

STUDENT GUILD OF CURTIN UNIVERSITY

KALGOORLIE BRANCH

CONSTITUTION

1.1 Preliminary

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

1.2 Functions

The purpose of the WASM Student Guild shall be to:

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

1.3 Membership

- (1) The Branch Committee shall consist of the following members:
 - (a) WASM Student Guild President (chair);
 - (b) WASM Student Guild Secretary;
 - (c) WASM Student Guild Vice President - Education;
 - (d) WASM Student Guild Vice President - Events;

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

1.4 Quorum

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

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

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

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

1.5 Meetings

- (1) The Kalgoorlie Branch President shall be the chair of the Branch Committee.

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

1.6 Role

The Kalgoorlie Branch Committee shall:

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

1.7 Powers

The Kalgoorlie Branch Committee shall have the power to:

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

- (viii) Establish committees reporting to the Branch Committee consisting of such members the Branch Committee determines.
- (c) The Branch Committee may delegate any of its functions to any of its members or committees other than this power of delegation.

1.8 Resourcing

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

1.9 Student Societies

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

1.10 Election

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

1.11 Duties and Responsibilities

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

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

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

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

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

Title	Kalgoorlie Branch Vice President - Education
Department Location	Representation, Kalgoorlie Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council Kalgoorlie Branch Committee
	Positions reporting to this position:

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

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

Title	Kalgoorlie Branch Vice President - Events
Department Location	Representation, Kalgoorlie Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the:

	<p>Guild Council Kalgoorlie Branch Committee</p> <p>Positions reporting to this position:</p> <ul style="list-style-type: none"> • None
Position Purpose	Officer of the Kalgoorlie Branch responsible for Activities, Events and Student Societies
Key Responsibilities	<ul style="list-style-type: none"> • Assist the Kalgoorlie Branch President; and • Be conversant in and supervise all matters relating to Guild social activities including Student Societies.
Specific Duties and Responsibilities	<p>Assist the Kalgoorlie Branch President</p> <ul style="list-style-type: none"> • Perform such other duties as determined by the Kalgoorlie Branch President. • Attend meetings of University Boards and Committees as required. <p>Be conversant in and supervise all matters relating to Guild social activities including Student Societies</p> <ul style="list-style-type: none"> • Initially be responsible for all Kalgoorlie Branch social activities and events. • Initially supervise the organisation of: <ul style="list-style-type: none"> ○ O-Kegs; ○ Freakers; ○ Guild Ball; ○ Such other events as determined by the Branch Committee. • Initially be responsible for the support and management of Student Societies at the Kalgoorlie Campus. • Support and assist Student Societies of the Kalgoorlie Campus in the organisation of Student Society events and activities. • Assist and support other Branch Committee members in organising activities and events. <p>Other duties</p> <ul style="list-style-type: none"> • Provide a report to each ordinary meeting of the Kalgoorlie Branch Committee (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Kalgoorlie Branch Committee. • Attend meetings of the Branch Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming Kalgoorlie Branch Vice President - Activities, providing information on the function and long term goals of the position. <p>Any other duties determined by the Guild Council</p>

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

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

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

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

- (7) The Kalgoorlie Branch Women's Officer shall complete such duties and responsibilities as are outlined in the below table:

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

	Any other duties determined by the Guild Council
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(8) The Kalgoorlie Branch Ordinary Committee Members shall complete such duties and responsibilities as are outlined in the below table:

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

Date Amended	Resolution Number	Nature of Amendment
23 November 2017	GC #144/2017	Established
23 rd November 2018	GC #82/2018	Amended