

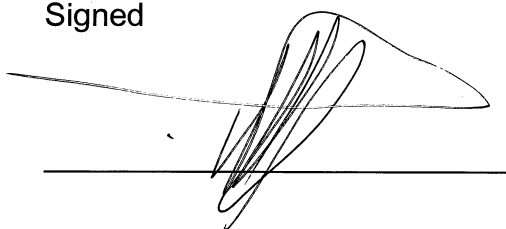
**STUDENT GUILD OF CURTIN UNIVERSITY**  
**STUDENT GUILD BY-LAWS 2022**

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

A handwritten signature in black ink, appearing to read 'Dylan Stoler', is written over a horizontal line. The signature is stylized with several loops and a long horizontal stroke extending to the left.

Dylan Stoler

President of the Student Guild

On the 28th day of November 2025

<b>Made/Amended/Revoked</b>	<b>Date Effective</b>	<b>Guild Council Resolution No.</b>
Made	23 November 2018	GC #90/2018
Amended	17 February 2022	GC #21/2022
Amended	29 July 2023	GC #49/2023
Amended	1 December 2023	GC #83/2023
Amended	1 December 2025	GC #76/2025

**STUDENT GUILD OF CURTIN UNIVERSITY**  
**STUDENT GUILD BY-LAWS 2022**

---

**CONTENTS**

---

<b>Part 1 - Preliminary.....</b>	<b>4</b>
1    Short Title.....	4
2    Commencement and Revocation .....	4
3    Terms Used .....	4
4    Interpretations .....	4
<b>Part 2 – Standing Orders .....</b>	<b>5</b>
5    Status.....	5
6    Applicability .....	5
7    Suspension of Standing Orders.....	5
8    Notice.....	6
9    Quorum.....	6
10   Attendance.....	6
11   Conduct and Chair .....	7
12   Agenda .....	8
13   Participation .....	9
14   Voting.....	9
15   Motions and Amendments.....	10
16   Circular Resolutions .....	11
17   First Meeting .....	11
18   Dissent in the Chair.....	12
19   Motion of No Confidence.....	12
20   Minute Secretary and Minutes.....	12
21   Disclosure of Interest.....	13
22   Confidentiality .....	14
<b>Part 3 - Duties and Responsibilities .....</b>	<b>16</b>
23   Executive Officers .....	16
24   Faculty Representatives.....	25
25   International Students Committee President .....	31
26   Postgraduate Students Committee President.....	32
27   Department Officers .....	34
<b>Part 4 – Appointments .....</b>	<b>41</b>
28   Appointment Mechanisms .....	41

29	Body Appointments .....	42
30	Autonomous Appointments .....	42
31	University and External Appointments .....	44
32	Other Appointments .....	44
<b>Part 5 - Guild Policy .....</b>		<b>47</b>
40	General .....	47
41	Procedures.....	47
42	Format .....	47
43	Availability .....	47
<b>Part 6 – Guild Registers.....</b>		<b>48</b>
44	Register of Delegations .....	48
45	Register of Resolutions .....	48
<b>Schedule A.....</b>		<b>49</b>

# STUDENT GUILD OF CURTIN UNIVERSITY

## STUDENT GUILD BY-LAWS 2022

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 2022*

#### 2 Commencement and Revocation

The *Student Guild By-Laws 2018* made on the 22<sup>nd</sup> of November 2018 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:

**Affirmative Action** refers to a process whereby it is required that in an election or appointment for more than one vacancy that a certain number of people who do not identify as men must be appointed. **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 publicly 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 2022*.

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* and regulation 27 of the *Student Guild (Tribunal) 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, Representation Board, Guild Committee 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, Representation Board and other 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 Committee 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) 12 (3) & (6);
  - (h) 14 (1), (2) & (3)
  - (i) 16;
  - (j) 17;
  - (k) 19 (3), (5) & (6);
  - (l) 20; and
  - (m) 21.
- (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, Representation Board 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:

apology to the chair or minute taker prior to the meeting; or

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, Representation Board 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 that body 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 is absent, unwilling to act as chair, 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 Secretary; 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, Representation Board or a General Meeting, at least seven (7) days prior to the meeting; or
    - (ii) for a meeting of a Guild Committee, at least two (2) 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 or Representation Board except where:
    - (i) the item is submitted by the President, Secretary or Chair of Guild Council; or
    - (ii) the item is submitted by 25% or more 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.
- (7) The Guild Council shall publish the agenda for any ordinary meeting of the Guild Council and Representation Board prior to a meeting commencing.

### **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 that the chair determines, 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 or responding to a circular resolution as the case may be has one (1) vote on any question arising.
- (2) Unless an absolute majority or special majority is required, a motion is carried if more members present at the meeting vote in favour of the motion than against.
- (3) The chair does not vote except where a casting vote is required.

- (4) If the votes are divided equally on a question, the chair has a casting vote.
- (5) A casting vote, where practicable, should be cast to allow for further discussion and maintenance of the status quo.
- (6) Voting may be by voice, a show of hands, division 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.
- (7) 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).
- (8) On a motion that requires an absolute majority or special majority abstentions shall not be permitted and no casting vote is to be counted.

## **15 Motions and Amendments**

- (1) All motions and amendments, except procedural motions, must be affirmative in character.
- (2) All motions and amendments, including procedural motions, 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) Motions to directly revoke or alter existing resolutions require an absolute majority to be carried.
- (9) 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."

- (10) 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 of bodies other than the Executive Committee are only to be used in special circumstances as determined by the chair in which the Guild must act on a motion in a quick manner and is deemed outside of the role of the Executive Committee.
- (3) The chair, acting reasonably, shall set a maximum amount of time that members, will from time of the electronic mail being sent, to send through their vote. After this time votes will no longer be valid.
- (4) Circular resolutions must be passed by an absolute majority.
- (5) 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 the 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 adjourn the meeting for no more than five (5) minutes to review the Statute Book and 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 and shall continue to hold a casting vote.

## **19 Motion of No Confidence**

- (1) The Secretary and Chair of Guild Council 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 or Chair of Guild Council must be placed on notice in accordance with by-law 12.
- (3) The Secretary and Chair of Guild Council 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 and Chair of Guild Council. A removal from Guild Council or the Representation Board must occur in accordance with regulation 27 of the *Student Guild (Guild Council) Regulations 2018*.

## **20 Minute Secretary and Minutes**

- (1) The Minute Secretary shall be an employee nominated by the Managing Director to fill the role of Minute Secretary.
- (2) The Minute Secretary may nominate another employee with the consent of the Managing Director to act on their behalf at any meeting of a Guild Committee.
- (3) The minutes of each meeting are to record:
  - (a) the time that the meeting was opened;
  - (b) the names of those in attendance at the meeting;
  - (c) the apologies received and the leave of absences;

- (d) where a member or standing invite joins the meeting after its commencement or leaves before its closure, the time or times that the member joined or left the meeting.
  - (e) disclosure of members' interests and the action taken by the meeting in relation to each disclosure of interest;
  - (f) each motion and amendment and whether it was carried or defeated and, if carried, the terms of the resolution;
  - (g) summary of discussion;
  - (h) date and time of the next meeting; and
  - (i) the time that the meeting was closed.
- (4) On the motion to accept the minutes in any meeting, no questions except as to their accuracy shall be raised.
- (5) The Guild Council shall publish minutes of any meeting of the Guild Council, Executive Committee or Representation Board and may publish the minutes of any additional committee.

## 21 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 and the Representation Board 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.

## **22 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

### 23 Executive Officers

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

<b>Title</b>	President
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to the:</b> Guild Council
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>• Vice President - Education</li> <li>• Vice President – Activities</li> <li>• Vice President – Sustainability and Welfare</li> <li>• Managing Director</li> </ul>
<b>Position Purpose</b>	Chief Executive Officer of the Guild
<b>Key Responsibilities</b>	In accordance with regulation 28 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>• manage the day to day affairs of the Guild within the framework of the Guild Statute Book and Policy;</li> <li>• subject to the Guild Statute Book and Policy co-ordinate the work of Officers and the Managing Director;</li> <li>• 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</li> <li>• generally represent and speak on behalf of Guild Council at such meetings and functions as Guild Council or the President deem fit to attend.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<b>Manage the day to day affairs of the Guild within the framework of the Guild Statute Book and Policy.</b> <ul style="list-style-type: none"> <li>• Be responsible for the administration of the Guild’s strategic agenda, including the Guild’s strategic plan and the Guild’s Vision and Mission.</li> <li>• Initially co-ordinate the day to day activities of the Guild on a macro level subject to the Guild Statute Book and Policy.</li> <li>• Ensure that the Managing Director and Portfolio Managers are operating their divisions within the parameters of the Guild’s Vision, Mission and Values.</li> <li>• Ensure a positive relationship exists between all the divisions of the Guild.</li> <li>• Be the contact person for the Branches of the Guild and offshore student representative organisations.</li> <li>• Ensure close cooperation and consultation with employees regarding decisions to be made.</li> </ul>

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

- 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 important information and developments are communicated to the appropriate Officers and employees in a timely manner.
- Develop and support the long term plans, campaigns and aspirations of the Guild.
- Appropriately ensure the delegation of tasks within the Officers, and in co-operation with the Managing Director, the employees.
- Ensure all Officers adhere to their duties and responsibilities and the requirements of their roles.
- Maintain professional boundaries with enrolled students.

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

- Liaise with the 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 other senior Curtin executives.
- Develop and maintain clear plans for campaigns and communications with students throughout the year.
- Attend meetings of University Boards and Committees including:
  - Academic Board;
  - Academic Board Executive;
  - 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.

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

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

**Other duties**

	<ul style="list-style-type: none"> <li>• 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 Guild Council and Representation Board.</li> <li>• Attend meetings of the Guild Council, Representation Board, and other Guild Committees which they are a member of.</li> <li>• Where the Secretary is unavailable, be available to sign cheques and authorise payments.</li> <li>• Prepare a written report for the incoming President, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
--	--

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

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

	<ul style="list-style-type: none"> <li>• Maintain registers of attendance for Officers to meetings of Guild Council, Representation Board and other Guild Committees.</li> <li>• Ensure that all elections and appointments under the <i>Student Guild By-Laws 2022</i> are conducted.</li> </ul> <p><b>Ensure compliance with the Statute Book, Code of Conduct and Policy and report any breaches to the Guild Council or other authorities as required</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure that the administrative and procedural functions of the Guild Statute Book and Policy Handbook are performed.</li> <li>• Oversee the induction and continued training of new student representatives and existing representatives.</li> <li>• Be responsible for maintaining the Guild Statute Book ensuring that it is current.</li> <li>• Be responsible for maintaining the Policy Handbook ensuring that it is current</li> <li>• Assist the Vice President – Activities and the employees supporting student societies in ensuring that student society constitutions meet the requirements of the Guild.</li> </ul> <p><b>Be conversant on financial, policy and governance matters of the Guild.</b></p> <ul style="list-style-type: none"> <li>• Be available to sign cheques and approve payments as required.</li> <li>• Provide initial oversight of the whole Guild budget.</li> <li>• Remain in regular contact and work closely with the Management Accountant.</li> <li>• Notify the Management Accountant of any changes of paid Officers or of any Officers pay.</li> <li>• 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.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Participate in all budgeting meetings of the Guild.</li> <li>• Provide initial oversight to the annual Audit.</li> <li>• Initially ensure that the Guild complies with all legislative requirements in relation to the Guild’s finances.</li> <li>• Attend meetings of University Boards and Committees as determined by the President or Guild Council.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Be responsible for the co-ordination of Guild Representatives to University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Ensuring an up to date list of all University Boards and Committees is held by the Guild;</li> <li>○ Ensuring that a representative of the Guild (either nominated by the President or appointed by the Guild</li> </ul> </li> </ul>
--	--

	<p>Council) is appointed to University Boards and Committees and attends such meetings; and</p> <ul style="list-style-type: none"> <li>○ Ensuring the reporting of the ongoing matters of University Boards and Committees is reported to the Guild Council.</li> <li>○ Liaise with student members of University Council, Branches and offshore student representative organisations.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Guild Council, and other Guild Committees which they are a member of including: <ul style="list-style-type: none"> <li>○ SSAF Expenditure Advisory Committee.</li> </ul> </li> <li>• Prepare a written report for the incoming Secretary, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
--	---

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

<b>Title</b>	Vice President - Education
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council President
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>• Faculty of Business and Law Representative</li> <li>• Faculty of Science and Engineering Representative</li> <li>• Faculty of Health Sciences Representative</li> <li>• Faculty of Humanities Representative</li> <li>• Postgraduate Student Committee President</li> </ul>
<b>Position Purpose</b>	Executive Officer responsible for Education and Representation.
<b>Key Responsibilities</b>	In accordance with regulation 30 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>• assist the President;</li> <li>• be responsible for matters relating to representation and education.</li> <li>• be initially responsible for the issues of online and external Enrolled Students; and</li> </ul>

	<ul style="list-style-type: none"> <li>• be initially responsible for the Faculty Representatives and Postgraduate Students Committee members.</li> </ul>
<p><b>Specific Duties and Responsibilities</b></p>	<p><b>Assist the President.</b></p> <ul style="list-style-type: none"> <li>• Where the President requires, act as President.</li> <li>• Perform such other duties as determined by the President.</li> </ul> <p><b>Be responsible for matters relating to representation and education</b></p> <ul style="list-style-type: none"> <li>• In consultation with the President direct and organise education campaigns at a University, state and national level.</li> <li>• Remain in regular contact with the Deputy Vice Chancellor - Academic, Associate Deputy Vice Chancellor – Academic and Academic Registrar.</li> <li>• Remain in regular contact and work closely with Student Assist.</li> <li>• Organise the Excellence in Teaching Awards.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Develop and maintain clear plans for campaigns and communications with students throughout the year.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Academic Board;</li> <li>○ Learning and Student Experience Committee;</li> <li>○ University Courses Committee;</li> <li>○ University Admissions Committee;</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Organise the activities of the student representatives at Orientation Day (O-Day) &amp; Guild Day.</li> <li>• Initially organise the 'Guild Survival Guide'.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Be initially responsible for the issues of online and external Enrolled Students.</b></p> <ul style="list-style-type: none"> <li>• Direct and organise campaigns at a University, state and national level on the issues of online and external enrolled students.</li> <li>• In collaboration with the Vice President – Sustainability and Welfare organise activities for mature age, online, external, rural and regional and low SES Enrolled Students.</li> </ul> <p><b>Be initially responsible for the Faculty Representatives.</b></p> <ul style="list-style-type: none"> <li>• Supervise and assist the Faculty Representatives.</li> <li>• Supervise and assist the PSC members.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Guild Council and Representation Board (whether in attendance or</li> </ul>

	<p>not), covering all aspects of their activities and other issues of relevance to the Representation Board.</p> <ul style="list-style-type: none"> <li>• Attend meetings of the Guild Council, Representation Board, and other Guild Committees which they are a member of.</li> <li>• Where the Secretary is unavailable, be available to sign cheques and authorise payments.</li> <li>• Prepare a written report for the incoming Vice President - Education, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
--	--

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

<b>Title</b>	Vice President - Activities
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council President
	<b>Positions reporting to this position:</b> • None
<b>Position Purpose</b>	Executive Officer responsible for Activities, Events and Student Societies
<b>Key Responsibilities</b>	In accordance with regulation 31 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>• assist the President; and</li> <li>• be conversant in and supervise all matters relating to Guild social activities including Student Societies.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Assist the President</b></p> <ul style="list-style-type: none"> <li>• Where the President requires, act as President.</li> <li>• Where the President is absent, act as President.</li> <li>• Perform such other duties as determined by the President.</li> <li>• Attend meetings of University Boards and Committees as determined by the President or Guild Council.</li> </ul> <p><b>Be conversant in and supervise all matters relating to Guild social activities including Student Societies</b></p> <ul style="list-style-type: none"> <li>• Initially be responsible for all Guild social activities and events and liaise and work closely with the Manager – Student Experience, Manager – Commercial and Events Coordinator to organise Guild social activities and events.</li> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop in cooperation with the Secretary and appropriate employees the budget allocations for each event.</li> <li>• Work with the Tavern supervisor to make bookings for artists for all tavern events.</li> <li>• Initially supervise the organisation of: <ul style="list-style-type: none"> <li>○ Guild Barbeques;</li> <li>○ Annual Guild Ball;</li> <li>○ Guild Orientation activities; and</li> <li>○ Guild Tavern events;</li> </ul> </li> <li>• Initially be responsible for the support and management of student societies and work closely with the Manager – Student Experience and Clubs Officer.</li> <li>• Support and assist student societies in the organisation of student society events and activities.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Ensure close cooperation and consultation with employees regarding decisions to be made.</li> <li>• Assist and support Faculty Representatives in the management and facilitation of Faculty social activities and events.</li> <li>• Assist and support the ISC in the management and facilitation of international student social activities and events.</li> <li>• Assist and support the PSC in the management and facilitation of postgraduate student social activities and events.</li> <li>• Assist and support Department Officers in the management and facilitation of equity department social activities and events.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Guild Council, and other Guild Committees which they are a member of.</li> <li>• Where the Secretary is unavailable, be available to sign cheques and authorise payments.</li> <li>• Prepare a written report for the incoming Vice President - Activities, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
--	---

(5) The Vice President – Sustainability and Welfare shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Vice President – Sustainability and Welfare
<b>Location</b>	Bentley Campus

<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	This position reports to (in ascending order) the: Guild Council President
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>• International Student Committee President</li> <li>• Queer Officer</li> <li>• Women’s Officer</li> <li>• Indigenous Officer</li> <li>• Accessibility Officer</li> </ul>
<b>Position Purpose</b>	Executive Officer responsible for Sustainability & Welfare
<b>Key Responsibilities</b>	In accordance with regulation 32 of the Student Guild (Guild Council) Regulations 2018: <ul style="list-style-type: none"> <li>• Assist the President;</li> <li>• be responsible for matters relating to sustainability, equity and welfare;</li> <li>• be initially responsible for the issues of rural and regional Enrolled Students;</li> <li>• be initially responsible for matters relating to climate justice and as per the sustainability policy;</li> <li>• be initially responsible for the International Students Committee members and Department Officers.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Assist the President</b></p> <ul style="list-style-type: none"> <li>• Where the President requires, act as President.</li> <li>• Perform such other duties as determined by the President.</li> </ul> <p><b>Be responsible for matters relating to equity, welfare and sustainability</b></p> <ul style="list-style-type: none"> <li>• In consultation with the President and Vice President – Education organise sustainability, equity and welfare campaigns at a University, state and national level.</li> <li>• Organise and run welfare breakfasts and welfare related events.</li> <li>• Remain in regular contact and work closely with Student Assist.</li> <li>• Initially oversee the maintenance of the Guild equity space.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Develop and maintain clear plans for campaigns and communications with students throughout the year.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ University Health and Safety Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Be initially responsible for the issues of mature age, rural and regional Enrolled Students</b></p> <ul style="list-style-type: none"> <li>• Direct and organise campaigns at a University, state and national level on the issues of mature age, rural and regional and low socioeconomic status enrolled students.</li> </ul>

	<ul style="list-style-type: none"> <li>• In collaboration with the Vice President – Activities organise activities for mature age, rural and regional and low SES Enrolled Students.</li> </ul> <p><b>Be responsible for matters relating to sustainability</b></p> <ul style="list-style-type: none"> <li>• Overarching responsibilities will be across three categories: <ul style="list-style-type: none"> <li>○ Internal – Improves the Guild’s practices</li> <li>○ External – Reach out to industry and community</li> <li>○ Advocate – For Curtin University to be more sustainable</li> </ul> </li> <li>• In consultation with the President and Vice President – Education direct and organise sustainability campaigns at a University, State and National level.</li> <li>• Organise and run sustainability-related events.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Develop and maintain clear plans for campaigns and communications with students throughout the year,</li> <li>• Assist in the creation of sustainability policy.</li> <li>• Review and maintain appropriate sustainability standards and processes within Guild commercial operations.</li> <li>• Review and manage initiatives the Guild is involved with in sustainability and welfare.</li> <li>• Arrange campaigns and initiatives in the areas of climate action.</li> <li>• Build partnerships with external organisations in the interests of sustainability and welfare.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Be initially responsible for the Department Officers</b></p> <ul style="list-style-type: none"> <li>• Supervise and assist the ISC members.</li> <li>• Supervise and assist the Department Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Guild Council, Representation Board, and other Guild Committees which they are a member of.</li> <li>• Where the Secretary is unavailable, be available to sign cheques and authorise payments.</li> <li>• Prepare a written report for the incoming Vice President – Sustainability &amp; Welfare, providing information on the function and long-term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
--	---

**24 Faculty Representatives**

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

<b>Title</b>	Faculty of Business and Law Representative
--------------	--

<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President - Education
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students in the Faculty of Business and Law.
<b>Key Responsibilities</b>	In accordance with regulation 35 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>• be responsible for representing enrolled students within their relevant faculties.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing Enrolled Students within their relevant faculties.</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Faculty of Business and Law Strategic Review Board;</li> <li>○ Faculty of Business and Law Learning and Teaching Committee;</li> <li>○ Faculty of Business and Law Courses Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Be a member of the Student Discipline Panels.</li> <li>• Liaise with ISC on issues affecting international students within the Faculty.</li> <li>• Liaise with PSC on issues affecting postgraduate students within the Faculty.</li> <li>• Liaise with student societies based within the Faculty in cooperation with the clubs support staff.</li> <li>• Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Business and Law Students.</li> <li>• Assist in the orientation of new students to the University.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Identify opportunities for partnership between the faculty and the Guild.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Submit a written report to each ordinary meeting of the Representation Board (whether in attendance or not), covering</li> </ul>

	<p>all aspects of their activities and other issues of relevance to the Representation Board.</p> <ul style="list-style-type: none"> <li>Attend meetings of the Representation Board, and other Guild Committees which they are a member of.</li> <li>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.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
--	--

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

<b>Title</b>	Faculty of Science and Engineering Representative
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President - Education
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students in the Faculty of Science and Engineering.
<b>Key Responsibilities</b>	In accordance with regulation 35 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>assist the Executive Officers; and</li> <li>be responsible for representing enrolled students within their relevant faculties.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<b>Be responsible for representing enrolled students within their relevant faculties.</b> <ul style="list-style-type: none"> <li>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).</li> <li>Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>Faculty of Science and Engineering Learning and Teaching Council;</li> <li>Faculty of Science and Engineering Faculty Executive;</li> <li>Science Board;</li> <li>Engineering Board; and</li> <li>Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>Be a member of Student Discipline Panels.</li> <li>Liaise with ISC on issues affecting international students within the Faculty.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with PSC on issues affecting postgraduate students within the Faculty.</li> <li>• Liaise with student societies based within the Faculty.</li> <li>• Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Science and Engineering Students.</li> <li>• Assist in the orientation of new students to the University.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Identify opportunities for partnership between the faculty and the Guild.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Representation Board, and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Faculty of Science and Engineering, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
--	--

(3) The Faculty of Health Sciences Representative shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Faculty of Health Sciences Representative
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President - Education
	<b>Positions reporting to this position:</b> • None
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students in the Faculty of Health Sciences.
<b>Key Responsibilities</b>	In accordance with regulation 35 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>• assist the Executive Officers; and</li> <li>• be responsible for representing enrolled students within their relevant faculties.</li> </ul>

<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing Enrolled Students within their relevant faculties.</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Faculty of Health Sciences Academic Board;</li> <li>○ Faculty of Health Sciences Learning and Teaching Committee;</li> <li>○ Faculty of Health Sciences Courses Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Be a member of the Student Discipline Panels.</li> <li>• Liaise with ISC on issues effecting international students within the Faculty.</li> <li>• Liaise with PSC on issues effecting postgraduate students within the Faculty.</li> <li>• Liaise with student societies based within the Faculty.</li> <li>• Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Health Sciences students.</li> <li>• Assist in the orientation of new students to the University.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Identify opportunities for partnership between the faculty and the Guild.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Representation Board, and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Faculty of Health Sciences Representative, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
---	---

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

<b>Title</b>	Faculty of Humanities Representative
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal

<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b>          Guild Council          Representation Board          President          Vice President - Education</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students in the Faculty of Humanities.
<b>Key Responsibilities</b>	<p>In accordance with regulation 35 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• assist the Executive Officers; and</li> <li>• be responsible for representing enrolled students within their relevant faculties.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing Enrolled Students within their relevant faculties.</b></p> <ul style="list-style-type: none"> <li>• Be in regular contact with the Faculty of Humanities Pro Vice Chancellor, Director of Learning and Teaching and Director of Student Engagement (or equivalent).</li> <li>• Attend meetings of University Boards and Committees including:             <ul style="list-style-type: none"> <li>○ Faculty of Humanities Learning and Teaching Committee;</li> <li>○ Faculty of Humanities Courses Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Be a member of the Student Discipline Panels.</li> <li>• Liaise with ISC on issues affecting international students within the Faculty.</li> <li>• Liaise with PSC on issues affecting postgraduate students within the Faculty.</li> <li>• Liaise with student societies based within the Faculty.</li> <li>• Arrange in conjunction with the Vice President - Activities social activities and events for Faculty of Humanities Students.</li> <li>• Assist in the orientation of new students to the University.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Identify opportunities for partnership between the faculty and the Guild.</li> <li>• Maintain professional boundaries with enrolled students.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Representation Board, and other Guild Committees which they are a member of.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare a written report for the incoming Faculty of Humanities Representative, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council</b></p>
--	---

## 25 International Students Committee President

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

<b>Title</b>	International Students Committee President
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b></p> <p>Guild Council Representation Board President Vice President – Sustainability and Welfare</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• ISC Vice President - Education</li> <li>• ISC Vice President - Activities</li> <li>• ISC Secretary</li> <li>• ISC Councillors</li> </ul>
<b>Position Purpose</b>	Officer principally responsible for the representation of international students
<b>Key Responsibilities</b>	<p>In accordance with regulation 36 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be responsible for the International Students Committee; and</li> <li>• be responsible for representing international students.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing International Students through the ISC to the Guild Council.</b></p> <ul style="list-style-type: none"> <li>• Be in regular contact with the Deputy Vice Chancellor, Global and Associate Deputy Vice Chancellor, Global.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Curtin Student Advisory Committee;</li> <li>○ International Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Chair meetings of the ISC.</li> <li>• Supervise and assist the members of the ISC in their duties.</li> <li>• Maintain relationships with other international student representative bodies.</li> <li>• Ensure that members of the ISC are compliant with the Guild Statute Book and Policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Ensure the minutes of the ISC and other significant paperwork are provided to the Secretary and other appropriate staff.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the ISC with the Vice President – Activities and appropriate staff on events that the ISC seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Representation Board, International Students Committee and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming ISC President, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council or the ISC</b></p>
--	--

## 26 Postgraduate Students Committee President

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

<b>Title</b>	Postgraduate Students Committee President
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President - Education
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>• PSC Vice President - Coursework</li> <li>• PSC Vice President - Research</li> <li>• PSC Secretary</li> <li>• PSC Faculty of Business and Law Representative</li> <li>• PSC Faculty of Science and Engineering Representative</li> </ul>

	<ul style="list-style-type: none"> <li>• PSC Faculty of Health Sciences Representative</li> <li>• PSC Faculty of Humanities Representative</li> <li>• PSC Councillors</li> </ul>
<b>Position Purpose</b>	Officer principally responsible for the representation of postgraduate students
<b>Key Responsibilities</b>	<p>In accordance with regulation 37 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be responsible for the Postgraduate Students Committee; and</li> <li>• be responsible for representing postgraduate students.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing Postgraduate Students through the PSC to the Guild Council.</b></p> <ul style="list-style-type: none"> <li>• Be in regular contact with the Deputy Vice Chancellor, Research and Associate Deputy Vice Chancellor – Research Training.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Learning &amp; Student Experience Committee;</li> <li>○ Research Committee;</li> <li>○ Academic Board; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Chair meetings of the PSC.</li> <li>• Supervise and assist the members of the PSC in their duties.</li> <li>• Ensure the appointment of an appropriate PSC Member to the University Human Research &amp; Ethics Committee.</li> <li>• Maintain relationships with other postgraduate student representative bodies.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Ensure that members of the PSC are compliant with the Guild Statute Book and Policy.</li> <li>• Ensure the minutes of the PSC and other significant paperwork are provided to the Secretary and other appropriate staff.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the PSC with the Vice President – Activities and appropriate staff on events that the PSC seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Representation Board, Postgraduate Students Committee, and other Guild Committees which they are a member of.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare a written report for the incoming PSC President, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council or the PSC</b></p>
--	---

## 27 Department Officers

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

<b>Title</b>	Queer Officer
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b></p> <p>Guild Council Representation Board President Vice President – Sustainability and Welfare</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students that are Queer.
<b>Key Responsibilities</b>	<p>In accordance with regulation 38 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be responsible for representing enrolled students who are queer and questioning.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing enrolled students who are queer and questioning.</b></p> <ul style="list-style-type: none"> <li>• Coordinate campaigns on the issues of queer enrolled students.</li> <li>• Attend meetings of University Boards and Committees as determined including: <ul style="list-style-type: none"> <li>○ Gender Equity and Inclusion Advisory Group; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Run social activities and events for queer enrolled students both ally-inclusive and autonomous.</li> <li>• Maintain the queer space and be available for consultation by enrolled students within that space.</li> <li>• Maintain online social networks to advertise events and reach out to enrolled students who may not know about the Queer Department.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Refer enrolled students to appropriate services when they require assistance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Representation Board and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Queer Officers, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council.</b></p>
--	---

(2) The Women’s Officer shall complete such duties and responsibilities as are outlined in the below table:

<b>Title</b>	Women’s Officer
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<p><b>This position reports to (in ascending order) the:</b></p> <p>Guild Council Representation Board President Vice President – Sustainability and Welfare</p> <p><b>Positions reporting to this position:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students that are Women.
<b>Key Responsibilities</b>	<p>In accordance with regulation 39 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be responsible for representing enrolled students who are women.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing enrolled students who are women</b></p> <ul style="list-style-type: none"> <li>• Coordinate campaigns on the issues of women enrolled students.</li> </ul>

	<ul style="list-style-type: none"> <li>• Generally promote a safe campus for women and fem-aligned students.</li> <li>• Promote and facilitate feminist activism on campus.</li> <li>• Attend meetings of University Boards and Committees as determined including: <ul style="list-style-type: none"> <li>○ Gender Equity and Inclusion Advisory Group; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Run social activities and events for women and fem-aligned enrolled students both ally-inclusive and autonomous.</li> <li>• Maintain the Women’s space and be available for consultation by enrolled students within that space.</li> <li>• Maintain online social networks to advertise events and reach out to enrolled students who may not know about the Women’s Department.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Refer enrolled students to appropriate services when they require assistance.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Representation Board and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Women’s Officer, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council.</b></p>
--	---

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

<b>Title</b>	Indigenous Officer
<b>Title Alteration</b>	The Indigenous Officer may choose to select an alternative culturally appropriate title as approved by the Representation Board.
<b>Portfolio</b>	Representation

<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President – Sustainability and Welfare
	<b>Positions reporting to this position:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students that are Indigenous.
<b>Key Responsibilities</b>	In accordance with regulation 40 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>• be responsible for representing enrolled students who are Indigenous.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<b>Be responsible for representing enrolled students who are Indigenous.</b> <ul style="list-style-type: none"> <li>• Coordinate campaigns on the issues of Indigenous enrolled students.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Curtin Indigenous Policy Committee;</li> <li>○ Centre for Aboriginal Studies Courses Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Run social activities and events for Indigenous enrolled students both ally-inclusive and autonomous.</li> <li>• Maintain the Indigenous space and be available for consultation by enrolled students within that space.</li> <li>• Maintain online social networks to advertise events and reach out to enrolled students who may not know about the Indigenous Department.</li> <li>• Maintain relationships with other Indigenous student representative bodies including UATSI.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Refer enrolled students to appropriate services when they require assistance.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul>

	<p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Representation Board and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Indigenous Officer, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council.</b></p>
--	---

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

<b>Title</b>	Accessibility Officer
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President – Sustainability and Welfare
	<b>Positions reporting to this position:</b> • None
<b>Position Purpose</b>	Officer responsible for the representation of enrolled students that are disabled.
<b>Key Responsibilities</b>	In accordance with regulation 41 of the <i>Student Guild (Guild Council) Regulations 2018</i> : <ul style="list-style-type: none"> <li>• be responsible for representing enrolled students with disability and/or accessibility requirements.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<b>Be responsible for representing enrolled students with disabilities</b> <ul style="list-style-type: none"> <li>• Coordinate campaigns on the issues of enrolled students with disability and/or accessibility requirements.</li> <li>• Attend meetings of University Boards and Committees including: <ul style="list-style-type: none"> <li>○ Disability Access and Inclusion Plan Implementation Committee;</li> <li>○ Universal Design Sub-Committee; and</li> <li>○ Such other University Boards and Committees as determined by the President or Guild Council.</li> </ul> </li> <li>• Run social activities and events for enrolled students with disability and carers both ally-inclusive and autonomous.</li> <li>• Remain in contact with the University Counselling and AccessAbility services.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that the University makes appropriate adjustments for enrolled students with disability or caring responsibilities.</li> <li>• Maintain the accessibility space and be available for consultation by enrolled students within that space.</li> <li>• Maintain online social networks to advertise events and reach out to enrolled students who may not know about the Accessibility Department.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Refer enrolled students to appropriate services when they require assistance.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Representation Board and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Accessibility Officer, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council.</b></p>
--	--

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

<b>Title</b>	Ethnocultural Officer
<b>Location</b>	Bentley Campus
<b>Number of Hours Required</b>	As determined by the Remuneration Tribunal
<b>Reporting Structure</b>	<b>This position reports to (in ascending order) the:</b> Guild Council Representation Board President Vice President – Sustainability and Welfare
	<b>Positions reporting to this position:</b> • None

<b>Position Purpose</b>	Officer responsible for the representation of enrolled students that are culturally or linguistically diverse.
<b>Key Responsibilities</b>	<p>In accordance with regulation 42 of the <i>Student Guild (Guild Council) Regulations 2018</i>:</p> <ul style="list-style-type: none"> <li>• be responsible for representing enrolled students who are culturally and linguistically diverse.</li> </ul>
<b>Specific Duties and Responsibilities</b>	<p><b>Be responsible for representing enrolled students who are culturally or linguistically diverse</b></p> <ul style="list-style-type: none"> <li>• Coordinate campaigns on the issues of enrolled students who are culturally or linguistically diverse.</li> <li>• Attend meetings of University Boards and Committees including as determined by the President or Guild Council.</li> <li>• Run social activities and events for enrolled students who identify as culturally or linguistically diverse.</li> <li>• Remain in contact with the University department responsible for diversity, inclusion and belonging.</li> <li>• Ensure that the University makes appropriate adjustments for enrolled students who are culturally or linguistically diverse.</li> <li>• Maintain the ethnocultural space and be available for consultation by enrolled students within that space.</li> <li>• Maintain online social networks to advertise events and reach out to enrolled students who may not know about the Ethnocultural Department.</li> <li>• Maintain professional boundaries with enrolled students.</li> <li>• Refer enrolled students to appropriate services when they require assistance.</li> <li>• Ensure they communicate important information and developments to the appropriate Officers and employees in a timely manner.</li> <li>• Maintain close cooperation and contact with the Secretary on financial matters.</li> <li>• Liaise on behalf of the department with the Vice President – Activities and appropriate staff on events that the department seeks to run.</li> <li>• Ensure that any offers of sponsorship or decisions to be undertaken of a financial nature are referred to the Executive Officers.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings of the Representation Board and other Guild Committees which they are a member of.</li> <li>• Prepare a written report for the incoming Ethnocultural Officer, providing information on the function and long term goals of the position.</li> </ul> <p><b>Any other duties determined by the Guild Council.</b></p>

## Part 4 – Appointments

### 28 Appointment Mechanisms

- (1) Appointments from among members of the Guild Council, Representation Board or another Guild Committee shall be in accordance with by-law 29 (**Body Appointments**) 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) appointments to a Guild Committee of a member of that body;
  - (e) filling of a casual vacancy from among members of that body;
  - (f) filling of a casual vacancy in Guild Councillor.
- (3) Appointments to fill vacancies in autonomous offices (**Autonomous Appointments**) shall be in accordance with by-law 30 and should be read in conjunction with the relevant provisions of the Guild regulations.
- (4) Autonomous Appointments include:
  - (a) casual vacancies in Faculty Representative positions;
  - (b) casual vacancies in ISC President;
  - (c) casual vacancies in PSC President;
  - (d) casual vacancies in Women's Officer;
  - (e) casual vacancies in Queer Officer;
  - (f) casual vacancies in Indigenous Officer;
  - (g) casual vacancies in Accessibility Officer;
  - (h) casual vacancies in Ethnocultural Officer;
- (5) Appointments to fill vacancies in the membership of Guild Committee of which the office will not be a member of either the Representation Board, Executive Committee or Guild Council (**Other Appointments**) shall be in accordance with by-law 32.
- (6) Other Appointments include:
  - (a) other ISC Members;
  - (b) other PSC Members;
- (7) All external or other appointments including appointments to University Boards and Committees shall be in accordance with by-law 31 (**University and External Appointments**).

- (8) 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.
- (9) Appointments that require the use of Affirmative Action shall be in accordance with Schedule A.

## **29 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 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 ballot.
- (5) In the case of a casual vacancy in Guild Councillor 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 29(4) to occur, nominations may be taken during a 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) Voting be via paper ballots in a meeting or online voting. The Returning Officer will decide the method after consulting with the Executive Officers. If voting is online, voting must be open for a minimum period of 24 hours and all eligible voters advised by email prior to voting opening.
- (11) Candidates may submit a statement of up to three hundred (300) words to accompany any nomination.
- (12) Candidates may appoint a scrutineer by written notice to the Returning Officer.
- (13) Any appeal of an election result shall be determined by the body appointing.
- (14) The body appointing has the power to dismiss the person appointed under this Guild by-law.

## **30 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 relevant Campus and open for least four (4) 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 do not identify as men 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.

### **31 University and External 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 29, 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 reports are given to the Vice President - Education on academic issues, Vice President – Activities on social issues, Vice President – Sustainability and Welfare on welfare 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).

### **32 Other Appointments**

- (9) 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 the position is not a member of the Representation Board, Executive Committee or Guild Council and where this position is not filled at the Annual General Election.
- (10) Other 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.
- (11) The Secretary or a person appointed by them shall be the Returning Officer for any Other Appointment.

- (12) Other Appointments may be conducted in accordance with that body's constitution, fair and robust electoral processes or otherwise:
- (a) A call for nominations for a vacant position shall be open for at least three (3) days and must close at least two (2) days prior to the opening of the ballot.
  - (b) Nominations shall be in writing in the form prescribed by the Returning Officer which may substantially comply with the requirements of regulation 20 of the *Student Guild (Election and Referenda) Regulations 2018* excluding the requirement for two (2) nominators and a \$10 nomination deposit.
  - (c) Positions on the ballot paper shall be determined by lot.
  - (d) 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.
  - (e) A ballot (where required) shall be held on a teaching day at the relevant Campus and open for least four (4) hours.
  - (f) For an Other Appointment, enrolled students who are represented by the position shall be eligible to vote in the ballot.

Example: Enrolled students who are International Students may vote for the members of the International Student Committee.

- (g) 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:
    - (i) for a casual vacancy at least one (1) day prior to the ballot.
    - (ii) for all other appointments at least at least two (2) days prior to the ballot.
  - (h) For appointments that are not casual vacancies and where the Returning Officer deems appropriate electors may apply for a postal vote to the Returning Officer within twelve (12) 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*.
  - (i) 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".
  - (j) Candidates may produce campaign material for the ballot which must be approved by the Returning Officer and no more than \$20.00 may be spent by any candidate.
  - (k) Candidates may appoint a scrutineer by written notice to the Returning Officer.
- (13) Where the number of candidates validly nominated exceeds the number of appointments to be made, a ballot shall be held.
- (14) Where the number of candidates validly nominated does not exceed the number of appointments to be made, the nominated candidates shall be appointed.
- (15) 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.

- (16) Where a person holds an office appointed under this By-Law they may be removed from this office by a motion of no confidence by the Guild Council or Executive Committee in accordance with the Standing Orders.

## Part 5 - 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 Availability

The Guild Council shall provide all policies and procedures for inspection by a Guild member upon request.

## **Part 6 – Guild Registers**

### **44 Register of Delegations**

The Guild Council shall publish the register of all delegations made under section 11(1) of *Statute No.4-Student Guild* or otherwise.

### **45 Register of Resolutions**

- (1) The Guild Council shall establish and maintain a register of resolutions of the Guild Council and Representation Board.
- (2) The Guild Council shall provide the register of resolutions for inspection by a Guild member upon request.

## Schedule A

### Affirmative Action

- (1) Individuals who do not identify as a man shall be referred to as “**AA Candidates**”.

#### *Number of AA candidates to be elected*

- (2) Affirmative Action shall not apply at the Annual General Election, however the number of candidates and elected Officers who do not identify as men should be recorded and reported to the Guild Council in the Returning Officer’s report.
- (3) For election or appointment of Guild Councillors the minimum number of “AA Candidates” is zero (0).
- (4) The minimum number of people who do not identify as men holding office for any other election or appointment other than the Annual General Election of more than one member is to be determined as follows:
- (a) The number of people who do not identify as men in an election or appointment where affirmative action is required shall be no less than 50% of the total number of members and vacancies.
- (b) Where 50% of the total number of members and vacancies is not a whole number, it shall be rounded down to the nearest whole number.

*Example: A casual election for Postgraduate Student Committee Councillors where there exist four current members and three vacancies the following shall apply. Of the seven total members, three of those positions must be held by people who do not identify as men.*

*If all of the current members identify as men, then all the vacancies must be filled by people who do not identify as men.*

#### *AA Procedure*

- (5) Where it is required that in an election for more than one vacancy that a certain number of AA candidates be elected this process applies in addition to (1) to (14) in Schedule A of the *Student Guild (Election and Referenda) Regulations 2018*. This process is considered affirmative action.
- (6) Where the number of AA Candidates nominated is less than the number of AA Candidates to be elected then any AA Candidates shall be elected unopposed and the remaining positions for AA Candidates shall be left vacant. The Guild Council will appoint eligible people to those positions in accordance with the *Student Guild (Guild Council) Regulations 2018* and Guild by-laws.
- (i) After invalid candidates are dealt with, AA candidates elected unopposed will have their votes distributed with a transfer value of 1 to the next preference (the same as for an invalid candidate) and be declared elected.
- (ii) After i), the number of candidates to be elected will be reduced to the number of non-AA candidates to be elected and the quota calculated based on the initial total number of valid votes.
- (7) Where the number of AA candidates nominated is equal to the number of positions reserved to affirmative action positions to be elected then those candidates shall be elected unopposed and the remaining positions shall be up for election.
- (8) Where the number AA Candidates nominated is greater than the number of people who do not identify as men to be elected then an election shall be held as normal and affirmative action shall apply in the count.

(9) For a count where affirmative action may apply the count shall be conducted as normal as outlined in (1) to (14) in Schedule A of the *Student Guild (Election and Referenda Regulations) 2018* in order to give the opportunity for candidates to be elected in their own right first.

(10) Where the result of the count conducted under (1) to (14) in Schedule A of the *Student Guild (Election and Referenda) Regulations 2018* does not meet the requirements of affirmative action then the count shall go back each step of the count until the last possible step of the count at which the affirmative action requirements could have been met.

Example: In the election of six (6) Guild Councillors where at least three (3) of those elected shall not identify as a man Step 6 of the count was the point at which a fourth man would have been elected in the place of a third candidate that does not identify as man

(11) At the step of the count identified in accordance with (10):

- (a) all candidates that meet the affirmative action requirement that have been eliminated are to be reinstated into the count with 0 votes. The quota remains the same as that calculated at the start of the count.
- (b) all candidates not yet having achieved the quota that do not meet the affirmative action requirement are to be eliminated from the count as they are ineligible to be elected and their votes distributed as outlined in Schedule A (1) to (14) of the *Student Guild (Election and Referenda) Regulations 2018* starting with the eliminated candidate with the greatest number of votes.

Counting methodology:

- (i) All non-AA candidates who have not been eliminated are progressively eliminated working from the non-AA candidate with the highest number of votes to the candidate with the lowest.
- (ii) After (i), if AA candidates still need to be elected, (i.e. no quotas yet reached) then AA candidates will be progressively eliminated working from the AA candidate with the lowest number of votes to the candidate with the highest.
- (iii) However within (ii) above, whenever a quota is reached by a candidate (AA), that candidate is declared elected and their surplus is re-allocated in the usual way before further (AA) candidates, again working from the candidate with the lowest number of votes.