - (h) Next Meeting.

- (6) Any member may at the commencement of the meeting request that an item be discussed and it shall be up for a discussion and vote. However, the Convenor may move that any item on the agenda (including an item requested to be discussed) is of low importance and shall not be discussed, and such motion shall be passed.

B2.9 Participation

- (1) The Chair may invite a person who is not a member to address a meeting.
- (2) Only members may move and second motions and amendments. Standing Invites may speak to any motions and amendments. Observers may only speak if given speaking rights.
- (3) Persons wishing to speak must indicate their intent to speak to the Chair and only when called upon by the Chair.
- (4) Speakers must be heard in silence and may only be interrupted by the Chair, the gag, the closure or a point of order, as specified in B2.11.
- (5) A member claiming to be misrepresented shall be entitled to make a personal explanation. Such explanation, which may be made at any time, but not while another member has the floor, must be confined to the alleged misrepresentation and must not introduce argument or new matter.

B2.10 Motions & Voting

- (1) Each member present at a meeting has one (1) vote on any question arising at the meeting subject to R1.4(f).
- (2) Unless an Absolute Majority or Special Majority is required, a motion is carried if a Majority of the members present at the meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the Chair has a casting vote.
- (4) Voting may be by voice, a show of hands or by secret ballot if requested by one-third (1/3) or more of those present and entitled to vote. If a secret ballot is required, the Chair will determine the method of conducting the secret ballot (which may be any practical method by which voting is accurately recorded and where the identity of person casting particular votes cannot be determined), and the ballot shall be conducted and the vote recorded in accordance with that method.
- (5) Where it is requested by any member the minute taker shall record the names of each member and how they voted (except in the case of a secret ballot).

B2.11 Motions and Amendments

- (1) All motions and amendments, except procedural motions, must be affirmative in character.
- (2) All motions and amendments must have a mover and seconder. A motion or amendment lapsing for want of a seconder shall be recorded in the minutes.
- (3) If the mover or seconder of a motion or amendment is not present or withdraws their moving or seconding, another member may take up the moving or seconding.
- (4) A motion or amendment before the Chair shall not be withdrawn except by its mover.

- (5) No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
- (6) Motions or amendments may be ruled out of order by the Chair if they are deemed offensive, inappropriate, or in breach of the Guild Statute Book.
- (7) With the exception of Procedural Motions, no motion which is the same in effect as one already negated, shall be accepted by the Chair until six (6) months have elapsed unless a motion is passed to suspend this standing order in accordance with B2.3.
- (8) Procedural Motions are motions within the conduct of a meeting that include:
 - (a) a gag, "That the speaker no longer be heard;"
 - (b) for closure, "That the question now be put;"
 - (c) a preceding question, "That the question not be put;"
 - (d) proceed to next business, "That the meeting proceed to the next business;"
 - (e) for adjournment, "That the debate be adjourned;" or
 - (f) for adjournment of the meeting, "That the meeting be adjourned."
- (9) Procedural Motions for a gag or of closure allow the person putting the motion to interrupt a speaker when seeking to put the motion; otherwise if Procedural Motions are carried by a Majority, the following will occur (by reference to the motions referred to in B2.11(8) above):
 - (a) the speaker must immediately cease and the Chair must call on the next speaker;
 - (b) the motion or amendment under consideration must immediately be put;
 - (c) the motion or amendment under consideration lapses and must not be considered further;
 - (d) the motion or amendment under consideration lapses and the meeting must proceed to consider the next item of business. Related amendments also lapse;
 - (e) the debate on the motion or amendment under consideration resumes at that time, date and place; or
 - (f) the meeting stands adjourned and resumes at that time, date and place.

B2.12 Circular Resolutions

- (1) Subject to B2.11(2), a motion may be put to members in the form of a circular resolution via electronic mail by the Chair.
- (2) Circular resolutions are only to be used in special circumstances in which the Guild must act on a motion in a quick manner and is deemed outside of the role of Executive Committee.
- (3) Members will have a maximum of forty eight (48) hours from time of the email being sent to send through their vote. After this time votes will no longer be valid.

- (4) The minute taker will be required to submit minutes of the circular resolution to the next meeting for approval.

B2.13 Dissent in the Chair

- (1) Any ruling by the Chair may be challenged by a motion, "That the Chair's ruling be dissented from."
- (2) The mover must in speaking to the motion propose an alternative ruling.
- (3) The Chair whose ruling has been challenged may reply.
- (4) The motion must then be put to the vote.
- (5) If this motion is carried by Majority, the alternative ruling proposed takes effect.
- (6) For the purposes of the debate on the dissent, another member shall assume the chair, but the Chair otherwise retains control of the meeting.

B2.14 Minute Secretary and Minutes

- (1) The Minute Secretary shall be a member of Staff nominated by the Managing Director to fill the role of Minute Secretary.
- (2) The Minute Secretary may nominate another member of Staff with the consent of the Managing Director to act on their behalf at any meeting of a Guild Committee.
- (3) The minutes of each meeting are to record:
 - (a) the time that the meeting was opened;
 - (b) the names of those in attendance at the meeting;
 - (c) the apologies received and the leave of absences;
 - (d) where a member or standing invite joins the meeting after its commencement or leaves before its closure the time or times that the member joined or left the meeting.
 - (e) disclosure of members' interests and the action taken by the meeting in relation to each disclosure of interest;
 - (f) each motion and amendment and whether it was carried or defeated and, if carried, the terms of the resolution;
 - (g) summary of discussion;
 - (h) date and time of the next meeting; and
 - (i) the time that the meeting was closed.
- (4) On the motion to accept the minutes in any meeting, no questions except as to their accuracy shall be raised.

B2.15 Conflicts of Interest

- (1) Members of the Guild Council, any Guild Committees and Subsidiary Bodies are required to disclose the nature and extent any Material Personal Interests they have in matters being discussed or to be discussed at Guild Council, Guild Committee or Subsidiary Body.
- (2) Subject to B2.15(3), members who have a Material Personal Interest in any matter must not:
 - (a) vote on the matter in which they have a Material Personal Interest; and
 - (b) be present during such vote.
- (3) A motion can be passed by the Guild Council, Guild Committee or Subsidiary Body at any time that:
 - (a) specifies the member, the Material Personal Interest and the matter; and
 - (b) states that the members voting for the resolution are satisfied that the Material Personal Interest should not disqualify the member from considering or voting on the matter.
- (4) Material Personal Interests disclosed in a meeting shall be recorded in the minutes.
- (5) The Minute Secretary will maintain a register of Material Personal Interests which is to be available for inspection by any Guild Member.

B2.16 Confidentiality

- (1) In this Standing Order:
 - (a) **Confidential Information** includes the following information (in any form):
 - (i) in respect of which the Guild may have an exemption for access under the *Freedom of Information Act 1992 (WA)*;
 - (ii) that is included in a document that is marked “confidential”, “restricted access” or a similar expression;
 - (iii) that relates to, or is used or intended to be used in, a forum (such as a Guild Council or Guild Committee meeting or commercial negotiations);
 - (iv) that relates to, or is used or intended to be used, for purposes (such as human resources or management) that are confidential or sensitive to the University; and
 - (v) discussions in a meeting that occurs in camera;
 - (vi) all information, financial projections, associated data, methodologies, ideas and know-how connected with or relating to the Guild or to products, services, interests, financial status or identity of the Guild;
 - (vii) any copyright, trade mark, technical data or confidential information;
 - (viii) research and development information;
 - (ix) any information relating to the internal management and structure of the Guild, including any information relating to the personnel, policies and strategies of the Guild;

- (x) business records, financial information and planning or marketing procedures, including any information relating to production figures, the financial records and identity of Guild Members, suppliers and agents of the Guild, accounting procedures, employee details or any other information of any nature whatsoever;
- (xi) any of the following information:
 - (A) details of past or existing contracts with Guild Members;
 - (B) Guild Member details, including names, addresses, ages and histories or any other Guild member information collected by the Guild;
 - (C) tenders;
 - (D) marketing information such as market research, marketing strategies, promotions, campaigns and reports; and
 - (E) databases of commercial or technical information concerning services provided to Guild Members,

but does not include any information that is generally available in the public domain except where that is as a result of a breach of the Guild Statute Book.

- (b) **Authorised Disclosure** means copying, publishing or disclosing Confidential Information:
 - (i) to professional advisers of the Guild such as accountants or lawyers;
 - (ii) for the purpose of carrying out their functions on behalf of the Guild;
 - (iii) for the purpose of enabling another authorised person to carry out their functions on behalf of the Guild; or
 - (iv) in accordance with an obligation imposed on that person, or any right or authority conferred on that person, under a written law.

- (2) A member or other person who is given, or who otherwise obtains access to Confidential Information:
 - (a) must not make copies of, publish or disclose Confidential Information unless it is an Authorised Disclosure; and
 - (b) must take whatever measures are necessary to keep the Confidential Information confidential.

Part 3 - Duties and Responsibilities

B3.1 Executive Officers

(1) The President shall complete such duties and responsibilities as are outlined in the below table:

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|---|---|
| Title | President |
| Department Location | Representation, Bentley Campus |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to the: Guild Council |
| | Positions reporting to this position: <ul style="list-style-type: none"> • Education Vice President • Activities Vice President • General Secretary • Managing Director • ISC President • PSC President |
| Position Purpose | Chief Executive Officer of the Guild |
| Key Responsibilities | In accordance with R4.2 of the <i>Guild Regulations - Division One</i> : <ul style="list-style-type: none"> • manage the day to day affairs of the Guild within the framework of the Guild Statute Book and Policy; • subject to the Guild Statute Book and Policy co-ordinate the work of Officers of the Guild; • be the official spokesperson of the Guild and shall conduct all formal liaison between the Guild and the community, as well as between the Guild and the administration of the University; and • generally represent and speak on behalf of Guild Council at such meetings and functions as Guild Council or the President deem fit to attend. |
| Specific Duties and Responsibilities | Manage the day to day affairs of the Guild within the framework of the Guild Statute Book and Policy. <ul style="list-style-type: none"> • Be responsible for the administration of the Guild's strategic agenda, including the Guild's strategic plan and the Guild's Vision and Mission. • Initially co-ordinate the day to day activities of the Guild on a macro level subject to the Guild Statute Book and Policy. • Ensure that the Managing Director and Department Managers are operating the Departments of the Guild within the parameters of the Guild's Vision, Mission and Values. • Ensure a positive relationship exists between all the Departments of the Guild. |

Subject to the Guild Statute Book and Policy co-ordinate the work of Officers of the Guild.

- Be responsible for overseeing the Representation Department.
- Chair and/or attend the meetings of such Guild Committees as are determined by Guild Council.
- Be conversant in the higher education and student issues of the day.

Be the official spokesperson of the Guild and shall conduct all formal liaison between the Guild and the community, as well as between the Guild and the administration of the University.

- Liaise with Vice Chancellor and members of the University senior executive on behalf of the Guild and Guild Members.
- Remain in regular contact with the Vice Chancellor, Provost and Vice President, Corporate Relations.
- Attend meetings of University Boards and Committees including:
 - Academic Board;
 - Curtin Student Advisory Forum;
 - Academic Services Committee;
 - Student Services and Amenities Expenditure Advisory Committee;
 - Guild University Liaison Committee; and
 - Such other University Boards and Committees as determined by the Guild Council.
- Subject to the Guild Statute Book approve all Guild publications.
- Subject to the Guild Statute Book and Policy be the official media spokesperson of the Guild.

Generally represent and speak on behalf of Guild Council at such meetings and functions as Guild Council or the President deem fit to attend.

- Be responsible for the implementation of resolutions of Guild Council and Guild Committees.
- Manage the Guild's relationship with the National Union of Students.

Other duties

- Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council.
- Attend meetings of the Guild Council, and other Guild Committees which they are a member of.
- Where the General Secretary is unavailable, be available to sign cheques and authorise payments.
- Prepare a written report for the incoming President, providing information on the function and long term goals of the position.

| | |
|--|---|
| | Any other duties determined by the Guild Council |
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(2) The Education Vice President shall complete such duties and responsibilities as are outlined in the below table:

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|---|---|
| Title | Education Vice President |
| Department Location | Representation, Bentley Campus |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • Curtin Business School Representative • Faculty of Science and Engineering Representative • Faculty of Health Sciences Representative • Faculty of Humanities Representative • Queer Officers • Women’s Officer • Indigenous Officer • Students with Disabilities Officer |
| Position Purpose | Executive Officer of the Guild responsible for Education, Equity & Welfare |
| Key Responsibilities | In accordance with R4.3 of the <i>Guild Regulations - Division One</i> : <ul style="list-style-type: none"> • assist the President; • be responsible for matters relating to representation, education, equity and welfare; • be initially responsible for the issues of mature age, online, external, rural and regional Enrolled Students; and • be initially responsible for the Faculty Representatives and Department Officers. |
| Specific Duties and Responsibilities | Assist the President. <ul style="list-style-type: none"> • Where the President requires or is absent, act as President. • Perform such other duties as determined by the President. Be responsible for matters relating to representation, education, equity and welfare. <ul style="list-style-type: none"> • In consultation with the President direct and organise education, equity and welfare campaigns at a University, state and national level. • Remain in regular contact with the Deputy Vice Chancellor, Academic, Assistant Deputy Vice Chancellor, Learning and Teaching, Academic Registrar and Chief Student Services Officer. |

- Organise and run welfare breakfasts and welfare related events (for example: rad sex & consent week)
- Remain in regular contact and work closely with Student Assist.
- Initially oversee the maintenance of the Guild equity space.
- Assist the Staff member responsible for organising of the Excellence in Teaching Awards.
- Attend meetings of University Boards and Committees including:
 - Academic Board;
 - Academic Services Committee;
 - University Teaching and Learning Committee;
 - University Courses Committee;
 - University Admissions Committee;
 - SSAF Expenditure Advisory Committee;
 - Guild University Liaison Committee;
 - Such other University Boards and Committees as determined by the President or Guild Council.
- Organise the activities of the student representatives at Orientation Day (O-Day) & Guild Day.
- Initially organise the 'Newbie Guide'.

Be initially responsible for the issues of mature age, online, external, rural and regional Enrolled Students.

- Direct and organise campaigns at a University, state and national level on the issues of mature age, online, external, rural and regional and low SES Enrolled Students.
- In collaboration with the Activities Vice President organise activities for mature age, online, external, rural and regional and low SES Enrolled Students.

Be initially responsible for the Faculty Representatives and Department Officers.

- Supervise and assist the Faculty Representatives.
- Supervise and assist the Department Officers.

Other duties

- Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council.
- Attend meetings of the Guild Council, and other Guild Committees which they are a member of.
- Where the General Secretary is unavailable, be available to sign cheques and authorise payments.
- Prepare a written report for the incoming Education Vice President, providing information on the function and long term goals of the position.

Any other duties determined by the Guild Council

- (3) The Activities Vice President shall complete such duties and responsibilities as are outlined in the below table:

| | |
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| Title | Activities Vice President |
| Department Location | Representation, Bentley Campus |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Executive Officer of the Guild responsible for Activities, Events and Student Societies |
| Key Responsibilities | In accordance with R4.4 of the <i>Guild Regulations - Division One</i> : <ul style="list-style-type: none"> • assist the President; and • be conversant in and supervise all matters relating to Guild social activities including Student Societies. |
| Specific Duties and Responsibilities | <p>Assist the President</p> <ul style="list-style-type: none"> • Where the President requires, act as President. • Where the President and Education Vice President are absent, act as President. • Perform such other duties as determined by the President. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ SSAF Expenditure Advisory Committee; ○ Guild University Liaison Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. <p>Be conversant in and supervise all matters relating to Guild social activities including Student Societies</p> <ul style="list-style-type: none"> • Initially be responsible for all Guild social activities and events and Liaise and work closely with the Associate Director, Student Services, Staff member responsible for the Tavern and Staff member responsible for events management to organise Guild social activities and events. • Initially supervise the organisation of: <ul style="list-style-type: none"> ○ Grill the Guild; ○ Annual Guild Ball; ○ Guild Orientation activities; and ○ Guild Tavern events; |

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| | <ul style="list-style-type: none"> • Initially be responsible for the support and management of Student Societies and work closely with the Staff member responsible for Student Societies. • Support and assist Student Societies in the organisation of Student Society events and activities. • Assist and support Faculty Representatives in the management and facilitation of Faculty social activities and events. • Assist and support the ISC in the management and facilitation of International Student social activities and events. • Assist and support the PSC in the management and facilitation of Postgraduate Student social activities and events. • Assist and support Department Officers in the management and facilitation of equity department social activities and events. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. • Attend meetings of the Guild Council, and other Guild Committees which they are a member of. • Where the General Secretary is unavailable, be available to sign cheques and authorise payments. • Prepare a written report for the incoming Activities Vice President, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p> |
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(4) The General Secretary shall complete such duties and responsibilities as are outlined in the below table:

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|---------------------------------|---|
| Title | General Secretary |
| Department Location | Representation, Bentley Campus |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • Guild Councillors |
| Position Purpose | Executive Officer of the Guild responsible for Policy, Research, Compliance, Finances and Legislation |
| Key Responsibilities | In accordance with R4.5 of the <i>Guild Regulations - Division One:</i> <ul style="list-style-type: none"> • assist the President; |

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| | <ul style="list-style-type: none"> • be responsible for policy matters; • be conversant on financial matters of the Guild; and • be initially responsible for the Guild Councillors. |
| <p>Specific Duties and Responsibilities</p> | <p>Assist the President.</p> <ul style="list-style-type: none"> • Where the President requires, act as President. • Where the President, Education Vice President and Activities Vice President are absent, act as President. • Perform such other duties as determined by the President. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ SSAF Expenditure Advisory Committee; ○ Guild University Liaison Committee; ○ Curtin Extra’s Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Be responsible for the co-ordination of Guild Representatives to University Boards and Committees including: <ul style="list-style-type: none"> ○ Ensuring an up to date list of all University Boards and Committees is held by the Guild; ○ Ensuring that a representative of the Guild (either nominated by the President or appointed by the Guild Council) is appointed to University Boards and Committees and attends such meetings; and ○ Ensuring the reporting of the ongoing matters of University Boards and Committees is reported to the Guild Council. <p>Be responsible for policy matters.</p> <ul style="list-style-type: none"> • Regularly review the Guild Statute Book and Policy to ensure it is current and meets the expectations of a modern governance model for the Guild. • Be initially responsible for ensuring that the Policy Handbook is up to date. • Ensure that the administrative and procedural functions of the Guild Statute Book and Policy are performed. • Be responsible for maintaining the Guild Statute Book ensuring that it is current. • Work with the Staff member responsible for Research to produce briefing papers and research on higher education and student issues of the day. • Initially ensure that the Guild complies with all legislative and reporting requirements. <p>Be conversant on financial matters of the Guild.</p> <ul style="list-style-type: none"> • Be available to sign cheques and approve payments as required. • Provide initial oversight of the whole Guild budget. • Remain in regular contact and work closely with the Finance Manager. |

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| | <ul style="list-style-type: none"> • Be directly responsible for the budget of the Representation Department and ensuring that the department complies with this budget. • Participate in all budgeting meetings of the Guild. • Provide initial oversight to the annual Audit. • Initially ensure that the Guild complies with all legislative requirements in relation to the Guild’s finances. <p>Be initially responsible for the Guild Councillors.</p> <ul style="list-style-type: none"> • Initially co-ordinate the business of the Guild Council and Guild Committees. • Ensure that the Guild Council Chairperson and Guild Councillors are appropriately briefed prior to each Guild Council meeting. • Oversee the induction and continued training of new student representatives and existing representatives. <p>Other duties</p> <ul style="list-style-type: none"> • Prepare agendas and take minutes for the Executive Committee and such other Committees as are determined by the Guild Council. • Ensure that all Elections and Appointments under Division Two of Part 4 of these Rules are conducted. • In accordance with Part 6 of the <i>Guild Regulations – Division One</i> conduct investigations for the Discipline Tribunal as required. • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. • Attend meetings of the Guild Council, and other Guild Committees which they are a member of. • Prepare a written report for the incoming General Secretary, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p> |
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B3.2 Faculty Representatives

(1) The Curtin Business School Representative shall complete such duties and responsibilities as are outlined in the below table:

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|---------------------------------|---|
| Title | Curtin Business School Representative |
| Department Location | Representation |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President |

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| | Education Vice President |
| | <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Guild responsible for the representation of Enrolled Students in the Curtin Business School. |
| Key Responsibilities | <p>In accordance with R4.6 of the <i>Guild Regulations - Division One</i>:</p> <ul style="list-style-type: none"> • assist the Executive Officers; and • be responsible for representing Enrolled Students within their relevant faculties. |
| Specific Duties and Responsibilities | <p>Be responsible for representing Enrolled Students within their relevant faculties.</p> <ul style="list-style-type: none"> • Be in regular contact with the Curtin Business School Pro Vice Chancellor, Director of Learning and Teaching and Director of Student Engagement (or equivalent). • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Curtin Business School Strategic Review Board; ○ Curtin Business School Learning and Teaching Committee; ○ Curtin Business School Courses Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Be a member of the Curtin Business School Student Discipline Panel. • Liaise with ISC on issues effecting International Students within the Faculty. • Liaise with the PSC Curtin Business School Representative. • Liaise with Student Societies based within the Faculty. • Arrange in conjunction with the Activities Vice President social activities and events for Curtin Business School Students. • Assist in the orientation of new students to the University. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. • Attend meetings of the Guild Council, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Curtin Business School Representative, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p> |

(2) The Faculty of Science and Engineering Representative shall complete such duties and responsibilities as are outlined in the below table:

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|---|--|
| Title | Faculty of Science and Engineering Representative |
| Department Location | Representation |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President Education Vice President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Guild responsible for the representation of Enrolled Students in the Faculty of Science and Engineering. |
| Key Responsibilities | In accordance with R4.6 of the <i>Guild Regulations - Division One</i> : <ul style="list-style-type: none"> • assist the Executive Officers; and • be responsible for representing Enrolled Students within their relevant faculties. |
| Specific Duties and Responsibilities | <p>Be responsible for representing Enrolled Students within their relevant faculties.</p> <ul style="list-style-type: none"> • Be in regular contact with the Faculty of Science and Engineering Pro Vice Chancellor, Director of Learning and Teaching and Director of Student Engagement (or equivalent). • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Faculty of Science and Engineering Learning and Teaching Committee; ○ Faculty of Science and Engineering Courses Committee; ○ School of Science Learning and Teaching Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Be a member of the Faculty of Science and Engineering Student Discipline Panel. • Liaise with ISC on issues effecting International Students within the Faculty. • Liaise with the PSC Faculty of Science and Engineering Representative. • Liaise with Student Societies based within the Faculty. • Arrange in conjunction with the Activities Vice President social activities and events for Faculty of Science and Engineering Students. • Assist in the orientation of new students to the University. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. |

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| | <ul style="list-style-type: none"> • Attend meetings of the Guild Council, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Faculty of Science and Engineering, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p> |
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(3) The Faculty of Health Sciences Representative shall complete such duties and responsibilities as are outlined in the below table:

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|---|---|
| Title | Faculty of Health Sciences Representative |
| Department Location | Representation |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President Education Vice President |
| | Positions reporting to this position: • None |
| Position Purpose | Officer of the Guild responsible for the representation of Enrolled Students in the Faculty of Health Sciences. |
| Key Responsibilities | In accordance with R4.6 of the <i>Guild Regulations - Division One</i> : <ul style="list-style-type: none"> • assist the Executive Officers; and • be responsible for representing Enrolled Students within their relevant faculties. |
| Specific Duties and Responsibilities | Be responsible for representing Enrolled Students within their relevant faculties. <ul style="list-style-type: none"> • Be in regular contact with the Faculty of Health Sciences Pro Vice Chancellor, Director of Learning and Teaching and Director of Student Engagement (or equivalent). • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Faculty of Health Sciences Academic Board; ○ Faculty of Health Sciences Learning and Teaching Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Be a member of the Faculty of Health Sciences Student Discipline Panel. • Liaise with ISC on issues effecting International Students within the Faculty. • Liaise with the PSC Faculty of Health Sciences Representative. • Liaise with Student Societies based within the Faculty. |

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| | <ul style="list-style-type: none"> • Arrange in conjunction with the Activities Vice President social activities and events for Faculty of Health Sciences students. • Assist in the orientation of new students to the University. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. • Attend meetings of the Guild Council, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Faculty of Health Sciences Representative, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p> |
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(4) The Faculty of Humanities Representative shall complete such duties and responsibilities as are outlined in the below table:

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|---|---|
| Title | Faculty of Humanities Representative |
| Department Location | Representation |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President Education Vice President |
| | Positions reporting to this position: • None |
| Position Purpose | Officer of the Guild responsible for the representation of Enrolled Students in the Faculty of Humanities. |
| Key Responsibilities | In accordance with R4.6 of the <i>Guild Regulations - Division One</i> : <ul style="list-style-type: none"> • assist the Executive Officers; and • be responsible for representing Enrolled Students within their relevant faculties. |
| Specific Duties and Responsibilities | Be responsible for representing Enrolled Students within their relevant faculties. <ul style="list-style-type: none"> • Be in regular contact with the Faculty of Humanities Pro Vice Chancellor, Director of Learning and Teaching and Director of Student Engagement (or equivalent). • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Faculty of Humanities Learning and Teaching Committee; ○ Faculty of Humanities Courses Committee; and |

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| | <ul style="list-style-type: none"> ○ Such other University Boards and Committees as determined by the President or Guild Council. • Be a member of the Faculty of Humanities Student Discipline Panel. • Liaise with ISC on issues effecting International Students within the Faculty. • Liaise with the PSC Faculty of Humanities Representative. • Liaise with Student Societies based within the Faculty. • Arrange in conjunction with the Activities Vice President social activities and events for Faculty of Humanities Students. • Assist in the orientation of new students to the University. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. • Attend meetings of the Guild Council, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Faculty of Humanities Representative, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p> |
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B3.3 International Students Committee

(1) The ISC President shall complete such duties and responsibilities as are outlined in the below table:

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|---------------------------------|--|
| Title | ISC President |
| Department Location | Representation |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • ISC Education Vice President • ISC Activities Vice President • ISC General Secretary • ISC Publications Officer • ISC Councillors |
| Position Purpose | Officer of the Guild principally responsible for the representation of International Students |

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| Key Responsibilities | <p>In accordance with R4.7 of the <i>Guild Regulations - Division One</i>:</p> <ul style="list-style-type: none"> • assist the Executive Officers; and • be responsible for representing International Students through the ISC to the Guild Council. |
| Specific Duties and Responsibilities | <p>Be responsible for representing International Students through the ISC to the Guild Council.</p> <ul style="list-style-type: none"> • Be in regular contact with the Deputy Vice Chancellor, International. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Curtin Student Advisory Forum; ○ International Committee; ○ Student Services and Amenities Fee Expenditure Advisory Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Convene and Chair meetings of the ISC. • Act as the spokesperson of the ISC. • Supervise and assist the members of the ISC in their duties. • Maintain relationships with other International Student representative bodies including CISA. • Ensure that members of the ISC are compliant with the Guild Statute Book and Policy. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. • Attend meetings of the Guild Council, International Students Committee and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC President, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council or the ISC</p> |

(2) The ISC Education Vice President shall complete such duties and responsibilities as are outlined in the below table:

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|----------------------------|---|
| Title | ISC Education Vice President |
| Department Location | Representation |
| Reporting Structure | <p>This position reports to (in ascending order) the:</p> <p>Guild Council President ISC President</p> |

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|------------------------------------|--|
| | <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Guild principally responsible for the Education, Equity and Welfare issues of International Students |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Handle all International Student education, equity and welfare issues requested by the ISC. • Attend such University Board and Committee meetings as determined by the President, ISC President or Guild Council. • Work closely with the Education Vice President & Research Officer on International Students issues. • Be responsible for researching International Students education, equity and welfare issues as requested by the ISC. • Assist the ISC President in coordinating campaigns relating to International Students. • Provide information and guidance to International Students that are faced by International Students and direct them to the relevant person or organisation. • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Education Vice President, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council or the ISC. |

(3) The ISC Activities Vice President shall complete such duties and responsibilities as are outlined in the below table:

| | |
|------------------------------------|--|
| Title | ISC Activities Vice President |
| Department Location | Representation |
| Reporting Structure | <p>This position reports to (in ascending order) the:</p> <p>Guild Council President ISC President</p> |
| | <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Guild principally responsible for organisation of social activities and events for International Students |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Co-ordinate the organisation of the ISC Multicultural Week annually; • Organise at least two (2) activities for International Students in every semester. |

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| | <ul style="list-style-type: none"> • Liaise with the Activities Vice President in regards to any activities organised. • Assist the ISC President in maintaining a good relationship with all Student Societies of an international nature. • Be responsible for the production of all advertising material for the ISC. • Seek sponsorship for the ISC in consultation with the Member Benefits Department. • Be responsible for the ISC section within the Guild's website. • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Activities Vice President, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council or the ISC. |
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(4) The ISC General Secretary shall complete such duties and responsibilities as are outlined in the below table:

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|------------------------------------|--|
| Title | ISC General Secretary |
| Department Location | Representation |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President ISC President |
| | Positions reporting to this position: • None |
| Position Purpose | Officer of the Guild principally responsible for the administration of the ISC |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Handle all the administrative work in the ISC so as to enable the smooth running of the ISC; • Handle the financial management of the ISC. • Liaise with the General Secretary and ISC President on expenditure of the ISC budget so as to the timely processing of all invoices, reimbursements and other paperwork related to income and expenditure. • Take minutes and prepare agendas for all ISC meetings and such other meetings as determined by the Guild Council. • Be responsible for the recruitment and co-ordination of ISC volunteers. • Provide an induction for ISC volunteers and officers in conjunction with the ISC President. • Liaise with other volunteering bodies if requested |

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| | <ul style="list-style-type: none"> • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC General Secretary, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council or the ISC. |
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(5) The ISC Publications Officer shall complete such duties and responsibilities as are outlined in the below table:

| | |
|------------------------------------|--|
| Title | ISC Publications Officer |
| Department Location | Representation |
| Reporting Structure | <p>This position reports to (in ascending order) the: Guild Council President ISC President</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Guild principally responsible for the Publications of the ISC. |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Under the guidance of staff from the Member Benefits Department, ensure that there is a release of Paragon Magazine at least once every year. • Be responsible for other publication materials, as determined by the ISC. • Liaise with staff from the Member Benefits Department with regards to all publications. • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Education Vice President, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council or the ISC. |

(6) The ISC Councillors shall complete such duties and responsibilities as are outlined in the below table:

| | |
|----------------------------|---|
| Title | ISC Councillors |
| Department Location | Representation |
| Reporting Structure | This position reports to (in ascending order) the: |

| | |
|------------------------------------|---|
| | Guild Council President ISC President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Officers of the Guild responsible for assisting the ISC President and other members of the ISC. |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Perform any other duties as directed by the ISC President. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Any other duties determined by the Guild Council or the ISC. |

B3.4 Postgraduate Students Committee

- (1) The PSC President shall complete such duties and responsibilities as are outlined in the below table:

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|---|---|
| Title | PSC President |
| Department Location | Representation |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • PSC Education Vice President • PSC Activities Vice President • PSC General Secretary • PSC Curtin Business School Representative • PSC Faculty of Science and Engineering Representative • PSC Faculty of Health Sciences Representative • PSC Faculty of Humanities Representative • PSC Councillors |
| Position Purpose | Officer of the Guild principally responsible for the representation of Postgraduate Students |
| Key Responsibilities | In accordance with R4.8 of the <i>Guild Regulations - Division One</i> : <ul style="list-style-type: none"> • assist the Executive Officers; and • be responsible for representing Postgraduate Students through the PSC to the Guild Council. |
| Specific Duties and Responsibilities | Be responsible for representing Postgraduate Students through the PSC to the Guild Council. <ul style="list-style-type: none"> • Be in regular contact with the Deputy Vice Chancellor, Research. |

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| | <ul style="list-style-type: none"> • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Curtin Student Advisory Forum; ○ Academic Board; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Convene and Chair meetings of the PSC. • Act as the spokesperson of the PSC. • Supervise and assist the members of the PSC in their duties. • Maintain relationships with other Postgraduate Student representative bodies including CAPA. • Ensure that members of the PSC are compliant with the Guild Statute Book and Policy. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. • Attend meetings of the Guild Council, Postgraduate Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming PSC President, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council or the PSC</p> |
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(2) The PSC Coursework Vice President shall complete such duties and responsibilities as are outlined in the below table:

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|------------------------------------|---|
| Title | PSC Coursework Vice President |
| Department Location | Representation |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President PSC President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Guild principally responsible for the issues of Postgraduate Coursework Students |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Handle all the Postgraduate Students by Coursework education and welfare issues as requested by the PSC. • Organise at least one activity for Postgraduate Students by Coursework in every semester. |

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| | <ul style="list-style-type: none"> • Be responsible for researching issues regarding Postgraduate Coursework Students education and welfare as requested by the PSC. • Assist the PSC President in coordinating education campaigns relating to Postgraduate Students by Coursework. • Provide information and guidance to Postgraduate Students by Coursework that pertains to issues faced by Postgraduate Students by Coursework and direct them to the relevant person or organisation. • Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. • Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming PSC Coursework Vice President, providing information on the function and long term goals of the position. • Perform other duties as required by Guild Council or the PSC. |
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(3) The PSC Research Vice President shall complete such duties and responsibilities as are outlined in the below table:

| | |
|------------------------------------|---|
| Title | PSC Research Vice President |
| Department Location | Representation |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President PSC President |
| | Positions reporting to this position: • None |
| Position Purpose | Officer of the Guild principally responsible for the issues of Postgraduate Research Students |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Handle all the Postgraduate Students by Research education and welfare issues as requested by the PSC. • Organise at least one activity for Postgraduate Students by Research in every semester. • Be responsible for researching issues regarding Postgraduate Research Students education and welfare as requested by the PSC. • Assist the PSC President in coordinating education campaigns relating to Postgraduate Students by Research. • Provide information and guidance to Postgraduate Students by Research that pertains to issues faced by Postgraduate Students by Research and direct them to the relevant person or organisation. • Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. |

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| | <ul style="list-style-type: none"> Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. Prepare a written report for the incoming PSC Research Vice President, providing information on the function and long term goals of the position. Perform other duties as required by Guild Council or the PSC. |
|--|--|

(4) The PSC General Secretary shall complete such duties and responsibilities as are outlined in the below table:

| | |
|------------------------------------|---|
| Title | PSC General Secretary |
| Department Location | Representation |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President PSC President |
| | Positions reporting to this position: <ul style="list-style-type: none"> None |
| Position Purpose | Officer of the Guild principally responsible for the administration of the PSC |
| Duties and Responsibilities | <ul style="list-style-type: none"> Handle all the administrative work in the PSC so as to enable the smooth running of the PSC; Handle the financial management of the PSC. Liaise with the General Secretary and PSC President on expenditure of the PSC budget so as to the timely processing of all invoices, reimbursements and other paperwork related to income and expenditure. Take minutes and prepare agendas for all PSC meetings and such other meetings as determined by the Guild Council. Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. Prepare a written report for the incoming PSC General Secretary, providing information on the function and long term goals of the position. Any other duties determined by the Guild Council or the PSC. |

(5) The PSC Faculty Representatives shall complete such duties and responsibilities as are outlined in the below table:

| | |
|----------------------------|-----------------------------|
| Title | PSC Faculty Representatives |
| Department Location | Representation |

| | |
|------------------------------------|--|
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President PSC President |
| | Positions reporting to this position: • None |
| Position Purpose | Officers of the Guild principally responsible for representation of Postgraduate Students enrolled within their faculty. |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Be responsible for representing all Postgraduate Students within their faculty. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ The relevant faculty Research and Development and Graduate Studies Committee; and ○ Such other University Boards and Committees as determined by the PSC President or Guild Council. • Organise at least one social activity or event for Postgraduate Students within their faculty throughout the year. • Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. • Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming PSC Faculty Representative, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council or the PSC. |

(6) The PSC Councillors shall complete such duties and responsibilities as are outlined in the below table:

| | |
|------------------------------------|--|
| Title | PSC Councillors |
| Department Location | Representation |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President PSC President |
| | Positions reporting to this position: • None |
| Position Purpose | Officer of the Guild responsible for assisting the PSC President and other members of the PSC. |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Perform any other duties as directed by the PSC President. • Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. • Any other duties determined by the Guild Council or the PSC. |

B3.5 Department Officers

- (1) The Queer Officers shall complete such duties and responsibilities as are outlined in the below table:

| | |
|---|---|
| Title | Queer Officers |
| Department Location | Representation |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President Education Vice President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Guild responsible for the representation of Enrolled Students that are Queer. |
| Key Responsibilities | In accordance with R4.9 of the <i>Guild Regulations - Division One</i> : <ul style="list-style-type: none"> • be responsible for representing Queer and Questioning Enrolled Students through the Queer Department to the Guild Council; |
| Specific Duties and Responsibilities | <p>Be responsible for representing Queer and Questioning Enrolled Students through the Queer Department to the Guild Council.</p> <ul style="list-style-type: none"> • Convene and Chair meetings of the Queer Department. • Coordinate campaigns on the issues of Queer Enrolled Students. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Ally Steering Committee; and ○ such other University Boards and Committees as determined by the President or Guild Council. • Run social activities and events for Queer Enrolled Students both ally-inclusive and autonomous. • Maintain the Queer Department space and be available for consultation by Enrolled Students within that space. • Maintain online social networks to advertise events and reach out to Enrolled Students who may not know about the Queer Department. • Maintain professional boundaries with Enrolled Students. • Refer Enrolled Students to appropriate services when they require assistance. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. |

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| | <ul style="list-style-type: none"> Attend meetings of the Guild Council, Queer Department, and other Guild Committees which they are a member of. Prepare a written report for the incoming Queer Officers, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council.</p> |
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(2) The Women's Officer shall complete such duties and responsibilities as are outlined in the below table:

| | |
|---|--|
| Title | Women's Officer |
| Department Location | Representation |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President Education Vice President |
| | Positions reporting to this position: <ul style="list-style-type: none"> None |
| Position Purpose | Officer of the Guild responsible for the representation of Enrolled Students that are Women. |
| Key Responsibilities | In accordance with R4.10 of the <i>Guild Regulations – Division One</i> : <ul style="list-style-type: none"> be responsible for representing Women Enrolled Students through the Women's Department to the Guild Council. |
| Specific Duties and Responsibilities | Be responsible for representing Women Enrolled Students through the Women's Department to the Guild Council. <ul style="list-style-type: none"> Convene and Chair meetings of the Women Department. Coordinate campaigns on the issues of Women Enrolled Students. Generally promote feminism on campus and educate the wider Curtin community about Feminism. Attend meetings of University Boards and Committees as determined by the President or Guild Council. Run social activities and events for Women Enrolled Students both ally-inclusive and autonomous. Coordinate the publication of the Athena magazine annually. Maintain the Women's Department space and be available for consultation by Enrolled Students within that space. Maintain online social networks to advertise events and reach out to Enrolled Students who may not know about the Women's Department. Maintain professional boundaries with Enrolled Students. Refer Enrolled Students to appropriate services when they require assistance. |

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| | <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. • Attend meetings of the Guild Council, Women’s Department, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Women’s Officer, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council.</p> |
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(3) The Indigenous Officer shall complete such duties and responsibilities as are outlined in the below table:

| | |
|---|--|
| Title | Indigenous Officer |
| Department Location | Representation |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President Education Vice President |
| | Positions reporting to this position: • None |
| Position Purpose | Officer of the Guild responsible for the representation of Enrolled Students that are Indigenous. |
| Key Responsibilities | In accordance with R4.11 of the <i>Guild Regulations - Division One</i> : • be responsible for representing Indigenous Enrolled Students through the Indigenous Department to the Guild Council. |
| Specific Duties and Responsibilities | Be responsible for representing Indigenous Enrolled Students through the Indigenous Department to the Guild Council. • Convene and Chair meetings of the Indigenous Department. • Coordinate campaigns on the issues of Indigenous Enrolled Students. • Attend meetings of University Boards and Committees including: o Curtin Indigenous Policy Committee; o Centre for Aboriginal Studies Courses Committee; and o Such other University Boards and Committees as determined by the President or Guild Council. • Run social activities and events for Indigenous Enrolled Students both ally-inclusive and autonomous. |

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| | <ul style="list-style-type: none"> • Maintain the Indigenous Department space and be available for consultation by Enrolled Students within that space. • Maintain online social networks to advertise events and reach out to Enrolled Students who may not know about the Indigenous Department. • Maintain professional boundaries with Enrolled Students. • Refer Enrolled Students to appropriate services when they require assistance. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. • Attend meetings of the Guild Council, Indigenous Department, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Indigenous Officer, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council.</p> |
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(4) The Students with Disabilities Officer shall complete such duties and responsibilities as are outlined in the below table:

| | |
|---|---|
| Title | Students with Disabilities Officer |
| Department Location | Representation |
| Number of Hours Required | As per Schedule A of the <i>Guild Regulations – Division One</i> |
| Reporting Structure | <p>This position reports to (in ascending order) the: Guild Council President Education Vice President</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Guild responsible for the representation of Enrolled Students that are Indigenous. |
| Key Responsibilities | <p>In accordance with R4.12 of the <i>Guild Regulations - Division One</i>:</p> <ul style="list-style-type: none"> • be responsible for representing Enrolled Students with Disabilities through the Students with Disabilities Department to the Guild Council. |
| Specific Duties and Responsibilities | <p>Be responsible for representing Students with Disabilities Enrolled Students through the Students with Disabilities Department to the Guild Council.</p> <ul style="list-style-type: none"> • Convene and Chair meetings of the Students with Disabilities Department. |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Coordinate campaigns on the issues of Enrolled Students with Disabilities. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Disability Access and Inclusion Plan Implementation Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Run social activities and events for Enrolled Students with Disabilities both ally-inclusive and autonomous. • Remain in contact with Counselling and Disability services • Maintain the Students with Disabilities Department space and be available for consultation by Enrolled Students within that space. • Maintain online social networks to advertise events and reach out to Enrolled Students who may not know about the Students with Disabilities Department. • Maintain professional boundaries with Enrolled Students. • Refer Enrolled Students to appropriate services when they require assistance. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Guild Council. • Attend meetings of the Guild Council, Students with Disabilities Department, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Students with Disabilities Officer, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council.</p> |
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B3.6 Guild Councillors, Guild Council Chairperson and General Members of Guild Committees

(1) The Guild Councillors shall complete such duties and responsibilities as are outlined in the below table:

| | |
|----------------------------|--|
| Title | Guild Councillors |
| Department Location | Representation |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President General Secretary |
| | Positions reporting to this position: • None |

| | |
|------------------------------------|---|
| Position Purpose | Officer of the Guild responsible for assisting other Officers of the Guild in accordance with R4.13(2) of the <i>Guild Regulations - Division One</i> |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Perform any other duties as directed by the President. • Attend meetings of the Guild Council, and other Guild Committees which they are a member of. • Any other duties determined by the Guild Council. |

(2) The Guild Council Chairperson shall complete such duties and responsibilities as are outlined in the below table:

| | |
|------------------------------------|---|
| Title | Guild Council Chairperson |
| Department Location | Representation |
| Reporting Structure | This position reports to the: Guild Council |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | In accordance with R4.14 of the <i>Guild Regulations - Division One</i> : <ul style="list-style-type: none"> • chair the meetings of Guild Council. • be responsible for ensuring that Officers of the Guild operate in accordance with the relevant Acts, Statutes, Regulations and Rules governing the Guild. |
| Duties and Responsibilities | <p>Chair the meetings of Guild Council.</p> <ul style="list-style-type: none"> • Attend and Chair Guild Council in an orderly fashion as stated in Part 2 of these Rules. • Attend and Chair the meetings of the Legal Committee and such other committees as determined by the Guild Council. <p>Be responsible for ensuring that Officers of the Guild operate in accordance with the relevant Acts, Statutes, Regulations and Rules governing the Guild.</p> <ul style="list-style-type: none"> • Remain in contact with the General Secretary on matters relating to the business of the Guild Council. • Monitor all decisions made by the Guild Council, Guild Committees and Subsidiary Bodies to ensure that they comply with the Guild Statute Book. <p>Any other duties determined by the Guild Council.</p> |

(3) General Members appointed to Guild Committees shall complete such duties and responsibilities as are outlined in the below table:

| | |
|----------------------------|-------------------------------------|
| Title | General Members of Guild Committees |
| Department Location | Representation |

| | |
|------------------------------------|--|
| Reporting Structure | This position reports to (in ascending order) the: Guild Council President General Secretary |
| | Positions reporting to this position: • None |
| Position Purpose | Officer of the Guild responsible for attending and contributing to meetings of the Guild Committee(s) to which they are appointed. |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Perform any other duties as directed by the President. • Attend meetings of the Guild Committee(s) which they are a member of. • Any other duties determined by the Guild Council. |

Part 4 - Appointments

B4.1 Status

- (1) Division One of this Part (B4.2 – B4.5) governs the Appointment of:
- (a) the Guild Council Chairperson;
 - (b) members of Guild Council to Guild Committees; and
 - (c) members of University Boards and Committees.
- (2) Division Two of this Part (B4.6 – B4.14) governs the Appointment of:
- (d) General Members of the Guild to Guild Committees;
 - (e) eligible persons to Guild Council vacancies;
 - (f) members of the ISC;
 - (g) members of the PSC;
 - (h) casual vacancies in Queer Officers;
 - (i) casual vacancies in Women's Officer;
 - (j) casual vacancies in Indigenous Officer; and
 - (k) casual vacancies in the Students with Disabilities Officer.

Division 1

B4.2 Appointments from within the Guild Council

- (1) Pursuant to R3.8(3) of the *Guild Regulations – Division One* all Guild Council Appointments shall be conducted by secret ballot using Optional Proportional Representation as outlined in Schedule A of *Guild Regulations – Division Two* and each member shall have one (1) vote subject to R1.4(f).
- (2) Where the number of Candidates validly nominated exceeds the number of Appointments to be made, a ballot shall be held.
- (3) Where the number of Candidates validly nominated does not exceed the number of Appointments to be made, the nominated Candidates shall be appointed.
- (4) Positions on the ballot paper shall be determined by lot.
- (5) Pursuant to R3.8(2) the Minute Secretary shall be a Returning Officer for all Guild Council Appointments.
- (6) Candidates may submit a statement of up to five hundred (500) words to accompany any nomination.
- (7) The Guild Council may pursuant to B1.4(d) dismiss any person appointed under this Part at any time.

B4.3 Guild Council Chairperson

- (1) A call for nominations for Guild Council Chairperson shall be circulated to eligible Guild Council members at least fourteen (14) days prior to the meeting of Guild Council.
- (2) Signed nomination forms shall be lodged with the Minute Secretary at least seven (7) days prior to the Guild Council meeting.
- (3) Should no eligible Guild Council member nominate, or circumstances not permit B4.3(1) and (2) to occur, nominations may be taken during the meeting.
- (4) Where a casual vacancy arises in the position of Guild Council Chairperson it shall be filled in accordance with these provisions.
- (5) Pursuant to R4.14 (4) the Guild Council may not proceed to any other business while the position of Guild Council Chairperson is vacant. The Guild Council must appoint a person as Guild Council Chairperson or to act as Guild Council Chairperson until a permanent appointment can be made.

B4.4 Appointments of members of Guild Council to Guild Committees

- (1) A call for nominations for Appointments of members of Guild Council to Guild Committees shall be circulated to eligible Guild Council members at least fourteen (14) days prior to the meeting of Guild Council;
- (2) Signed nomination forms are to be lodged with the Minute Secretary at least seven (7) days prior to the Guild Council meeting;
- (3) Should no eligible Guild Council member nominate, or circumstances not permit B4.4(1) and (2) to occur, nominations may be taken during the meeting; and

- (4) Where a casual vacancy arises in an appointed position for a Guild Council member to a Guild Committee it shall be filled in accordance with these provisions.

B4.5 Appointments to University Boards and Committees

- (1) The list of positions for appointment shall be circulated to eligible Officers of the Guild at least fourteen (14) days prior to the meeting of Guild Council.
- (2) Nominees for University Boards and Committees shall submit signed nomination forms to the Minute Secretary at least seven (7) days prior to the Guild Council meeting.
- (3) An Officer of the Guild who fails to attend two (2) consecutive University Board or Committee meetings shall cease to be a member of that Board or Committee and shall be replaced by an Executive Officer. If the member is also a Guild Council member, the matter shall be referred to the Discipline Tribunal.
- (4) The General Secretary shall attempt to find a replacement for any vacancies on any University Board or Committee.
- (5) Where a casual vacancy arises in an appointed position on a University Board or Committee it shall be filled in accordance with these provisions.
- (6) Officers of the Guild on University Boards and Committees must ensure that:
 - (a) if they cannot attend a meeting, a suitable replacement should be sent in place of the Officer of the Guild;
 - (b) if a suitable replacement is not available then the President should be notified forty eight (48) hours in advance of the meeting;
 - (c) regular oral reports are given to the Education Vice President on academic issues and President or General Secretary on resource and financing issues;
 - (d) if the Guild is required to investigate or act upon items of discussion of a meeting then the relevant Executive Officer should be notified at the earliest possible time; and
 - (e) provide an update of these meetings within their written Guild Council report.

Division 2

B4.6 Nominations Committee

- (1) The Guild Council shall establish a nominations committee (**Nominations Committee**).
- (2) The Nominations Committee shall subject to the Guild Statute Book receive nominations and make recommendations of candidates for appointment as:
 - (a) members of Guild Committees (where the appointment calls for a General Member of the Guild)
 - (b) to Guild Council vacancies;
 - (c) members of the ISC;
 - (d) members of the PSC;

- (e) Queer Officers in the event of a casual vacancy;
 - (f) Women's Officer in the event of a casual vacancy;
 - (g) Indigenous Officer in the event of a casual vacancy; and
 - (h) Students with Disabilities Officer in the event of a casual vacancy.
- (3) The Guild Council can reject or amend the recommendation of the Nominations Committee or request that the Nominations Committee reconsider its recommendation.
 - (4) Subject to these Rules and the other provisions of the Guild Statute Book the Guild Council shall determine the membership, procedure and other matters relating to the Nominations Committee in accordance with R5.1 of the *Guild Regulations – Division One*.
 - (5) For the purposes of this Division the General Secretary (or their nominee) shall be the Returning Officer for any ballot that may be required.

B4.7 General Members to Guild Committees

- (1) A public notice inviting nominations for the General Member positions on Guild Committees shall be placed on the Official Guild Noticeboard at least fourteen (14) days prior to the meeting of Guild Council.
- (2) General Member nominees shall be nominated by two (2) Guild Members.
- (3) General Member nominees shall submit signed nomination forms to the General Secretary at least three (3) days prior to the Nominations Committee meeting in accordance with the procedures of the Nominations Committee.

B4.8 Guild Council Vacancies

- (1) A call for nominations for a Guild Council vacancy shall be circulated to eligible members of Guild Council at least seven (7) days following the declaration of the vacancy.
- (2) Eligible members of Guild Council shall have seven (7) days to respond to the call under B4.7(1).
- (3) Should no eligible Guild Council member nominate, nominations shall be opened from amongst the General Members of the Guild which shall close seven (7) days following their opening.
- (4) Nominees for Guild Council vacancies shall submit signed nomination forms to the General Secretary at least three (3) days prior to the Nominations Committee meeting in accordance with the procedures of the Nominations Committee.
- (5) Where a vacancy arises in any member of the Guild Council, excluding the position of President, following the Annual General Election, then the person elected at the Annual General Election may be appointed to fill the vacancy and the other provisions of this Division do not need to be followed.

B4.9 International Students Committee

- (1) The Nominations Committee shall make recommendations to Guild Council of members to the ISC.
- (2) A public notice inviting nominations for the following positions shall be placed on the Official Guild Noticeboard:

- (a) ISC Education Vice President;
 - (b) ISC Activities Vice President;
 - (c) ISC General Secretary;
 - (d) ISC Publications Officer; and
 - (e) four (4) ISC Councillors.
- (3) The opening and closing of nominations for the ISC shall occur after the ISC President has been elected at the Annual General Election, but before the last week of November.
- (4) Members of the ISC shall be:
- (a) Guild Members;
 - (b) International Students or be nominated by two (2) International Students; and
 - (c) nominated by two (2) Guild Members.
- (5) Signed nomination forms are to be lodged with the General Secretary at least three (3) days prior to the meeting of the Nominations Committee.
- (6) Candidates may nominate for more than one position but may not hold more than one position on the ISC.
- (7) The Nominations Committee shall recommend to Guild Council the composition of the ISC. At least four (4) members nominated shall not have been members of the ISC within the previous three (3) years and at most three (3) positions may be left vacant.
- (8) At least three (3) of the members of the ISC shall be Women.
- (9) The ISC shall endeavour to include members from different cultural backgrounds.

B4.10 Postgraduate Students Committee

- (1) The Nominations Committee shall make recommendations to Guild Council of members to the PSC.
- (2) A public notice inviting nominations for the following positions shall be placed on the Official Guild Noticeboard:
- (a) PSC Coursework Vice President;
 - (b) PSC Research Vice President;
 - (c) PSC General Secretary;
 - (d) PSC Curtin Business School Representative;
 - (e) PSC Faculty of Science and Engineering Representative;
 - (f) PSC Faculty of Health Sciences Representative;

- (g) PSC Faculty of Humanities Representative; and
 - (h) five (5) PSC Councillors.
- (3) The opening and closing of nominations for the ISC shall occur after the PSC President has been elected at the Annual General Election, but before the last week of November.
 - (4) Members of the PSC shall be:
 - (a) Guild Members;
 - (b) Postgraduate Students; and
 - (c) nominated by two (2) Guild Members.
 - (5) Signed nomination forms are to be lodged with the General Secretary at least three (3) days prior to the Nominations Committee meeting.
 - (6) Candidates may nominate for more than one position but may not hold more than one position on the PSC.
 - (7) The PSC Coursework Vice President shall be a Postgraduate Student by coursework.
 - (8) The PSC Research Vice President shall be a Postgraduate Student by research.
 - (9) At least four (4) members of the PSC shall be Women.
 - (10) At least four (4) members of the PSC shall be Postgraduate Students by research.
 - (11) At least four (4) members of the PSC shall be Postgraduate Students by coursework.

B4.11 Casual Vacancies in Queer Officers

- (1) The Queer Department shall nominate to Nominations Committee the Candidates for Appointment as Queer Officers in the event of a vacancy.
- (2) A notice inviting nominations for the positions of Queer Officers shall be placed on the Official Guild Noticeboard.
- (3) Signed nomination forms shall be lodged with the General Secretary three (3) days prior to the meeting of the Queer Department.
- (4) Pursuant to R4.9(2) of the *Guild Regulations – Division One*, the positions of Queer Officers shall only be held by two (2) people who nominate together and one of those people shall not identify as a man.
- (5) All members of the Queer Department in attendance at the meeting of the Queer Department shall have the right to vote.
- (6) A quorum at a meeting of the Queer Department shall be ten (10) members.
- (7) Each pair of Candidates shall have the right to address the meeting prior to any ballot occurring.

- (8) Vacancies in the position of Queer Officers shall be filled in accordance with these provisions. Where only one of the two positions are vacant, the remaining Queer Officer shall nominate a Queer Department member to the Nominations Committee.

B4.12 Casual Vacancies in Women's Officer

- (1) The Women's Department shall nominate to Nominations Committee the Candidate for Appointment as Women's Officer in the event of a vacancy.
- (2) A notice inviting nominations for the positions of Women's Officer shall be placed on the Official Guild Noticeboard.
- (3) Signed nomination forms shall be lodged with the General Secretary three (3) days prior to the meeting of the Women's Department.
- (4) All members of the Women's Department in attendance at the meeting of the Women's Department shall have the right to vote.
- (5) The quorum at a meeting of the Women's Department shall be ten (10) members.
- (6) Candidates shall have the right to address the meeting prior to any ballot occurring.

B4.13 Casual Vacancies in Indigenous Officer

- (1) The Indigenous Department shall nominate to the Nominations Committee the Candidates for Appointment as Indigenous Officer in the event of a vacancy.
- (2) A notice inviting nominations for the positions of Indigenous Officer shall be placed on the Official Guild Noticeboard.
- (3) Signed nomination forms shall be lodged with the General Secretary three (3) days prior to the meeting of the Indigenous Department.
- (4) All members of the Indigenous Department in attendance at the meeting of the Indigenous Department shall have the right to vote.
- (5) A quorum at a meeting of the Indigenous Department shall be ten (10) members.
- (6) Candidates shall have the right to address the meeting prior to any ballot occurring.
- (7) Wherever possible the meeting of the Indigenous Department shall be held in the Centre for Aboriginal Studies.

B4.14 Casual Vacancies in Students with Disabilities Officer

- (1) The Students with Disabilities Department shall nominate to the Nominations Committee the Candidate for Appointment as Students with Disabilities Officer in the event of a vacancy.
- (2) A notice inviting nominations for the positions of Students with Disabilities Officer shall be placed on the Official Guild Noticeboard.
- (3) Signed nomination forms shall be lodged with the General Secretary three (3) days prior to the meeting of the Students with Disabilities Department.

- (4) All members of the Students with Disabilities Department in attendance at the meeting of the Students with Disabilities Department shall have the right to vote.
- (5) The quorum at a meeting of the Students with Disabilities Department shall be ten (10) members.
- (6) Candidates shall have the right to address the meeting prior to any ballot occurring.

Part 5 - Student Societies

B5.1 General

- (1) All Student Societies operating at the University shall register with the Guild. All registered Student Societies may apply for sponsorship and grants from the Guild by meeting requirements as specified in these Rules and Policy.
- (2) There shall be such classifications of Student Societies as determined by Policy.
- (3) Subject to B5.1(4), Student Societies shall receive such entitlements as determined by Policy.
- (4) Registered Student Societies shall only receive entitlements on condition of the following:
 - (a) the Guild is recognised through a reasonably sized logo on any promotional material produced by the Student Society throughout the year;
 - (b) the Student Society actively promotes the benefit of Guild Membership to its members and potential members throughout the year; and
 - (c) registration shall expire on the Semester One Census Date each year.

B5.2 Constitution

- (1) All Student Societies shall have a constitution which shall bind them and their members as if:
 - (a) they contained an agreement on the part of each member to be bound by and observe all the provisions of the constitution; and
 - (b) that agreement were duly executed by each member.
- (2) All Student Societies must either adopt:
 - (a) the Guild Council default Student Society Constitution (**Default Constitution**) without modification; or
 - (b) a constitution which complies with these Rules and includes (at a minimum) the following:
 - (i) the name of the Student Society;
 - (ii) the objectives of the Student Society;
 - (iii) the powers of the Student Society;
 - (iv) the membership of the Student Society;

- (v) the general meetings of the Student Society;
 - (vi) the committee of the Student Society;
 - (vii) the Officers of the Student Society;
 - (viii) the finances and records of the Student Society;
 - (ix) the manner in which surplus property of the Student Society must be distributed or dealt with if it is wound up or de-registered; and
 - (x) such additional requirements as the Guild Council may determine from time to time.
- (3) Any amendment made to the constitution of a Student Society:
- (a) must be passed by a Special Majority of the members of the Student Society present at a general meeting of that Student Society;
 - (b) must be approved by the Executive Committee; and
 - (c) will take effect on the day it receives approval of the Executive Committee
- (4) If a Student Society approves the adoption of the Default Constitution, it is taken to have adopted any subsequent amendment to the Default Constitution as an alteration of its constitution.

B5.3 Officers of Student Societies

- (1) Student Societies shall have the following office bearers for Guild purposes:
- (a) President;
 - (b) Secretary; and
 - (c) Treasurer.
- (2) All Officers of a Student Society shall sign an application form, which shall include:
- (a) the statement under Regulation R3.11(2); and
 - (b) the statement: "*I hereby acknowledge that I have read and understand the Guild's expectations of my role as an Officer of a Student Society and will endeavour to carry out the responsibilities or my role in an appropriate and accountable manner.*"
- (3) All Officers of a Student Society shall be Guild Members.
- (4) A person cannot be an officer of more than two (2) Student Societies.

B5.4 Registration

- (1) All applications for registration (**Registration Application**) must be signed by the President and Secretary of the Student Society. Guild Council shall determine the form and requirements of a Registration Application.
- (2) Registration Applications must be submitted to the Executive Committee for approval.

- (3) In order to become registered with the Guild:
 - (a) a Student Society must have a minimum of ten (10) members, all of whom must be Enrolled Students;
 - (b) the only members of the Student Society who are eligible to vote at a general meeting of that Student Society must be Enrolled Students; and
 - (c) the Student Society must offer a discount to Guild Members on all merchandise, events and activities run by the Student Society.
- (4) Any Student Society that misleads the Guild for the purposes of obtaining registration or sponsorship shall be immediately referred to the Discipline Tribunal.
- (5) There shall be two (2) registration intake periods each year in which clubs may submit a Registration Application to the Guild:
 - (a) the first registration period opens at the end of examinations in semester two and closes at the Semester One Census Date; and
 - (b) the second registration period opens at the end of examinations in semester one and closes at the Semester Two Census Date.
- (6) Student Societies are required to re-register with the Guild each year.
- (7) The Guild shall maintain records of registered Student Societies. However, it is ultimately the responsibility of the relevant Student Society to inform the Guild of any changes to its details or the details of its members.

B5.5 Sponsorship

- (1) Only Students Societies are eligible to apply for sponsorship from the Guild.
- (2) Student Societies may apply to the Guild for sponsorship of events and activities prior to the event or activity, with the upper limit of sponsorship being \$1500 per year.
- (3) The level of sponsorship provided by the Guild shall be determined in accordance with Policy.
- (4) Student Societies may apply for sponsorship multiple times over the course of the year provided the accumulated annual total of the funds sought does not exceed \$1500.
- (5) A minimum sponsorship application amount may be determined by Policy.
- (6) An updated list of Student Society members and their student numbers shall be provided at the time of application for sponsorship.
- (7) Applications for sponsorship must:
 - (a) only be approved by a member of the Executive Committee. Applications that do not comply with the criteria specified in B5.5(3) above will be denied;
 - (b) be received prior to the expenditure; and
 - (c) be before the end of the calendar year of the year of registration.

Part 6 - Guild Policy

B6.1 General

- (1) Guild Council shall, from time to time, pass Policies of the Guild.
- (2) All Policies must be demonstrably related to Enrolled Students or the operations or activities of the Guild or otherwise related to a matter required to be proscribed by Policy in accordance with the Guild Statute Book.
- (3) Policies shall be categorised in the manner determined by the Guild Council.
- (4) Policies shall be subject to the Guild Statute Book, and where it is inconsistent with the Guild Statute Book, the Guild Statute Book shall prevail.
- (5) Policies created by a Referendum may only be amended or rescinded by a Referendum.

B6.2 Procedures

Guild Council may establish such procedures (**Procedures**) underneath a Policy as it sees fit.

B6.3 Format

Policies and Procedures shall be in a format determined by Guild Council.

B6.4 Publication

- (1) The Guild Council shall collate all Policies and Procedures into a handbook (**Policy Handbook**).
- (2) The Policy Handbook shall be made available on the Guild website.