



# Election Rules of the Postgraduate Students' Association

**Approved by Guild Council on 28 September 2026**

These Election Rules are made by the Guild Council, as the governing authority of the Guild, under regulation 44 of the Student General Regulations.

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|--------------------------------------|-------------------|
| <b>Commencement Date:</b>            | 28 September 2026 |
| <b>Division/ Person Responsible:</b> | PSA President     |
| <b>Category:</b>                     | Department        |
| <b>Relevant Regulation(s):</b>       | 44                |
| <b>Approval Authority:</b>           | Guild Council     |
| <b>Review Date:</b>                  | May 2027          |

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### 1 Establishment and Particulars

These Election Rules of the PSA are created under regulation 44 of the Student General *Regulations*. These Rules take effect on 28 September 2026.

### 2 Definitions and Interpretations

(1) In these Election Rules, unless the contrary intention appears –

**Candidate** means an eligible Member standing for election;

**Committee** means the committee of the PSA;

**Department** or **PSA** or **Association** means the Postgraduate Students' Association;

**Determination** means any order, ruling or direction validly made under these Election Rules by the Returning Officer;

**Election** means an election for an electable position on the PSA as set out in Schedule 1 of these Election Rules (or as renamed from time to time);

**Election Regulations** means the current University Student Guild Election Regulations;

**Election Rules** means these election rules of the PSA;

**Electoral Roll** has the meaning given in rule 12(1);

**Electronic Media** means any public social media profile created for the express purpose of the Election, including but not limited to:

- (a) Stand-alone websites hosted by the Guild;
- (b) Facebook;
- (c) Google+;
- (d) Instagram;
- (e) TikTok;
- (f) X (formerly known as Twitter);
- (g) YouTube;
- (h) WeChat;

- (i) WhatsApp; and
- (j) Snapchat

**Formal Defect** includes only those errors or omissions which do not constitute a lack of substantial compliance;

**Governance Committee** means the Governance Committee of the Guild Council;

**Guild Year** has the meaning given in the Student General Regulations, which as at the date of these Rules is the period from 1 December to 30 November of the following year;

**Member** means member of the PSA as prescribed in the Rules;

**Nomination Period** has the meaning given to that term in rule 15(1);

**Permitted Campaigning** has the meaning given to that term in rule 27;

**Returning Officer** means the person appointed by the PSA Committee, Guild Councillor or Electoral Commissioner to fulfill the position of returning officer under these Election Rules;

**Rules** means the rules of the PSA;

**Scrutineer** means a person appointed in accordance with rule 32(1);

**Student** has the meaning given in the University Statute, which as at the date of these Regulations is a person enrolled in the University as a student, including a person enrolled in an Award course of the University, whether in Perth or elsewhere, or enrolled through University extension as a continuing education student in units offered within Award courses of the University;

**Student Conduct and Resolution Centre (SCRC)** means the University's disciplinary and investigations department;

**University** means the University of Western Australia;

**University Act** means the *University of Western Australia Act 1911 (WA)*;

**University Statute** means the statute made by the Senate pursuant to the *University Act*;

**University Working Day** has the meaning given in the University Statute, which as at the date of these Rules is any day other than a:

- (a) Saturday;
- (b) Sunday;
- (c) a day specified by in the University calendar as a University holiday; and

- (d) the University's annual shut-down period as determined by the University's executive each year.
- (2) Terms capitalised but not defined in these Election Rules have the meaning given to those terms in the Rules or the Student General Regulations, as amended or replaced from time to time.
- (3) These Election Rules should be read in conjunction with the Rules and the Election Regulations.
- (4) The Returning Officer or Governance Committee shall have the power to interpret any part of these Election Rules as required.

### **3 Compliance**

- (1) The PSA and its Members must comply with the Student General Regulations and the Guild By-Laws, including these Election Rules and the PSA Department Rules.
- (2) These Election Rules forms part of the Guild By-Laws and are subject to the approval of Guild Council.

## Chapter 2 – Administrative Appointments and Powers

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### 4 Appointment of a Returning Officer

- (1) The Returning Officer must be the Managing Director of the Guild.
- (2) If the Managing Director of the Guild is unable or unwilling to act or has a conflict of interest, the Human Resources Officer or equivalent of the Guild or their nominee must act as Returning Officer.

### 5 Eligibility for appointment as Returning Officer

- (1) A person shall only be eligible to serve as Returning Officer if that person:
  - (a) is not a member of the PSA and has not been anytime in the last two years;
  - (b) has not been a candidate in a Guild Election anytime in the last two years;
  - (c) is over 18 years of age or older;
  - (d) is capable of administering all aspects of the Election efficiently; and
  - (e) is impartial.

### 6 Responsibilities of the Returning Officer

- (1) The Returning Officer is responsible for ensuring:
  - (a) the fair conduct and administration of the Election held under these Election Rules for which they are appointed;
  - (b) that Elections are conducted in accordance with these Election Rules, the Rules and the Election Regulations;
  - (c) that Elections preparations are complete and timely;
  - (d) that the duties expressly or implicitly required in these Election Rules are carried out; and
  - (e) the maintenance of security in respect to the Electoral Rolls and online voting systems.

### 7 Powers of the Returning Officer

- (1) The Returning Officer shall have the power to:
  - (a) issue any Determination in whatever terms they see fit for the fair conduct and administration of any Election for which they are appointed;
  - (b) act on their own motion to prevent a breach or attempted breach of these Election Rules;

- (c) spend any monies assigned by the Committee for the purposes of the administration of an Election;
- (d) direct any person wilfully interfering, obstructing or disrupting procedures at the poll or count; and
- (e) take any other reasonable action they deem appropriate to ensure the fair conduct and administration of an Election.

## **8 Time and Duration of Appointment**

- (1) Except where a Returning Officer is appointed under rule 9(3) the Returning Officer shall be appointed no later than one week prior to the opening of nominations.
- (2) The appointment of the Returning Officer shall be effective from the date of appointment until the declaration of the Election for which that Returning Officer has been appointed.

## **9 Resignation of a Returning Officer**

- (1) The Returning Officer may resign by lodging a written resignation with the President of the PSA and the President of the Guild.
- (2) The resignation shall be effective from the time and date it is received by the PSA President.
- (3) Should a Returning Officer resign, a new Returning Officer will be appointed by the Human Resources Officer or equivalent of the Guild.

## **10 Storage and destruction of election materials**

Throughout the PSA Elections, the Returning Officer shall adhere to the record keeping, storage and destruction requirements of the Guild.

## Chapter 3 – Eligibility

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### 11 Eligibility to vote

All Members of the PSA at the close of the Nomination Period shall be entitled to vote for all positions in an Election held according to these Election Rules.

### 12 Electoral roll

- (1) The Guild must provide the Returning Officer with a roll containing the names of all Members eligible to vote (**Electoral Roll**) before the end of the Nomination Period.
- (2) The Returning Officer may amend the Electoral Roll if the Returning Officer reasonably determines that an error exists.
- (3) The Returning Officer shall delete from the Electoral Roll the names of persons who, after the date of receipt by the Returning Officer of such Electoral Rolls, ceased to be entitled to vote in the Election prior to the close of nominations.
- (4) A copy of the Electoral Roll shall be retained by the PSA for inspection after the Election, and for archival purposes.

### 13 Eligibility to nominate

- (1) Subject to regulation 20 of the Regulations, to be eligible to nominate for a position listed in Schedule 1, a person must at the end of the Nomination Period:
  - (a) be a Member of the PSA;
  - (b) be an enrolled as a postgraduate Student at the time of seeking election or appointment;
  - (c) be residing in Western Australia for the duration of their term as a Guild Officer;
  - (d) not have previously been disqualified or suspended as a Guild Officer under these Regulations;
  - (e) not have been suspended from the University, for any reason;
  - (f) not have been convicted of an offence and are under sentence, or are subject to be sentenced, for an offence punishable under the law of the Commonwealth or of a State by imprisonment for one year or longer;
  - (g) not be ineligible to hold a sought position due to any statute, regulation, by-law or rule;
  - (h) not be an undischarged bankrupt or have entered into a scheme of arrangement with creditors;

- (i) meet any further eligibility requirements prescribed in the Election Regulations and the Guild By-Laws;
  - (j) not be certified as mentally unfit; and
  - (k) not be an employee of the Guild.
- (2) No person shall be elected to or otherwise hold the office of President on more than one occasion. A person who fills a casual vacancy for the PSA President pursuant to rule 40 will not be eligible to subsequently nominate for the role of PSA President if the appointment takes place in the first semester
- (3) No person shall be elected to hold the office of President if they have been elected to any position (other than National Union of Students' Delegate) in that year's General Guild Election.

## Chapter 4 – Nominations

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### 14 Submission of Nominations

- (1) Nominations shall be in the form and submitted in the manner prescribed by the Returning Officer.
- (2) The process for the nominations shall be communicated through all channels deemed appropriate by the Returning Officer such as:
  - (a) PSA website;
  - (b) PSA Facebook page;
  - (c) Guild Facebook page;
  - (d) PSA Newsletter;
  - (e) Guild Weekly; and
  - (f) emails to Members.
- (3) All nominations must be endorsed by at least two Members of the PSA who are not themselves nominating for the same position.
- (4) A Member may nominate under any name that, in the opinion of the Returning Officer, best reflects their identity.

### 15 Timing of the nomination process

- (1) Nominations shall be open for a period of at least five days and shall close no later than one University Working Day before the open of polls (**Nomination Period**).
- (2) Nominations must be received by the Returning Officer by 5.00pm on the day that nominations close.

### 16 Nomination for multiple positions

An eligible Member may nominate for more than one position at the same Election and must provide to the Returning Officer the order of their preferred positions.

### 17 Validity checking

On an ongoing basis throughout the Nomination Period, the Returning Officer shall check the validity of nominations lodged.

### 18 Formal Defect

- (1) The Returning Officer may, in their absolute discretion, accept a nomination which, in their opinion, substantially complies with the nomination requirements.

- (2) The Returning Officer may allow a nominee to alter or correct any Formal Defect in a nomination or supplementary information and documents lodged by the close of nominations whenever this is practicable.

## **19 Rejection of nomination**

- (1) If a nominee is ineligible as a result of a by-statute, by-law, regulation or rule, the nomination shall be declared invalid.
- (2) The Returning Officer shall take reasonable steps to notify any nominee before the close of the Nomination Period of the rejection of that person's nomination and reasons for that rejection.
- (3) Any nomination rejection must be confirmed in writing.

## **20 Withdrawal of nomination**

- (1) A person nominated as a Candidate may withdraw their nomination by lodging a notice of withdrawal with the Returning Officer until the declaration of the results.
- (2) Unless the withdrawal is lodged personally with the Returning Officer, it shall be signed by the nominee and witnessed by another person who shall be an elector for the position for which the nomination refers.
- (3) When the withdrawal of nomination is received, the withdrawing nominee shall have their name excluded from the voting system or not have the votes for them counted (as applicable).

## **21 Death of a nominee**

- (1) Where a nominee dies before the declaration of nominations, their name shall not be declared as a Candidate and the Election shall proceed as normal.
- (2) Where a nominee dies during the voting period, they shall have their name excluded from the voting system or not have the votes for them counted (as applicable).

## **22 Declaration of nominations**

The Returning Officer shall display on an appropriate forum the list of Candidates for each position and any other relevant details as soon as practicable after the close of Nominations Period.

## **23 Single nominee**

When only one eligible nomination is received for a particular position at the close of the Nominations Period, that nominee will be declared as elected to that position and no vote will occur in respect of that position.

## Chapter 5 – Materials and Campaigning

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### 24 Submission of materials

- (1) Subject to rule 26, PSA Presidential Candidates shall be entitled to submit to the Returning Officer, no later than the end of the Nominations Period, the following material:
  - (a) one photograph depicting the Candidate, taken within the prior 12 months;
  - (b) an electronic A4 poster; and
  - (c) a statement of up to 500 words.
- (2) Subject to rule 26, other Candidates shall be entitled to submit to the Returning Officer, no later than the end of the Nominations Period, the following material:
  - (a) one photograph depicting the Candidate, taken within the prior 12 months;
  - (b) an electronic poster of A4 dimensions; and
  - (c) a statement of up to 200 words.

### 25 Permitted materials

- (1) No material submitted to the Returning Officer or otherwise used by a Candidate shall depict or reference any other Candidate, including in the form of How-to-Vote materials.
- (2) No material submitted to the Returning Officer or otherwise used by a Candidate shall depict or reference any other person in a rude, derogatory, defamatory, insulting or offensive manner or in a manner that identifies another Candidate, or has the effect of targeting another Candidate.

### 26 Publishing materials

The Returning Officer shall publish all submitted material that complies with these Election Rules through the PSA website and/or via any other method that the Returning Officer deems appropriate, such as those in rule 14(2).

### 27 Campaigning

Campaigning may only occur once nominations are declared under rule 22 and must cease when electronic voting closes in accordance with rule 31 or when the recount has concluded in accordance with rule 33 (whichever is later, as applicable). All Electronic Media shall be removed in the month immediately after the declaration of the Election results.

## **28 Permitted Campaigning**

- (1) Candidates may only campaign via Electronic Media and may direct potential electors towards any location that the Returning Officer has displayed material in accordance with rule 26 (**Permitted Campaigning**).
- (2) Any materials used during Permitted Campaigning must comply with rule 26.
- (3) For the purposes of these Election Rules, the following will be Permitted Campaigning:
  - (a) Posting on Electronic Media; and
  - (b) Sending online messages (including emails) and text messages.
- (4) For the purposes of these Election Rules, the Returning Officer shall have the power to determine what is considered Permitted Campaigning.

## **29 Campaigning in breach of these Election Rules**

- (1) For the purposes of these Election Rules, the following will not be Permitted Campaigning:
  - (a) Distributing hard copy materials (including badges, leaflets and posters);
  - (b) Speeches or presentations delivered publicly in person;
  - (c) Displaying or presenting materials in lectures, tutorials, seminars, laboratories, libraries, common areas or other similar venues on campus;  
or
  - (d) T-Shirts.
- (2) Candidates are responsible for monitoring campaigning, electronic or otherwise, made by non-Candidates which purport to endorse the candidate so that they comply with the requirements in rule 25 and 28.

## **30 External websites**

At the request of the Returning Officer, the Candidate must provide to the Returning Officer, its representative or nominee, full access and control to external websites not hosted by the Guild in which the Candidate promotes/campaigns themselves.

## Chapter 6 Polling Procedure

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### 31 Electronic Voting

- (1) Voting for Elections will occur electronically.
- (2) Voting will occur for positions that are contested.
- (3) The Returning Officer must ensure that the procedure for electronic voting will be reliable, fair and secure.
- (4) The Returning Officer shall have the power to determine the system or program by which electronic voting takes place, such that such a system ensures:
  - (a) only eligible Members are able to vote;
  - (b) electors may only vote once;
  - (c) such a system allows for secret voting;
  - (d) that Candidates will not interfere with the voting system or program;
  - (e) that the system will be robust and not likely to fail;
  - (f) that secret voting can occur and elector anonymity will be maintained;
  - (g) such a system allows for optional preferential voting as set out in rule 31(6);
  - (h) such a system or program conforms to all other applicable rules and regulations; and
  - (i) any other factors deemed relevant by the Returning Officer.
- (5) Electronic voting shall be open for a period of one week.
- (6) Electors shall indicate their voting preferences by numbering the Candidates in their order of preference, with the number “1” indicating their most preferred Candidate.

### 32 Scrutineers

- (1) Any Candidate for a position for which is being elected may appoint a scrutineer who is not also a Candidate for that same position (**Scrutineer**).
- (2) The PSA President, provided they are not a Candidate for which ballots are being counted, shall be allowed to be a Scrutineer without being appointed by a Candidate.
- (3) The appointment of a Scrutineer shall be done in writing by the Candidate to the Returning Officer.

- (4) Scrutineers are required to obey all reasonable instructions given to them by the Returning Officer.
- (5) Scrutineers may not interfere with the electronic voting system.
- (6) The Returning Officer shall have the power to dismiss any Scrutineer who has not been properly appointed or who, in the opinion of the Returning Officer, is acting in a way that is disrupting the electronic voting system or process.
- (7) When a Scrutineer is appointed, the Returning Officer may, as required:
  - (a) explain how the electronic voting system operates;
  - (b) undertake a test of the electronic voting system, including an example or 'dummy' run; and
  - (c) explain the security protocols in place for the electronic voting system.

### **33    Recounts**

- (1) A Candidate, or scrutineer on their behalf, may, anytime until the declaration of the results of an Election, request from the Returning Officer a recount of the votes for a position which that Candidate is contesting.
- (2) Such a recount must be held by the Returning Officer as soon as practical and the Returning Officer shall communicate the time of this recount to all Candidates for the position for which the recount has been requested.
- (3) The Returning Officer may, during the recount, overturn or otherwise change any decision made during the original count.
- (4) The result of the recount shall be final.

## Chapter 7 – Positions not filled during the online voting process

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### 34 Positions not filled at the close of voting

- (1) Any positions, subject to 34(2) not filled by the close of voting shall be appointed according to rule 35.
- (2) If the PSA President position is vacant by the close of voting, the position shall be advertised to be filled by the Returning Officer for a seven day period (**Second Nomination Period**).
- (3) Nominations received must comply with the requirements set out in rule 14.
- (4) Candidates may engage in Permitted Campaigning in accordance with rule 27, for a seven day period commencing at the day after the close of the Second Nominations Period.
- (5) Appointment of the positions not filled after the second voting period will occur in accordance with rule 40 of these Election Rules.

### 35 Appointment of Committee Members

- (1) The person to take office as PSA President, for the Guild Year following the declaration of results shall put up notice calling for applications for the appointed committee positions as set out in Schedule 1 via, including but not limited to, PSA Newsletter and PSA Facebook page
- (2) Applications for the positions shall be open for seven days, subject to change by the PSA President
- (3) If the number of persons nominating for positions on the Committee does not exceed the number of vacant positions, the PSA President must declare those persons to be duly appointed as Committee Members.
- (4) If the number of persons nominating for positions on the Committee exceeds the number of vacancies to be filled, the PSA Executive must decide the persons who are to be appointed to the Committee.
- (5) The PSA executive reserve the right to appoint persons they deem appropriate to the respective vacancies.
- (6) A Committee Member holds office until the conclusion of the relevant Guild Year in which they are appointed.

## Chapter 8 – Declaration

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### 36 Declaration of nominations

- (1) Where at the close of the Nomination Period (or Second Nomination Period, as applicable) the number of Candidates equals the number of vacancies, the respective Candidates are declared elected, subject to any other Elections for more preferred positions where the Candidate is also running.
- (2) Where at the close of the Nomination Period (or Second Nomination Period, as applicable) the number of Candidates is less than the number of vacancies, the respective Candidates are declared elected, subject to any other Elections for more preferred positions where the Candidate is also running, and the vacancies shall be declared positions not filled.
- (3) Where at the close of the Nomination Period (or Second Nomination Period, as applicable) the number of Candidates is more than the number of vacancies:
  - (a) Where there is a single position to be filled, the Candidate with the highest number of votes for a position will be elected to that position; and
  - (b) Where there are multiple positions to be filled, the number of Candidates with the highest amount of votes corresponding with the number of positions will be elected to those positions.

### 37 Timing of declaration – contested positions

The Returning Officer shall declare the results of the Election as soon as practical and in any event by no later than 30 November in the relevant election year, by providing public notice, that has been signed and dated by the Returning Officer, on the Guild notice board or other location as the Returning Officer determines.

### 38 Validity of the result

No Election shall be liable to be questioned by reason of any:

- (1) formal error or defect in any declaration or other instrument, or in any publication made under these Election Rules; or
- (2) publication or declaration of the Election made under these Election Rules being out of time.

### 39 Term of positions

All members of the PSA Committee will retire from office at the end of the Guild Year.

## Chapter 9 – Casual Vacancy

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### 40 PSA President

- (1) Where the PSA President resigns or is otherwise removed on or before 31 May during their term, a replacement PSA President must be elected in accordance with rules 14 to 34 of these Election Rules.
- (2) Where the PSA President resigns or is otherwise removed on or after 1 June (**Outgoing President**), the Guild Council must appoint a Member to act as PSA President for the remainder of the Outgoing President's term (excluding a Member who has previously held the position of PSA President).

### 41 PSA Committee member

Where a PSA Committee member resigns or is otherwise removed before the expiry of their term (**Outgoing Committee Member**), the remaining members of PSA Executive Committee may appoint a Member to fill the vacant position for the remainder of the Outgoing Committee Member's term.

## Chapter 10 – Offences and Penalties

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**Note:** it is an offence to engage in Guild Misconduct as defined in regulation 92 of the Regulations. This includes:

- (a) an act or omission that contravenes the Guild By-Laws (including these Election Rules);
- (b) committing an Election Offence under the Election Regulations
- (c) committing an act or omission that brings, or is likely to bring, the Guild or the University into disrepute.

### 42 Offences

- (1) The Election Offences provided for in the Election Regulations apply to all Elections conducted under these Election Rules, as applicable. In addition, it shall be an offence for any person to:
  - (a) campaign or distribute campaign material that is not in accordance with rules 25 and 27;
  - (b) harass or inundate a person with Election materials or campaigning;
  - (c) fail to obey any reasonable request from the Returning Officer, in relation to the Election;
  - (d) destroy, deface or otherwise interfere with any voting system;
  - (e) interfere with the act of voting, including by voting on another person's behalf;
  - (f) forge, or lie on, an electoral form or electronic voting system;
  - (g) breach the *University Code of Ethics*, *Code of Conduct* or the *Charter of Student Rights and Responsibilities*;
  - (h) otherwise act in a way that hinders to proper conduct of the Election.
- (2) The Returning Officer is responsible for considering any complaint alleging an offence has occurred, and making a Determination in respect of any alleged offence, in relation to the administration of an Election.

### 43 Complaints and misconduct

- (1) If a Member has a complaint about another Member in relation to an Election under these Election Rules, the following may be submitted in writing to the Returning Officer either during the Election or prior to the declaration of the Election:
  - (a) state the ground of complaint and alleged offence;

- (b) outline the facts and evidence relied upon;
  - (c) state the remedy sought; and
  - (d) state the contact details of the complainant.
- (2) The Returning Officer may make any Determination in response to a complaint received or subject to their own investigation, in the Returning Officer's sole discretion, unless the complaint amounts to a breach of these Election Rules or Guild Misconduct, in which case, the Returning Officer must report the complaint in accordance with Chapter 7 of the Regulations.
  - (3) The Returning Officer must provide the complainant and the person the subject of the Determination with written notice of the Determination.

#### **44 Penalties**

- (1) Where an individual has, in the opinion of the Returning Officer, committed an offence, the Returning Officer shall have the power to, at their discretion:
  - (a) refer the matter to the Guild Misconduct Tribunal;
  - (b) remove a Candidate's submitted material from display for any duration;
  - (c) ban that person from any place associated with the Election;
  - (d) strike a Candidate's name from the ballot, where, in the opinion of the Returning Officer, such offence has undermined the integrity of the ballot for which that person is a Candidate so that a fair Election cannot occur; or
  - (e) take any other reasonable action or apply any reasonable penalty to ensure the fair conduct of the Election is maintained, including ordering a fresh Election where it is determined that the integrity of the ballot was compromised to an extent that a fair Election did not occur.

#### **45 Objections and Appeals**

- (1) Any objections to the Determination of the Returning Officer may be submitted to the Guild Misconduct Committee in accordance with the Regulations.
- (2) The Guild Misconduct Committee may overrule any Determination of the Returning Officer.
- (3) An Election is not invalid as a result of the Guild Misconduct Committee overruling a Determination of the Returning Officer.

## Chapter 11 – Amendments

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### **46 Proposing amendments**

- (1) The PSA Committee, Governance Committee or seven Members in writing, may propose amendments to these Election Rules, however, changes to these Rules must be approved by Guild Council.
- (2) The PSA Committee must call a General Meeting within four weeks of receiving a proposal to amend these Election Rules.

### **47 Members to vote on amendments**

Proposed amendments to these Election Rules must be passed by a two-thirds majority of present Members eligible to vote at a General Meeting of the PSA.

### **48 Commencement of new rules**

The amended Election Rules will come into force once approved at a PSA General Meeting and by Guild Council.

### **49 Changes to be recorded**

The approved amended version of these Election Rules must be placed in the Guild By-Laws, in accordance with the Regulations.

## Schedule 1 – Committee Members

| TABLE 1. PSA COMMITTEE |                             |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------|-----------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item                   | Position                    | Process of Election or Appointment             | Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Executive</b>       |                             |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1                      | PSA President               | Elected in accordance with the Election Rules. | <p>The role of the PSA President is to —</p> <ul style="list-style-type: none"> <li>(a) Be the nominal head of the PSA</li> <li>(b) Represent the Postgraduate student body at University Senate;</li> <li>(c) Call and convene all General Meetings and PSA Committee meetings;</li> <li>(d) Be available to Members;</li> <li>(e) Manage relations with sponsors or supporters of the PSA;</li> <li>(f) Coordinate the organisation of PSA activities;</li> <li>(g) Liaise with CAPA to ensure postgraduate representation at a national level;</li> <li>(h) Present a report at the AGM of the PSA;</li> <li>(i) Carry out other such duties as the PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and</li> <li>(j) Represent the postgraduate student body on the University Club of Western Australia Board of Advisors, or provide a nominee.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2                      | Vice-President (Coursework) | Elected in accordance with the Election Rules. | <p>The role of the Vice-President (Coursework) is to –</p> <ul style="list-style-type: none"> <li>(a) Assist the President in the performance of their duties;</li> <li>(b) Serve as liaison officer to Guild sub-committees when appropriate;</li> <li>(c) Attend Guild Education Council meetings;</li> <li>(d) Take responsibility for education issues pertaining to coursework postgraduates at the University;</li> <li>(e) Represent and promote the interests of postgraduates that include, but are not limited to, all higher degree by coursework students at the University;</li> <li>(f) Liaise with the PSA Faculty or PSA Board of Studies representatives;</li> <li>(g) Liaise with on-campus higher degree by coursework groups, including but not limited to Faculty Societies;</li> <li>(h) Implement PSA policies relating to higher degree by coursework students</li> <li>(i) Inform the PSA General Secretary of contact details for relevant higher degree by coursework groups;</li> <li>(j) Promote the interests of postgraduate students involved in tutorials, lectures and lab demonstrations;</li> <li>(k) Research and promote events and materials for higher degree by coursework groups</li> <li>(l) Attend a majority of General Meetings and PSA Committee Meetings;</li> </ul> |

| TABLE 1. PSA COMMITTEE |                             |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Item                   | Position                    | Process of Election or Appointment             | Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                        |                             |                                                | (m) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and<br>(n) Act as an Editor for the PSA Magazines, PostScript.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3                      | Vice-President (Research)   | Elected in accordance with the Election Rules. | The role of the Vice-President (Research) is to –<br>(a) Assist the President in the performance of their duties;<br>(b) Serve as liaison officer to Guild sub-committees when appropriate;<br>(c) Attend the Guild Education Council meetings;<br>(d) Take responsibility for education issues pertaining to research postgraduates at the University;<br>(e) Represent and promote the interests of postgraduates that include, but are not limited to, all higher degree by research students at the University;<br>(f) Liaise with the PSA Faculty or PSA Board of Studies representatives;<br>(g) Liaise with on-campus higher degree by research groups including but not limited to Faculty Societies;<br>(h) Implement PSA policies relating to higher degree by research students;<br>(i) Inform the PSA General Secretary of the contact details for relevant higher degree by research groups;<br>(j) Represent postgraduate students in matters affecting their appointment as teaching staff;<br>(k) Research and promote events and materials for higher degree by research groups<br>(l) Attend a majority of General Meetings and PSA Committee Meetings;<br>(m) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and<br>(n) Act as an Editor for the PSA Magazines, PostScript. |
| 4                      | Vice-President (Engagement) | Elected in accordance with the Election Rules. | The role of the Vice-President (Engagement) is to –<br>(a) Plan PSA social and networking events;<br>(b) Find sponsorship for PSA events;<br>(c) Coordinate the members of the Engagements sub-committee;<br>(d) Liaise with the President and General Secretary to propose an adequate budget for the coming year's planned events;<br>(e) Ensure that the PSA provides a variety of social and networking events that appeal to, and can be accessed by, a diverse range of postgraduates;<br>(f) Ensure that the PSA provides at least two social or networking events each semester;<br>(g) Attend a majority of PSA General Meetings and Committee Meetings; and<br>(h) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5                      | Vice-President (Welfare)    | Elected in accordance with the Election Rules. | The role of the Vice-President (Welfare) is to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| TABLE 1. PSA COMMITTEE |                   |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Item                   | Position          | Process of Election or Appointment             | Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                        |                   |                                                | <ul style="list-style-type: none"> <li>(a) Advocate for the welfare, mental health, and well-being of all postgraduate students at UWA, ensuring their concerns are represented at the university and Guild level.</li> <li>(b) Liaise with the University Student Guild Wellbeing Officer and relevant university support services to enhance postgraduate student access to welfare resources.</li> <li>(c) Work closely with the Vice-President (Coursework) and Vice-President (Research) to ensure welfare policies and initiatives effectively address the needs of both Higher Degree by Research (HDR) and Higher Degree by Coursework (HDC) students.</li> <li>(d) Organise at least two welfare-focused events or initiatives per semester, aiming to improve student well-being, mental health awareness, and access to support networks.</li> <li>(e) Serve as a primary point of contact for postgraduate students experiencing welfare-related issues, providing guidance on available support services.</li> <li>(f) Coordinate with Faculty and School representatives to ensure faculty-level welfare concerns are addressed and communicated to the PSA Executive.</li> <li>(g) Attend a majority of PSA General Meetings and PSA Committee Meetings.</li> <li>(h) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association, or Guild Council may reasonably direct.</li> </ul> |
| 6                      | General Secretary | Elected in accordance with the Election Rules. | <p>The role of the General Secretary is to –</p> <ul style="list-style-type: none"> <li>(a) Attend to any correspondence as appropriate;</li> <li>(b) Prepare all agendas, which must be available to the PSA Committee before the scheduled meeting;</li> <li>(c) Keep adequate minutes of all General Meetings, PSA Executive Meetings and PSA Committee meetings, including a record of the members present;</li> <li>(d) Follow up resolutions and actions of previous meetings prior to the meeting;</li> <li>(e) Contact Faculty and School Managers to ensure an up-to-date contact directory of Postgraduate Student Representatives;</li> <li>(f) Ensure an up-to-date contact directory of services available for postgraduate students;</li> <li>(g) Ensure that the PSA is informed about current issues in the University community and the higher education sector;</li> <li>(h) Work with the PSA President prepare the PSA budget submission for the Guild Council budget meeting;</li> <li>(i) Ensure timely payment of liabilities of the PSA;</li> <li>(j) Provide a report of all PSA accounts to the PSA Executive on a monthly basis or when deemed necessary by the PSA Executive;</li> <li>(k) Liaise with the Guild General Secretary in respect of the PSA budget;</li> <li>(l) Present a report at the PSA AGM;</li> </ul>                                                                                |

| TABLE 1. PSA COMMITTEE |                                 |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Item                   | Position                        | Process of Election or Appointment | Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                        |                                 |                                    | (m) Attend a majority of General Meetings and PSA Committee Meetings; and<br>(n) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Non-executive</b>   |                                 |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7                      | Equity Officer                  | Appointed by the PSA Executive     | The role of the Equity Officer is to –<br>(a) Represent the interests of postgraduate students at all appropriate Guild Committees including, but not limited to the Equity and Diversity Committee;<br>(b) Promote the interests of postgraduate students;<br>(c) Liaise with the PSA Executive in order to effectively represent equity groups and communicate their needs to the PSA;<br>(d) Liaise with on-campus equity groups and services;<br>(e) Liaise with CAPA and sector equity groups;<br>(f) Implement the Association's policy relating to postgraduate welfare issues;<br>(g) Inform the PSA General Secretary of contact details for relevant equity groups;<br>(h) Attend a majority of General Meetings and PSA Committee Meetings; and<br>(i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.                                |
| 8                      | International Students' Officer | Appointed by the PSA Executive     | The role of the International Students' Officer is to –<br>(a) Be an international student;<br>(b) Represent and promote the interests of international postgraduate students;<br>(c) Liaise with the PSA Executive in order to effectively represent international students and communicate their needs to the PSA;<br>(d) Liaise with the on-campus international students' groups including but not limited to the International Students' Department;<br>(e) Implement the PSA's policies relating to international students;<br>(f) Inform the PSA General Secretary of contact details for relevant international groups;<br>(g) Research and promote events and materials for international students;<br>(h) Attend a majority of General Meetings and PSA Committee Meetings; and<br>(i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct. |
| 9                      | Public Relations Officer (x2)   | Appointed by the PSA Executive     | The role of the Public Relations Officer is to –<br>(a) Liaise with the PSA Executive in order to effectively communicate appropriate information to postgraduates;<br>(b) Be responsible for updating, moderating and maintaining all social media which the PSA chooses to use, including but not limited to:<br>(i) PSA Website;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| TABLE 1. PSA COMMITTEE |                                                                                                                                             |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item                   | Position                                                                                                                                    | Process of Election or Appointment | Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                        |                                                                                                                                             |                                    | <ul style="list-style-type: none"> <li>(ii) PSA Noticeboard;</li> <li>(iii) PSA Facebook page; and</li> <li>(iv) PSA Instagram account.</li> </ul> <ul style="list-style-type: none"> <li>(c) Be responsible for the PSA's advertising;</li> <li>(d) Act as Editor-in-Chief of PostScript;</li> <li>(e) Design and print materials for PSA advertising purposes and as needed for events and activities;</li> <li>(f) Attend a majority of General Meetings and PSA Committee Meetings; and</li> <li>(g) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       |
| 10                     | Off Campus Officer                                                                                                                          | Appointed by the PSA Executive     | <p>The role of the Off Campus Officer is to –</p> <ul style="list-style-type: none"> <li>(a) Represent and promote the interests of postgraduates that include, but are not limited to external students, students located on the Albany and Nedlands campus and those centred elsewhere such as hospitals;</li> <li>(b) Liaise with the appropriate Faculty representatives of external students to ensure learning material and resources are available to off-campus students;</li> <li>(c) Promote a sense of unity between on-campus and off-campus postgraduate students;</li> <li>(d) Provide off-campus postgraduates with information about University and Guild services available to them;</li> <li>(e) Attend a majority of General Meetings and PSA Committee meetings by correspondence; and</li> <li>(f) Carry out such other duties as the PSA Executive, Postgraduate Students' Association Committee, or the Association may reasonably direct.</li> </ul>                                         |
| 11                     | A Higher Degree by Coursework Representative for each Board of Study of the University (as established by the University from time to time) | Appointed by the PSA Executive     | <p>The role of the Higher Degree by Coursework Representatives is to –</p> <ul style="list-style-type: none"> <li>(a) Liaise with the appropriate Faculty Societies to ensure that sufficient representation, advocacy and resources are available to students;</li> <li>(b) Liaise with postgraduate student representatives within each school of the University (<b>School</b>) as necessary;</li> <li>(c) Promote the establishment of postgraduate student representatives of Schools where they do not exist;</li> <li>(d) Inform the PSA General Secretary of contact details for School postgraduate representatives, and postgraduate students' groups;</li> <li>(e) Report to the PSA President and each PSA Committee Meeting on any relevant actions or activities within the Schools</li> <li>(f) Promote the interests of postgraduate students in the schools; and</li> <li>(g) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.</li> </ul> |
| 12                     | A Higher Degree by Research Representative for each Board of                                                                                | Appointed by the PSA Executive     | <p>The role of the Higher Degree by Research Representatives is to –</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| TABLE 1. PSA COMMITTEE |                                                                                                                 |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Item                   | Position                                                                                                        | Process of Election or Appointment | Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                        | Studies (as established by the University from time to time)                                                    |                                    | <ul style="list-style-type: none"> <li>(a) Liaise with the appropriate Faculty Societies to ensure that sufficient representation, advocacy and resources are available to students in each faculty;</li> <li>(b) Liaise with postgraduate student representatives within Schools;</li> <li>(c) Promote the establishment of postgraduate student representatives of Schools where they do not exist;</li> <li>(d) Inform the PSA General Secretary of contact details for School postgraduate representatives, and postgraduate students' groups;</li> <li>(e) Report to the PSA President and each Committee Meeting on any relevant actions or activities within the Schools</li> <li>(f) Promote the interests of postgraduate students in the Faculty; and</li> <li>(g) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.</li> </ul> |
| 13                     | Social Officers (x2)                                                                                            | Appointed by the PSA Executive     | <p>The role of the Social Officer is to –</p> <ul style="list-style-type: none"> <li>(a) In the absence of the Vice-President (Engagement), has all rights, privileges, powers and duties attaching to the position;</li> <li>(b) Assist the Vice-President (Engagement) to engage meaningfully with the Postgraduate Students at UWA</li> <li>(c) Assist the Vice-President (Engagement) to plan at least five social activities per semester;</li> <li>(d) Serve on the Engagement Sub-committee</li> <li>(e) Attend a majority of General Meetings and PSA Committee Meetings; and</li> <li>(f) Carry out such other duties as the PSA Committee or the Association may reasonably direct.</li> </ul>                                                                                                                                                                                           |
| 14                     | Two Welfare Officers<br><br>(One Higher Degree by Research student and One Higher Degree by Coursework student) | Appointed by the PSA Executive     | <p>The role of the Welfare Officer is to –</p> <ul style="list-style-type: none"> <li>(a) In the absence of the Vice-President (Welfare), has all rights, privileges, powers and duties attaching to the position;</li> <li>(b) Assist the Vice-President (Welfare) to engage meaningfully with the Postgraduate Students at UWA;</li> <li>(c) Assist the Vice-President (Welfare) to plan at least two welfare activities per semester;</li> <li>(d) Attend a majority of General Meetings and PSA Committee Meetings; and</li> <li>(e) Carry out such other duties as the PSA Committee or the Association may reasonably direct.</li> </ul>                                                                                                                                                                                                                                                     |
| 15                     | Grants and Awards Officer                                                                                       | Appointed by the PSA Executive     | <p>The role of the Grants and Awards Officer is to –</p> <ul style="list-style-type: none"> <li>(a) Be responsible for the Grants and Awards that are distributed by the PSA including the chairing of the Grants and Awards sub-committee;</li> <li>(b) Ensure that all guidelines relating to Grants distributed are kept up to date and published on the Guild Website;</li> <li>(c) Work together with the General Secretary to ensure that all monies are distributed accurately and in a timely manner;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |

| TABLE 1. PSA COMMITTEE |                                                         |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Item                   | Position                                                | Process of Election or Appointment                                                                                                                                                                                     | Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                        |                                                         |                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>(d) Be responsible for co-ordinating grants and awards with relevant external bodies;</li> <li>(e) Be held responsible to the General Secretary regarding any grants and awards material for PSA;</li> <li>(f) Assist the General Secretary to carry out functions of the PSA committee;</li> <li>(g) Attend a majority of General Meetings and PSA Committee Meetings; and</li> <li>(h) Carry out such other duties as the PSA Committee or the Association may reasonably direct.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 16                     | Sustainability Officer                                  | Appointed by the PSA Executive                                                                                                                                                                                         | <p>The role of the Sustainability Officer is to –</p> <ul style="list-style-type: none"> <li>(a) Assist the General Secretary to ensure that the PSA committee is carrying out it's functions in the most sustainable manner possible;</li> <li>(b) Provide a sustainability report of the PSA's activities for the Guild year at the annual general meeting;</li> <li>(c) Attend a majority of General Meetings and PSA Committee Meetings; and</li> <li>(d) Carry out such other duties as the PSA Committee or the Association may reasonably direct.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 17                     | Aboriginal and Torres Strait Islander Students' Officer | Appointed by the Western Australian Aboriginal Students' Corporation, or where they are unable or unwilling to appoint such a person, the WASAC Chair shall hold the position until a suitable candidate is appointed. | <p>The role of the Aboriginal and Torres Strait Islander Students' Officer is to –</p> <ul style="list-style-type: none"> <li>(a) Promote and represent the interests of Aboriginal and Torres Strait Islander postgraduate students;</li> <li>(b) Liaise with the PSA Executive in order to effectively represent Aboriginal and Torres Strait Islander students and communicate their needs to the PSA;</li> <li>(c) Liaise with the School of Indigenous Studies;</li> <li>(d) Liaise with the National Aboriginal &amp; Torres Strait Islander Postgraduate Association (<b>NATSIPA</b>);</li> <li>(e) Liaise with the WA Student Aboriginal Corporation (<b>WASAC</b>);</li> <li>(f) Implement the PSA's policies relating to Aboriginal and Torres Strait Islander students;</li> <li>(g) Seek to organise at least one event focused on Aboriginal and Torres Strait Islander students per year;</li> <li>(h) Attend a majority of General Meetings and PSA Committee Meetings; and</li> <li>(i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.</li> </ul> |