



C U P S A
A DEPARTMENT OF CURTIN STUDENT GUILD

Constitution

Curtin University
Postgraduate Student Association
January 2013

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Part 1

Name & Mission Statement

1. Name

- 1.1. The name shall be the 'Curtin University Postgraduate Student Association'.

2. Mission Statement

The principle underpinning all CUPSA objectives is that activities will prioritise the professional standing, recognition of and support for the Curtin University postgraduate student community.

2.1. The objectives of CUPSA shall be:

- 2.1.1. To act as the prime representative body of postgraduate students within Curtin University's academic and administrative structure, whilst acting in accordance with the Student Guild's Rules and Regulations
- 2.1.2. To promote the interests of both the members of CUPSA, the Curtin Student Guild and the members related to the university;
- 2.1.3. To cooperate with the Guild in carrying out its objectives;
- 2.1.4. To promote academic and social contact between members of CUPSA in the various Schools and Faculties of Curtin University;
- 2.1.5. To cooperate with other relevant bodies at Curtin University;
- 2.1.6. To disseminate information of interest to members of CUPSA; and
- 2.1.7. To offer a supportive confidential and discreet professional introduction channel for timely referral of member requests where assistance is sought on sensitive matters for which CUPSA itself is not expertly equipped or qualified.

3. Affiliation

- 3.1. CUPSA may be affiliated with any other organisation with similar aims and objectives provided that the autonomy of CUPSA is retained.

3.2. Proposals for affiliation or disaffiliation must be ratified by a General Meeting.

4. **Policy Statements**

4.1. CUPSA may adopt policy on matters of importance to postgraduate students.

4.2. The regulations governing policy motions and amendments must be accepted by an absolute majority at a CUPSA Council meeting and shall be presented to the subsequent Annual General Meeting for noting.

4.3. The CUPSA Council and its representatives shall abide by CUPSA policies when representing CUPSA.

4.4. CUPSA shall, in formulating policy, take account of and be guided by policy of the Council of Australian Postgraduate Association Inc.

4.5. Where CUPSA has no policy, the CUPSA Council shall be guided by the best interests of CUPSA as a whole, and by the Council of Australian Postgraduate Association Inc policy, if it exists.

Part 2

CUPSA Council

1. Functions of the CUPSA council shall be to:

- 1.1. Promote and assist in educational equity and social activities for postgraduate students;
- 1.2. Promote and assist in educational equity and social activities for postgraduate students;
- 1.3. Represent postgraduate interests in the formulation of Guild and University policy;
- 1.4. Act as a medium for the exchange of information regarding the concerns and activities of postgraduate students;
- 1.5. Encourage research projects into the needs of postgraduate students and thereby become a repository and disseminating body for the outcome of these projects;
- 1.6. Maintain and encourage contemporary awareness of the Council of Australian Postgraduate Associations (CAPA) policies; whilst seeking a reciprocal support relationship;
- 1.7. Uphold CUPSA constitutional principles objectives and priorities advocating the need for appropriate amenities and services for postgraduate students;
- 1.8. Represent postgraduate issues to the Guild, and specifically to Guild Council;
- 1.9. Represent and advocate on behalf of postgraduate students;
- 1.10. Make recommendations to the Guild on changes to Guild Statutes, Rules, Regulations and/or policies dealing with postgraduate students;
- 1.11. Make recommendations to the Guild on changes to Guild Statutes, Rules, Regulations and/or policies that impact upon the activities and functions, defined and otherwise, of CUPSA.

2. CUPSA Council Membership shall consist of the following members

- 2.1. CUPSA President (convenor and chairperson);
- 2.2. CUPSA Vice President;
- 2.3. CUPSA Treasurer;
- 2.4. CUPSA Postgraduate Business representative;
- 2.5. CUPSA Postgraduate Science and Engineering representative;
- 2.6. CUPSA Postgraduate Health Sciences representative;
- 2.7. CUPSA Postgraduate Humanities representative;
- 2.8. PODS Coordinator;
- 2.9. No more than six (6) CUPSA General Council Members;
- 2.10. Immediate Past CUPSA President (non-voting);
- 2.11. CUPSA Executive Officer (non-voting, minute taker);
- 2.12. Guild President or delegate of Guild President (non-voting, observer).

3. Members of CUPSA Council shall be (excluding non-voting members):

- 3.1. Enrolled students of Curtin University;
- 3.2. Full Guild members; and
- 3.3. Postgraduate students; excluding the Guild President or delegate.

4. Terms of office members:

- 4.1. Shall be elected at the Annual General Meeting OR any CUPSA council meeting;

- 4.2. Shall be appointed to University committees at the subsequent CUPSA Council Meeting;
- 4.3. Shall familiarise themselves with committee proceedings prior to assuming their elected positions;
- 4.4. Shall adhere to CUPSA policy and procedures regarding their position descriptions; and
- 4.5. CUPSA Council shall notify the appointment of CUPSA Members to Guild Council.

5. **Removal from office**

- 5.1. A member of CUPSA Council shall be removed from their position/office upon the making of a declaration by the Chair at the relevant meeting certifying that the members has:
 - 5.1.1. Been absent without apology from two consecutive meetings or any three meetings with an apology;
 - 5.1.2. Been absent without prior leave of absence or with an apology for three consecutive meetings; and
 - 5.1.3. Not met the CUPSA membership.
- 5.2. Such a declaration shall be minuted;
- 5.3. A member whose position has been thus declared vacant shall not be again eligible for membership of CUPSA Council until the expiration of one year from the date on which the position was declared vacant.

6. **Attendance**

- 6.1. In the event that a member of CUPSA Council is unable to attend any scheduled meeting, the member must either:
 - 6.1.1. Provide a written apology to the Minute Secretary at least 24 hours prior to the meeting; or
 - 6.1.2. Provide a written request to the President and Minute Secretary for a leave of absence stating the dates and purpose of that leave.

7. Meetings

- 7.1. The CUPSA President and/or Vice-President shall convene a meeting of the CUPSA Council within 6 weeks of the previous CUPSA Council meeting;

8. Roles of CUPSA council:

- 8.1. Act as a representative body for postgraduate students of Curtin University. The CUPSA Council will be responsible for directly representing this group through their own activities, as well as representing the needs of this group to the Guild. The CUPSA Council will be bound by the CUPSA Constitution and the Guild Rules and Regulations;

- 8.2. Representation shall include interaction with the University through:

8.2.1. Membership on University Boards/Committees, including the Academic Board;

8.2.2. Membership of working parties concerned with issues affecting postgraduate students;

8.2.3. Liaison with the Guild Executive, Committees and staff members as appropriate;

8.2.4. Liaison with the Dean, Graduate Studies;

8.2.5. Liaison with University Faculty Representatives; and

8.2.6. Liaison with Offices of the University as appropriate.

- 8.3. Representation may include interaction with external groups including:

8.3.1. Council of Australian Postgraduate Associations;

8.3.2. individual Postgraduate Associations as appropriate; and

8.3.3. Other relevant external organisations.

9. Powers

The CUPSA Council shall have the power to:

- 9.1. Make recommendations to the Guild on changes to Guild Statutes, Rules, Regulations, and/or Policies on matters dealing with postgraduate students;
- 9.2. Make recommendations to the Guild for change to Guild Statutes, Rules, Regulations and/or Policies that impact upon the activities and functions, defined and otherwise, of CUPSA;
- 9.3. Make recommendations to the Guild for change to the CUPSA Constitution after approval at CUPSA's Annual General Meeting or at a Special General Meeting convened for that purpose;
- 9.4. Nominate the members of the CUPSA Council; and
- 9.5. Dismiss any CUPSA council member on the following grounds:
 - 9.5.1. Dishonesty in the execution of their duties;
 - 9.5.2. Incompetence or wilful neglect in any or all aspects of their duties;
 - 9.5.2.1. Absence from meeting(s) without communicating any reason
 - 9.5.2.2. Not submitting reports
 - 9.5.2.3. Not attending the assigned activities without reason
 - 9.5.2.4. Not attending university-related meetings; and/or
 - 9.5.3. Actions contrary to the interests of CUPSA.

10. Council Meeting Procedure

- 10.1. A quorum for a CUPSA Council meeting shall be 50% plus one of the total voting Council members and must include the CUPSA President and/or Vice President.
- 10.2. All motions unless otherwise stated in the constitution shall be carried by a simple majority. Any tied votes shall be declared lost.
- 10.3. A successful vote of no-confidence in a CUPSA Council member shall:
 - 10.3.1. Require that at least 14 days written notice be given to that member of the motion;
 - 10.3.2. Require an absolute majority of those persons present at the meeting casting a vote in the affirmative; and

10.3.3. Result in the position being declared vacant upon the carrying of a no confidence motion.

11. Dissolution

- 11.1. CUPSA may be dissolved by the carrying of a resolution by a two-thirds majority at an extraordinary general meeting called for this purpose.
- 11.2. In the event of dissolution all assets and funds of CUPSA shall be returned to the Guild to be held in trust until an organisation with similar aims and objectives is formed.

12. Finance

- 12.1. The financial year shall end on the last day of December;
- 12.2. The Treasurer shall present to the Annual General Meeting an audited balance sheet and statement of income and expenditure to date;
- 12.3. The Executive Committee has the power to purchase items up to a value of \$1000, with the approval of the Guild; and
- 12.4. Items costing more than \$1000 must be approved by CUPSA Council before purchasing; subject to approval from the Guild.

Part 3

Rules

1. Standing Orders

1.1. Status

The rules in this Constitution are for the convening and conduct of meetings of CUPSA Council.

1.2. Applicability

These standing orders shall:

- 1.2.1. Apply to the meeting of all CUPSA councils;
- 1.2.2. Apply to all general meetings of CUPSA, and to any meeting which chooses to adopt them, but only to the extent specified by the meeting.

1.3. Notice

- 1.3.1. The convenor of the respective CUPSA body shall be responsible for giving notice of meetings of that body.
- 1.3.2. Notice shall:
 - 1.3.2.1. Be given in writing to each member of the body, whether voting or non-voting;
 - 1.3.2.2. Specify the time, date and place of the meeting, and any business proposed;
 - 1.3.2.3. Not be given of an adjourned meeting.
- 1.3.3. Notice of business shall:
 - 1.3.3.1. Be in form of a motion or of a candid description of the nature of the business; and

- 1.3.3.2. Forwarded to the Committee and Minute Secretary at least one week before the meeting and shall be included on the agenda.
- 1.3.4. A meeting may only consider business of which notice has been given under rule Part3.1.3.3., unless the business is approved by the President.
- 1.3.5. A meeting may, as a matter of urgency, consider business of which notice has not been given, if a motion to do so setting out the reason for the emergency is carried by an absolute majority of votes exercisable.

1.4. Quorum

- 1.4.1. If a quorum is not present within thirty minutes of the time specified in the notice of meeting, the meeting may not proceed.
- 1.4.2. The Convenor must include any business which had been proposed in the notice of the next meeting.
- 1.4.3. A meeting may continue to consider business for up to thirty minutes without a quorum being present, but no question may be put to a vote. If quorum is not again present within thirty minutes, the meeting lapses.
- 1.4.4. 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. Subject to any resolution previously passed, the CUPSA President shall fix the date and time of the next meeting. All remaining business on the agenda shall be included on the agenda of the next meeting and shall take precedence over new business.

1.5. Attendance

- 1.5.1. Subject to these Standing Orders, all CUPSA members may attend any meeting of the CUPSA Council which is not in camera;
- 1.5.2. A meeting may only resolve to proceed in camera to consider business relating to personal or staffing matters or legal proceedings;
- 1.5.3. Once a meeting has resolved to proceed in camera, any person who qualifies under the following must immediately leave:
 - 1.5.3.1. Is not a voting member of the CUPSA Council; or

- 1.5.3.2. Has not been invited to remain by resolution of the meeting.
- 1.5.4. A meeting may exclude any person who is not a CUPSA member.

1.6. Chair

1.6.1. The Chair shall:

- 1.6.1.1. Be heard in silence and may only be interrupted by a point of order;
- 1.6.1.2. Name any person who disrupts the meeting. Any person named by the Chair three times during a meeting must not be recognised by the Chair and must immediately leave the meeting;
- 1.6.1.3. Withdraw a naming if satisfied that the person named will not disrupt the meeting again;
- 1.6.1.4. Maintain order and 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;
- 1.6.1.5. Subject to appeal to the meeting, interpret these standing orders.

1.6.2. The Chair may rule out any motion or amendment, which they consider to be:

- 1.6.2.1. Disrespectfully worded;
- 1.6.2.2. Substantially restating a resolution previously adopted;
- 1.6.2.3. Inconsistent with the CUPSA Constitution or Guild Regulations;
- 1.6.2.4. Otherwise out of order.

1.6.3. If the Chair rules any language objectionable, the speaker shall forthwith withdraw it and apologise. If the speaker does not issue an apology, the Chair may name or remove the speaker;

1.6.4. The Chair may, on giving verbal notice, limit the speaking time allocated to members of Council so that all members may have an opportunity to provide input to an issue being debated;

- 1.6.5. Regardless of whether a time limit has been imposed, the Chair may, after due warning, require a member to complete their address immediately if their remarks are irrelevant or if they are substantial repetitions or remarks made earlier in the debate. This is provided that the member concerned may at once move that they be further heard, which motion shall be out without amendment or debate;
- 1.6.6. Members shall respect the authority of the Chair at all times, and address all remarks through the Chair.

2. Election of CUPSA Council

2.1. Nominations

- 2.1.1. Nominees must be full members of the Guild.
- 2.1.2. Nominations for the various positions shall be in writing (hardcopy or electronic), signed by the nominee, and affirmed by two current Curtin postgraduate students by providing their names, contact details and student id's on the nomination
- 2.1.3. Nominations shall be called for on the notice convening the Annual General Meeting.
- 2.1.4. Nominations must be in the hands of the CUPSA President or his/her delegate 24 hours before the commencement of the Annual General Meeting.
- 2.1.5. In the event that no nominations are received for a position prior to the AGM, nominations will be taken from the floor subject to approval by the current Council members attending the meeting.
- 2.1.6. The CUPSA President shall be elected two weeks prior to the CUPSA Annual General Meeting, through the Guild Elections.
- 2.1.7. Members may be nominated for but may not hold more than one position simultaneously.
- 2.1.8. Elections shall be in the following order;
 - I. CUPSA Vice President;
 - II. CUPSA Treasurer;
 - III. CUPSA Faculty Representatives;
 - IV. PODS Coordinator;
 - V. CUPSA Councillors (up to six).

2.2. Elections

- 2.2.1. All CUPSA Council voting Members shall be eligible to vote (see section 2 for voting members);
- 2.2.2. Elections shall be by secret ballot;

- 2.2.3. Elections shall be decided by an absolute majority;
- 2.2.4. Any tie in the voting shall be resolved by the casting vote of the sitting CUPSA President;
- 2.2.5. Each candidate may appoint one scrutineer.

3. Representation on University Boards/Committees

- 3.1.** Representatives shall be guided by the CUPSA constitution;
- 3.2.** Representatives shall report to the CUPSA Council at each CUPSA Council General Meeting;
- 3.3.** The CUPSA Council shall appoint ordinary CUPSA members to other committees should any casual vacancy occur or insufficient nominations be received.

4. Annual General Meeting

4.1. Annual General Meetings

- 4.1.1. The Annual General Meeting shall be held two weeks following the Guild Elections. The reason the CUPSA Annual General Meeting needs to be after the Guild Elections is to give unsuccessful candidates who ran for the CUPSA President position in the Guild elections the opportunity to run for other positions on the CUPSA council.
- 4.1.2. At the subsequent CUPSA Council meeting, newly elected representatives will be appointed to University Boards/Committees on which CUPSA representatives sit.
- 4.1.3. At least fourteen days prior to CUPSA Annual General Meeting, notice shall be posted on University notice boards within each Faculty; along with notification via email circulation.

4.2. Extraordinary General Meetings

- 4.2.1. The CUPSA Council may resolve to hold an Extraordinary General Meeting at any time.
- 4.2.2. On petition of thirty ordinary members the CUPSA President shall call an extraordinary General Meeting to take place within twenty-one days.
- 4.2.3. At least seven-day notice of the Agenda of such a meeting shall be posted on University notice boards within each Faculty; along with notification via email circulation
- 4.2.4. If the CUPSA President has resigned or has not called such a meeting when petitioned to do so, the CUPSA Vice President may call an Extraordinary General Meeting.

4.3. Quorum

- 4.3.1. At any General Meeting twelve CUPSA Members shall constitute a quorum.

5. Membership

- 5.1. Postgraduate Students of Curtin University are automatically Members of CUPSA upon enrolment, unless they have elected to opt out of membership.

6. CUPSA Special Membership Categories

6.1. Explanation

The postgraduate student body culture as represented by CUPSA is distinctly different from that of the undergraduate student body, largely determined by relative life experience factors that influence individual and collective perspectives. Moreover, the postgraduate student community also comprises individuals who are qualified, capable of and in many cases actively delivering, higher education teaching.

The shifting posture of higher education institutions during the first decade of the 21st Century, accelerating change in the second decade, places responsibility on the shoulders of up and coming academics, and their private sector industry and government counterparts, to facilitate the transitional needs of their postgraduate student successors. Increasingly the complexities of academic and 'other world' relationships excite and impose changing capabilities. Inertia is not an option if a representative body is to sustain credibility and worth to the body that it purports to represent. Student representation however, unlike the institution in which we study and conduct research is constrained by a lack of continuity, also known as 'corporate memory', due to the time limits of enrolment duration and the realities of high level academic rigour.

In 2011 the CUPSA Council acknowledged the potential value of a continuity plan as an investment, in the sense of the desire to secure ongoing human capital value by encouraging and offering extended membership on the part of an individual with a proven valuable contributory record as a serving and voting member of the CUPSA Council. The following membership categories exist to fulfil this objective. Please note that the second of these is implicitly conditional upon a period of service in the first. Further, that these categories shall apply only to individuals who have served during or after the year of special category inception (2011).

6.2. CUPSA Council Affiliate Member

The Affiliate CUPSA Council Member shall be a non-voting continuing member of the Council.

- 6.2.1. 'Continuing' means a member elected by CUPSA Council immediately following a period of service as a voting member;
- 6.2.2. Willingness to serve in this capacity and a nomination process within the rules and protocols of CUPSA are essential elements for granting Affiliate CUPSA Council Membership;

- 6.2.3. The Affiliate CUPSA Council Member category is not to be regarded as a token but as a serious investment in assisting with succession planning and implementation; support for contemporary post graduate student academic and societal community relevance; and as a source of wisdom and guidance for future Councils;
- 6.2.4. The CUPSA Council has discretion through its rules and protocols to provide a reasonable form of reimbursement for (Council pre-approved) expenses incurred by the Affiliate CUPSA Council Member as a consequence of specific activities of worth to CUPSA.

6.3. CUPSA Honorary Lifetime Member

This category of membership reflects continuous service as a voting then CUPSA Council Affiliate Member.

- 6.3.1. In exceptional circumstances, as decided by a quorum of the sitting CUPSA Council, it may be awarded to a member of CUPSA who has given outstanding service but who has not held CUPSA Council Affiliate membership;
- 6.3.2. Note that CUPSA Honorary Lifetime Member is general membership, not Council membership. The member however is, in common with enrolled student members, a welcome guest at monthly CUPSA Council meetings.

Part 4

Definitions

1. **Absolute majority**

Means a majority of all members of the CUPSA Council for the time being holding office regardless of the number attending the meeting of CUPSA Council and no casting vote shall be counted.

2. **CUPSA**

Shall refer to the Curtin University Postgraduate Student Association, but shall be known simply as CUPSA for the purposes of these rules.

3. **CUPSA Constitution**

Shall refer to the rules determined by the CUPSA Council at a general meeting to which CUPSA shall abide.

4. **CUPSA Council**

Shall refer to the combined council made up of the CUPSA executive committee, CUPSA faculty representatives, PODS representative, CUPSA general council members, CUPSA immediate past President (non-voting), CUPSA Research/Student Assist Officer (non-voting), and Guild President or delegate of Guild President (non-voting)

5. **CUPSA Council Faculty Representatives**

Shall refer to those Council members who represent students on faculty graduate study committees or equivalent committees.

6. CUPSA Council Executive Committee

Shall refer to the sub-group of the Council comprising the CUPSA President, CUPSA Vice-President and CUPSA Treasurer.

7. CUPSA Councillors

Shall refer to all other CUPSA Council members, excluding the CUPSA immediate past President, CUPSA Executive Officer and the Guild President or delegate of Guild President.

8. CUPSA members

Shall refer to the entire postgraduate student cohort at Curtin University comprising those students enrolled for any graduate certificate/diploma, postgraduate certificate/diploma, master's degree or doctoral degree of the university.

9. Full Guild Member

Is a student of Curtin University who has not opted out of Guild membership; and has paid the Guild membership fee as set by the Guild.

10. Associate Guild Member

Guild Council may admit to Associate member status of the person whom:

- (a) Is a member of University Staff;
- (b) Is a member of Guild Staff;
- (c) Has previously been a member of the Guild;
- (d) Is a graduate or diplomat of this University;
- (e) Is a graduate or diplomat of any tertiary institution recognised by the Guild for this purpose;
- (f) Is a student of any tertiary institution recognised as the Guild for this purpose; or
- (g) Any person who Guild Council shall deem appropriate to hold Associate membership

11. Basic Guild member

Means any Curtin student who has not opted out of Guild membership and has not paid the Guild membership fee as set by the Guild.

12. Guild

Shall refer to the Curtin University Student Guild.

13. Guild Council

The affairs of the Guild shall be managed by a governing authority known as Guild Council and shall consist of the following members:

- (a) President (Convenor)
- (b) Education Vice President
- (c) Activities Vice President
- (d) General Secretary
- (e) Business Faculty Representative
- (f) Science and Engineering Faculty Representative
- (g) Health Science Faculty Representative
- (h) Humanities Faculty Representative
- (i) Nine (9) Guild Councillors;
- (j) International Students Committee Convenor
- (k) Curtin University Postgraduate Student Association President;
- (l) Queer Officer/s (non-voting);
- (m) Women's Officer/s (non-voting);
- (n) Indigenous Officer /s (non-voting);
- (o) Immediate Past President (non-voting)
- (p) Managing Director (non-voting staff member) and;
- (q) Minute Secretary (non-voting, staff member)

14. PODS

Shall refer to the Postgraduate Open Door Society, but shall be known simply as PODS for the purposes of these rules.

15. University

Shall refer to Curtin University.

Part 5

Duties and Responsibilities

1. CUPSA President

The CUPSA President shall:

- 1.1. Report to the CUPSA Council, the Guild President, and ultimately responsible to the Guild Council;
- 1.2. Manage the day to day affairs of CUPSA within the framework of the CUPSA Constitution;
- 1.3. Coordinate the work of the CUPSA Council members, subject to the CUPSA policy and regulations;
- 1.4. Be ultimately responsible for coordinating the roles of all CUPSA appointees to University Boards and Committees and ensuring that regular reporting of the activities of these bodies is made to CUPSA Council
- 1.5. Establish and monitor budgets in consultations with CUPSA executives and the Guild;
- 1.6. Conduct all formal liaison between CUPSA and University;
- 1.7. Represent and speak in behalf of the CUPSA council at such meetings and functions as the CUPSA Council or CUPSA President deem fit to attend, or as deem fit by Guild Council;
- 1.8. Represent and speak on behalf of CUPSA Council at the following Guild Boards:
 - 1.8.1. Access and Equity Board; function being – Shall oversee the access and equity service of the Guild and provide a forum for discussion and policy recommendation that will be made to Guild Council;
 - 1.8.2. Education Board; function being – Shall provide a forum for discussion on education issues and education policy recommendations that will be made to Guild Council.
- 1.9. Unless otherwise specified, be a voting member of every CUPSA Committee and have the casting vote.
- 1.10. Acting CUPSA President

1.10.1. Where the CUPSA President is absent or unable to act, the Vice President shall act as CUPSA President until such time as the CUPSA President is able to resume their duties.

1.10.2. If the CUPSA Vice President is unable to act, then the Secretary/Treasurer shall be asked to act in the position. If the Secretary/Treasurer is unwilling or unable to act in the office the CUPSA Council shall appoint another Council member to act as CUPSA President.

2. CUPSA Vice-President

The CUPSA Vice-President shall:

- 2.1. Initially be responsible to the CUPSA President and ultimately responsible to CUPSA Council;
- 2.2. Be an Executive Committee member of CUPSA Council;
- 2.3. Assist the CUPSA President, Treasurer, and the Faculty Representatives;
- 2.4. Establish and monitor budgets in consultation with the CUPSA President;
- 2.5. Monitor the progress of working parties;
- 2.6. Coordinate CUPSA events as advised by the president;
- 2.7. Attend CUPSA council meetings and assigned university committee meetings;
- 2.8. Submit a written report for each regular CUPSA Council meeting (whether in attendance or not), and an oral report covering all aspects of their activities and other issues of relevance;
- 2.9. Ensure the Constitution is up to date. The Constitution shall be a record of all approved CUPSA Council policy. The Constitution shall be reprinted annually and shall be supplied to each member of incoming Council;
- 2.10. Be responsible for the co-ordination of the CUPSA Faculty Representative;
- 2.11. Perform all other duties as requested by the CUPSA President;
- 2.12. Prepare a written report for the incoming Vice-President, providing information on the function and long term goals of their position.

3. CUPSA Treasurer

The CUPSA Treasurer shall:

- 3.1. Initially be responsible to the CUPSA President and ultimately responsible to CUPSA Council;
- 3.2. Be an Executive Committee member of CUPSA Council;
- 3.3. Assist the CUPSA President, Treasurer, and the Faculty Representatives;
- 3.4. Process cheque distribution and reimbursement, and invoice at regular intervals set by the President;
- 3.5. Establish and monitor budgets in consultation with the CUPSA President;
- 3.6. Coordinate any CUPSA event advised by the CUPSA President;
- 3.7. Be conversant on financial matters of CUPSA, and participate in all CUPSA budgeting meetings;
- 3.8. Have a thorough understanding of the current financial position of CUPSA at any given time;
- 3.9. Perform all other duties as requested by the CUPSA President;
- 3.10. Submit a written report for each regular CUPSA Council covering all aspects of their activities and other issues of relevance;
- 3.11. Prepare a written report for the incoming Treasurer, providing information on the function and long term goals of their position;
- 3.12. Be available, where possible, to sign cheques and authorise payments as required.

4. CUPSA Faculty Representatives

The CUPSA Faculty Representatives shall:

- 4.1. Initially be responsible to the CUPSA President and ultimately responsible to CUPSA Council;
- 4.2. Represent all postgraduate students within their Faculty;
- 4.3. Sit on relevant faculty committees and promote interests of postgraduate students;

- 4.4. Act on behalf of the CUPSA Executive members when requested;
- 4.5. Attend CUPSA council meetings and assigned university committee meetings;
- 4.6. Directly report to the CUPSA Vice-President;
- 4.7. Assist the CUPSA Executives in coordinating education campaign and social activities;
- 4.8. Initially report to the Treasurer on resource and finance issues and finally to the CUPSA President;
- 4.9. Be a member of the following University Boards and Committees:
 - 4.9.1. The relevant Faculty Graduate Studies Committee;
 - 4.9.2. Any relevant faculty boards and committees.
- 4.10. Liaise with the ISC Convenor on matters affecting the International Students Committee;
- 4.11. Liaise with school based student society representative;
- 4.12. Submit a written report for each regular CUPSA council meeting (whether in attendance or not), covering all aspects of activities and other issues, structured as follows:
 - 4.12.1. University Boards and Committees attended (date of meetings)
 - 4.12.2. Issues discussed at University Boards and Committees meetings;
 - 4.12.3. Guild Boards and Committees attended (dates of meetings);
 - 4.12.4. Broad issues affecting students from their Faculty and suggested procedure;
 - 4.12.5. Issues of strategic importance to CUPSA;
 - 4.12.6. Description of other activities performed.
- 4.13. Abide by a set of duties as directed by the CUPSA Council;
- 4.14. Perform any other duties as directed by the CUPSA President;
- 4.15. Prepare a written report for the incoming Faculty Representative, providing information on the function and long term goals of their position.

5. CUPSA Councillors

The CUPSA Councillors shall:

- 5.1. Initially be responsible to the CUPSA President and ultimately responsible to CUPSA Council;
- 5.2. Attend monthly CUPSA Council meeting;
- 5.3. Assist the CUPSA Executives and Faculty Representative in coordinating events and activities;
- 5.4. Report to the CUPSA President and Vice-President on academic issues;
- 5.5. Report to the CUPSA Treasurer on resource and finance issues;
- 5.6. Act in the interest of all Curtin students when on CUPSA Council, and not in the interest of a specialised interest group;
- 5.7. Perform any other duties as directed by the CUPSA President.

6. CUPSA PODS Coordinator

The CUPSA PODS Coordinator shall:

- 6.1. Initially be responsible to the CUPSA President and ultimately responsible to CUPSA Council;
- 6.2. Administer and coordinate the speakers for the regular PODS program;
- 6.3. Ensure the program operates successfully and with integrity.

7. CUPSA Chairperson

The CUPSA Chairperson shall:

- 7.1. Be responsible to the CUPSA Council;
- 7.2. Chair CUPSA Council in an orderly fashion as stated in the CUPSA Standing Orders;
- 7.3. Be conversant with all Statutes, Regulations, Rules, and Policy to which CUPSA and its members are bound;
- 7.4. Monitor all decisions made by CUPSA Council and ensure they comply with the CUPSA Constitution.

Part 6

Eligibility, Vacancies and Remuneration

1. CUPSA President

1.1. Eligibility to be elected for CUPSA President election:

- 1.1.1. to be currently enrolled in a postgraduate level course within the University;
- 1.1.2. to be a full member of Guild;
- 1.1.3. to be enrolled for the full duration of the elected term

1.2. Vacancies:

- 1.2.1. If the office of CUPSA President becomes vacant the CUPSA Vice President shall become the CUPSA President and the office of the CUPSA Vice President shall be declared vacant. CUPSA Council shall appoint a CUPSA Council member to the position of CUPSA Vice President.
- 1.2.2. If the CUPSA Vice President is unwilling or unable to fill the office of CUPSA President, then the Secretary/Treasurer shall be asked to act in the position. If the Secretary/Treasurer is unwilling or unable to fill the office then the CUPSA Council shall appoint a CUPSA President from the members of CUPSA Council.
- 1.2.3. If no member of CUPSA Council is willing or able to fill the position then CUPSA Council shall appoint a CUPSA member by co-option.

1.3. Remuneration:

- 1.3.1. The CUPSA President shall receive a remuneration recommended by the previous year's CUPSA Executive and endorsed by CUPSA Council and ultimately by Guild Council;
- 1.3.2. In the event that the CUPSA President is unable to fulfil their duties for a period exceeding two weeks they must apply for a leave of absence and the pro-rata remuneration shall be paid to the Acting CUPSA President;

1.3.3. A certificate of appreciation will be awarded as recognition of the services by CUPSA.

1.4. Acting CUPSA President:

1.4.1. Where the CUPSA President is absent or unable to act, the Vice President shall act as CUPSA President until such time as the CUPSA President is able to resume their duties;

1.4.2. If the CUPSA Vice President is unable to act, then the Treasurer shall be asked to act in the position. If the Treasurer is unwilling or unable to act in the office the CUPSA Council shall appoint another Council member to act as CUPSA President.

2. CUPSA Vice-President

2.1. Eligibility to be elected for CUPSA Vice-President election:

2.1.1 to be currently enrolled in a postgraduate level course within the University;

2.1.1. to be a full member of the Guild;

2.2. Vacancies:

2.2.1. If there is a vacancy of the Vice President position, the CUPSA Council shall appoint a CUPSA Council member to the position.

2.2.2. If a member of CUPSA Council fills the position, then the position vacated shall be declared vacant.

2.2.3. If no member of CUPSA Council is willing or able to fill the position then CUPSA Council shall appoint a CUPSA member by co-option

2.3. Remuneration

2.3.1. The CUPSA Vice President shall receive remuneration as approved at the November CUPSA Council meeting and subsequently the Guild subject to budgetary constraints;

2.3.2. A certificate of appreciation will be awarded as recognition of the services by CUPSA.

3. CUPSA Treasurer

3.1. Eligibility to be elected as CUPSA Treasurer:

3.1.1. be currently enrolled in a postgraduate level course within the University;

3.1.2. be a full member of the Guild;

3.2. Vacancies

3.2.1. If there is a vacancy in the Treasurer position, the CUPSA Council shall appoint a CUPSA Council member to the position.

3.2.2. If a member of CUPSA Council fills the position, then the position vacated shall be declared vacant.

3.2.3. If no member of CUPSA Council is willing or able to fill the position then CUPSA Council shall appoint a CUPSA member by co-option.

3.3. Remuneration

3.2.1. The CUPSA Treasurer shall receive remuneration as approved at the November CUPSA Council meeting and subsequently the Guild each year subject to budgetary constraints;

3.2.2. A certificate of appreciation will be awarded as recognition of the services by CUPSA.

4. CUPSA Faculty Representatives

4.1. Eligibility to be elected as a CUPSA Faculty Representative:

4.1.1. To be enrolled in a postgraduate course within the Faculty they represent;

4.1.2. To be a full member of the Guild;

4.1. Vacancies:

4.1.1. If there is a vacancy of any CUPSA Faculty Representative position the CUPSA Council shall appoint a CUPSA Council member or an ordinary CUPSA member of the relevant Faculty to fill the position.

4.2. Remuneration

4.2.1. The CUPSA Faculty Representatives shall receive remuneration as approved at the November CUPSA Council meeting and subsequently the Guild each year subject to budgetary constraints;

4.2.2. A certificate of appreciation will be awarded as recognition of the services by CUPSA.

5. CUPSA Councillors

5.1. Eligibility:

5.1.1. To be enrolled in a postgraduate course;

5.1.2. To be a full Guild member.

5.2. Vacancies:

5.2.1. If there is a vacancy of any CUPSA Councillor position, then CUPSA Council shall appoint a CUPSA member to fill the position.

5.3. Remuneration:

5.3.1. No remuneration will be provided;

5.3.2. A certificate of appreciation will be awarded as recognition of the services by CUPSA.

6. CUPSA PODS Coordinator

6.1. Eligibility

6.1.1. To be enrolled in a postgraduate course;

6.1.2. To be a full Guild member.

6.2. Vacancies

6.2.1. If there is a vacancy of the PODS Coordinator position, then CUPSA Council shall appoint a CUPSA member to fill the position.

6.3. Remuneration

- 6.3.1. The PODS Coordinator shall receive remuneration as approved at the November CUPSA Council meeting and subsequently the Guild each year subject to budgetary constraints;
- 6.3.2. A certificate of appreciation will be awarded as recognition of the services by CUPSA.

Part 7

Amendments & Lodging the Constitution

1. Amendments

- 1.1. This Constitution may be amended by a two-thirds majority of CUPSA Council members present at a General Meeting;
- 1.2. The proposed amendment(s):
 - 1.2.1. Shall be formulated either by the CUPSA Council or by written petition signed by at least ten ordinary CUPSA Members and presented to the CUPSA Council at least fourteen days before the General Meeting at which they are to be considered;
 - 1.2.2. Shall be sent to each Faculty of Curtin University for display on the notice boards at least seven days before the meeting at which they are to be considered;
 - 1.2.3. Shall be referred to the Guild Legal Committee for approval by Guild Council upon acceptance of the amendments at a General CUPSA Meeting.

2. Lodging the Constitution

- 2.1. A copy of the Constitution shall be lodged with the Guild and be available on the CUPSA website.