

STUDENT GUILD OF CURTIN UNIVERSITY
STUDENT GUILD BY-LAWS 2018

The following by-laws were made by the Guild Council under section 10(2) of *Statute No.4-Student Guild* and regulation 13 of the *Student Guild (Guild Council) Regulations 2018*.

These by-laws prior to their approval followed all the procedures outlined in regulation 13 of the *Student Guild (Guild Council) Regulations 2018* regarding the process for their approval.

I state that in accordance with section 17 of *Statute No.4-Student Guild* that these by-laws were duly approved by the Guild Council and do enrol them upon the Guild Statute Book.

Signed

President of the Student Guild

On the day of

Made/Amended/Revoked	Date Effective	Guild Council Resolution No.
Made	23 November 2018	GC R#xx/2018

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The following by-laws are made by the Guild Council under section 10(2) of *Statute No.4-Student Guild* and regulation 13 of the *Student Guild (Guild Council) Regulations 2018*.

Part 1 - Preliminary

1 Short Title

These are the *Student Guild By-Laws 2018*.

2 Commencement and Revocation

The *Student Guild Rules 2016* made on the 30th of September 2016 are hereby revoked and replaced with these by-laws, which shall take effect upon their enrolment on the Guild Statute Book by the Guild President.

3 Terms Used

For the purposes of these by-laws, unless the contrary intention appears:

Guild Statute Book means the Statute Book created pursuant to section 17 of Statute No. 4 and regulation 26(1) of the *Student Guild (Administration) Regulations 2018*.

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.

these by-laws means the *Student Guild By-Laws 2018*.

All other terms defined in the *Statute No.4-Student Guild* and Guild regulations have the same meaning in these by-laws unless otherwise indicated.

4 Interpretations

For the purpose of these by-laws, the interpretations contained within regulation 4 of the *Student Guild (Administration) Regulations 2018* shall apply.

Part 2 - Standing Orders

5 Status

- (1) The Guild by-laws in this Part are the standing orders (**Standing Orders**) for the convening and conduct of meetings of Guild Council, Guild Committees and General Meetings made pursuant to regulation 7(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 Guild Member present at a General Meeting as the case may be

6 Applicability

These Standing Orders shall:

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

7 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) 5;
 - (b) 7;
 - (c) 8;
 - (d) 9;
 - (e) 10;
 - (f) 11;
 - (g) 14 (1), (2) & (3)
 - (h) 16;
 - (i) 17;
 - (j) 20;
 - (k) 21; and
 - (l) 22.
- (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.

8 Notice

- (1) The chair or minute taker 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, Representation Board or a General Meeting at least two (2) calendar weeks before the meeting; or
 - (ii) for a meeting of any other Guild Committee 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 by-law 8(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 or a special meeting of any Guild Committee shall be exempted from by-law 8(2)(a)(i) or by-law 8(2)(a)(ii) (as the case requires) provided that such meeting shall only address the matter(s) as for which it was convened.

9 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.

10 Attendance

- (1) All members, standing invites and observers attending a meeting of the Guild Council, Representation Board 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 regulation 8 of the *Student Guild (Guild Council) Regulations 2018*.

Note: Regulation 8 of the *Student Guild (Guild Council) Regulations 2018* 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 chair or minute taker prior to the meeting; or
- (b) request to the chair for a leave of absence stating the dates and purpose of that leave.

- (3) A request for leave of absence is to be made by a member in writing given to the chair and minute taker at least seven (7) days before the first of the meeting(s) at which the member proposes to be absent.
- (4) A request under by-law 10(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, or a Guild Committee, 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 must immediately leave unless invited to remain by resolution passed by an absolute majority of the meeting.

11 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 Statute Book, including such conduct requirements as are needed to promote the objectives referred to in by-law 11(1).
- (3) The chair may interpret these Standing Orders subject to by-law 18.
- (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.

12 Agenda

- (1) The structure of the agenda of a meeting of a body shall be determined by:
 - (a) for Guild Council, the Secretary;
 - (b) for Representation Board, the Chair of the Representation Board; and
 - (c) for all other bodies, the chair;

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 responsible person listed in by-law 12(1) 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, at least three (3) days prior to the meeting; and
 - (d) Where the chair deems the item to not fall within the scope of the body, they shall notify the member and refer it to the appropriate body;
 - (e) Items coming forward to Guild Council should come via a Guild Committee except where:
 - (i) the item is submitted by the President, Secretary or Chair of Guild Council; or
 - (ii) the item is submitted by 25% of the members of the Guild Council; or
 - (iii) the item is submitted by a Tribunal.
- (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 by-law 12(2)(c).
- (4) A meeting may only consider business that is on the agenda. However, a meeting may resolve in accordance with by-law 7 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 chair 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 any associated motion shall be passed.

13 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 by-law 15.
- (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.
- (6) The chair of a meeting may permit a person to participate in the meeting by video or telephone link, or by other instantaneous means of communication, from a location approved by the chair.
- (7) A person who participates in a meeting under Guild by-law 13(6) is taken to be present at the meeting for the purposes of assessing whether there is a quorum.

14 Voting

- (1) Each member present at a meeting has one (1) vote on any question arising at the meeting.
- (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).
- (6) On a motion that requires an absolute majority or special majority abstentions shall not be permitted.

15 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 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 by-law 7.
- (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 by-law 15(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.

16 Circular Resolutions

- (1) Subject to by-law 15(2), a motion may be put to members in the form of a circular resolution via electronic mail.

- (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) The chair, acting reasonably, shall set a maximum amount of time that members, will 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.

17 First Meeting

- (1) For the first meeting of the Guild Council and first meeting of the Representation Board, the Immediate Past President shall chair the meeting. In the absence of the Immediate Past President, the Guild President shall chair, in the absence of both, the meeting shall elect a chair.
- (2) The Agenda for the meeting shall be determined by the incoming Guild President but must include those matters prescribed in regulation 10(3) and regulation 17(3) of the *Student Guild (Guild Council) Regulations 2018*.
- (3) The first meeting of the Representation Board must be scheduled prior to the first meeting of the Guild Council. However if the Representation Board fails to meet and resolve those matters required by regulation 17 of the *Student Guild (Guild Council) Regulations 2018* the first meeting of the Guild Council shall proceed regardless.

18 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.

19 Motion of No Confidence

- (1) The Secretary, Chair of Guild Council and Chair of the Representation Board may not be dismissed from their positions except in accordance with this Standing Order unless it is suspended in accordance with by-law 7.
- (2) A motion of no confidence in the Secretary, Chair of Guild Council or Chair of the Representation Board must be placed on notice in accordance with by-law 12.
- (3) The Secretary, Chair of Guild Council or Chair of the Representation Board must have the opportunity to speak to the motion for not less than five (5) minutes and may not have a procedural motion moved to prevent them responding. This does not prevent the chair from silencing them for disruptive behaviour.
- (4) A motion of no confidence conducted under these provisions may be carried by a simple majority.

- (5) Upon passage of a motion of no confidence the relevant office shall fall vacant and a new appointment must be conducted. The member removed may seek reappointment to the relevant office.
- (6) A motion of no confidence does not remove the member from their membership of the body but only from the office of Secretary, Chair of Guild Council or Chair of the Representation Board. A removal from Guild Council or the Representation Board must occur in accordance with regulation 27 of the *Student Guild (Guild Council) Regulations 2018*.

21 Minute Secretary and Minutes

- (1) The Minute Secretary shall be an employee nominated by the Chief Operating Officer to fill the role of Minute Secretary.
- (2) The Minute Secretary may nominate another employee with the consent of the Chief Operating Officer 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.

22 Disclosure of Interest

- (1) Rules 5, 6 and 7 of the *Student Guild Rules* manage the disclosure of material personal interests by members of the Guild Council.

Note: Rules 5, 6 and 7 of the *Student Guild Rules* state –

5. Disclosure of interests

- (1) A Guild Council member who has a material personal interest in a matter being considered or about to be considered by the Guild Council must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature and extent of the interest at a meeting of the Guild Council.
- (2) A disclosure under subclause (1) must be recorded in the minutes of the meeting.

6. Voting by interested Guild Council members

A Guild Council member who has a material personal interest in a matter that is being considered by the Guild Council —

- (a) must not vote whether at a meeting or otherwise —
 - (i) on the matter; or
 - (ii) on a proposed resolution under rule 8 in respect of the matter, whether relating to that member or a different member;
- and
- (b) must not be present while —
 - (i) the matter; or
 - (ii) a proposed resolution of the kind referred to in paragraph (a)(ii),is being considered at a meeting.

7. Rule 6 may be declared inapplicable

Rule 6 does not apply if the Guild Council has at any time passed a resolution that —

- (a) specifies the member, the interest and the matter; and
 - (b) states that the members voting for the resolution are satisfied that the interest should not disqualify the member from considering or voting on the matter.
- (2) Rules 5, 6 and 7 shall be applied to all Guild Committees in addition to members of Guild Council
- (3) Material personal interests disclosed in a meeting shall be recorded in the minutes.
- (4) The Minute Secretary will maintain a register of material personal interests which is to be available for inspection by any Guild Member.

23 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 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

24 Executive Officers

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

Title	President
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to the: Guild Council</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • Vice President - Education • Vice President - Activities • Chief Operating Officer
Position Purpose	Chief Executive Officer of the Guild
Key Responsibilities	<p>In accordance with regulation 28 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <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 and the Chief Operating Officer; • 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	<p>Manage the day to day affairs of the Guild within the framework of the Guild Statute Book and Policy.</p> <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 Chief Operating Officer and Portfolio Managers are operating their divisions within the parameters of the Guild's Vision, Mission and Values. • Ensure a positive relationship exists between all the divisions of the Guild. • Be the contact person for the Branches of the Guild and offshore student representative organisations. • Ensure close cooperation and consultation with employees regarding decisions to be made. <p>Subject to the Guild Statute Book and Policy co-ordinate the work of Officers and the Chief Operating Officer.</p>

	<ul style="list-style-type: none"> • Be responsible for overseeing the Office of the Guild President. • 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. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Develop and support the long term plans and aspirations of the Guild. • Appropriately ensure the delegation of tasks within the Officers, and in co-operation with the Chief Operating Officer, the employees. • Ensure all Officers adhere to their duties and responsibilities and the requirements of their roles. • Maintain professional boundaries with enrolled students. <p>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.</p> <ul style="list-style-type: none"> • 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. • Develop and maintain clear plans for campaigns and communications with students throughout the year. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Academic Board; ○ Curtin Student Advisory Committee; ○ Student Services and Amenities Expenditure Advisory Committee; and ○ Such other University Boards and Committees as determined by the Guild Council. • Subject to the Guild Statute Book approve all Guild publications in a timely manner. • Subject to the Guild Statute Book and Policy be the official media spokesperson of the Guild and consequentially ensure the timely approval of media releases and responses to media inquiries. <p>Generally represent and speak on behalf of Guild Council at such meetings and functions as Guild Council or the President deem fit to attend.</p> <ul style="list-style-type: none"> • Be responsible for the implementation of resolutions of Guild Council and Guild Committees. • Manage the Guild's relationship with the National Union of Students. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council and Representation Board (whether in attendance or
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	<p>not), covering all aspects of their activities and other issues of relevance to the Guild Council and Representation Board.</p> <ul style="list-style-type: none"> • Attend meetings of the Guild Council, Representation Board, and other Guild Committees which they are a member of. • Where the 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. <p>Any other duties determined by the Guild Council</p>
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(2) The Secretary shall complete such duties and responsibilities as are outlined in the below table:

Title	Secretary
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to the: Guild Council
	Positions reporting to this position: <ul style="list-style-type: none"> • Nil
Position Purpose	Executive Officer responsible for Policy, Compliance, Finances and Legislation
Key Responsibilities	<p>In accordance with regulation 29 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> • be the official secretary of the Guild as may be required under any written law or agreement; • ensure compliance with the Guild Statute Book, Code of Conduct and Policy and report any breaches to the Guild Council or other authorities as required; • be conversant on financial, policy and governance matters of the Guild.
Specific Duties and Responsibilities	<p>Be the official secretary of the Guild as may be required under any written law or agreement</p> <ul style="list-style-type: none"> • Initially co-ordinate the business of the Guild Council and Guild Committees. • Ensure that the Chair of Guild Council and Guild Councillors are appropriately briefed prior to each Guild Council meeting. • Initially ensure that the Guild complies with all legislative and reporting requirements. • Prepare agendas and take minutes for the Executive Committee and such other Committees as are determined by the Guild Council. • Maintain the contact details for all Officers. • Maintain the lists of membership for Guild Council, the Representation Board and Guild Committees.

- Maintain registers of attendance for Officers to meetings of Guild Council, Representation Board and other Guild Committees.
- Ensure that all elections and appointments under the *Student Guild By-Laws 2018* are conducted.

Ensure compliance with the Statute Book, Code of Conduct and Policy and report any breaches to the Guild Council or other authorities as required

- Regularly review the Guild Statute Book and Policy Handbook to ensure it is current and meets the expectations of a modern governance model for the Guild.
- Ensure that the administrative and procedural functions of the Guild Statute Book and Policy Handbook are performed.
- Oversee the induction and continued training of new student representatives and existing representatives.
- Be responsible for maintaining the Guild Statute Book ensuring that it is current.
- Be responsible for maintaining the Policy Handbook ensuring that it is current
- Assist the Vice President – Activities and the employees supporting student societies in ensuring that student society constitutions meet the requirements of the Guild.

Be conversant on financial, policy and governance matters of the Guild.

- 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 Management Accountant.
- Notify the Management Accountant of any changes of paid Officers or of any Officers pay.
- Be directly responsible for the budget of the Representation area and ensuring that all Officers comply with the budget and the financial policies and procedures of the Guild.
- Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.
- 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.
- Attend meetings of University Boards and Committees as determined by the President or Guild Council.
- Maintain professional boundaries with enrolled students.
- Be responsible for the co-ordination of Guild Representatives to University Boards and Committees including:
 - 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

	<p>Council) is appointed to University Boards and Committees and attends such meetings; and</p> <ul style="list-style-type: none"> o Ensuring the reporting of the ongoing matters of University Boards and Committees is reported to the Guild Council. <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 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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(3) The Vice President - Education shall complete such duties and responsibilities as are outlined in the below table:

Title	Vice President - Education
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the:</p> <p>Guild Council President</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • Faculty of Business and Law Representative • Faculty of Science and Engineering Representative • Faculty of Health Sciences Representative • Faculty of Humanities Representative • ISC President • PSC President • Queer Officers • Women's Officer • Indigenous Officer • Students with Disabilities Officer
Position Purpose	Executive Officer responsible for Education, Equity & Welfare
Key Responsibilities	<p>In accordance with regulation 30 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <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

	<ul style="list-style-type: none"> • be initially responsible for the Faculty Representatives, International Students Committee members, Postgraduate Students Committee members and Department Officers.
<p>Specific Duties and Responsibilities</p>	<p>Assist the President.</p> <ul style="list-style-type: none"> • Where the President requires, act as President. • Perform such other duties as determined by the President. <p>Be responsible for matters relating to representation, education, equity and welfare.</p> <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, Associate Deputy Vice Chancellor - Learning and Teaching, Academic Registrar and Chief Student Services Officer. • Organise and run welfare breakfasts and welfare related events. • Remain in regular contact and work closely with Student Assist. • Initially oversee the maintenance of the Guild equity space. • Organise the Excellence in Teaching Awards. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Develop and maintain clear plans for campaigns and communications with students throughout the year. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Academic Board; ○ Academic Services Committee; ○ University Teaching and Learning Committee; ○ University Courses Committee; ○ University Admissions Committee; ○ Curtin Student Advisory 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 'Guild Survival Guide'. • Maintain professional boundaries with enrolled students. <p>Be initially responsible for the issues of mature age, online, external, rural and regional Enrolled Students.</p> <ul style="list-style-type: none"> • 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 Vice President - Activities organise activities for mature age, online, external, rural and regional and low SES Enrolled Students.

	<p>Be initially responsible for the Faculty Representatives and Department Officers.</p> <ul style="list-style-type: none"> • Supervise and assist the Faculty Representatives. • Supervise and assist the ISC members. • Supervise and assist the PSC members. • Supervise and assist the Department Officers. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Guild Council and Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Guild Council, Representation Board, and other Guild Committees which they are a member of. • Where the Secretary is unavailable, be available to sign cheques and authorise payments. • Prepare a written report for the incoming Vice President - Education, 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 Vice President - Activities shall complete such duties and responsibilities as are outlined in the below table:

Title	Vice President - Activities
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
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 responsible for Activities, Events and Student Societies
Key Responsibilities	In accordance with regulation 31 of the <i>Student Guild (Guild Council) Regulations 2018</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	Assist the President <ul style="list-style-type: none"> • Where the President requires, act as President. • Where the President is absent, act as President. • Perform such other duties as determined by the President. • Attend meetings of University Boards and Committees including:

- SSAF Expenditure Advisory Committee;
- Guild University Liaison Committee; and
- Such other University Boards and Committees as determined by the President or Guild Council.

Be conversant in and supervise all matters relating to Guild social activities including Student Societies

- Initially be responsible for all Guild social activities and events and Liaise and work closely with the Manager – Student Experience, Manager – Retail Services and Events Coordinator to organise Guild social activities and events.
- Develop each year by the end of January an annual events plan which should include the suggested dates, broad themes and deadlines for each event.
- Develop in cooperation with the Secretary and appropriate employees the budget allocations for each event.
- Complete bookings for artists for all tavern events
- Initially supervise the organisation of:
 - Grill the Guild;
 - Annual Guild Ball;
 - Guild Orientation activities; and
 - Guild Tavern events;
- Initially be responsible for the support and management of student societies and work closely with the Manager – Student Experience and Clubs Officer.
- Support and assist student societies in the organisation of student society events and activities.
- Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.
- Ensure close cooperation and consultation with employees regarding decisions to be made.
- 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.
- Maintain professional boundaries with enrolled 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 Secretary is unavailable, be available to sign cheques and authorise payments.

	<ul style="list-style-type: none"> • Prepare a written report for the incoming Vice President - Activities, 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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25 Faculty Representatives

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

Title	Faculty of Business and Law Representative
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the: Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officer responsible for the representation of enrolled students in the Faculty of Business and Law.
Key Responsibilities	<p>In accordance with regulation 34 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> • 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 Business and Law 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 Business and Law Strategic Review Board; ○ Faculty of Business and Law Learning and Teaching Committee; ○ Faculty of Business and Law Courses Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • Be a member of the Faculty of Business and Law Student Discipline Panel. • Liaise with ISC on issues effecting international students within the Faculty. • Liaise with PSC on issues effecting postgraduate students within the Faculty.

	<ul style="list-style-type: none"> • Liaise with student societies based within the Faculty in cooperation with the clubs support staff. • Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Business and Law Students. • Assist in the orientation of new students to the University. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Identify opportunities for partnership between the faculty and the Guild. • Maintain professional boundaries with enrolled students. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Representation Board, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Faculty of Business and Law 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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(2) The Faculty of Science and Engineering Representative shall complete such duties and responsibilities as are outlined in the below table:

Title	Faculty of Science and Engineering Representative
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council Representation Board President Vice President - Education
	Positions reporting to this position: • None
Position Purpose	Officer responsible for the representation of enrolled students in the Faculty of Science and Engineering.
Key Responsibilities	In accordance with regulation 34 of the <i>Student Guild (Guild Council) Regulations 2018</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 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; 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 PSC on issues effecting postgraduate students within the Faculty. • Liaise with student societies based within the Faculty. • Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Science and Engineering Students. • Assist in the orientation of new students to the University. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Identify opportunities for partnership between the faculty and the Guild. • Maintain professional boundaries with enrolled students. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Representation Board, 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:

Title	Faculty of Health Sciences Representative
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the:

	<p>Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officer responsible for the representation of enrolled students in the Faculty of Health Sciences.
Key Responsibilities	<p>In accordance with regulation 34 of the <i>Student Guild (Guild Council) Regulations 2018</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 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; ○ Faculty of Health Sciences Courses 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 PSC on issues effecting postgraduate students within the Faculty. • Liaise with student societies based within the Faculty. • Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Health Sciences students. • Assist in the orientation of new students to the University. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Identify opportunities for partnership between the faculty and the Guild. • Maintain professional boundaries with enrolled students. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Representation Board, and other Guild Committees which they are a member of.

	<ul style="list-style-type: none"> • 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:

Title	Faculty of Humanities Representative
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the:</p> <p>Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officer responsible for the representation of enrolled students in the Faculty of Humanities.
Key Responsibilities	<p>In accordance with regulation 34 of the <i>Student Guild (Guild Council) Regulations 2018</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 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 ○ 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 PSC on issues effecting postgraduate students within the Faculty. • Liaise with student societies based within the Faculty. • Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Humanities Students.

	<ul style="list-style-type: none"> • Assist in the orientation of new students to the University. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Identify opportunities for partnership between the faculty and the Guild. • Maintain professional boundaries with enrolled students. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Representation Board, 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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26 International Students Committee President

The International Students Committee President shall complete such duties and responsibilities as are outlined in the below table:

Title	International Students Committee President
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the:</p> <p>Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • ISC Vice President - Education • ISC Vice President - Activities • ISC Secretary • ISC Councillors
Position Purpose	Officer principally responsible for the representation of international students
Key Responsibilities	<p>In accordance with regulation 35 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> • be responsible for the International Students Committee; and • be responsible for representing international students.
Specific Duties and Responsibilities	Be responsible for representing International Students through the ISC to the Guild Council.

	<ul style="list-style-type: none"> • Be in regular contact with the Deputy Vice Chancellor, International and Associate Deputy Vice Chancellor, International. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Curtin Student Advisory Committee; ○ International Committee; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • 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. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Maintain professional boundaries with enrolled students. • Ensure the minutes of the ISC and other significant paperwork are provided to the Secretary and other appropriate staff. • Maintain close cooperation and contact with the Secretary on financial matters. • Liaise on behalf of the ISC with the Vice President – Activities and appropriate staff on events that the ISC seeks to run. • Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Representation Board, 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>
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27 Postgraduate Students Committee President

The Postgraduate Students Committee President shall complete such duties and responsibilities as are outlined in the below table:

Title	Postgraduate Students Committee President
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Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the: Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • PSC Vice President - Coursework • PSC Vice President - Research • PSC Secretary • PSC Faculty of Business and Law Representative • PSC Faculty of Science and Engineering Representative • PSC Faculty of Health Sciences Representative • PSC Faculty of Humanities Representative • PSC Councillors
Position Purpose	Officer principally responsible for the representation of postgraduate students
Key Responsibilities	<p>In accordance with regulation 36 of the <i>Student Guild (Guild Council) Regulations 2018</i>::</p> <ul style="list-style-type: none"> • be responsible for the Postgraduate Students Committee; and • be responsible for representing postgraduate students.
Specific Duties and Responsibilities	<p>Be responsible for representing Postgraduate Students through the PSC to the Guild Council.</p> <ul style="list-style-type: none"> • Be in regular contact with the Deputy Vice Chancellor, Research and Associate Deputy Vice Chancellor – Research Training. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Curtin Student Advisory Committee; ○ Academic Board; and ○ Such other University Boards and Committees as determined by the President or Guild Council. • 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. • Maintain professional boundaries with enrolled students. • Ensure that members of the PSC are compliant with the Guild Statute Book and Policy. • Ensure the minutes of the PSC and other significant paperwork are provided to the Secretary and other appropriate staff. • Maintain close cooperation and contact with the Secretary on financial matters. • Liaise on behalf of the PSC with the Vice President – Activities and appropriate staff on events that the PSC seeks to run.

	<ul style="list-style-type: none"> • Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Representation Board, 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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28 Department Officers

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

Title	Queer Officer
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council Representation Board President Vice President - Education
	Positions reporting to this position: • None
Position Purpose	Officer responsible for the representation of enrolled students that are Queer.
Key Responsibilities	In accordance with regulation 37 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> • be responsible for representing enrolled students who are queer and questioning.
Specific Duties and Responsibilities	Be responsible for representing enrolled students who are queer and questioning. <ul style="list-style-type: none"> • Coordinate campaigns on the issues of queer enrolled students. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ LGBTIQ+ Advisory Committee; and ○ such other University Boards and Committees as determined by the President or Guild Council.

	<ul style="list-style-type: none"> • Run social activities and events for queer enrolled students both ally-inclusive and autonomous. • Maintain the queer 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 Office. • Maintain professional boundaries with enrolled students. • Refer enrolled students to appropriate services when they require assistance. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Maintain close cooperation and contact with the Secretary on financial matters. • Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run. • Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Representation Board 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
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council Representation Board President Vice President - Education
	Positions reporting to this position: • None

Position Purpose	Officer responsible for the representation of enrolled students that are Women.
Key Responsibilities	<p>In accordance with regulation 38 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> • be responsible for representing enrolled students who are women.
Specific Duties and Responsibilities	<p>Be responsible for representing enrolled students who are women</p> <ul style="list-style-type: none"> • 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 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 office. • Maintain professional boundaries with enrolled students. • Refer enrolled students to appropriate services when they require assistance. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Maintain close cooperation and contact with the Secretary on financial matters. • Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run. • Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Representation Board 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>

(3) The Indigenous Officer shall complete such duties and responsibilities as are outlined in the below table:

Title	Indigenous Officer
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the: Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officer responsible for the representation of enrolled students that are Indigenous.
Key Responsibilities	<p>In accordance with regulation 39 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> • be responsible for representing enrolled students who are indigenous.
Specific Duties and Responsibilities	<p>Be responsible for representing enrolled students who are indigenous.</p> <ul style="list-style-type: none"> • Coordinate campaigns on the issues of indigenous enrolled students. • Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> ○ Curtin Indigenous Policy Committee; ○ Centre for Aboriginal Studies Courses Committee; and ○ 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. • Maintain the Indigenous 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 office. • Maintain relationships with other indigenous student representative bodies including UATSI. • Maintain professional boundaries with enrolled students. • Refer enrolled students to appropriate services when they require assistance. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Maintain close cooperation and contact with the Secretary on financial matters.

	<ul style="list-style-type: none"> • Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run. • Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Representation Board 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
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	<p>This position reports to (in ascending order) the:</p> <p>Guild Council Representation Board President Vice President - Education</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officer responsible for the representation of enrolled students that are disabled.
Key Responsibilities	<p>In accordance with regulation 40 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> • be responsible for representing enrolled students with disabilities.
Specific Duties and Responsibilities	<p>Be responsible for representing enrolled students with disabilities</p> <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.

	<ul style="list-style-type: none"> • Run social activities and events for enrolled students with disabilities both ally-inclusive and autonomous. • Remain in contact with the University Counselling and Disability services • Maintain the disabilities 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 Disabilities space. • Maintain professional boundaries with enrolled students. • Refer enrolled students to appropriate services when they require assistance. • Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner. • Maintain close cooperation and contact with the Secretary on financial matters. • Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run. • Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers. <p>Other duties</p> <ul style="list-style-type: none"> • Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. • Attend meetings of the Representation Board 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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Part 4 - Appointments

29 Appointment Mechanisms

- (1) Appointments from among members of the Guild Council, Representation Board or another Guild Committee shall be in accordance with by-law 30 and should be read in conjunction with the relevant provisions of the Guild regulations.
- (2) Appointments from among members of the Guild Council, Representation Board or another Guild Committee (**Body Appointments**) include:
 - (a) Chair of the Guild Council;
 - (b) Deputy Chair of the Guild Council;
 - (c) Secretary;

- (d) Chair of the Representation Board;
 - (e) appointments to a Guild Committee of a member of that body;
 - (f) filling of a casual vacancy from among members of that body;
 - (g) filling of a casual vacancy in Guild Councillor or Ordinary Representation Board member where a recount cannot occur.
- (3) Appointments to fill vacancies in autonomous offices (**Autonomous Appointments**) shall be in accordance with by-law 31 and should be read in conjunction with the relevant provisions of the Guild regulations.
- (4) Autonomous Appointments include:
- (a) Queer Officer (including casual vacancies)
 - (b) Indigenous Officer (including casual vacancies)
 - (c) casual vacancies in Faculty Representative positions;
 - (d) casual vacancies in ISC President;
 - (e) casual vacancies in PSC President;
 - (f) casual vacancies in Women's Officer;
 - (g) casual vacancies in Students with Disabilities Officer;
 - (h) other ISC Members;
 - (i) other PSC Members;
- (5) All other appointments including appointments to University Boards and Committee shall be in accordance with by-law 32.
- (6) In the case of any casual vacancy the Guild Council may appoint a person to act in any Officer role until a permanent appointment is made.

30 Body Appointments

- (1) This Guild by-law is for the conduct of an appointment where the position is an appointment from within a body such as the Guild Council or Representation Board or for a casual vacancy in Guild Councillor or Ordinary Representation Board member where a recount cannot occur.
- (2) Body Appointments shall be conducted by secret ballot using Optional Proportional Representation as outlined in Schedule A of the *Student Guild (Election and Referenda) Regulations 2018* and each member of the body shall have one (1) vote.
- (3) For all Body Appointments the Minute Secretary shall be the Returning Officer.
- (4) A call for nominations for a vacant position shall be open for at least seven (7) days and must close at least twenty-four (24) hours prior to the meeting where the appointment is to be made.
- (5) In the case of a casual vacancy in Guild Councillor or Ordinary Representation Board member where a recount cannot occur, a call for nominations shall be issued to the eligible members of the Guild.

- (6) Should no eligible person nominate, or circumstances not permit by-law 30(4) to occur, nominations may be taken during the meeting.
- (7) Where the number of candidates validly nominated exceeds the number of appointments to be made, a ballot shall be held.
- (8) Where the number of candidates validly nominated does not exceed the number of appointments to be made, the nominated candidates shall be appointed.
- (9) Positions on the ballot paper shall be determined by lot.
- (10) Candidates may submit a statement of up to three hundred (300) words to accompany any nomination.
- (11) Candidates may appoint a scrutineer by written notice to the Returning Officer.
- (12) Any appeal of an election result shall be determined by the meeting.
- (13) The body appointing has the power to dismiss the person appointed under this Guild by-law.

31 Autonomous Appointments

- (1) This Guild by-law is for the conduct of an appointment where the position is to be representative of a group of students, but not the student body as a whole and where this position is not filled at the Annual General Election.
- (2) Autonomous Appointments shall be conducted by secret ballot using Optional Proportional Representation as outlined in Schedule A of *Student Guild (Election and Referenda) Regulations 2018* and each member shall have one (1) vote.
- (3) The Secretary or a person appointed by them shall be the Returning Officer for any Autonomous Appointment.
- (4) A call for nominations for a vacant position shall be open for at least seven (7) days and must close at least seven (7) days prior to the opening of the ballot.
- (5) Nominations shall be in writing in the form prescribed by the Returning Officer which should substantially comply with the requirements of regulation 20 of the *Student Guild (Election and Referenda) Regulations 2018* including the requirement for two (2) nominators and a \$10 nomination deposit.
- (6) Where the number of candidates validly nominated exceeds the number of appointments to be made, a ballot shall be held.
- (7) Where the number of candidates validly nominated does not exceed the number of appointments to be made, the nominated candidates shall be appointed.
- (8) Positions on the ballot paper shall be determined by lot.
- (9) Candidates may submit a statement of up to three hundred (300) words to accompany any nomination which shall be available at the polling location and where possible circulated to eligible electors.
- (10) A ballot (where required) shall be held on a teaching day at the Bentley Campus and open for least two (2) hours.
- (11) For an Autonomous Appointment, enrolled students who are represented by the position shall be eligible to vote in the ballot.

Example: Enrolled students who are women may vote for the Women's Officer.

- (12) The Returning Officer is to send notice of a ballot at the time of the opening of nominations to all eligible electors by electronic notification to their university provided email, and should a ballot be required a subsequent notice issued:
 - (a) for a casual vacancy at least three (3) days prior to the ballot.
 - (b) for all other appointments at least at least fourteen (14) days prior to the ballot.
- (13) For appointments that are not casual vacancies electors may apply for a postal vote to the Returning Officer within twenty four (24) hours of the notice of the ballot. The postal vote shall be operated as outlined in regulation 13 of the *Student Guild (Election and Referenda) Regulations 2018*.
- (14) For the purposes of an electoral roll for the ballot where possible a roll will be produced by the Guild Member database, where the database cannot produce a roll for the position, electors are to sign a form with their name and student number declaring that they are "eligible to vote in the ballot".
- (15) Candidates may produce campaign material for the ballot which must be approved by the Returning Officer and no more than \$50.00 may be spent by any candidate.
- (16) Candidates may appoint a scrutineer by written notice to the Returning Officer.
- (17) Any appeal of an election result shall be referred to the Election Tribunal and the processes under Part 3 of the *Student Guild (Tribunal) Regulations 2018* are to be followed.
- (18) Where a person holds an office appointed under this By-Law that is not a member of the Guild Council or the Representation Board they may be removed from this office by a motion of no confidence by the Guild Council in accordance with the Standing Orders.

32 Other Appointments

- (1) This Guild by-law is for the conduct of an appointment where it is not possible to conduct that appointment under by-law 30 or 31 and for any appointments to University Boards and Committees.
- (2) The President shall recommend eligible persons for appointment under this Guild by-law to the relevant body.
- (3) The relevant body making the appointment may accept or reject the recommendation but may not vary the recommendation.
- (4) All appointments to University Boards and Committees are to be conducted under this section that includes the nomination of a person by the ISC President or PSC President to attend meetings on their behalf.
- (5) The President is to notify the University Council Secretary of all appointments to University Boards and Committees and any changes within that appointment.
- (6) An Officer 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 and the matter shall be referred to the Discipline Tribunal.
- (7) Where a casual vacancy arises in an appointed position on a University Board or Committee it shall be filled in accordance with these provisions.
- (8) Officers 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 Vice President - Education on academic issues, Vice President – Activities on social issues, and President or 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 report to the Guild Council or Representation Board (as relevant).

Part 5 - Student Societies

33 General

- (1) All student societies operating at the University shall register with the Guild.
- (2) All registered student societies may apply for sponsorship and grants from the Guild by meeting requirements as specified in these by-laws, the clubs charter and policy.
- (3) There shall be such classifications of student societies as determined by the clubs charter and policy.
- (4) Subject to by-law 33(5), student societies shall receive such entitlements as determined by the clubs charter and policy.
- (5) 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; and
 - (b) the student society actively promotes the benefit of Guild Membership to its members and potential members throughout the year.

34 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 adopt one of the following:
 - (a) if the student society wishes to remain an unincorporated body, the default student society constitution in the form attached at Schedule A (**Unincorporated Default Constitution**) without modification;
 - (b) if the student society wishes to become an incorporated body under the *Associations Incorporation Act 2015 (WA)* (**AI Act**), the default student society constitution in the form

attached at Schedule B (**Incorporated Default Constitution**) without modification save and except the name and the objectives of the Society; or

- (c) a constitution which complies with these by-laws and includes (at a minimum) the following:
 - (i) the name of the student society which:
 - (A) must not be obscene or in poor taste;
 - (B) must not be the name or so nearly resembles the name, or an abbreviation or acronym of the name, of another student society.
 - (C) must include either “society”, “club” or “association” in the Constitution but the student society may operate under a different name or acronym.
 - (ii) the objectives of the student society which must:
 - (A) include: “to become and remain registered with the Guild”
 - (B) include: “to further the interests of enrolled students”
 - (C) not be obscene or in poor taste or contrary to the Guild Statute Book, Policy, the student charter of the University or otherwise contrary to the Guild or University’s values.
 - (iii) the powers of the student society which shall be:
 - (A) purchase, sell, lease or rent student society property;
 - (B) with the prior approval of the Guild, borrow, raise or secure the payment of money to secure the payment or performance of any debt, liability, contract or guarantee incurred or entered into by the student society;
 - (C) exercise the rights and privileges associated with the registration of a Guild student society;
 - (D) invest the monies of the student society; and
 - (E) do all such other things as are incidental or conducive to the objects of the student society.
 - (iv) the membership of the student society which:
 - (A) may include different types of membership provided that only Curtin University enrolled students may vote at any general meeting of the student society, be an Officer of a student society or directly benefit from any money received from the Guild.
 - (B) may set out the process for accepting applications for membership of the society provided that no application may be rejected on the basis of race, age, gender, sexuality or disability.
 - (C) may outline the process by which a person can be suspended or expelled from the membership of the society provided that no person may be suspended or expelled on the basis of race, age, gender, sexuality or disability and the process for suspension or expulsion must comply with the principles of procedural fairness.
 - (v) the general meetings of the student society:

- (A) at which the quorum must be at least ten (10) members;
 - (B) at which only Curtin University students may vote;
 - (C) of which an annual general meeting must be held each year to elect the Officers of the student society and receive the financial report of that society;
 - (D) which must make provision for special general meetings of the student society to be called by the committee of the student society, by a petition of a of members equal to the quorum at a general meeting or by the written request of the Guild; and
 - (E) which must require any general meeting to be notified to the Guild;
- (vi) the committee of the student society:
- (A) which must be responsible for the administration and management of the society;
 - (B) which must consist of the Officers of the student society;
 - (C) at a meeting of which a quorum shall be 50%+1 rounded down to the nearest whole number; and
 - (D) of which a meeting must be called if requested by 25%+1 of the members of the committee.
- (vii) the Officers of the student society:
- (A) all of whom must be Curtin University students and members of the Guild;
 - (B) who shall hold office for no longer than one (1) year before a new election or appointment to the position is required;
 - (C) for which the method of election shall be through optional proportional representation as outlined in Schedule A the *Student Guild (Election and Referenda) Regulations 2018*; and
 - (D) the election must be conducted by a returning officer appointed by the committee who shall not contest the election of any position.
- (viii) the finances and records of the student society:
- (A) of which true accounts must be kept of all money received and expended by the student society including a statement of income and expenditure and a balance sheet of all assets and liabilities;
 - (B) of which the statement of income and expenditure and balance sheet for the preceding year must be presented to the annual general meeting of the student society;
 - (C) of which the income and property of the student society must be applied solely towards the objects of the society and no portion of the income or property of the student society shall be paid, transferred or distributed directly or indirectly to the members of the student society, provided that nothing shall prevent the payment in good faith or

remuneration in return for services actually rendered to the student society;

- (D) of which any bank accounts of the student society must be advised to the Guild and the authority to access and authorise expenditure from those bank accounts shall require the approval of at least two (2) Officers of the student society, one of which must be the treasurer (or equivalent);
 - (E) of which a member of the student society or Guild shall be entitled to request to view the inspection of the accounts of the student society, the minutes of the student society or a copy of the constitution of the student society.
- (ix) that if a student society is wound up or deregistered, all its assets shall be transferred to the Guild;
 - (x) for incorporated student societies, the matters set out in Schedule 1 of the AI Act; and
 - (xi) such additional requirements as the Guild Council may determine from time to time, which shall include a clause to the same material effect as the following:

1 *The Society shall:*

- (a) *be affiliated as a Student Society with the Student Guild of Curtin University;*
- (b) *not seek to obtain or give loans without the prior consent of the Guild;*
- (c) *meet any requirements of the Guild Council;*
- (d) *at all times to act responsibly and with proper regard to their health and safety and that of third parties when participating in the Society's activities; and*
- (e) *not do anything which adversely affects the reputation of University or the Guild or brings the University or the Guild into disrepute.*

2 *The Society is bound by and shall comply with:*

- (a) *all Guild and University policies;*
- (b) *all Statutes, regulations and by-laws which comprise the Guild Statute Book; and*
- (c) *if the Society is an incorporated association, the Associations Incorporation Act 2015 (WA).*

3 *The Society, its Officers and Members shall treat everyone, regardless of race, religion, national origin, ethnicity, disability, sex, gender identity, sexual orientation or age with respect and without judgement or bias.*

4 *The Society indemnifies the Guild, and each of its Officers, against all losses, liabilities, costs (including legal costs on an indemnity basis) and expenses incurred by the Guild in*

connection with a demand, action, arbitration or other proceeding arising directly or indirectly as a result of or in connection with:

- (a) a breach of this Constitution;*
- (b) loss of life, personal injury, illness in connection with the performance of the Society's functions; or*
- (c) loss of, damage to, or loss of use of any property (including the Society's property) in connection with the performance of the Society's functions.*

5 If an act or omission of the Society, or its Officers, constitutes Guild Misconduct (as that term is defined in the Tribunal Regulations) the Society, or its Officers, the Guild Council may refer them to the Discipline Tribunal to be dealt with in accordance with Part 2 of the Tribunal Regulations as if that Part were set out in full in this Constitution.

6 An Officer of the Committee shall have their office declared vacant or be removed from office by the following means:

- (a) resignation;*
- (b) death;*
- (c) by the Discipline Tribunal/Appeals Tribunal; or*
- (d) upon making of a declaration by the Chair of the Committee at a meeting of the Society certifying that the Officer has:*
 - (i) been absent without apology from two (2) consecutive meetings or any three (3) meetings;*
 - (ii) been absent with an apology for three (3) consecutive meetings without a leave of absence;*
 - (iv) failed to observe the Rules of the Society or whose conduct, in the opinion of the Committee, was prejudicial to the interests of the Society;*
 - (v) their membership cancelled or suspended; or*
 - (vi) not met, or at any point during their term failed to meet, the eligibility requirements in this Constitution; or*
 - (vii) has been deemed by a two thirds (2/3) majority vote of the committee to have not been performing the requirements of the role to an acceptable standard.*

- (3) Any amendment made to the constitution of a Student Society:
 - (a) must be passed by a 75%+1 majority of the members of the student society present at a general meeting of that student society with seven (7) days' notice of the proposed amendment having been given to the members of the society;
 - (b) must be approved by the Guild Council; and
 - (c) will take effect on the day it receives approval of the Guild Council or such other date as approved by the Guild Council upon the recommendation of the student society.
- (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.
- (5) On any question of interpretation of a student society's constitution it shall be determined by the Guild Council. The decision of the Guild Council shall be final.
- (6) Unless it is expressly provided otherwise any power conferred by a student society constitution upon a person or body within the Guild (inclusive of the Guild Council, a Guild committee or any employee or Officer of the Guild) may be delegated by that person or body to any other person or body within the Guild.
- (7) All student society constitutions shall be subject to the Guild Statute Book and to the extent of any inconsistency between the two the Guild Statute Book shall prevail. All Incorporated Default Constitutions shall also be subject to the AI Act, and to the extent of any inconsistency have priority in the following order:
 - (a) AI Act;
 - (b) Guild Statute Book; and
 - (c) Incorporated Default Constitution.

35 Officers of Student Societies

- (1) Student societies shall have the following officers for Guild purposes:
 - (a) a president or equivalent;
 - (b) a secretary or equivalent; and
 - (c) a treasurer or equivalent.
- (2) The role of secretary and treasurer may be a combined role in a student society provided that a student society must have at least 3 officers.
- (3) Roles in student societies cannot be shared between persons and must be occupied by a different person in each role.
- (4) All Officers of a student society shall sign an application form, which shall include the statement under regulation 14 of the *Student Guild (Administration) Regulations 2018*:

"As an Officer of a student society registered with the Student Guild of Curtin University, I agree to abide by the provisions of the Guild Statute Book, the constitution of my student society, the clubs charter and Guild policy. I hereby acknowledge that I have read and understand the Guild's expectations of my role as an Officer of a student society. I further agree to act in the best interest of my student society and not for my own personal benefit."
- (5) All Officers of a student society shall be Guild Members.

- (6) A person cannot be an officer of more than two (2) student societies.

36 Registration

- (1) All applications for registration (**Registration Application**) must be lodged 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 Guild Council 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 or Guild Member that misleads the Guild for the purposes of obtaining registration or grants 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.

37 Annual Renewal

- (1) Student societies are required to re-register with the Guild each year through the lodgement of an annual renewal (**Annual Renewal**).
- (2) The Guild Council shall determine the form and requirements of the Annual Renewal.
- (3) Until a student society has lodged their Annual Renewal each year they may not access any of the benefits of being a student society.
- (4) A student society that fails to maintain thirty (30) members at an annual renewal shall have its registration reviewed by the Guild Council. Should it not have a reasonable explanation as to the reasons for its low membership, the Guild Council may cancel its registration.
- (5) An unincorporated student society that does not lodge its Annual Renewal within one (1) year of being requested to do so by the Guild Council shall have its registration cancelled and be dissolved automatically and the property and assets of the student society shall be transferred to the Guild.
- (6) The Guild shall maintain records of 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.

38 Grants

- (1) The Guild Council shall prescribe such grants that may be received by student societies in policy.
- (2) Applications for grant must:
 - (a) comply with the grant criteria specified in the clubs charter and policy;
 - (b) be received prior to the expenditure;
 - (c) be before the end of the calendar year of the year of registration; and
 - (d) be approved by a Executive Officer unless that member has a material personal interest. If all Executive Officers have a material personal interest then it must be approved by the Guild Council.

39 Student Society Elections

Elections for Officers of student societies shall be conducted through sound electoral practices which shall include:

- (a) the committee of the student society appointing a returning officer that is not contesting the election and agrees to conduct the election fairly and without bias;
- (b) a call for nominations sent to all members of the student society at least fourteen (14) days prior to the meeting at which the election is going to be held;
- (c) where the nominations are equal to the number of vacancies that that person will be elected unopposed;
- (d) where the nominations are greater than the number of vacancies then a secret ballot will be held at a general meeting and counted in accordance with the rules of optional proportional representation as outlined in Schedule A the *Student Guild (Election and Referenda) Regulations 2018*;
- (e) where less nominations are received than vacancies, nominations may be called for at the meeting, further should not enough committee positions be filled to form a quorum then a further general meeting should be convened putting the remaining positions up for another election;
- (f) where any dispute arises within any election for a student society any appeal shall be heard in accordance with the processes established by the Guild Council; and
- (g) an election may occur in a way that is not at a general meeting provided that the processes for that election are fair and robust and approved as part of a student societies constitution.

Part 6 - Guild Policy

40 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.

41 Procedures

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

42 Format

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

43 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.

Schedule A

Default Unincorporated Student Society Constitution

1. Name of Society

1.1 The name of the Society shall be as listed on the Student Society Registration Form.

(Note: Society refers to any society, association, club or chapter)

2. Definitions and Interpretations

2.1 For the purposes of this Constitution, unless the contrary intention appears:

- (a) “**Annual General Meeting**” means a general meeting of the Society held once every calendar year in accordance with clause 6.2.
- (b) “**Appeals Tribunal**” has the meaning given to it in the Tribunal Regulations.
- (c) “**Associate Member**” means an individual, not eligible to be an Ordinary Member of the Society, but granted membership by the Committee in its absolute discretion.
- (d) “**Committee**” means the committee of the Society established pursuant to clause 7.3.
- (e) “**Constitution**” means this Default Student Society Constitution.
- (f) “**Discipline Tribunal**” has the meaning given to it in the Tribunal Regulations.
- (g) “**General Meeting**” means a meeting of the Society open to all Members and Officers and convened in accordance with clause 6.1.
- (h) “**Guild**” means the Student Guild of the University.
- (i) “**Guild Council**” means the governing council of the Guild.
- (j) “**Guild Statute Book**” has the same meaning as in the *Student Guild (General) Regulations 2018*.
- (k) “**Member**” means an Ordinary or an Associate Member of the Society and Members has the corresponding meaning.
- (l) “**Officer**” means a person who for the time being holds office in a position defined in clause 8 or otherwise acting in one of those positions and Officers has the corresponding meaning.
- (m) “**Ordinary Member**” means a member of the Society who is a Student and has paid the Society membership fee.
- (n) “**President**” means the person for the time being holding the office of or acting as the president of the Society.
- (o) “**Secretary**” means the person for the time being holding the office of or acting as the secretary of the Society.
- (p) “**Society**” means the Student society of the University established in accordance with this Constitution.

- (q) **“Special General Meeting”** meaning a meeting of the Society convened in accordance with clause 6.3.
- (r) **“Special Majority”** means a seventy five percent (75%) plus one (1) majority vote of all Ordinary Members present at meeting of the Society.
- (s) **“Student”** means a student who is enrolled in the University.
- (t) **“Student Society Registration Form”** means the registration form for Student Societies proscribed by the Guild.
- (u) **“Treasurer”** means the person for the time being holding the office of or acting as the treasurer of the Society.
- (v) **“Tribunal Regulations”** means the *Student Guild (Tribunal) Regulations 2018*.
- (w) **“University”** means Curtin University.
- (x) **“Vice President”** means the person for the time being holding the office of or acting as the vice president of the Society.

2.2 For the purposes of this Constitution, the *Interpretation Act 1984 (WA)* shall apply except where inconsistent with the following:

- (a) where in this Constitution the word "may" is used in conferring a function, it is to be interpreted to imply that the function so conferred can be exercised or not at discretion. Where in this Constitution the word "shall" is used in conferring a function it is to be interpreted to mean that the function conferred must be exercised;
- (b) where in this Constitution a power or a duty to make appointments to an office or position is imposed on a person or body, unless the contrary intention appears, the power includes the power to remove or suspend a person appointed and to appoint another person temporarily in the place of the person suspended, or in the place of a sick or absent holder of the office or position; and
- (c) Where in this Constitution unless the context otherwise requires, the singular number is to be construed as including the plural number.

3. Objectives

3.1 The objectives of the Society are to:

- (a) foster and promote the objectives of the Society, as listed on the Student Society Registration Form, through the activities of the Society;
- (b) foster and promote the interests of enrolled students;
- (c) assist new students with orientation to the University;
- (d) encourage and promote cooperation between the Society and other Student societies;
- (e) become and remain registered with the Guild; and
- (f) do all things that are necessary and proper for the benefit and advancement of the Society and the Guild.

4. Powers

- 4.1 Subject to the Guild Statue Book, for the purpose of achieving its objectives the Society has the power to:
- (a) purchase, sell, lease or rent Society property;
 - (b) with the prior approval of the Guild, borrow, raise or secure the payment of money to secure the payment or performance of any debt, liability, contract or guarantee incurred or entered into by the Society;
 - (c) exercise the rights and privileges associated with the registration of a Guild Society;
 - (d) invest the monies of the Society; and
 - (e) do all such other things as are incidental or conducive to the objects of the Society.

5. Membership

5.1 Types of Membership

- (a) Membership of the Society shall consist of Ordinary Members and Associate Members.
- (b) Ordinary membership shall be open to all enrolled students of Curtin University who are over the age of 18 years and pay the Society membership fee as set by the Committee.
- (c) Associate membership shall be open to those not eligible for Ordinary membership provided that there cannot be more Associate Members than Ordinary Members.
- (d) Associate Members shall enjoy all the benefits of Ordinary Membership except that they shall not be eligible to:
 - (i) vote at any General Meeting of the Society;
 - (ii) be an Officer of the Society; or
 - (iii) directly benefit from any money received from the Guild.

5.2 Cessation of Membership

Membership shall cease if a Member:

- (a) resigns by written notice to the Secretary;
- (b) fails to pay their membership fee; or
- (c) is suspended or expelled from the Society.

5.3 Suspension or Expulsion of a Member

- (a) Any Member of the Society (inclusive of a member of the Committee or an Officer) who fails to observe the Rules of the Society or whose conduct, in the opinion of the Committee, is prejudicial to the interests of the Society may be suspended or expelled from the membership of the Society.
- (b) In the event that the Committee considers it necessary to expel or suspend a Member, it must first notify that Member of their intended suspension or expulsion (as the case may be). The notice must provide the reason(s) for expelling or suspending the Member.

- (c) Within ten (10) days of providing written notice to the Member (in accordance with clause 5.3(b)) the Committee must convene a meeting in accordance with clause 7.4 to vote on the subject of the Member's expulsion or suspension.
- (d) The Member in question may attend the meeting (convened in accordance with clause 5.3(c)) for the purpose of offering an explanation of their conduct and any reason(s) why he or she should not be expelled or suspended.
- (e) In the event that the Member is expelled or suspended, the Member may appeal such expulsion or suspension and the appeal shall be presided over by the persons determined by the Guild Council.
- (f) A Member who is suspended or expelled shall not be entitled to any refund of any membership fee, and shall be deemed not to be a Member who is entitled to vote during the period of their suspension (if applicable) until such time as that suspension is lifted.
- (g) Where the Committee decides by simple majority of members present at an urgent meeting that there is or may be a serious danger to the Society, its Members, or the wider community, due to the actions or threatened actions of an Officer or Member, they may petition the Guild Council to suspend or expel that person without following the processes outlined from 5.3(a) to 5.3(f) and a person suspended or expelled may petition the Guild Council for reinstatement in accordance with the process determined by the Guild Council.
- (h) Expulsion from the Society or refusal of membership on the grounds of race, age, gender, disability or sexuality is prohibited.

5.4 Register of Members

- (a) The Secretary must keep an up-to-date register of Members containing:
 - (i) the name, Curtin ID number (if applicable) and contact details of the Member;
 - (ii) their class of membership;
 - (iii) the date on which the Member last paid their membership fee; and
 - (iv) the date that a person ceases to be a Member.
- (b) The register of members must be kept at the Secretary's place of residence, or at another place determined by the Committee.
- (c) At the request of a Member, the Secretary will make available to that Member the details held by the Secretary for that Member in the register.

6. MEETINGS

6.1 General Meeting

- (a) All Ordinary Members of the Society are entitled to attend a General Meeting.
- (b) General Meetings are called by a minimum of fourteen (14) days' notice to all Ordinary Members.
- (c) The Guild shall be notified of any General Meeting of the Society.

- (d) There is a quorum at a General Meeting if there are ten (10) or more Ordinary Members present at the meeting.
- (e) The President shall chair a General Meeting and Annual General meeting, or (if the President is unwilling or unable to do so) an Ordinary Member elected by those present at the General Meeting or Annual General Meeting shall act as Chair.
- (f) The Chair shall have their own vote but shall not have a casting vote.
- (g) The Secretary will take minutes at a General Meeting or (if the Secretary is unwilling or unable to do so) a person elected by those present at the General Meeting shall take minutes.
- (h) Only Ordinary Members may vote at a General Meeting.
- (i) Except where otherwise provided in this Constitution, every issue at a General Meeting is determined by a simple majority of the votes cast by the Members present in person and shall be by show of hands (except for the election of the Committee which shall be by secret ballot).
- (j) The Chair of a meeting may permit a person to participate in the meeting by video or telephone link, or by other instantaneous means of communication, from a location approved by the Chair.
- (k) A person who participates in a meeting under 6.1(j) is taken to be present at the meeting for the purposes of assessing whether there is a quorum.
- (l) The Chair can adjourn a General Meeting or Annual General Meeting if there are not enough Members at the meeting to form a quorum within 30 minutes of the meeting start time, or if there is not enough time at a meeting to consider all business. A new notice must be sent to Members for the adjourned meeting (but the notice does not have to comply with time for notice requirements, unless the adjourned meeting is more than 21 days after the original meeting date). Only unfinished business may be dealt with at a resumed meeting.
- (m) The Chair must adjourn a General Meeting or Annual General Meeting if a majority of Members entitled to vote at the meeting direct the Chair to do so.

6.2 Annual General Meeting

The Society shall hold an Annual General Meeting in September, October or November (unless otherwise approved by the Guild Council) at which the following shall occur:

- (a) the confirmation of the minutes of the previous General Meeting;
- (b) the President's report;
- (c) the Treasurer's report and statement of account for the preceding financial year;
- (d) the Secretary's report;
- (e) the election of the Committee for the next year; and
- (f) general business of the Society.

6.3 Special General Meeting

- (a) A Special General Meeting may be convened by:

- (i) resolution of the Committee;
 - (ii) a petition of ten (10) or more Ordinary Members to the Secretary; or
 - (iii) by the written request of the Guild Council.
- (b) Subject to clause 6.3(a), all Special General Meetings will be conducted in the same manner as a General Meeting (as set out in clause 6.1).

7. Committee

7.1 The Committee

- (a) The Committee members are the persons who, as the management committee of the Society, have the power to manage the affairs of the Society.
- (b) The Committee must take all reasonable steps to ensure that the Society complies with this Constitution and the Statutes, regulations and by-laws which comprise the Guild Statute Book.

7.2 Powers of the Committee

The Committee:

- (a) has the power to do all things necessary or convenient to be done for the proper administration and management of the affairs of the Society;
- (b) will be responsible for the administration and management of the Society;
- (c) has the power to expend monies for certain matters and to incur debts and liability on behalf of the Society for which the members of the Committee shall be liable;
- (d) has the power to fill any vacancy in its membership before the next Annual General Meeting; and
- (e) may form subcommittees in order to achieve any of the objectives of the Committee.

7.3 Appointment of Committee

- (a) The Committee will consist of the following minimum roles and Officers:
 - (i) the President;
 - (ii) the Vice President;
 - (iii) the Treasurer; and
 - (iv) the Secretary.
- (b) A resolution of Members passed at General Meeting may establish other roles and Officers.
- (c) The Committee will be elected annually at the Annual General Meeting by a vote of the Ordinary Members to be conducted by secret ballot.
- (d) The term of each elected Committee shall be from the 1st of January to the 31st of December annually.

- (e) The Committee may co-opt additional Ordinary Members of the Society to serve as ordinary members of the Committee.

7.4 Meetings of the Committee

- (a) The Committee shall meet at such times and places as the President determines and must meet a minimum of four (4) times each calendar year.
- (b) At least five (5) days' notice of a Committee meeting shall be given to all Officers.
- (c) There is a quorum at a Committee meeting if there are at least fifty percent (50%) plus one (1) (rounded down to the nearest whole number) of the Officers present at the meeting.
- (d) At the request of twenty five percent (25%) plus one (1) of the Officers comprising the Committee, the Secretary must convene a meeting of the Committee and such meeting must be held within ten (10) days of receipt of the request.
- (e) The President shall chair a Committee meeting or (if the President is unwilling or unable to do so) an Officer elected by those present at the Committee meeting shall act as Chair.
- (f) The Secretary shall take minutes at a Committee meeting or (if the Secretary is unwilling or unable to do so) person elected by those present at the Committee Meeting shall take minutes.
- (g) Any Member of the Society may attend a meeting of the Committee. However, a Member of the Society must not comment about any matter discussed at the meeting unless invited by the Committee to do so, and cannot vote on any matter that is to be decided at the meeting.
- (h) The procedure to be followed at a Committee meeting must be determined from time to time by the Committee.
- (i) The order of business at a Committee meeting may be determined by the Committee members at the meeting.

8. Officers

8.1 The Officers of the Society shall be:

- (a) the President;
- (b) the Vice President;
- (c) the Treasurer;
- (d) the Secretary; and
- (e) any ordinary Committee members appointed in accordance with 7.3(e).

8.2 Only an Ordinary Member of the Society who is a Guild Member may be an Officer.

8.3 An Officer shall hold office for no longer than one (1) year before a new election or appointment to the position is required.

- 8.4 An Officer must:
- (a) comply with the obligations under this Constitution, and ensure that the Society complies with its obligations under this Constitution;
 - (b) exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were an Officer;
 - (c) act in good faith (fairly and honestly) in the best interests of the Society and to further its objectives;
 - (d) not misuse their position as an Officer;
 - (e) not misuse information they gain in their role as an Officer;
 - (f) disclose any perceived or actual material conflicts of interest to the Committee;
 - (g) ensure that the financial affairs of the Society are managed responsibly; and
 - (h) not allow the Society to operate while it is insolvent (as that term is defined in the *Corporations Act 2001*).
- 8.5 An Officer of the Committee shall have their office declared vacant or be removed from office by the following means:
- (a) resignation;
 - (b) death;
 - (c) by the Discipline Tribunal/Appeals Tribunal; or
 - (d) upon making of a declaration by the Chair of the Committee at a meeting of the Society certifying that the Officer has:
 - (i) been absent without apology from two (2) consecutive meetings or any three (3) meetings;
 - (ii) been absent with an apology for three (3) consecutive meetings without a leave of absence;
 - (iii) failed to observe the Rules of the Society or whose conduct, in the opinion of the Committee, was prejudicial to the interests of the Society;
 - (iv) their membership cancelled or suspended;
 - (v) not met, or at any point during their term failed to meet, the eligibility requirements in this Constitution; or
 - (vi) has been deemed by a two thirds (2/3) majority vote of the committee to not have been performing the requirements of the role to an acceptable standard.
- 8.6 The Committee may fill a single casual vacancy in its membership, and such elected Officer will hold office until the next General Meeting where the appointment will be subject to confirmation by the Members. If more than one casual vacancy arises, the Committee must convene a Special General Meeting where the vacant Officer positions will be subject to election on the same basis as applies to the election of Officers at an AGM.

9. Finances and Records

- 9.1 The Committee shall:

- (a) ensure true accounts are kept of the monies received and expended by the Society; and
 - (b) keep an up to date register of all assets purchased on behalf of the Society.
- 9.2 A balance sheet containing a summary of assets and liabilities of the Society together with a statement of income and expenditure for the preceding year must be completed and submitted to the next Annual General Meeting.
- 9.3 The Society will inform the Guild of any bank accounts it holds and the signatories of those accounts.
- 9.4 The authority to access bank accounts and authorise payments into or out of those accounts shall require a minimum of two (2) Officers as signatories and the signatories may be any two (2) Officers of the Society.
- 9.5 The income and property of the Society shall be applied solely towards the promotion of the objectives of the Society.
- 9.6 No portion of the income or property of the Society shall be paid, transferred or distributed directly or indirectly to the Members of the Society, provided that nothing shall prevent the payment in good faith or remuneration in return for services actually rendered to the Society.
- 9.7 Within a reasonable time of a request being made by a Member or the Guild:
 - (a) the Treasurer must arrange access to and inspection of the accounts and asset register of the Society at a time and place convenient to the Treasurer; and/or
 - (b) the Secretary must arrange access to and inspection of the minutes of all meetings of the Society at a time and place convenient to the Secretary, by the Member or the Guild (as the case may be).
- 9.8 Within a reasonable time of a request being made, the Secretary must provide an up-to-date copy of the Constitution to the Member or the Guild so requesting a copy.

10. Miscellaneous

- 10.1 The Society shall:
 - (a) be affiliated as a student society with the Student Guild of Curtin University;
 - (b) not seek to obtain or give loans without the prior consent of the Guild;
 - (c) meet any requirements of the Guild Council;
 - (d) at all times to act responsibly and with proper regard to their health and safety and that of third parties when participating in the Society's activities; and
 - (e) not do anything which adversely affects the reputation of University or the Guild or brings the University or the Guild into disrepute.
- 10.2 The Society is bound by and shall comply with all:
 - (a) Guild and University policies; and
 - (b) Statutes, regulations and by-laws which comprise the Guild Statute Book.

- 10.3 The Society, its Officers and Members shall treat everyone, regardless of race, religion, national origin, ethnicity, disability, sex, gender identity, sexual orientation or age with respect and without judgement or bias.
- 10.4 The Society indemnifies the Guild, and each of its Officers, against all losses, liabilities, costs (including legal costs on an indemnity basis) and expenses incurred by the Guild in connection with a demand, action, arbitration or other proceeding arising directly or indirectly as a result of or in connection with:
- (a) a breach of this Constitution;
 - (b) loss of life, personal injury, illness in connection with the performance of the Society's functions; or
 - (c) loss of, damage to, or loss of use of any property (including the Society's property) in connection with the performance of the Society's functions.
- 10.5 If an act or omission of the Society, or its Officers, constitutes Guild Misconduct (as that term is defined in the Tribunal Regulations) the Society, or its Officers, the Guild may refer them to the Discipline Tribunal to be dealt with in accordance with Part 2 of the Tribunal Regulations as if that Part were set out in full in this Constitution.
- 10.6 Where the Guild is of the reasonable opinion that:
- (a) an Officer or Member has refused or neglected to comply with this Constitution or the Guild Statute Book;
 - (b) act or omission of the Society, or its Officers, constitutes Guild Misconduct (as that term is defined in the Tribunal Regulations); or
 - (c) an Officer or Member has caused serious disruption to the use and enjoyment of amenities or services provided by the Guild or the Society,
- then without limitation to other actions and remedies available to the Guild (including referral to the Discipline Tribunal or the police for investigation where appropriate):
- (d) the Guild may suspend the right of that Officer or Member to use the amenities and services of the Guild and/or the Society for a specified period; and
 - (e) the Guild may cancel the registration of the Society, withhold Guild funding or cancel any sponsorships and grants issued to the Society.
- 10.7 There will be no liability for any loss or injury suffered by a Society, an Officer or Member as a result of any decision made in good faith (fairly and honestly) under clause 10.6.
- 10.8 A Society, an Officer or Member that does not accept the outcome of the disciplinary procedure in clause 10.6 may petition the Guild Council for reinstatement in accordance with the process determined by the Guild Council.
- 10.9 Nothing in this clause 10.6 limits or restricts the statutes, by-laws and rules of University. To the extent that any behaviour is or becomes subject to the statutes, by-laws and rules of the University, then the statutes, by-laws and rules of the University will prevail.

11. This Constitution

- 11.1 This Constitution is subject to the Guild Statute Book and to the extent of any inconsistency between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.

- 11.2 Where a question arises regarding the interpretation of this Constitution it shall be referred to the Guild Council. The decision of the Guild Council shall be final.
- 11.3 This Constitution was accepted by Special Majority of the Members present at the General Meeting, as per the information and details as listed on the Student Society Registration Form.
- 11.4 Amendment of Constitution
- (a) No alteration, addition or amendment of this Constitution shall be made unless and until agreed by Special Majority of the Members present at any General Meeting called for such purpose.
 - (b) No amendment to this Constitution will have any force until the proposed change or changes have been approved by the Guild Council.
 - (c) An amendment to this Constitution will take effect on the day it receives approval of the Guild Council or such other date as approved by the Guild Council upon the recommendation of the Society.
 - (d) Notice of any proposed alteration, addition or amendment shall be given to all Ordinary Members at least twenty-one (21) days' prior to the General Meeting.

12. Resolving Disputes

- 12.1 In this clause:
- (a) "grievance procedure" means the procedures set out in this clause;
 - (b) "party" to a dispute includes a person:
 - (i) who is a party to the dispute; and
 - (ii) who ceases to be a member within six (6) months before the dispute has come to the attention of each party to the dispute.
- 12.2 The procedure set out in this clause (the "grievance procedure") applies to disputes:
- (a) between members; or
 - (b) between one or more members and the Society.
- 12.3 The parties to a dispute must attempt to resolve the dispute between themselves within fourteen (14) days after the dispute has come to the attention of each party.
- 12.4 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by clause 12.3, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of:
- (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.

- 12.5 Within twenty eight (28) days after the Secretary is given the notice, a Committee meeting must be convened to consider and determine the dispute.
- 12.6 The Secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least seven (7) days before the meeting is held.
- 12.7 The notice given to each party to the dispute must state:
- (a) when and where the Committee meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- 12.8 If:
- (a) the dispute is between one or more members and the Society; and
 - (b) any party to the dispute gives written notice to the Secretary stating that the party:
 - (i) does not agree to the dispute being determined by the Committee; and
 - (ii) requests that the Guild Council determine the dispute,
- the Committee must not determine the dispute.
- 12.9 At the Committee meeting at which a dispute is to be considered and determined, the Committee must:
- (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute;
 - (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.
- 12.10 The Committee must give each party to the dispute written notice of the Committee's determination, and the reasons for the determination, within seven (7) days after the Committee meeting at which the determination is made.
- 12.11 A party to the dispute may, within fourteen (14) days after receiving notice of the Committee's determination under clause 12.9(c), give written notice to the Secretary and the Guild Council requesting that the Guild Council determine the dispute.
- 12.12 If notice is given under 12.11, the dispute will be referred to the Guild Council for a determination, to be made within twenty one (21) days of the referral.
- 12.13 The determination of the Guild Council made under clause 12.12 will be final and binding on the parties to the dispute.

13. Dissolution of Society

- 13.1 The Society may, at any time, by a Special Majority vote of the Members present at a General Meeting called for the purpose, be dissolved.
- 13.2 Such dissolution is to be notified to the Guild in writing.
- 13.3 If upon the dissolution or winding up of the Society there remains any property, assets or monies whatsoever after the satisfaction of all debts and liabilities, the same shall not be distributed among the Members of the Society, but shall be given or transferred to the Guild and the accounts and records of the Society shall be turned over to Guild, or at the Guild's instruction, to another society of similar objectives to the dissolved entity.

Schedule B

Default Incorporated Student Society Constitution

1. Name of Society

1.1 The name of the Society is specified in Item 1 of the Schedule.

(Note: Society refers to any society, association, club or chapter)

2. Definitions and Interpretations

2.1 For the purposes of this Constitution, unless the contrary intention appears:

- (a) "Act" means the Associations Incorporation Act 2015 (WA);
- (b) "Annual General Meeting" means a general meeting of the Society held once every calendar year in accordance with clause 6.2.
- (c) "Appeals Tribunal" has the meaning given to it in the Tribunal Regulations.
- (d) "Associate Member" means an individual, not eligible to be an Ordinary Member of the Society, but granted membership by the Committee in its absolute discretion.
- (e) "Committee" means the committee of the Society established pursuant to clause 7.3.
- (f) "Constitution" means this Default Student Society Constitution.
- (g) "Discipline Tribunal" has the meaning given to it in the Tribunal Regulations.
- (h) "General Meeting" means a meeting of the Society open to all Members and Officers and convened in accordance with clause 6.1.
- (i) "Guild" means the Student Guild of Curtin University.
- (j) "Guild Council" means the governing council of the Guild.
- (k) "Guild President" means the person for the time being holding the office of or acting as President of the Guild.
- (l) "Guild Statute Book" has the same meaning as in the Student Guild (General) Regulations 2018.
- (m) "Member" means an Ordinary or an Associate Member of the Society and Members has the corresponding meaning.
- (n) "Officer" means a person who for the time being holds office in a position defined in clause 9 or otherwise acting in one of those positions and Officers has the corresponding meaning.
- (o) "Ordinary Member" means a member of the Society who is a Student and has paid the Society membership fee.
- (p) "President" means the person for the time being holding the office of or acting as the president of the Society.

- (q) "Secretary" means the person for the time being holding the office of or acting as the secretary of the Society.
- (r) "Society" means the Student society of the University established in accordance with this Constitution.
- (s) "Special General Meeting" meaning a meeting of the Society convened in accordance with clause 6.3.
- (t) "Special Majority" means a minimum of seventy five percent (75%) majority vote of all Ordinary Members present at meeting of the Society.
- (u) "Student" means a student who is enrolled in the University.
- (v) "Student Society Registration Form" means the registration form for Student Societies prescribed by the Guild.
- (w) "Treasurer" means the person for the time being holding the office of or acting as the treasurer of the Society.
- (x) "Tribunal Regulations" means the Student Guild (Tribunal) Regulations 2018.
- (y) "University" means Curtin University.
- (z) "Vice President" means the person for the time being holding the office of or acting as the vice president of the Society.

2.2 For the purposes of this Constitution, the Interpretation Act 1984 (WA) shall apply except where inconsistent with the following:

- (a) where in this Constitution the word "may" is used in conferring a function, it is to be interpreted to imply that the function so conferred can be exercised or not at discretion. Where in this Constitution the word "shall" is used in conferring a function it is to be interpreted to mean that the function conferred must be exercised;
- (b) where in this Constitution a power or a duty to make appointments to an office or position is imposed on a person or body, unless the contrary intention appears, the power includes the power to remove or suspend a person appointed and to appoint another person temporarily in the place of the person suspended, or in the place of a sick or absent holder of the office or position; and
- (c) Where in this Constitution unless the context otherwise requires, the singular number is to be construed as including the plural number.

3. Objectives

3.1 The objectives of the Society are specified in Item 2 of the Schedule.

4. Powers

4.1 Subject to the Guild Statute Book, for the purpose of achieving its objectives the Society has the power to:

- (a) purchase, sell, lease or rent Society property;
- (b) with the prior approval of the Guild, borrow, raise or secure the payment of money to secure the payment or performance of any debt, liability, contract or guarantee incurred or entered into by the Society;

- (c) exercise the rights and privileges associated with the registration of a Guild Society;
- (d) invest the monies of the Society; and
- (e) do all such other things as are incidental or conducive to the objects of the Society.

5. Membership

5.1 Types of Membership

- (a) Membership of the Society shall consist of Ordinary Members and Associate Members.
- (b) Ordinary membership shall be open to all enrolled students of Curtin University who are over the age of 18 years and pay the Society membership fee as set by the Committee.
- (c) An Ordinary Member has full voting rights and any other rights conferred on Members by this Constitution or approved by resolution at a General Meeting or determined by the Committee.
- (d) Associate membership shall be open to those not eligible for Ordinary membership provided that there cannot be more Associate Members than Ordinary Members.
- (e) Associate Members shall enjoy all the benefits of Ordinary Membership except that they shall not be eligible to:
 - (i) vote at any General Meeting of the Society;
 - (ii) be an Officer of the Society; or
 - (iii) directly benefit from any money received from the Guild.
- (f) the Student Guild of Curtin University shall be a member of the Society but however will not have any voting rights at any meeting of the Society or be eligible to nominate any person to be a member of the Committee, nor may the Committee suspend or expel the Student Guild of Curtin University as a member.

5.2 Minimum number of Members

The Society must at all times have at least ten (10) Ordinary Members but otherwise the Society may have any number of Members of any class of Member, and the number of Members is unlimited.

5.3 Application for Membership

An applicant for membership of the Association becomes a member when:

- (a) the Committee accepts the application; and
- (b) the applicant pays any membership fees payable to the Association under clause 6.

5.4 Cessation of Membership

Membership shall cease if a Member:

- (a) resigns by written notice to the Secretary;
- (b) fails to pay their membership fee; or

- (c) is suspended or expelled from the Society.

5.5 Suspension or Expulsion of a Member

- (a) Any Member of the Society (inclusive of a member of the Committee or an Officer) who fails to observe the Rules of the Society or whose conduct, in the opinion of the Committee, is prejudicial to the interests of the Society may be suspended or expelled from the membership of the Society.
- (b) In the event that the Committee considers it necessary to expel or suspend a Member, it must first notify that Member of their intended suspension or expulsion (as the case may be). The notice must provide the reason(s) for expelling or suspending the Member.
- (c) Within ten (10) days of providing written notice to the Member (in accordance with clause 5.3(b)) the Committee must convene a meeting in accordance with clause 7.4 to vote on the subject of the Member's expulsion or suspension.
- (d) The Member in question may attend the meeting (convened in accordance with clause 5.3(c)) for the purpose of offering an explanation of their conduct and any reason(s) why he or she should not be expelled or suspended.
- (e) In the event that the Member is expelled or suspended, the Member may appeal such expulsion or suspension and the appeal shall be presided over by the persons determined by the Guild Council.
- (f) A Member who is suspended or expelled shall not be entitled to any refund of any membership fee, and shall be deemed not to be a Member during the period of their suspension (if applicable) until such time as that suspension is lifted.
- (g) Where the Committee decides by simple majority of members present at an urgent meeting that there is or may be a serious danger to the Society, its Members, or the wider community, due to the actions or threatened actions of an Officer or Member, they may petition the Guild Council to suspend or expel that person without following the processes outlined from 5.5(a) to 5.5(f) and a person suspended or expelled may petition the Guild Council for reinstatement in accordance with the process determined by the Guild Council.
- (h) Expulsion from the Society or refusal of membership on the grounds of race, age, gender, disability or sexuality is prohibited.

5.6 Register of Members

- (a) The Secretary must keep an up-to-date register of Members containing:
 - (i) the name, Curtin ID number (if applicable) and contact details of the Member;
 - (ii) their class of membership;
 - (iii) the date on which the Member last paid their membership fee; and
 - (iv) the date that a person ceases to be a Member.
- (b) The register of members must be kept at the Secretary's place of residence, or at another place determined by the Committee.
- (c) At the request of a Member, the Secretary will make available to that Member the details held by the Secretary for that Member in the register.

- (d) If:
 - (i) a member inspecting the register of members wishes to make a copy of or take an extract from the register under section 54(2) of the Act; or
 - (ii) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the Committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Society.

6. Fees

- (a) The Committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Society.
- (b) The fees determined under clause 6(a) may be different for different classes of membership.
- (c) A member must pay the annual membership fee to the Treasurer, or another person authorised by the Committee to accept payments, by the date (“due date”) determined by the Committee.
- (d) If a member has not paid the annual membership fee within the period of three (3) months after the due date, the member ceases to be a member on the expiry of that period.
- (e) If a person who has ceased to be a member under clause 6(d) offers to pay the annual membership fee after the period referred to in that clause has expired:
 - (i) the Committee may, at its discretion, accept that payment; and
 - (ii) if the payment is accepted, the person’s membership is reinstated from the date the payment is accepted.

7. Meetings

7.1 General Meeting

- (a) The Committee may convene a General Meeting.
- (b) The Committee must convene a General Meeting if at least twenty percent (20%) of the Members require a General Meeting to be convened.
- (c) All Ordinary Members of the Society are entitled to attend a General Meeting.
- (d) The Secretary or, in the case of a General Meeting convened under clause 7.1(b), the Members convening the meeting, must give to each member a minimum of:
 - (i) twenty one (21) days’ notice to all Ordinary Members if a special resolution is to be proposed at the meeting; or
 - (ii) fourteen (14) days’ notice to all Ordinary Members in any other case.
- (e) The notice must:
 - (i) specify the date, time and place of the meeting;

- (ii) indicate the general nature of each item of business to be considered at the meeting;
- (iii) if the meeting is the Annual General Meeting, include the names of the Members who have nominated for election to the Committee; and
- (iv) if a special resolution is proposed"
 - (A) set out the wording of the proposed resolution as required by section 51(4) of the Act; and
 - (B) state that the resolution is intended to be proposed as a special resolution; and
 - (C) comply with clause 7.1(f).
- (f) Notice of a General Meeting given to an Ordinary Member under clauses 7.1(d) and 7.1(e) must:
 - (i) state that the Member may appoint an individual who is an Ordinary Member as a proxy for the meeting; and
 - (ii) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (g) The Guild shall be notified of any General Meeting of the Society.
- (h) There is a quorum at a General Meeting if there are ten (10) or more Ordinary Members present at the meeting.
- (i) The President shall chair a General Meeting and Annual General meeting, or (if the President is unwilling or unable to do so) an Ordinary Member elected by those present at the General Meeting or Annual General Meeting shall act as Chair.
- (j) The Chair shall have their own vote but shall not have a casting vote.
- (k) The Secretary will take minutes at a General Meeting or (if the Secretary is unwilling or unable to do so) a person elected by those present at the General Meeting shall take minutes.
- (l) On any question arising at a General Meeting:
 - (i) each Ordinary Member has one (1) vote unless the Member may also vote on behalf of a body corporate under clause 7.1(f); and
 - (ii) Ordinary Members may vote personally or by proxy.
- (m) A copy of the document by which the appointment is made must be given to the Secretary before any General Meeting to which the appointment applies.
- (n) All proxies must be submitted twenty-four (24) hours prior to a meeting, and all forms and the list of proxies shall be made available to any member upon request.
- (o) The appointment has effect until:
 - (i) the end of any General Meeting to which the appointment applies; or
 - (ii) the appointment is revoked by the body corporate and written notice of the revocation is given to the Secretary.

- (p) Except where otherwise provided in this Constitution, every issue at a General Meeting is determined by a simple majority of the votes cast by the Members present in person and shall be by show of hands (except for the election of the Committee which shall be by secret ballot).
- (q) The Chair of a meeting may permit a person to participate in the meeting by video or telephone link, or by other instantaneous means of communication, from a location approved by the Chair.
- (r) A person who participates in a meeting under 6.1(j) is taken to be present at the meeting for the purposes of assessing whether there is a quorum.
- (s) The Chair can adjourn a General Meeting or Annual General Meeting if there are not enough Members at the meeting to form a quorum within 30 minutes of the meeting start time, or if there is not enough time at a meeting to consider all business. A new notice must be sent to Members for the adjourned meeting (but the notice does not have to comply with time for notice requirements, unless the adjourned meeting is more than 21 days after the original meeting date). Only unfinished business may be dealt with at a resumed meeting.
- (t) The Chair must adjourn a General Meeting or Annual General Meeting if a majority of Members entitled to vote at the meeting direct the Chair to do so.

7.2 Annual General Meeting

The Society shall hold an Annual General Meeting in September, October or November (unless otherwise approved by the Guild Council) at which the following shall occur:

- (a) the confirmation of the minutes of the previous General Meeting;
- (b) the President's report;
- (c) the Treasurer's report and statement of account for the preceding financial year;
- (d) the Secretary's report;
- (e) the election of the Committee for the next year; and
- (f) general business of the Society.

7.3 Special General Meeting

- (a) A Special General Meeting may be convened by:
 - (i) resolution of the Committee;
 - (ii) a petition of ten (10) or more Ordinary Members to the Secretary; or
 - (iii) by the written request of the Guild.
- (b) Subject to clause 6.3(a), all Special General Meetings will be conducted in the same manner as a General Meeting (as set out in clause 6.1).

8. Committee

8.1 The Committee

- (a) The Committee members are the persons who, as the management committee of the Society, have the power to manage the affairs of the Society.

- (b) The Committee must take all reasonable steps to ensure that the Society complies with the Act, this Constitution and the Statutes, regulations and by-laws which comprise the Guild Statute Book

8.2 Powers of the Committee

The Committee:

- (a) has the power to do all things necessary or convenient to be done for the proper administration and management of the affairs of the Society;
- (b) has the power to expend monies for certain matters and to incur debts and liability on behalf of the Society for which the members of the Committee shall be liable;
- (c) has the power to fill any vacancy in its membership before the next Annual General Meeting; and
- (d) may form subcommittees in order to achieve any of the objectives of the Committee.

8.3 Appointment of Committee

- (a) The Committee will consist of the following minimum roles and Officers:
 - (i) the President;
 - (ii) the Vice President;
 - (iii) the Treasurer; and
 - (iv) the Secretary.
- (b) A resolution of Members passed at General Meeting may establish other roles and Officers.
- (c) The Committee will be elected annually at the Annual General Meeting by a vote of the Ordinary Members to be conducted by secret ballot.
- (d) If there is no nomination for a position, the Chair of the meeting may call for nominations from the Ordinary Members at the meeting.
- (e) If only one Member has nominated for a position, the Chair of the meeting must declare the Member elected to the position.
- (f) If more than one (1) member has nominated for a position, the Ordinary Members at the meeting must vote in accordance with procedures that have been determined by the Guild Council to decide who is to be elected to the position.
- (g) Each Ordinary Member present at the meeting may vote for one (1) Member who has nominated for the position.
- (h) A Member who has nominated for the position may vote for themselves.
- (i) The term of each elected Committee shall be from the 1st of January to the 31st of December annually.
- (j) The Committee may co-opt additional Ordinary Members of the Society to serve as ordinary members of the Committee.

8.4 Meetings of the Committee

- (a) The Committee shall meet at such times and places as the President determines and must meet a minimum of four (4) times each calendar year.
- (b) The date, time and place of the first Committee meeting must be determined by the Committee members as soon as practicable after the Annual General Meeting at which the Committee members are elected.
- (c) At least five (5) days' notice of a Committee meeting shall be given to all Officers. The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (d) Subject to clause 8.4(e), the only business that may be conducted at the meeting is the business described in the notice.
- (e) Urgent business that has not been described in the notice may be conducted at the meeting if the Committee members at the meeting unanimously agree to treat that business as urgent.
- (f) There is a quorum at a Committee meeting if there are at least fifty percent (50%) plus one (1) (rounded down to the nearest whole number) of the Officers present at the meeting.
- (g) At the request of twenty five percent (25%) plus one (1) of the Officers comprising the Committee, the Secretary must convene a meeting of the Committee and such meeting must be held within ten (10) days of receipt of the request.
- (h) The President shall chair a Committee meeting or (if the President is unwilling or unable to do so) an Officer elected by those present at the Committee meeting shall act as Chair.
- (i) The Secretary shall take minutes at a Committee meeting or (if the Secretary is unwilling or unable to do so) person elected by those present at the Committee Meeting shall take minutes.
- (j) The minutes must record the following:
 - (i) the names of the Committee members present at the meeting;
 - (ii) the name of any person attending the meeting under clause 8.4(n);
 - (iii) the business considered at the meeting; and
 - (iv) any motion on which a vote is taken at the meeting and the result of the vote.
- (k) The minutes of a Committee meeting must be entered in the Society's minute book within thirty (30) days after the meeting is held.
- (l) The Chair must ensure that the minutes of a Committee meeting are reviewed and signed as correct by:
 - (i) the Chair of the meeting; or
 - (ii) the Chair of the next committee meeting.
- (m) When the minutes of a Committee meeting have been signed as correct they are, until the contrary is proved, evidence that:
 - (i) the meeting to which the minutes relate was duly convened and held;

- (ii) the matters recorded as having taken place at the meeting took place as recorded; and
- (iii) any appointment purportedly made at the meeting was validly made.
- (n) Any Member of the Society may attend a meeting of the Committee. However, a Member of the Society must not comment about any matter discussed at the meeting unless invited by the Committee to do so, and cannot vote on any matter that is to be decided at the meeting.
- (o) The procedure to be followed at a Committee meeting must be determined from time to time by the Committee.
- (p) The order of business at a Committee meeting may be determined by the Committee members at the meeting.

8.5 Payments to Committee Members

A Committee Member is entitled to be paid out of the funds of the Society for any reasonable out-of-pocket expenses for travel and accommodation properly incurred:

- (a) in attending a Committee meeting or
- (b) in attending a General Meeting; or
- (c) otherwise in connection with the Society's business.

9. Officers

9.1 The Officers of the Society shall be:

- (a) the President;
- (b) the Vice President;
- (c) the Treasurer;
- (d) the Secretary; and
- (e) any ordinary Committee members appointed in accordance with 7.3(e).

9.2 Only an Ordinary Member of the Society who is a Guild Member may be an Officer.

9.3 An Officer shall hold office for no longer than one (1) year before a new election or appointment to the position is required.

9.4 An Officer must:

- (a) comply with the obligations under this Constitution, and ensure that the Society complies with its obligations under this Constitution;
- (b) exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were an Officer;
- (c) act in good faith (fairly and honestly) in the best interests of the Society and to further its objectives;
- (d) not misuse their position as an Officer;

- (e) not misuse information they gain in their role as an Officer;
- (f) disclose any perceived or actual material conflicts of interest to the Committee;
- (g) ensure that the financial affairs of the Society are managed responsibly; and
- (h) not allow the Society to operate while it is insolvent (as that term is defined in the Corporations Act 2001).

9.5 An Officer of the Committee shall have their office declared vacant or be removed from office by the following means:

- (e) resignation;
- (f) death;
- (g) by the Discipline Tribunal/Appeals Tribunal; or
- (h) upon making of a declaration by the Chair of the Committee at a meeting of the Society certifying that the Officer has:
 - (vii) been absent without apology from two (2) consecutive meetings or any three (3) meetings;
 - (viii) been absent with an apology for three (3) consecutive meetings without a leave of absence;
 - (ix) failed to observe the Rules of the Society or whose conduct, in the opinion of the Committee, was prejudicial to the interests of the Society;
 - (x) their membership cancelled or suspended;
 - (xi) not met, or at any point during their term failed to meet, the eligibility requirements in this Constitution; or
 - (xii) has been deemed by a two thirds (2/3) majority vote of the committee to not have been performing the requirements of the role to an acceptable standard.

9.6 The Committee may fill a single casual vacancy in its membership, and such elected Officer will hold office until the next General Meeting where the appointment will be subject to confirmation by the Members. If more than one casual vacancy arises, the Committee must convene a Special General Meeting where the vacant Officer positions will be subject to election on the same basis as applies to the election of Officers at an AGM.

10. Finances and Records

10.1 The Society's financial year will be the period of twelve (12) months commencing on 1 July and ending on 30 June of each year.

10.2 The Committee shall:

- (a) ensure true accounts are kept of the monies received and expended by the Society; and
- (b) keep an up to date register of all assets purchased on behalf of the Society.

- 10.3 Subject to clause 10.4, the books and any securities of the Society must be kept in the Secretary's custody or under the Secretary's control.
- 10.4 The financial records and, as applicable, the financial statements or financial reports of the Society must be kept in the Treasurer's custody or under the Treasurer's control.
- 10.5 Clauses 10.3 and 10.4 have effect except as otherwise decided by the Committee.
- 10.6 The books of the Association must be retained for at least seven (7) years.
- 10.7 A balance sheet containing a summary of assets and liabilities of the Society together with a statement of income and expenditure for the preceding year must be completed and submitted to the next Annual General Meeting.
- 10.8 The Society must open an account in the name of the Society with a financial institution from which all expenditure of the Society is made and into which all funds received by the Society are deposited.
- 10.9 The Society will inform the Guild of any bank accounts it holds and the signatories of those accounts.
- 10.10 Subject to any restrictions imposed at a General Meeting, the Committee may approve expenditure on behalf of the Society.
- 10.11 The Committee may authorise the Treasurer to expend funds on behalf of the Society up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
- 10.12 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Society must be signed by:
- (a) any two (2) Committee members; or
 - (b) one (1) Committee member and a person authorised by the Committee.
- 10.13 All funds of the Society must be deposited into the Society's account within five (5) working days after their receipt.
- 10.14 The income and property of the Society shall be applied solely towards the promotion of the objectives of the Society.
- 10.15 No portion of the income or property of the Society shall be paid, transferred or distributed directly or indirectly to the Members of the Society except in good faith in the promotion of those objects or purposes.
- 10.16 A payment may be made to a member out of the funds of the Society only if it is authorised under clause 10.17.
- 10.17 A payment to a Member out of the funds of the Society is authorised if it is:
- (a) the payment in good faith to the Member as reasonable remuneration for any services provided to the Society, or for goods supplied to the Society, in the ordinary course of business;
 - (b) the payment of interest, on money borrowed by the Society from the Member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia;

- (c) the payment of reasonable rent to the Member for premises leased by the Member to the Society; or
 - (d) the reimbursement of reasonable expenses properly incurred by the Member on behalf of the Society.
- 10.18 Within a reasonable time of a request being made by a Member or the Guild:
- (a) the Treasurer must arrange access to and inspection of the accounts and asset register of the Society at a time and place convenient to the Treasurer; and/or
 - (b) the Secretary must arrange access to and inspection of the minutes of all meetings of the Society at a time and place convenient to the Secretary,
 - (c) by the Member or the Guild (as the case may be).
- 10.19 Within a reasonable time of a request being made, the Secretary must provide an up-to-date copy of the Constitution to the Member or the Guild so requesting a copy.

11. Miscellaneous

- 11.1 The Society shall:
- (a) be affiliated as a student society with the Student Guild of Curtin University;
 - (b) not seek to obtain or give loans without the prior consent of the Guild;
 - (c) meet any requirements of the Guild Council;
 - (d) at all times to act responsibly and with proper regard to their health and safety and that of third parties when participating in the Society's activities; and
 - (e) not do anything which adversely affects the reputation of University or the Guild or brings the University or the Guild into disrepute.
- 11.2 The Society is bound by and shall comply with all:
- (a) Guild and University policies; and
 - (b) Statutes, rules, regulations and by-laws which comprise the Guild Statute Book.
- 11.3 The Society, its Officers and Members shall treat everyone, regardless of race, religion, national origin, ethnicity, disability, sex, gender identity, sexual orientation or age with respect and without judgement or bias.
- 11.4 The Society indemnifies the Guild, and each of its Officers, against all losses, liabilities, costs (including legal costs on an indemnity basis) and expenses incurred by the Guild in connection with a demand, action, arbitration or other proceeding arising directly or indirectly as a result of or in connection with:
- (d) a breach of this Constitution;
 - (e) loss of life, personal injury, illness in connection with the performance of the Society's functions; or
 - (f) loss of, damage to, or loss of use of any property (including the Society's property) in connection with the performance of the Society's functions.

- 11.5 If an act or omission of the Society, or its Officers, constitutes Guild Misconduct (as that term is defined in the Tribunal Regulations) the Society, or its Officers, the Guild Council may refer them to the Discipline Tribunal to be dealt with in accordance with Part 2 of the Tribunal Regulations as if that Part were set out in full in this Constitution.
- 11.6 Where the Guild is of the reasonable opinion that:
- (a) an Officer or Member has refused or neglected to comply with this Constitution or the Guild Statute Book;
 - (b) act or omission of the Society, or its Officers, constitutes Guild Misconduct (as that term is defined in the Tribunal Regulations); or
 - (c) an Officer or Member has caused serious disruption to the use and enjoyment of amenities or services provided by the Guild or the Society,
- then without limitation to other actions and remedies available to the Guild Council (including a referral to the Discipline Tribunal or the police for investigation where appropriate):
- (d) the Guild may suspend the right of that Officer or Member to use the amenities and services of the Guild and/or the Society for a specified period; and
 - (e) the Guild may de-register the Society, withhold Guild funding or cancel any sponsorships and grants issued to the Society.
- 11.7 There will be no liability for any loss or injury suffered by a Society, an Officer or Member as a result of any decision made in good faith (fairly and honestly) under clause 10.6.
- 11.8 A Society, an Officer or Member that does not accept the outcome of the disciplinary procedure in clause 10.6 may petition the Guild Council for reinstatement in accordance with the process determined by the Guild Council.
- 11.9 Nothing in this clause 10.6 limits or restricts the rules and regulations of University. To the extent that any behaviour is or becomes subject to the rules and regulations of the University, then the rules and regulations of the University will prevail.

12. Notice to Members

- 12.1 In this clause, "recorded" means recorded in the register of members.
- 12.2 A notice or other document that is to be given to a Member under this Constitution is taken not to have been given to the Member unless it is in writing and:
- (a) delivered by hand to the recorded address of the Member;
 - (b) sent by prepaid post to the recorded postal address of the Member; or
 - (c) sent by electronic transmission to an appropriate recorded number or recorded electronic address of the Member.

13. This Constitution

- 13.1 This Constitution is subject to the Guild Statute Book and to the extent of any inconsistency between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- 13.2 Where a question arises regarding the interpretation of this Constitution it shall be referred to the Guild Council. The decision of the Guild Council or delegate shall be final.

13.3 This Constitution was accepted by Special Majority of the Members present at the General Meeting, as per the information and details as listed on the Student Society Registration Form.

13.4 Amendment of Constitution

- (a) No alteration, addition or amendment of this Constitution shall be made unless and until agreed by Special Majority of the Members present at any General Meeting called for such purpose.
- (b) No amendment to this Constitution will have any force until the proposed change or changes have been approved by the Guild Council.
- (c) An amendment to this Constitution will take effect on the day it receives approval of the Guild Council or such other date as approved by the Guild Council upon the recommendation of the Society.
- (d) Notice of any proposed alteration, addition or amendment shall be given to all Ordinary Members at least twenty one (21) days prior to the General Meeting.

14. Common Seal

14.1 The Society may execute a document without using a common seal if the document is signed by:

- (a) two (2) Committee members; or
- (b) one Committee member and a person authorised by the Committee.

14.2 If the Society has a common seal:

- (a) the name of the Society must appear in legible characters on the common seal; and
- (b) a document may only be sealed with the common seal by the authority of the Committee and in the presence of:
 - (i) two (2) Committee members; or
 - (ii) one Committee member and a person authorised by the Committee,and each of them is to sign the document to attest that the document was sealed in their presence.

14.3 The Secretary must make a written record of each use of the common seal.

14.4 The common seal must be kept in the custody of the Secretary or another Committee member authorised by the committee

15. Resolving Disputes

15.1 In this clause:

- (a) "grievance procedure" means the procedures set out in this clause;
- (b) "party" to a dispute includes a person:
 - (i) who is a party to the dispute; and
 - (ii) who ceases to be a member within six (6) months before the dispute has come to the attention of each party to the dispute.

- 15.2 The procedure set out in this clause (the “grievance procedure”) applies to disputes:
- (a) between members; or
 - (b) between one or more members and the Society.
- 15.3 The parties to a dispute must attempt to resolve the dispute between themselves within fourteen (14) days after the dispute has come to the attention of each party.
- 15.4 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by clause 12.3, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of:
- (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.
- 15.5 Within twenty eight (28) days after the Secretary is given the notice, a Committee meeting must be convened to consider and determine the dispute.
- 15.6 The Secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least seven (7) days before the meeting is held.
- 15.7 The notice given to each party to the dispute must state:
- (a) when and where the Committee meeting is to be held; and
 - (b) that the party, or the party’s representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- 15.8 If:
- (a) the dispute is between one or more members and the Society; and
 - (b) any party to the dispute gives written notice to the Secretary stating that the party:
 - (i) does not agree to the dispute being determined by the Committee; and
 - (ii) requests that the Guild Council, via the Guild President, determine the dispute,
- the Committee must not determine the dispute.
- 15.9 At the Committee meeting at which a dispute is to be considered and determined, the Committee must:
- (a) give each party to the dispute, or the party’s representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute;
 - (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.

- 15.10 The Committee must give each party to the dispute written notice of the Committee's determination, and the reasons for the determination, within seven (7) days after the Committee meeting at which the determination is made.
- 15.11 A party to the dispute may, within fourteen (14) days after receiving notice of the Committee's determination under clause 12.9(c), give written notice to the Secretary and the Guild Council, via the Guild President, requesting that the Guild Council, via the Guild President, determine the dispute.
- 15.12 If notice is given under 12.11, the dispute will be referred to the Guild Council, for a determination, to be made within twenty one (21) days of the referral.
- 15.13 The determination of the Guild Council made under clause 12.12 will be final and binding on the parties to the dispute.

16. Dissolution of Society

- 16.1 The Society may, at any time, by a Special Majority vote of the Members present at a General Meeting called for the purpose, be dissolved.
- 16.2 Such dissolution is to be notified to the Guild in writing.
- 16.3 If upon the dissolution or winding up of the Society there remains any property, assets or monies whatsoever after the satisfaction of all debts and liabilities, the same shall not be distributed among the Members of the Society, but shall be given or transferred to the an appropriate organisation with similar aims and the accounts and records of the Society shall be turned over to the appropriate organisation with similar aims approved by the Guild.

SCHEDULE

Item 1 – Name of Society

[Insert name of Society]

Item 2 – Objectives of Society

- (a) To become and remain registered with the Guild.
- (b) To further the interests of enrolled students.
- (c) To assist new students with orientation to the University.
- (d) To encourage and promote cooperation between the Society and other Student societies.
- (e) To do all things that are necessary and proper for the benefit and advancement of the Society and the Guild.
- (f) [Insert secondary objective specific to Society]
- (g) [Insert secondary objective specific to Society]