

STUDENT GUILD OF CURTIN UNIVERSITY

REPRESENTATION BOARD

CONSTITUTION

1.1 Establishment

- (1) This Constitution is established pursuant to regulation 16 of the *Student Guild (Guild Council) Regulations 2018* by the Guild Council and shall be subject to the Guild Statute Book. Where an inconsistency arises between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Guild Council) Regulations 2018* shall apply.

1.2 Membership

- (1) Pursuant to regulation 16(1) the membership of the Representation Board shall be:
 - (a) President;
 - (b) Vice President - Education;
 - (c) Vice President – Sustainability and Welfare
 - (d) Faculty of Business and Law Representative;
 - (e) Faculty of Science and Engineering Representative;
 - (f) Faculty of Health Sciences Representative;
 - (g) Faculty of Humanities Representative;
 - (h) International Students Committee President;
 - (i) Postgraduate Students Committee President;
 - (j) Queer Officer;
 - (k) Women’s Officer;
 - (l) Indigenous Officer; and
 - (m) Accessibility Officer
- (2) The following people shall be standing invites to meetings of the Committee:
 - (a) Vice President – Activities;
 - (b) Secretary;

- (c) Manager - Student Assist (or nominee);
- (d) Minute Secretary; and
- (e) West Australian School of Mines (WASM) Guild President (or nominee).

1.3 Quorum

Pursuant to regulation 20(4) the quorum for a meeting of the Representation Board shall be calculated in the same manner as the quorum of Guild Council.

Note: regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2).

1.4 Meetings

- (1) The Vice President – Education shall chair the meetings of the Representation Board in accordance with the Student Guild (Guild Council) Regulations
- (2) The Representation Board shall meet at least once a month excepting the months of January and July.
- (3) The Representation Board shall report to Guild Council by way of its minutes.
- (4) The President may at their discretion call a special meeting of the Representation Board.
- (5) Upon the request of any three (3) members the Chair of the Representation Board shall call a special meeting of the Representation Board.
- (6) Secretarial Support shall be supplied by the Minute Secretary to the Guild Council (or their nominee).

1.5 Role

- (1) The role of the Representation Board is as prescribed in regulation 16(2) of the *Student Guild (Guild Council) Regulations 2018*:

Note: regulation 16(2) of the *Student Guild (Guild Council) Regulations 2018* states -

- (3) The Representation Board shall be responsible for considering matters and providing advice to the Guild Council on:
 - (a) the representation of students in University decision making processes;
 - (b) higher education policy at state and federal level;
 - (c) the academic functions of the University including:

- (i) learning and teaching;
 - (ii) research and development;
 - (iii) graduate studies;
 - (iv) academic services;
 - (v) courses;
 - (vi) admissions; and
 - (vii) student discipline;
- (d) student welfare;
 - (e) international students;
 - (f) postgraduate students;
 - (g) access and equity; and
 - (h) sustainability.

(2) The Representational Board shall also:

(a) consider at each meeting the reports of:

- (i) the President;
- (ii) the Vice President – Education;
- (iii) the Vice President – Sustainability and Welfare;
- (iv) the Faculty of Business and Law Representative;
- (v) the Faculty of Science and Engineering Representative;
- (vi) the Faculty of Health Sciences Representative;
- (vii) the Faculty of Humanities Representative;
- (viii) the International Students Committee President;
- (ix) the Postgraduate Students Committee President;
- (x) the Queer Officer;
- (xi) the Women's Officer;
- (xii) the Indigenous Officer;
- (xiii) the Accessibility Officer; and
- (xiv) the Manager – Student Assist.

(b) advise the Guild Council on its relationship with the National Union of Students; and

- (c) consider the reports from conference attendees.
- (d) for the purposes of the report of the President, Vice President – Education and Vice President – Sustainability and Welfare, they shall provide a verbal report and provide their most recent report to the Guild Council subject to any redaction of matters consider confidential to the Guild Council.
- (e) The Manager – Student Assist shall provide a verbal or written report.
- (f) Consider motions submitted to the Representation Board by Guild Members who are not members of the Representation Board in accordance with the Student Guild By-Laws.

1.6 Powers

- (1) The powers of the Representation Board are prescribed in regulation 16 of the *Student Guild (Guild Council) Regulations 2018*

Note: regulation 16 of the *Student Guild (Guild Council) Regulations 2018* states -

- (4) The Representation Board shall have power to do all things necessary or convenient to be done for, or in connection with, the performance of its functions, including but not limited to:
 - (a) approval of policy in the areas of:
 - (i) education;
 - (ii) welfare;
 - (iii) equity;
 - (b) the establishment of committees beneath the Representation Board in accordance with regulation 17 and regulation 20 ;
 - (c) appointments to University Boards and Committees in accordance with the Guild by-laws.
 - (d) making recommendations to the Guild Council; and
 - (e) such powers as may be delegated to it by the Guild Council.
 - (5) The Representation Board shall not have any powers to allocate any resources of the Guild apart from those granted to it by the Guild Council.
 - (6) The Guild Council shall set aside to enable the Representation Board to the carry out of its functions at least \$30 000 each year. This amount shall not be inclusive of any remuneration paid to members of the Representation Board or fees paid to national organisations.
 - (7) The Guild Council may overturn a decision of the Representation Board made under the powers conferred upon in in regulation 16(4) by a resolution passed with a special majority.
 - (8) A special meeting of the Representation Board may be called by the President of their own volition, or by the Chair of the Representation Board on receipt of a requisition from three (3) of the members of the Representation Board.
 - (9) The Guild Council may determine all other matters relating to the Representation Board via its constitution in accordance with regulation 20(2), however the constitution of the Representation Board cannot be inconsistent with the Statute Book.
- (2) The Representation Board shall also have the power to:
- (a) allocate the funding within its budget at its discretion in consultation with the Executive Committee; and
 - (b) recommend amendments to this Constitution that must be considered by the Guild Council.

1.7 Public Question Time

- (1) Time is to be allocated for questions to be raised by Guild Members who are not members of the Representation Board and responded to at every ordinary meeting of the Representation Board.
- (2) The maximum time to be allocated for the asking of and responding to questions raised to the members of the Representation Board at ordinary meetings is fifteen (15) minutes.
- (3) Each student who wishes to ask a question is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Where the Chair deems a question to not fall within the scope of the Representation Board, the Chair shall notify the student that the question will not be considered by the Representation Board.
- (5) A student may ask a maximum of 2 (two) questions per meeting of the Representation Board.
- (6) All questions and responses are to be included in the minutes of the meeting.
- (7) Questions are to be answered at the meeting where they are being asked unless there is a valid reason for not providing a response. When it is not possible to respond immediately, the question shall:
 - (a) Be taken on notice and recorded in the minutes.
 - (b) Be responded to in writing by the relevant officer.

1.8 Members Motions

- (1) A standing agenda item is to be included at each ordinary meeting of the Representation Board for motions submitted by Guild Members who are not members of the Representation Board.
- (2) A student who wishes to submit a motion for resolution of the Representation Board must submit the motion in writing to the Secretary at least seven (7) days prior to the meeting.
- (3) Where the Chair deems a motion to not fall within the scope of the Representation Board, the Secretary shall notify the student that the motion will not be considered by the Representation Board
- (4) All motions submitted to the Representation Board must comply with the Standing Orders.
- (5) All motions submitted by Guild Members who are not members of the Representation Board will be circulated to members of the Representation Board prior to the meeting to seek a mover.
- (6) Motions submitted that fail to have a member move them in accordance with the Standing Orders, will be rejected in writing by the Secretary.

| | | |
|-----------------------------------|-------------|--|
| 23 rd November 2018 | GC #82/2018 | Established |
| 29 th of August 2019 | GC #26-2019 | Constitution Amendments approved |
| 17 th of February 2022 | GC #24-2022 | Position statement added and other minor changes |
| 1 st December 2023 | GC #72-2023 | Amended to reflect Regulation changes and to establish questions / motions submitted by members. |

STUDENT GUILD OF CURTIN UNIVERSITY

INTERNATIONAL STUDENTS COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulation 17 and 20 of *Student Guild (Guild Council) Regulations 2018* by the Representation Board and shall be subject to the Guild Statute Book. Where an inconsistency arises between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Guild Council) Regulations 2018* shall apply.

1.2 Membership

- (1) The Committee shall consist of the following members:
 - (a) ISC President (chair)
 - (b) ISC Vice President - Education;
 - (c) ISC Vice President - Activities;
 - (d) ISC Secretary;
 - (e) ISC Faculty of Business and Law Representative;
 - (f) ISC Faculty of Science and Engineering Representative;
 - (g) ISC Faculty of Health Sciences Representative;
 - (h) ISC Faculty of Humanities Representative; and
 - (i) Two (2) ISC Councillors, at least one (1) of whom shall not identify as a man;
- (2) All members of this committee shall be international students.
- (3) The Vice President - Education shall be a standing invite to any meeting of the International Students Committee.

1.2 Appointments

- (1) The Committee positions (excluding the President) must be initially appointed in accordance with the process outlined in By-Law 32.
- (2) The Committee may fill vacancies in its membership, and such appointed member will hold office until confirmation by the Guild Council upon which appointed members will hold office until the 30th of November. If more than two casual vacancies arise at one time, the appointments shall be made under By-Law 32.
- (3) If at any point, the Committee's membership (excluding the President) consists of fewer than six (6) members elected under By-Law 32, then all further elections in that term shall be held under By-Law 32.

1.1 Quorum

Pursuant to regulation 20(4) the quorum for a meeting of the Committee shall be calculated in the same manner as the quorum of Guild Council.

Note: regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2).

1.4 Meetings

- (1) The International Students Committee President shall be the chair of the International Students Committee.
- (2) The International Students Committee President shall convene meetings of the Committee at least once a month excluding the months of December and January.
- (3) The Committee shall report to the Representation Board by way of its minutes.
- (4) Secretarial Support shall be supplied by the ISC Secretary

1.5 Role

The International Students Committee shall:

- (a) Promote and assist in educational, welfare, social and cultural activities for International Students;
- (b) Encourage research projects into the needs of International Students and thereby become a repository and disseminating body for the outcome of those projects;
- (c) Defend the rights of all International Students to ensure an education system which is free from discrimination of any kind, specifically discrimination on the basis of ethnicity, colour, race, religion and cultural circumstances;
- (d) Act as a medium for the exchange of information regarding the concerns and activities of International Students;
- (e) Promote international understanding and the principle of multiculturalism; and
- (f) Strive to enhance the academic and social lives of International Students

1.6 Powers

The International Students Committee shall have the power to do all things necessary or convenient for, or in conjunction with, the performance of its functions;

1.7 Committee Member Roles

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

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

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

| | |
|------------------------------------|---|
| Title | ISC Vice President - Activities |
| Portfolio | Representation |
| 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 Vice President - Education ISC President |
| | Positions reporting to this position: • None |
| Position Purpose | Officer principally responsible for organisation of social activities and events for International Students |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Co-ordinate the organisation of the ISC Multicultural Week annually; • Organise at least two (2) activities for International Students in every semester. • Liaise with the Vice President - Activities in regards to any activities organised. • Assist the ISC President in maintaining a good relationship with all Student Societies of an international nature. • Be responsible for the production of all advertising material for the ISC. • Seek sponsorship for the ISC in consultation with the Corporate Relations Portfolio. • Be responsible for the ISC section within the Guild's website. • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Vice President - Activities, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council, Representation Board or the ISC. |

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

| | |
|------------------|----------------|
| Title | ISC Secretary |
| Portfolio | Representation |
| 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 Vice President - Education ISC President |
| | Positions reporting to this position: • None |
| Position Purpose | Officer principally responsible for the administration of the ISC |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Handle all the administrative work in the ISC so as to enable the smooth running of the ISC; • Handle the financial management of the ISC. • Liaise with the Secretary and ISC President on expenditure of the ISC budget so as to the timely processing of all invoices, reimbursements and other paperwork related to income and expenditure. • Take minutes and prepare agendas for all ISC meetings and such other meetings as determined by the Guild Council. • Submit the minutes of ISC meetings to the Secretary within fourteen (14) days of their confirmation. • Be responsible for the recruitment and co-ordination of ISC volunteers. • Provide an induction for ISC volunteers and officers in conjunction with the ISC President. • Liaise with other volunteering bodies if requested • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Secretary, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council, Representation Board or the ISC. |

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

| | |
|---------------------------------|--|
| Title | ISC Faculty Representatives |
| Portfolio | Representation |
| 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 Vice President - Education ISC President |
| | Positions reporting to this position: • None |
| Position Purpose | Officers principally responsible for representation of International Students enrolled within their faculty. |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Be responsible for representing all International Students within their faculty. • Attend meetings of University Boards and Committees as determined by the ISC President or Guild Council. • Organise at least one social activity or event for International Students within their faculty throughout the year. • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Faculty Representative, providing information on the function and long term goals of the position. • Liaise with the Faculty Representatives on wider faculty issues and activities. • Any other duties determined by the Guild Council, Representation Board or the ISC. |

| Date Amended | Resolution Number | Nature of Amendment |
|---------------------------------|--------------------------|----------------------------|
| 29 th September 2016 | GC #135/2016 | Established |
| 23 rd November 2018 | GC #82/2018 | Amended |
| 24 th June 2021 | GC #29/2021 | Amended |

STUDENT GUILD OF CURTIN UNIVERSITY

POSTGRADUATE STUDENTS COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulation 17 and 20 of *Student Guild (Guild Council) Regulations 2018* by the Representation Board and shall be subject to the Guild Statute Book. Where an inconsistency arises between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Guild Council) Regulations 2018* shall apply.

1.2 Membership

- (1) The Committee shall consist of the following members:
 - (a) PSC President (chair)
 - (b) PSC Vice President - Coursework;
 - (c) PSC Vice President - Research;
 - (d) PSC Secretary;
 - (e) PSC Faculty of Business and Law Representative;
 - (f) PSC Faculty of Science and Engineering Representative;
 - (g) PSC Faculty of Health Sciences Representative;
 - (h) PSC Faculty of Humanities Representative; and
 - (i) Five (5) PSC Councillors, at least two (2) of whom shall not identify as men.
- (2) All members of this committee must be Postgraduate students
- (3) All Faculty representatives must be members of the Faculty they represent.
- (4) The Vice President – Education shall be a standing invite to all meetings of the Postgraduate Students Committee.

1.3 Appointments

- (1) The Committee positions (excluding the President) must be initially appointed in accordance with the process outlined in By-Law 32.
- (2) The Committee may fill vacancies in its membership, and such appointed member will hold office until confirmation by the Guild Council upon which appointed members will hold office until the 30th of November. If more than two casual vacancies arise at one time, the appointments shall be made under By-Law 32.
- (3) If at any point, the Committee's membership (excluding the President) consists of fewer than six (6) members elected under By-Law 32, then all further elections in that term shall be held under By-Law 32.

1.4 Quorum

Pursuant to regulation 20(4) the quorum for a meeting of the Committee shall be calculated in the same manner as the quorum of Guild Council.

Note: regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2).

1.5 Meetings

- (1) The Postgraduate Students Committee President shall be the chair of the Postgraduate Students Committee.
- (2) The Postgraduate Students Committee President shall convene meetings of the Committee at least once a month.
- (3) The Committee shall report to the Representation Board by way of its minutes.
- (4) Secretarial Support shall be supplied by the PSC Secretary.

1.6 Role

The Postgraduate Students Committee shall:

- (a) Promote and assist in educational, welfare, social and cultural activities for postgraduate students;
- (b) Encourage research projects into the needs concerning postgraduate students and thereby becoming a repository and disseminating body for the outcome of these projects;
- (c) Receive the minutes of the Postgraduate Students Committee Executive;
- (d) Act as a medium for the exchange of information regarding the concerns and activities of postgraduate students; and
- (e) Strive to enhance the academic and social lives of postgraduate students.

1.7 Powers

The Postgraduate Students Committee shall have the power to do all things necessary or convenient for, or in conjunction with, the performance of its functions;

1.8 Committee Roles

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

| | |
|------------------------------------|---|
| Title | PSC Vice President - Coursework |
| Portfolio | Representation |
| 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 Vice President - Education PSC President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Officer principally responsible for the issues of Postgraduate Coursework Students |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Handle all the Postgraduate Students by Coursework education and welfare issues as requested by the PSC. • Organise at least one activity for Postgraduate Students by Coursework in every semester. • Be responsible for researching issues regarding Postgraduate Coursework Students education and welfare as requested by the PSC. • Assist the PSC President in coordinating education campaigns relating to Postgraduate Students by Coursework. • Provide information and guidance to Postgraduate Students by Coursework that pertains to issues faced by Postgraduate Students by Coursework and direct them to the relevant person or organisation. • Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. • Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming PSC Coursework Vice President, providing information on the function and long term goals of the position. • Perform other duties as required by Guild Council or the PSC. |

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

| | |
|------------------|-------------------------------|
| Title | PSC Vice President - Research |
| Portfolio | Representation |

| | |
|------------------------------------|---|
| 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 Vice President - Education PSC President |
| | Positions reporting to this position: • None |
| Position Purpose | Officer principally responsible for the issues of Postgraduate Research Students |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Handle all the Postgraduate Students by Research education and welfare issues as requested by the PSC. • Organise at least one activity for Postgraduate Students by Research in every semester. • Be responsible for researching issues regarding Postgraduate Research Students education and welfare as requested by the PSC. • Assist the PSC President in coordinating education campaigns relating to Postgraduate Students by Research. • Provide information and guidance to Postgraduate Students by Research that pertains to issues faced by Postgraduate Students by Research and direct them to the relevant person or organisation. • Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. • Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming PSC Research Vice President, providing information on the function and long term goals of the position. • Perform other duties as required by Guild Council or the PSC. |

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

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

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

| | |
|------------------------------------|---|
| Title | PSC Faculty Representatives |
| Portfolio | Representation |
| 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 Vice President - Education PSC President |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Officers principally responsible for representation of Postgraduate Students enrolled within their faculty. |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Be responsible for representing all Postgraduate Students within their faculty. • Attend meetings of University Boards and Committees including: |

| | |
|--|--|
| | <ul style="list-style-type: none"> ○ The relevant faculty Research and Development and Graduate Studies Committee; and ○ Such other University Boards and Committees as determined by the PSC President or Guild Council. <ul style="list-style-type: none"> ● Organise at least one social activity or event for Postgraduate Students within their faculty throughout the year. ● Provide a verbal report to each meeting of the PSC on their activities and other issues of relevance to the PSC. ● Attend meetings of the Postgraduate Students Committee, and other Guild Committees which they are a member of. ● Prepare a written report for the incoming PSC Faculty Representative, providing information on the function and long term goals of the position. ● Any other duties determined by the Guild Council or the PSC. |
|--|--|

| Date Amended | Resolution Number | Nature of Amendment |
|---------------------------------|--------------------------|----------------------------|
| 29 th September 2016 | GC #135/2016 | Established |
| 23 rd November 2018 | GC #82/2018 | Amended |
| 23 rd July 2020 | GC #26-2020 | Amended |

STUDENT GUILD OF CURTIN UNIVERSITY

EXECUTIVE COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulations 20 and 21 of the Student Guild (Guild Council) Regulations 2018 by the Guild Council and shall be subject to the Guild Statute Book. Where an inconsistency arises between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the Student Guild (Guild Council) Regulations 2018 shall apply.

1.2 Membership

- (1) The Committee shall consist of the following members:
 - (a) President (Chair);
 - (b) Vice President - Education;
 - (c) Vice President - Activities;
 - (d) Secretary; and
 - (e) Chair of the Representation Board

1.3 Quorum

Pursuant to regulation 20(4) the quorum for a meeting of the Committee shall be calculated in the same manner as the quorum of Guild Council.

Note: regulation 5 of the Student Guild (Guild Council) Regulations 2018 states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2).

1.4 Meetings

- (1) The President shall be the chair of the Executive Committee.
- (2) The Committee shall meet as required.
- (3) The Committee shall report to Guild Council by way of its minutes.

- (4) Secretarial Support shall be supplied by the Secretary, who shall take and produce minutes for submission to the Guild Council.

1.5 Role

The Executive Committee shall advise and assist the Guild Council in the performance of its responsibilities and day to day management of the Guild.

1.6 Powers

- (1) The Executive Committee may do all things necessary or convenient to be done for or in connection with the performance of its functions.
- (2) The Executive Committee has the powers expressed in R5.2 of the *Student Guild (General) Regulations 2017*.

Note: R5.2 of the Student Guild (General) Regulations 2017 states –

- (4) The Executive Committee has power to decide on a matter as if the Executive Committee was the Guild Council subject to any restrictions in the Statute Book, the Executive Committee constitution or any provision of the Statute Book.
- (5) The Guild Council may overturn any decision of the Executive Committee.
- (6) The Executive Committee has no power to decide or determine a matter that involves the making, altering or repealing of the Guild regulations, Guild by-laws or matters that require an absolute majority or special majority of Guild Council.

| Date Amended | Resolution Number | Nature of Amendment |
|--------------------------------|--------------------------|----------------------------|
| 23 rd November 2018 | GC #82/2018 | Established |

STUDENT GUILD OF CURTIN UNIVERSITY

OPERATIONS COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulation 20 of *Student Guild (Guild Council) Regulations 2018* by the Executive Committee and shall be subject to the Statute Book. Where an inconsistency arises between this Constitution and the Statute Book, the Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Guild Council) Regulations 2018* shall apply.

1.2 Membership

- (1) The Committee shall consist of the following members:
 - (a) President (Chair);
 - (b) Chair of Guild Council;
 - (c) Deputy Chair of Guild Council;
 - (d) Secretary;
 - (e) Vice President – Activities;
 - (f) Vice President – Education; and
 - (g) Chair of Representation Board;
- (2) The following people shall be Standing Invites to meetings of the Committee:
 - (a) Managing Director;
 - (b) Manager – Commercial;
 - (c) Manager – Student Engagement;
 - (d) Manager – Student Experience;
 - (e) Manager – Student Assist;
 - (f) Manager – Technical Services;
 - (g) Management Accountant;
 - (h) Human Resources Officer;
 - (i) West Australian School of Mines (WASM) Guild President (or nominee);
 - (j) Guild Councilors; and
 - (k) Minute Secretary (or nominee);

1.3 Quorum

Pursuant to R5.1 (3) the Quorum for a meeting of the Committee shall be calculated in the same manner as the Quorum of Guild Council.

Note: regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;

- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2).

1.4 Meetings

- (1) The President shall be the chair of the Operations Committee
- (2) The Committee shall meet at least once a month.
- (3) The Committee shall report to Executive Committee by way of its minutes.
- (4) Secretarial Support shall be supplied by the Minute Secretary to the Guild Council (or their nominee)

1.5 Role

The Operations Committee shall:

- (a) Consider the verbal reports of Executive Officers, Portfolio Managers and the Managing Director;
- (b) Consider all aspects of the operations of the Guild and provide a forum for discussion of strategic, management and operational issues and the sharing of information;
- (c) Provide a forum for direction by students Officers into Commercial Operations;
- (d) Provide a forum for direction by student Officers into the operations of the Guild as they relate to the governance of student societies, activities, marketing and promotions;
- (e) Consider the business plans of the commercial operating areas;
- (f) Receive reports from management in regard to all aspects of the management and operation of the Guild's commercial and non-commercial operations;
- (g) Consider any matters referred to it by the President or Guild Council; and Report to the Executive Committee.

1.6 Powers

- (1) The Operations Committee shall have the power to do all things necessary or convenient for, or in conjunction with, the performance of its functions.
- (2) The Operations Committee may make any decisions within its delegated authority from Guild Council but otherwise shall make recommendations to the Executive Committee or Guild Council for approval.
- (3) The Operations Committee does not have the power to oversee the operations of the Representation Division, these matters shall be referred to the Representation Board.

| Date Amended | Resolution Number | Nature of Amendment |
|----------------------------|--------------------------|----------------------------|
| 28 th July 2022 | GC #67/2022 | Established |

STUDENT GUILD OF CURTIN UNIVERSITY

KALGOORLIE BRANCH

CONSTITUTION

1.1 Preliminary

- (1) This Branch is established pursuant to regulation 28 of *Student Guild (Administration) Regulations 2018* by the Guild Council and shall be subject to the Guild Statute Book. Where an inconsistency arises between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Administration) Regulations 2018* shall apply.
- (3) The Branch Committee shall operate under the name "WASM Student Guild"
- (4) Any substantive changes to this constitution must come to Guild Council through the recommendation of the Legal Committee.

1.2 Functions

The purpose of the WASM Student Guild shall be to:

- (a) further the common interests of enrolled students of the Kalgoorlie Campus
- (b) provide, promote and assist in educational, welfare, social, sporting, recreational and cultural activities for enrolled students of the Kalgoorlie Campus;
- (c) encourage research projects into the needs concerning enrolled students of the Kalgoorlie Campus and thereby becoming a repository and disseminating body for the outcome of these projects;
- (d) defend the rights of all enrolled students of the Kalgoorlie Campus to ensure an education system which is free from discrimination of any kind.
- (e) act as a medium for the exchange of information regarding the concerns and activities of enrolled students of the Kalgoorlie Campus;
- (f) strive to enhance the academic and social lives of enrolled students of the Kalgoorlie Campus; and
- (g) provide, conduct or manage educational, cultural, sporting, welfare, recreational or commercial facilities intended for the benefit directly or indirectly, of enrolled students of the Kalgoorlie Campus, as determined by the Guild Council.

1.3 Membership

- (1) The Branch Committee shall consist of the following members:
 - (a) WASM Student Guild President (chair);

- (b) WASM Student Guild Secretary;
 - (c) WASM Student Guild Vice President - Education;
 - (d) WASM Student Guild Vice President - Events;
 - (e) WASM Student Guild Postgraduate Officer;
 - (f) WASM Student Guild International Officer;
 - (g) WASM Student Guild Women's Officer;
 - (h) Ordinary Committee Members co-opted by the Branch Committee
- (2) The following people shall be standing invites to meetings of the Committee:
- (a) Guild President; and
 - (b) External Student Assist Officer (where one is appointed for the Kalgoorlie Campus).
- (3) The term of office for members of the Branch Committee shall be from the 1st of December to 30th of November each year.
- (4) Members of the Committee with the exception of the Ordinary Committee Members co-opted by the Branch Committee under (i) shall be initially elected or appointed in accordance with 1.8.
- (5) The Branch Committee shall determine a process for the co-option of Ordinary Committee Members.
- (6) In the event of the casual vacancy the Branch Committee may co-opt an eligible member to the vacant position.
- (7) The Kalgoorlie Branch President may not be the President of any Student Society unless a resolution is passed by the Branch Committee and approved by the Guild President.
- (8) The Kalgoorlie Branch Postgraduate Officer must be a Postgraduate Student.
- (9) The Kalgoorlie Branch International Officer must be an International Student.
- (10) The Kalgoorlie Branch Women's Officer must be a Woman.

1.4 Quorum

Pursuant to R5.1 (3) the Quorum for a meeting of the Branch Committee shall be calculated in the same manner as the Quorum of Guild Council.

Note: Regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2).

1.5 Meetings

- (1) The Kalgoorlie Branch President shall be the chair of the Branch Committee.
- (2) The Committee shall meet at least six (6) times a year.
- (3) The Committee shall report to the Guild President by way of its minutes.
- (4) Secretarial Support shall be supplied by the Kalgoorlie Branch Secretary.

1.6 Role

The Kalgoorlie Branch Committee shall:

- (a) Oversee the Kalgoorlie Branch of the Guild;
- (b) Review and approve reports from the Kalgoorlie Branch Officers;
- (c) Draft a budget of income/expenditure for consideration by the Finance Committee based upon the upper limit set by the Guild;
- (d) Monitor expenditure of the Branches budget;
- (e) Represent enrolled students at the Kalgoorlie Campus; and
- (f) Consider matters referred to it by Guild Council.

1.7 Powers

The Kalgoorlie Branch Committee shall have the power to:

- (a) Do all things necessary or convenient for, or in conjunction with, the performance of its functions;
- (b) Without limiting the generality of subsection (a):
 - (i) Make such decisions with authority as delegated by the Guild Council according to R3.10;
 - (ii) Refer matters to Guild Council and the Executive Committee with appropriate recommendations;
 - (iii) Make a nomination to the University Council via the Guild President of the Student Member of the Kalgoorlie Campus Council;
 - (iv) To register, support and resource student societies at the Kalgoorlie Campus;
 - (v) Make appointments to committees within the Kalgoorlie Campus where a student of the campus is required;

- (vi) Management of Guild services at the Kalgoorlie Campus within the limits placed upon it by the Guild Council;
 - (vii) Expend funding within its budget; and
 - (viii) Establish committees reporting to the Branch Committee consisting of such members the Branch Committee determines.
- (c) The Branch Committee may delegate any of its functions to any of its members or committees other than this power of delegation.

1.8 Resourcing

- (1) The Guild Council is to ensure the adequate resourcing of the Kalgoorlie Branch with consideration given to the funding required to a fulfilling student experience at the Kalgoorlie Campus and adequate services to that campus.
- (2) The Guild Council shall endeavour to seek allocated space for the Kalgoorlie Branch on the Kalgoorlie Campus.
- (3) The Guild Council shall endeavour to appoint an External Student Assist Officer for the Kalgoorlie Campus depending on the funding available for such a position.
- (4) The Guild Council shall ensure the provision IT equipment and IT services to the Kalgoorlie Branch.
- (5) The Remuneration Tribunal may determine any remuneration that may be paid to any Officer of the Kalgoorlie Branch and the conditions of that remuneration.
- (6) The budget of the WASM Student Guild shall be determined in accordance with the following process:
 - (a) The Finance Committee shall each year set an upper limit to the budget of the WASM Student Guild for the coming year.
 - (b) The Remuneration Tribunal following the provision of that upper limit having consideration to the submissions of the Branch Committee shall determine the remuneration payable to the Officers of the Branch.
 - (c) The remaining funding not for remuneration shall be used for the other expenditure of the WASM Student Guild.
 - (d) The other expenditure shall be laid out in a budget agreed between the Guild Secretary and the Branch Committee which shall be submitted to the Finance Committee and Guild Council for approval with the overall Guild Budget in November each year.
- (7) There shall be a balance sheet where the income generated by the WASM Student Guild shall be accounted for separately from the other income of the Guild. This income may be spent by the Branch Committee at its discretion provided the spending is consistent with the functions of the WASM Student Guild and the Guild Code of Conduct.

- (8) A Guild Credit Card up to the limit provided by the Managing Director will be provided to the WASM Student Guild Treasurer for the incidental expenses of the WASM Student Guild and shall be acquitted as required by the Guild's accounting policies.

1.9 Student Societies

- (1) Student Societies at the Kalgoorlie Campus shall be registered through the WASM Guild following the same processes as at the Bentley Campus, however references to the Executive Committee shall instead refer to the Branch Committee.
- (2) Grants for Student Societies at the Kalgoorlie Campus shall be as prescribed by the Branch Committee and on such conditions as agreed between the Associate Director, Student Services and the Branch Committee.
- (3) Grants for Student Societies at the Kalgoorlie Campus shall be drawn from the WASM Student Guild Budget.

1.10 Election

- (1) The Guild Secretary (or nominee) will be the Returning Officer for the election of the Kalgoorlie Branch Committee.
- (2) There shall be a General Meeting of the Guild Members of the Kalgoorlie Campus in Semester Two each year to elect the Branch Committee for the next year.
- (3) Notice of the General Meeting shall be given twenty one (21) days prior to the meeting.
- (4) Nominations for the Kalgoorlie Branch Committee shall open upon notice of the General Meeting and shall close seven (7) days prior to the meeting.
- (5) Where the number of Candidates validly nominated exceeds the number of vacancies, a ballot shall be held.
- (6) Where the number of Candidates validly nominated does not exceed the number of vacancies, the nominated Candidates shall be declared elected.
- (7) Positions on the ballot paper shall be determined by lot.
- (8) Candidates may submit a statement of up to five hundred (500) words to accompany any nomination. The statements will be collated and published as soon as practicable following the close of nominations.
- (9) Candidates will have the right to make a speech for up to two minutes regarding their nomination at the General Meeting.
- (10) Voting in the General Meeting shall be open for at least one (1) hour.

1.11 Duties and Responsibilities

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

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|---|--|
| Title | Kalgoorlie Branch President |
| Department Location | Representation, Kalgoorlie Campus |
| Number of Hours Required | As determined by the Remuneration Tribunal |
| Reporting Structure | This position reports to the: Guild Council Kalgoorlie Branch Committee |
| | Positions reporting to this position: Nil. |
| Position Purpose | Leader of the Kalgoorlie Branch |
| Key Responsibilities | <ul style="list-style-type: none"> • Manage the day to day affairs of the Kalgoorlie Branch within the framework of this Constitution, the Statute Book and Policy; • Be the official spokesperson of the Kalgoorlie Branch and shall conduct all formal liaison between the Kalgoorlie Branch and the community, as well as between the Kalgoorlie Branch and the administration of the Kalgoorlie Campus of the University; and • Generally represent and speak on behalf of Branch Committee at such meetings and functions as Branch Committee or the Kalgoorlie Branch President deem fit to attend. |
| Specific Duties and Responsibilities | <p>Manage the day to day affairs of the Kalgoorlie Branch within the framework of this Constitution, the Statute Book and Policy.</p> <ul style="list-style-type: none"> • Be responsible for the administration of the Kalgoorlie Branch 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 Kalgoorlie Branch on a macro level subject to the Statute Book and Policy. • Be responsible for overseeing the Kalgoorlie Branch. • Chair and/or attend the meetings of such Guild Committees as are determined by Guild Council or Branch Committee. • Be conversant in the higher education and student issues of the day. <p>Be the official spokesperson of the Kalgoorlie Branch and shall conduct all formal liaison between the Kalgoorlie Branch and the community, as well as between the Kalgoorlie Branch and the administration of the Kalgoorlie Campus of the University.</p> <ul style="list-style-type: none"> • Liaise with members of University staff in the Kalgoorlie campus on behalf of Guild Members. • Remain in regular contact with the Director, WASM. • Attend meetings of University Boards and Committees that the Kalgoorlie Branch President is a member of. • Subject to the Guild Statute Book and Policy be the official media spokesperson of the Kalgoorlie Branch. |

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| | <p>Generally represent and speak on behalf of Branch Committee at such meetings and functions as Branch Committee or the Kalgoorlie Branch President deem fit to attend.</p> <ul style="list-style-type: none"> • Be responsible for the implementation of resolutions of the Branch Committee. <p>Other duties</p> <ul style="list-style-type: none"> • Provide a report to each ordinary meeting of the Branch Committee (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Branch Committee. • Attend meetings of the Branch Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Branch President, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council or Branch Committee</p> |
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(2) The Kalgoorlie Branch Secretary shall complete such duties and responsibilities as are outlined in the below table:

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|---|--|
| Title | Kalgoorlie Branch Secretary |
| Department Location | Representation, Kalgoorlie Campus |
| Number of Hours Required | As determined by the Remuneration Tribunal |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council Kalgoorlie Branch Committee |
| | Positions reporting to this position: <ul style="list-style-type: none"> • Nil |
| Position Purpose | Officer of the Kalgoorlie Branch responsible for Policy, Finances, Compliance and Legislation |
| Key Responsibilities | <ul style="list-style-type: none"> • Assist the Kalgoorlie Branch President; • Be responsible for policy matters; • Be responsible for financial matters of the Branch; |
| Specific Duties and Responsibilities | <p>Assist the Kalgoorlie Branch President.</p> <ul style="list-style-type: none"> • Where the Kalgoorlie Branch President requires, act as Kalgoorlie Branch President. • Perform such other duties as determined by the Kalgoorlie Branch President. |

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| | <ul style="list-style-type: none"> • Attend meetings of University Boards and Committees as required. • Co-ordinate the business of the Guild Council and Guild Committees. <p>Be responsible for policy matters.</p> <ul style="list-style-type: none"> • Ensure that the administrative and procedural functions of the Kalgoorlie Branch are performed. • Be responsible for maintaining and reviewing the Kalgoorlie Branch Constitution ensuring that it is current. • Initially ensure that the Kalgoorlie Branch complies with all legislative and reporting requirements. <p>Be responsible for financial matters of the Branch</p> <ul style="list-style-type: none"> • Provide oversight of the Branch budget. • Remain in regular contact and work closely with the Guild Secretary and Management Accountant. • Be directly responsible for the budget of the Branch and ensuring that the department complies with this budget. • Manage financial affairs of the Branch. <p>Other duties</p> <ul style="list-style-type: none"> • Prepare agendas and take minutes for the Kalgoorlie Branch Committee and such other Committees as are determined by the Guild Council or the Branch Committee. • Provide a report to each ordinary meeting of the Kalgoorlie Branch Committee (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Kalgoorlie Branch Committee. • Attend meetings of the Branch Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Kalgoorlie Branch Secretary, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council or Branch Committee</p> |
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(3) The Kalgoorlie Branch Vice President - Education shall complete such duties and responsibilities as are outlined in the below table:

| | |
|---------------------------------|--|
| Title | Kalgoorlie Branch Vice President - Education |
| Department Location | Representation, Kalgoorlie Campus |
| Number of Hours Required | As determined by the Remuneration Tribunal |

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| Reporting Structure | This position reports to (in ascending order) the: Guild Council Kalgoorlie Branch Committee |
| | Positions reporting to this position: <ul style="list-style-type: none"> • Nil |
| Position Purpose | Officer of the Kalgoorlie Branch responsible for Education, Equity & Welfare |
| Key Responsibilities | <ul style="list-style-type: none"> • Assist the Kalgoorlie Branch President; • Be responsible for matters relating to representation, education, equity and welfare; |
| Specific Duties and Responsibilities | <p>Assist the Kalgoorlie Branch President.</p> <ul style="list-style-type: none"> • Where the Kalgoorlie Branch President requires or is absent, act as Kalgoorlie Branch President. • Perform such other duties as determined by the Kalgoorlie Branch 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 local level. • Remain in regular contact with key University Staff and the Guild Vice President - Education. • Organise and run education, equity and welfare related events • Remain in regular contact and work closely with the Kalgoorlie Student Assist Officer. • Attend meetings of University Boards and Committees as required. <p>Other duties</p> <ul style="list-style-type: none"> • Provide a report to each ordinary meeting of the Kalgoorlie Branch Committee (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Kalgoorlie Branch Committee. • Attend meetings of the Branch Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Kalgoorlie Branch 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> |

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

| | |
|--------------|---|
| Title | Kalgoorlie Branch Vice President - Events |
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|---|--|
| Department Location | Representation, Kalgoorlie Campus |
| Number of Hours Required | As determined by the Remuneration Tribunal |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council Kalgoorlie Branch Committee |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Kalgoorlie Branch responsible for Activities, Events and Student Societies |
| Key Responsibilities | <ul style="list-style-type: none"> • Assist the Kalgoorlie Branch President; and • Be conversant in and supervise all matters relating to Guild social activities including Student Societies. |
| Specific Duties and Responsibilities | <p>Assist the Kalgoorlie Branch President</p> <ul style="list-style-type: none"> • Perform such other duties as determined by the Kalgoorlie Branch President. • Attend meetings of University Boards and Committees as required. <p>Be conversant in and supervise all matters relating to Guild social activities including Student Societies</p> <ul style="list-style-type: none"> • Initially be responsible for all Kalgoorlie Branch social activities and events. • Initially supervise the organisation of: <ul style="list-style-type: none"> ○ O-Kegs; ○ Freakers; ○ Guild Ball; ○ Such other events as determined by the Branch Committee. • Initially be responsible for the support and management of Student Societies at the Kalgoorlie Campus. • Support and assist Student Societies of the Kalgoorlie Campus in the organisation of Student Society events and activities. • Assist and support other Branch Committee members in organising activities and events. <p>Other duties</p> <ul style="list-style-type: none"> • Provide a report to each ordinary meeting of the Kalgoorlie Branch Committee (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Kalgoorlie Branch Committee. • Attend meetings of the Branch Committee, and other Guild Committees which they are a member of. |

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| | <ul style="list-style-type: none"> • Prepare a written report for the incoming Kalgoorlie Branch 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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(5) The Kalgoorlie Branch Postgraduate Officer shall complete such duties and responsibilities as are outlined in the below table:

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|---|--|
| Title | Kalgoorlie Branch Postgraduate Officer |
| Department Location | Representation, Kalgoorlie Campus |
| Number of Hours Required | As determined by the Remuneration Tribunal |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council Kalgoorlie Branch Committee |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Kalgoorlie Branch responsible for representing Postgraduate Students. |
| Key Responsibilities | <ul style="list-style-type: none"> • Assist the Kalgoorlie Branch President; and • Represent Postgraduate Students at the Kalgoorlie Campus |
| Specific Duties and Responsibilities | <p>Assist the Kalgoorlie Branch President</p> <ul style="list-style-type: none"> • Perform such other duties as determined by the Kalgoorlie Branch President. • Attend meetings of University Boards and Committees as required. <p>Represent Postgraduate Students at the Kalgoorlie Campus</p> <ul style="list-style-type: none"> • Organise events and activities targeted at Postgraduate Students at the Kalgoorlie Campus • Remain in regular contact with key University Staff and the PSC President about Postgraduate Student Issues. • Support and assist Postgraduate Student Societies of the Kalgoorlie Campus in the organisation of Postgraduate Student Society events and activities. <p>Other duties</p> <ul style="list-style-type: none"> • Provide a report to each ordinary meeting of the Kalgoorlie Branch Committee (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Kalgoorlie Branch Committee. • Attend meetings of the Branch Committee, and other Guild Committees which they are a member of. |

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| | <ul style="list-style-type: none"> • Prepare a written report for the incoming Kalgoorlie Postgraduate Students 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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(6) The Kalgoorlie Branch International Officer shall complete such duties and responsibilities as are outlined in the below table:

| | |
|---|---|
| Title | Kalgoorlie Branch International Officer |
| Department Location | Representation, Kalgoorlie Campus |
| Number of Hours Required | As determined by the Remuneration Tribunal |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council Kalgoorlie Branch Committee |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Kalgoorlie Branch responsible for representing International Students. |
| Key Responsibilities | <ul style="list-style-type: none"> • Assist the Kalgoorlie Branch President; and • Represent International Students at the Kalgoorlie Campus |
| Specific Duties and Responsibilities | <p>Assist the Kalgoorlie Branch President</p> <ul style="list-style-type: none"> • Where the Kalgoorlie Branch President requires, act as Kalgoorlie Branch President. • Perform such other duties as determined by the Kalgoorlie Branch President. • Attend meetings of University Boards and Committees as required. <p>Represent International Students at the Kalgoorlie Campus</p> <ul style="list-style-type: none"> • Organise events and activities targeted at International Students at the Kalgoorlie Campus • Remain in regular contact with key University Staff and the ISC President about International Student Issues. • Support and assist International Student Societies of the Kalgoorlie Campus in the organisation of International Student Society events and activities. <p>Other duties</p> <ul style="list-style-type: none"> • Provide a report to each ordinary meeting of the Kalgoorlie Branch Committee (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Kalgoorlie Branch Committee. |

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| | <ul style="list-style-type: none"> • Attend meetings of the Branch Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Kalgoorlie International Students 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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(7) The Kalgoorlie Branch Women's Officer shall complete such duties and responsibilities as are outlined in the below table:

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|---|--|
| Title | Kalgoorlie Branch Women's Officer |
| Department Location | Representation, Kalgoorlie Campus |
| Number of Hours Required | As determined by the Remuneration Tribunal |
| Reporting Structure | This position reports to (in ascending order) the: Guild Council Kalgoorlie Branch Committee |
| | Positions reporting to this position: <ul style="list-style-type: none"> • None |
| Position Purpose | Officer of the Kalgoorlie Branch responsible for representing Women Students. |
| Key Responsibilities | <ul style="list-style-type: none"> • Assist the Kalgoorlie Branch President; and • Represent Women Students at the Kalgoorlie Campus |
| Specific Duties and Responsibilities | <p>Assist the Kalgoorlie Branch President</p> <ul style="list-style-type: none"> • Where the Kalgoorlie Branch President requires, act as Kalgoorlie Branch President. • Perform such other duties as determined by the Kalgoorlie Branch President. • Attend meetings of University Boards and Committees as required. <p>Represent International Students at the Kalgoorlie Campus</p> <ul style="list-style-type: none"> • Organise events and activities targeted at Women Students at the Kalgoorlie Campus • Remain in regular contact with key University Staff and the ISC President about Women's Student Issues. • Support and assist Women's Student Societies of the Kalgoorlie Campus in the organisation of Women's Student Society events and activities. <p>Other duties</p> <ul style="list-style-type: none"> • Provide a report to each ordinary meeting of the Kalgoorlie Branch Committee (whether in attendance or not), covering all aspects of |

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| | <p>their activities and other issues of relevance to the Kalgoorlie Branch Committee.</p> <ul style="list-style-type: none"> • Attend meetings of the Branch Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Kalgoorlie 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> |
|--|--|

(8) The Kalgoorlie Branch Ordinary Committee Members shall complete such duties and responsibilities as are outlined in the below table:

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

| Date Amended | Resolution Number | Nature of Amendment |
|--------------------------------|--------------------------|----------------------------|
| 23 November 2017 | GC #144/2017 | Established |
| 23 rd November 2018 | GC #82/2018 | Amended |
| 24 th June 2021 | GC #31-2021 | Amended |

STUDENT GUILD OF CURTIN UNIVERSITY

LEGAL COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulations 20 and 22 of the *Student Guild (Guild Council) Regulations 2018* by the Guild Council and shall be subject to the Statute Book. Where an inconsistency arises between this Constitution and the Statute Book, the Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Guild Council) Regulations 2018* shall apply.
- (3) Any substantive changes to this constitution must come to Guild Council through the recommendation of the Legal Committee.

1.2 Membership

- (1) The Committee shall consist of the following members:
 - (a) Secretary (Chair);
 - (b) President;
 - (c) Two (2) Guild Councillors who are not members of the Executive Committee, at least one (1) of whom shall not identify as a man; and
 - (d) One (1) Member of the Representation Board.
- (2) The following people shall be standing invites to meetings of the Committee:
 - (a) Managing Director; and
 - (b) Minute Secretary.

1.3 Quorum

Pursuant to R5.1 (3) the Quorum for a meeting of the Committee shall be calculated in the same manner as the Quorum of Guild Council.

Note: regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2).

1.4 Meetings

- (1) The Secretary shall be the chair of the Legal Committee.
- (2) The Committee shall meet as required.
- (3) The Committee shall report to Guild Council by way of its minutes.
- (4) Secretarial Support shall be supplied by the Minute Secretary to the Guild Council (or their nominee).

1.5 Role

The Legal Committee shall advise and assist the Council in all legal matters including amendments to the Statute Book and any litigation.

1.6 Powers

- (1) The Legal Committee may do all things necessary or convenient to be done for or in connection with the performance of its functions.
- (2) The Legal Committee has the powers expressed in regulation 22 of the *Student Guild (Guild Council) Regulations 2018*.

Note: Regulation 22 of the *Student Guild (Guild Council) Regulations 2018* states -

- (3) The Legal Committee shall:
 - (a) make recommendations to Guild Council on changes to statutes, rules, Guild regulations and Guild by-laws;
 - (b) consult, when required, with the Guild Solicitor.

| Date Amended | Resolution Number | Nature of Amendment |
|--------------------------------|--------------------------|----------------------------|
| 29 th June 2017 | GC #xx/2017 | Established |
| 25 th May 2017 | GC #87/2017 | Amended |
| 23 rd November 2018 | GC #82/2018 | Amended |
| 23 rd July 2020 | GC #26-2020 | Amended |
| 24 th June 2021 | GC #31-2021 | Amended |

STUDENT GUILD OF CURTIN UNIVERSITY

FINANCE AND RISK COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established in accordance with Regulation 20 of *Student Guild (Guild Council) Regulations 2018* by the Guild Council and shall be subject to the Guild Statute Book. Where an inconsistency arises between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Guild Council) Regulations 2018* shall apply.
- (3) Any substantive changes to this constitution must come to Guild Council through the recommendation of the Legal Committee.

1.2 Membership

- (1) The Committee shall consist of the following members:
 - (a) Deputy Chair of Guild Council (Chair);
 - (b) Three (3) Guild Councillors, at least one (1) of whom not identify as a man who are not members of the Executive Committee;
 - (c) One (1) member of the Representation Board who is not a member of the Executive Committee; and
 - (d) Up to two (2) other persons who are not Guild Members, with relevant expertise, appointed by the Guild Council for a term of up to two (2) years.
- (2) The following people shall be standing invites to meetings of the Committee:
 - (a) President;
 - (b) Secretary;
 - (c) Managing Director;
 - (d) Management Accountant; and
 - (e) Minute Secretary (or nominee).
- (3) For the purposes of the members appointed under 1.2(1)(d):
 - (a) Not more than one of those members may be an employee of the University;
 - (b) **relevant expertise** shall be taken to mean a qualification in accounting or auditing and/or appropriate experience within the field; and
 - (c) The Remuneration Tribunal may determine an honorarium to be paid to these members.

1.3 Quorum

Pursuant to Regulation 20(4) of the *Student Guild (Guild Council) Regulations 2018* the Quorum for a meeting of the Committee shall be calculated in the same manner as the Quorum of Guild Council.

Note: Regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2)..

1.4 Meetings

- (1) The Deputy Chair of Guild Council shall be the chair of the Finance and Risk Committee.
- (2) The Committee shall meet at least six (6) times a year.
- (3) The Committee shall report to Guild Council by way of its minutes.
- (4) Secretarial Support shall be supplied by the Minute Secretary to the Guild Council (or their nominee).

1.5 Role

The Finance Committee shall:

- (a) Review the financial statements and reports for the Guild before their submission to the Guild Council, University Council or Annual General Meeting.
- (b) Examine and consider the appropriateness of the Guild's accounting policies, financial controls and risk management.
- (c) Oversee the Guild's relationship with its external auditor and annually review that relationship;
- (d) Recommend to the Guild Council the proposed external auditor of the Guild to be recommended to the University Council.
- (e) Recommend the annual Risk Management Plan to the Guild Council;
- (f) Receive reports and on the implantation and management of the Risk Management Plan;
- (g) Receive any and all reports on any significant cases of employee conflict of interest, fraud, misconduct or grievances and oversee the resolution of those cases;
- (h) Review the effectiveness of the Guild's processes for compliance with laws, regulations and other statutory instruments in effective over the Guild;
- (i) Oversee the overall financial position of the Guild;
- (j) Review and approve reports from the Managing Director and Management Accountant regarding the financial position of the Guild;
- (k) Draft a budget of income/expenditure for presentation to Guild Council;
- (l) Make the initial recommendation of any investment strategy or plan to the Guild Council;
- (m) Oversee any investment strategy or plan undertaken by the Guild;
- (n) Initially consider all SSAF proposals; and

- (o) Consider matters referred to it by Guild Council.

1.6 Powers

The Finance Committee shall have the power to:

- (a) Do all things necessary or convenient for, or in conjunction with, the performance of its functions;
- (b) Without limiting the generality of subsection (a):
 - (i) Invite or require any Officer or employee to attend any meeting of the Committee to assist it in fulfilling its role;
 - (ii) May met with the external auditor or any person without any standing invites present;
 - (iii) Recommend to the University Council the External Auditor for appointment each year.
 - (iv) Obtain outside legal and/or other independent professional advice and to secure the attendance of external parties with relevant experience and expertise if it considers this necessary. The Committee is entitled to sufficient resources from the Guild to undertake its duties; and
 - (v) Obtain all information it requires and request reports from management and the external auditor which it considers necessary for the performance of its duties.
 - (vi) Approve unbudgeted expenditure on a particular operational issue up \$50,000;
 - (vii) Refer matters to Guild Council with appropriate recommendations;
 - (viii) Recommend to Guild Council all matters relating to structural alterations and additions to buildings or premises occupied by the Guild;
 - (ix) Make the initial recommendation of any SSAF Expenditure proposal; and
 - (x) Approve policies in the areas of finance, accounting, investment and expenditure.

| Date Amended | Resolution Number | Nature of Amendment |
|---------------------------------|--------------------------|--|
| 29 th September 2016 | GC #135/2016 | Established |
| 25 th May 2017 | GC #87/2017 | Amended |
| 23 rd November 2018 | GC #82/2018 | Amended, merger of Finance Committee and Audit, Risk and Compliance Committee. |
| 23 rd July 2020 | GC #26-2020 | Amended |
| 24 th of June 2021 | GC #30-2021 | Amended |
| 24 th of June 2021 | GC #31-2021 | Amended |

STUDENT GUILD OF CURTIN UNIVERSITY

HEALTH AND SAFETY COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulation 20 of the Student Guild (Guild Council) Regulations 2018 by the Executive Committee and Occupational Safety and Health Act 1984.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the Student Guild (Guild Council) Regulations 2018 shall apply.

1.2 Membership

- (1) The configuration of the committee shall be determined under agreement between the Managing Director (on behalf of the Guild Council) and current Health and Safety Representative(s) prior to initiating the appointment process of the elected staff members at the commencement of each term; pending approval from the Executive Committee.
- (2) The Committee is expected to consist of the following members:
 - (a) Managing Director (Chair) [Ex-Officio];
 - (b) President (or Nominee) [Ex-Officio];
 - (c) Human Resources and Safety Officer [Ex-Officio];
 - (d) The Guild's current Health and Safety Representative(s) [Employee Representative];
 - (e) Two (2) employees member elected by and from the Commercial Services Division; [Employee Representative];
 - (f) One (1) employee member elected by and from the Corporate Services and Student Services Division [Employee Representative].
- (3) Other persons may be invited to attend specific meetings.
- (4) The following people shall be Standing Invites to meetings of the Committee:
 - (a) Minute Secretary
 - (b) The nominee of the President to the University Health and Safety Committee (should they not already be a member).
- (5) All members elected on this committee will serve a term of 2 years from the date of their election.
- (6) The Committee may expand its own membership of Ex-Officio members in cases where the Committee deems a position plays a key role in the management of the Guild's workplace health and safety.
- (7) The Guild President shall appoint a Returning Officer for the purposes of the election of members of the Committee not holding status ex-officio.

- (8) Elections shall be conducted in a fair and democratic manner in line with any guidelines established by the Guild Secretary.

1.3 Quorum

- (1) Pursuant to R5.1 (3) the Quorum for a meeting of the Committee shall be calculated in the same manner as the Quorum of Guild Council.

Note: regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
 - (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
 - (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
 - (d) the quorum figure shall not be less than two (2).
- (2) Each meeting must be comprised of a minimum of 3 staff representatives; irrespective of how many Ex-Officio positions are present.

1.4 Meetings

- (2) The Managing Director shall be the Chair of the Health and Safety Committee.
- (3) The Human Resources and Safety Officer shall convene meetings of the Committee at least six meetings in a 12-month calendar year; there is to be no more than three months between any meeting.
- (4) At its first meeting and whenever the role falls vacant the Committee shall elect a deputy chair.
- (5) Secretarial support for the committee shall be provided by the Human Resources and Safety Officer.
- (6) Minutes of the meetings of the Committee shall be submitted to the Executive Committee.

1.5 Role

The Health and Safety Committee functions are expressed within the Occupational Safety and Health Act 1984.

1.6 Powers

The Health and Safety Committee shall have the power to perform its functions as prescribed within the Occupational Safety and Health Act 1984.

| Date Amended | Resolution Number | Nature of Amendment |
|--------------------------------|-------------------|---------------------|
| 30 th March 2017 | GC #75/2017 | Established |
| 23 rd November 2018 | GC #82/2018 | Amended |