



Rules of the UWA Student Guild Residential Students' Department

Approved by Guild Council on 1 December 2025

These Rules are made by the Guild Council, as the governing authority of the Guild, under regulation 40 of the Regulations.

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Chapter 1 — Preliminary

1 Name

- (1) The formal name of the Department shall be Residential Students' Department.
- (2) The Department may also choose to go by RSD.

2 Objectives

- (1) The objectives and reasons for the establishment of the Department are:
 - (a) Represent and advocate for residential students residing at the colleges;
 - (b) Support Residential Associations in achieving their distinct objectives and aims;
 - (c) Provide a link between the Guild Council and residents of College Row;
 - (d) Conduct, contribute to, and facilitate key events and initiatives that encourage positive inter-college interaction;
 - (e) Encourage and assist residential students to engage with the Guild, University, and the wider community; and,
 - (f) Ensure access to Guild services for residential students.

3 Authorisation

These Rules are made by the Guild Council under the Regulations.

4 Commencement

These Rules take effect on 1 December 2025.

5 Interpretation and Definitions

- (1) In this Constitution, unless the contrary intention appears:

College Row or the colleges means the five residential colleges affiliated with the University, being St. George's College, St. Thomas More College, University Hall, St. Catherine's College, and Trinity Residential College;

Committee means the management committee of the Department established under Chapter 3;

Committee Member means a member of the Committee as set out in Schedule 1;

Department means the department referred to in rule 1;

Department Member has the meaning given to that term in rule 7(1);

Department Officer has the meaning given to it in the Regulations and, for the purpose of these Rules, is the Head of the Department;

Election Regulations means the current University Student Guild Electoral Regulations;

Election Roll means the list of people eligible to vote in the election of the head of department;

Fresher Representative means a resident in their first year at a college who has been elected or appointed by their College to represent other first year residents of their college;

Governance Committee means the Governance Committee of the Guild Council;

Guild or Student Guild means the Student Guild as established by section 28(1) of the University Act;

Guild Administration means the Guild's employees under the management of the Guild's Managing Director or their nominee;

Guild Council means the governing body of the Guild constituted under the University Statute;

Guild Misconduct Tribunal means the Guild Misconduct Tribunal referred to in the Regulations;

Guild Officer means any elected or appointed officer of Guild Council, a Subsidiary Council, a Guild Department, Guild Committee, or any other committee or division of the Guild;

Guild Regulations means the Student Guild Regulations and the Election Regulations;

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

Register of Committee Members means the register of Committee Members referred to in rule 10;

Regulations means the University Guild Regulations approved by the Senate of the University;

Resident or **Residential Student** means a person currently entitled to live on College Row and enrolled to study at any Western Australia Tertiary Education Provider;

Residential Association means an organisation established within a residential college that represents the residents of that college, or when no such organisation exists, the equivalent function of the college administration;

Residential Students' Department (RSD) President is the informal name given to the Head of the Department.

Rules means these rules of the Department;

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;

Subcommittee means a subcommittee of the Committee established under rule 18;

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 means any day other than a —

(a) Saturday;

(b) Sunday;

(c) day specified in the University calendar as a University holiday; and

(d) University's annual shut-down period as determined by the University's executive each year.

(2) Terms capitalised but not defined in these rules have the meaning given to those terms in the Guild Regulations, as amended or replaced from time to time.

6 Compliance

(1) The Department and Department Members must comply with the Guild Regulations and the Guild By-Laws and these Rules.

(2) These Rules forms part of the Guild By-Laws and are subject to the approval of Guild Council.

Chapter 2 – Membership

7 Membership

- (1) A person who is a resident of College Row and a student of UWA who is also an Ordinary Member of the Guild shall be deemed to have Ordinary Membership to the Department for so long as they are a resident (**Department Member**).
- (2) A person who is a resident of College Row and a student of a non-UWA tertiary education provider shall be deemed to have Associate Membership to the Department for so long as they are a resident. (**Associate Member**)
- (3) Associate Members are eligible to attend Department events but shall not be eligible for benefits and/or privileges granted to Ordinary Members of the Department within these rules unless otherwise specified.
- (4) Only Ordinary Members of the Department have the right to apply for any position outlined within these rules unless otherwise specified.
- (5) There shall be no fee payable by Department Members for Membership of the Department.

8 Suspension of Membership

- (1) A Student's right to be a Department Member or Associate Member and any other right under these Rules shall be suspended for the duration that the Student:
 - (a) is suspended by the University; or
 - (b) is suspended by the Guild in accordance with the Regulations.

9 Complaints and misconduct

- (1) If a Department Member has a complaint about another Department Member, or a Committee Member including the Head of Department, the following may be submitted to the Chair of the Guild's Governance Committee:
 - (a) the nature of the complaint;
 - (b) outline of the facts and evidence relied upon for the complaint;
 - (c) the remedy sought; and
 - (d) the contact details of the complainant.
- (2) The Guild Governance Committee may deal with the complaint at its discretion, unless the complaint amounts to a breach of these Rules or Guild Misconduct, in which case, the Guild Governance Committee must report the complaint in accordance with Chapter 7 of the Regulations.

- (3) Any Department Member who suspects that another Department Member has contravened these Rules or otherwise engaged in Guild Misconduct must report it in accordance with Chapter 7 of the Regulations.

10 Maintaining a Register of Committee Members

- (1) The Committee must maintain a Register of Committee Members and any associated committees of the Department.
- (2) The Register of Committee Members must include each Committee Member's full name and University email address.
- (3) The Register of Committee Members must be stored in the Department's Microsoft Teams.
- (4) The Register of Committee Members must be sent to the Guild General Secretary after initial appointments.
- (5) The Guild General Secretary must be notified of any changes to the Committee.

Chapter 3 – Committee

11 Management of the Department

- (1) The Committee may exercise all the powers of the Department, except the power to amend these Rules.
- (2) The Committee may propose amendments to these Rules, however, changes to these Rules must be approved by the Governance Committee and subsequently Guild Council.
- (3) All Committee Members must comply with any policies, governance rules and codes of conduct as developed by the Committee, the Guild, and the University.

12 Composition of Committee

- (1) The Committee must consist of the following Guild Officers:
 - (a) Head of Department;
 - (b) Deputy-Head of Department;
 - (c) Secretary.
 - (d) up to 10 Ordinary Committee Members.
 - (e) up to 5 College Representatives.
 - (f) up to 5 Fresher Representatives.
- (2) The positions listed in rules 12(1)(a) - (c) are considered the Executive of the Committee.
- (3) The Committee may invite a person to attend and contribute to one or more Committee Meetings if the Committee reasonably believes the person's attendance will assist in achieving the Committee's Objectives. An invitation may be extended for a single meeting, for a specified set of meetings, or for ongoing attendance, but the invitation does not confer membership to the Committee and must expire no later than the end of that Guild Year.
- (4) An invited person may participate in discussions at the discretion of the Chair but is not entitled to vote at the meeting. Attendance under an invitation does not confer any ongoing rights, continuing attendance entitlements, or membership, and any invitation must end at the close of that Guild Year unless renewed.
- (5) The term of the Committee Members shall expire at the end of the last day of the Guild Year of the year in which they are appointed.
- (6) The powers and responsibilities of the Committee Members are set out in Schedule 1 in these Rules.

13 Election of Head of Department

- (1) The Head of Department will be elected by Department Members as set out in Chapter 6.
- (2) The Head of Department is not eligible to hold office if they have previously held the same position for a period exceeding 6 months.
- (3) Vacancy of the Head of Department:
 - (a) The Committee are obliged to undertake the steps outlined in rule 15.
- (4) The Head of Department must be an Ordinary Member of the Department.

14 Appointment of Committee Members

- (1) College Representatives and Fresher Representatives will be selected by the relevant college's Residential Association processes.
 - (a) The individuals provided by the relevant college's Residential Association will assume office immediately.
 - (b) If the Residential Association does not provide a College Representative or Fresher Representative, the Committee will seek to fill these positions by other means of appointment.
- (2) The notice for nominations will be published at the discretion of the Head of Department, so long as the notice is published before March of the Guild Year.
- (3) The notice for nominations should be made accessible by relevant social media channels and the Guild website.
- (4) Candidates for positions on the Committee must submit a written nomination to the Head of Department within 14 University Working Days after the notice for nominations has been published.
- (5) If one or more Committee positions remain vacant after the close of nominations the Head of Department may publish a further notice calling for nominations for those vacant positions at any time during the Guild Year.
- (6) Only Ordinary Department Members are eligible to nominate for Executive Committee positions.
- (7) The newly elected Head of Department will organise interviews as part of the appointment process for the Executive Committee positions.
- (8) The executive must comprise of 3 Ordinary Members who are all from unique Residential Colleges.
- (9) Associate Department Members are eligible to nominate for Ordinary Committee Members.

- (10) Ordinary Committee Members will be appointed by vote of the existing Committee Members.
- (11) A Committee Member holds office until the conclusion of the relevant Guild Year in which they are appointed.

15 Committee vacancies

- (1) The position of any Committee Member will be vacated if the holder of that position:
 - (a) resigns by notice in writing to the Committee;
 - (b) no longer meets the criteria to be an Associate Member or Department Member;
 - (c) has their Membership rights suspended under rule 8; or
 - (d) is absent for more than three Committee Meetings in the same Guild Year, of which they have received notice, without a reasonable reason which is accepted by the Committee.
- (2) The Committee may act despite a vacancy occurring in any position on the Committee as long as the Head of Department is not vacant.
- (3) The Committee may fill a position that has become vacant under this rule 15 in accordance with the appointment process in rule 14. Any person who fills a vacancy in these circumstances holds office until the conclusion of the relevant Guild Year in which they are appointed.
- (4) Within 14 days of ceasing to be a Committee Member, the outgoing Committee Member must transfer all relevant documents, records and assets of the Department in their possession, custody or control (if any) to the incoming Head of Department or other Committee Member nominated and authorised by the Committee.

16 Head of Department vacancies

- (1) The position of Head of Department will be vacated if the holder of that position:
 - (a) resigns by notice in writing to the Guild General Secretary;
 - (b) no longer meets the criteria to be a Department Member;
 - (c) has their Membership rights suspended under rule 8; or
 - (d) is absent for more than three Committee Meetings in the same Guild Year, of which they have received notice, without a reasonable reason which is accepted by the Committee.
- (2) The replacement Head of Department will be appointed by Guild Council under the recommendation of the Governance Committee with an eligible Department Member.

- (a) The Governance Committee must consult with the Department Committee regarding eligible candidates.
- (3) Within 14 days of ceasing to be the Head of Department, the outgoing Head of Department must transfer all relevant documents, records and assets of the Department in their possession, custody or control (if any) to the incoming Head of Department or other Committee Member nominated and authorised by the Committee.

17 Inter-College Council

- (1) The objectives of the Inter-College Council is to:
 - (a) Raise administrative issues;
 - (b) Provide a forum for communication between Residential Associations or equivalent and the Department Executive; and
 - (c) Provide feedback and advice to the Guild and their delegated representatives on the overall satisfaction of residential students.
- (2) The membership of the Inter-College Council is constituted of:
 - (a) Head of Department;
 - (b) Deputy-Head of Department;
 - (c) Secretary;
 - (d) President of each Residential Association;
 - (e) In the case of a Residential College not having a Residential Association President, a representative approved by the Head of Department; and
 - (f) Any other person the Head of Department deems to help further the role of the Inter-College Council
- (3) Notice for Meetings must be five University Working Days.
- (4) The Head of Department is to preside as Chair of the Inter-College Council meetings; where the Head of Department cannot or elects not to Chair the meeting then the Deputy-Head of Department will preside as Chair.
- (5) Quorum for an Inter-College Council Meeting is four members, two of whom must be the Department Executive.
- (6) The Inter-College Council must meet at least once per Semester.
- (7) Proxying
 - (a) A Residential Association President may only proxy their attendance to another executive from their committee subject to (b).

- (b) In the case of that member having no executive committee they may proxy to another Ordinary Member of the Department from their residential college.

18 Subcommittees

- (1) The Committee may establish Subcommittees to advise the Department on any matter relating to the Department.
- (2) Unless inconsistent with these Rules, the Committee may:
 - (a) appoint and remove Subcommittee members, or make provision for the appointment and removal of Subcommittee members;
 - (b) specify that the Subcommittee consists of a single person or a number of persons; and
 - (c) determine the functions of any Subcommittee.
- (3) If the Committee establishes a Subcommittee for a particular matter then the Committee must obtain the opinion of that Subcommittee before the Committee makes any decision on that matter.
- (4) The opinion or decisions of a Subcommittee are recommendations only and do not bind the Committee in any way.
- (5) The Committee may make and amend rules for each Subcommittee.

Chapter 4 – Meetings

19 Committee Meetings

- (1) The Committee will meet together to conduct the Department's business as often as the Head of Department, or in the Head of Department's absence, the Deputy-Head of Department determines, provided that the Committee meets at least fortnightly.
- (2) Subject to these Rules, the Committee Members present at a Committee Meeting must determine the procedure and order of business to be followed at the Committee Meeting. The Guild Standing Orders shall be used when the Committee cannot reach a conclusion or by a majority vote of Committee Members present and voting.
- (3) The Committee may hold a Committee Meeting at two or more venues using any technology that gives the Committee Members and any invitees who are entitled to be heard at a Committee Meeting a reasonable opportunity to participate.
- (4) The Secretary or any other person nominated and authorised by the Head of Department is responsible for providing notice of Committee Meetings. All Committee Members must be given not less than three days' notice of every Committee Meeting, except where all of the Committee Members unanimously consent to shorter notice being given.
- (5) A quorum of a Committee Meeting is a majority of Committee Members. If a quorum is not obtained within 30 minutes of the time appointed for the Committee Meeting, the Committee Meeting will lapse.
- (6) At every Committee Meeting the Head of Department, or in the Head of Department's absence the Deputy-Head of Department, will preside as chairperson of the Committee Meeting.
- (7) In the absence of both the Head of Department and the Deputy-Head of Department, the remaining Committee Members must elect a Committee Member to preside as chairperson.
- (8) Every Committee Member present at a Committee Meeting has one vote. Any resolution put forward at a Committee Meeting must be passed by a majority of the Committee Members present and entitled to vote at the Committee Meeting.
- (9) The Committee may pass a circular resolution without a Committee Meeting being held. A circular resolution is passed if a majority of the Committee Members entitled to vote on the resolution sign or otherwise agree to the resolution as follows:
 - (a) Each Committee Member may sign:
 - (i) a single document setting out the resolution and containing a statement that they agree to the resolution; or

- (ii) separate copies of that document, provided that the wording of the resolution is the same in each copy.
 - (b) The Department may send a circular resolution by electronic means to the Committee Members, and the Committee Members may agree to the resolution by sending an electronic reply to that effect, including the text of the resolution in their reply.
- (10) Where it is not explicitly set out in these Rules; or confusion arises during a meeting; or there is an inconsistency pertaining to these Rules, then the Standing Orders of the Guild are to be used to rectify these issues.

20 Validity of act of the Committee

All acts done at any Committee Meeting or by the Committee will, despite the fact that it is subsequently discovered that there was some defect in the appointment of any Committee Member or that any Committee Member was disqualified, be valid as if the defect did not in fact exist or the Committee Member was not disqualified, as the case may be.

21 Minutes of meetings

- (1) The Secretary must cause proper minutes of all proceedings of every Committee Meeting to be signed and recorded within 30 days after the closing of the meeting. The minutes must contain:
 - (a) the full names of all Committee Members or standing invitees present (as applicable); and
 - (b) an outline of what was discussed; and
 - (c) all appointments reported to have been made; and
 - (d) all resolutions made or passed by the meeting.
- (2) If the Secretary is not present at the meeting, the Committee must nominate and authorise a person to be responsible for taking minutes for that particular meeting.
- (3) The minutes must be accepted in the subsequent Committee Meeting.
- (4) Once the minutes have been accepted, they must be stored in the Department's Microsoft Teams.
- (5) Committee Meeting minutes must be made available to the Guild's Administration upon request.

Chapter 5 - Miscellaneous

22 Funding

- (1) Funding of the Department is to be determined by Guild Council in accordance with the Student Guild Regulations.
- (2) The Department will not have or operate an external bank account separate from the Guild.
- (3) The Department must comply with all Guild Finance Department financial reporting, policies, procedures and audit requirements.

23 Notices

- (1) A notice under these Rules is deemed to be properly served if the notice is addressed and delivered to the Department Member as per the details contained in the Register of Members.
- (2) The non-receipt of, or the omission to send to any Department Member or Committee Member, any notice or other document required to be sent under these Rules does not invalidate a Committee Meeting.
- (3) A notice may be served on the Department by either email, post or personal delivery to the Secretary or Head of Department.

Chapter 6 - Department Election Rules

24 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, a Director or Associate Director of the Guild or their nominee must act as Returning Officer.
- (3) The Returning Officer may not be a residential student within the last 10 years.
- (4) The Returning Officer may interpret this Chapter 6 to the extent necessary to conduct the Election, provided any interpretation is consistent with the Guild Regulations and the Election Regulations.
- (5) The Returning Officer is responsible for considering any complaint alleging misconduct, and making a determination in respect of any misconduct, in relation to the administration of the Election.
- (6) A complaint about Election misconduct must be submitted to the Returning Officer either during the Election or prior to the declaration of the poll. The complaint must:
 - (a) State the ground(s) of complaint and alleged misconduct;
 - (b) Outline the facts and evidence relied upon;
 - (c) State the remedy sought; and
 - (d) Be in written form.
- (7) If the complaint is relating to the Returning Officer then it must be submitted to the Guild's Governance Committee in the process outlined in 24(6).
- (8) The Returning Officer must determine the dates of the Election period and polling period.

25 Eligibility

- (1) Only Ordinary Members of the Residential Students' Department are eligible to nominate for the position of Head of Department
- (2) An individual is deemed to be ineligible if they have previously held the same position for a period exceeding 6 months.

26 Nominations

- (1) A notice inviting nominations shall be posted in the Guild Newsletter and on the Department's social media 10 University Working Days before the set date of the election period of the Department.

- (2) Nomination instructions shall be made available on the UWA Student Guild website and on the Department's social media.
- (3) The nomination period shall close two University days before the set date of the election period of the Department.
- (4) If only one person has nominated for the Head of Department after the close of the nomination period, that person will be deemed to have been elected unopposed into that position.
- (5) Nominees may withdraw their nominations up until the start of the polling period.
- (6) Nomination withdrawals shall be submitted to the Returning Officer in writing.

27 Ballot Papers

- (1) Ballot papers shall be created in accordance with Guild Election Regulation 621(1).
- (2) The handling of ballot papers shall be in accordance with Guild Election Regulation 621(4).

28 Campaigning

- (1) Campaigning in relation to an Election may only be undertaken by candidates. A candidate must not campaign on behalf of another candidate, and no person may campaign on behalf of a candidate.
- (2) Candidates may campaign through the following means:
 - (a) Speaking about their nomination in private to other Department Members.
 - (b) The online publication of a single-sided A4 broadsheet which may include information about the candidate and their policies, and which must be approved by the Returning Officer in writing before upload.
 - (c) Sending private messages about their nomination to other members and,
 - (d) Broadsheets posted by the Department on the Department's social media page(s).
- (3) All candidates are subject to the University Charter of Student Rights and Responsibilities and conduct misaligned with this policy may subject nominees to disciplinary action according to the Guild's Discipline Policy.
- (4) There shall be no printed or physical election materials.
- (5) Broadsheets must be submitted to the Returning Officer before the commencement of the polling period.

29 Voting

- (1) Only Ordinary Members of the Department are able to vote at the Department Elections.
- (2) Voting must be done by secret ballot.
- (3) Positions on the ballot paper shall be randomly drawn by the Returning Officer or their delegate at least 1 University Day before the polling period begins.
 - (a) Candidates (or their nominee) may request to witness the ballot draw by providing written request at least 2 University Days prior to polling.
- (4) Votes shall be conducted by optional preferential representation as set out by Schedule 2 in the Guild Election Regulations.
- (5) Voting rights are non-transferrable.
- (6) Ordinary Members must present both their UWA student ID and proof of residence at a college at the polling booths in order to vote.
 - (a) Proof of residence is considered a document issued by the colleges with their seal affixed and/or letter head. This includes:
 - (i) Letter of residency;
 - (ii) A current invoice from the year of election;
 - (iii) Tenancy agreement;
 - (iv) Letter of Residency Confirmation from the Head or Deputy Head of College or their equivalent;
 - (v) any document or written correspondence that will satisfy the Returning Officer or their delegate on the polling booth of current residential status.

30 Polling

- (1) Polling must take place:
 - (a) On a University Day;
 - (b) Between 10am and 4pm; and
 - (c) At the Guild Student Centre.
- (2) Polling must be held for an accumulative 8 hours in total, and must be held across at least two days.
- (3) The schedule of polling time must first be publicised two weeks prior to the polling period by the Head of Department on behalf of the Returning Officer.

- (4) The polling times must as be posted on the Department's social media and Guild website.

31 Appeals

- (1) Objections to the determination of the Returning Officer must be submitted in writing to the Governance Committee within 5 days from the date of the determination and must:
 - (a) State the ground or grounds of objection from the determination;
 - (b) Summarise the basis for each ground or grounds;
 - (c) Outline the facts and evidence relied upon;
 - (d) State the remedy sought; and
 - (e) State the contact details of the complainant.

Schedule 1 – Committee Members

Item	Position	Process of Election	Role
1.	Head of Department	Elected from the process outlined in Chapter 6 of these Rules	<p>(1) In addition to any provision set out in these Rules, the role of the Head of Department is:</p> <ul style="list-style-type: none"> (a) being the Department Officer for the purposes of the Guild Regulations; (b) being the Residential Students' Department (RSD) President; (c) calling and convening all Committee Meetings of the Department; (d) representing the interests of the Department at, and reporting to, the Guild Council; (e) acting as chairperson of Committee Meetings of the Department; (f) managing relations with sponsors or supporters of the Department; (g) coordinating the organisation of Department activities, including but not limited to the appointment of Committee Members, writing briefs and motions as required, and organising events; (h) ensuring careful management of the Physical assets of the Department; (i) having complete oversight and being financially responsible for the Department; (j) attend the monthly Guild Council Meeting as a standing invitee and submit a report; (k) any other duties as agreed with the Committee, as long as they are consistent with these Rules.
2.	Deputy-Head of Department	Appointed by the Head of Department in accordance with these Rules	<p>(1) In addition to any provisions set out in these Rules, the role of the Deputy-Head of Department is:</p> <ul style="list-style-type: none"> (a) assisting the Head of Department in the performance of their duties; (b) being the Residential Students' Department (RSD) Vice-President (c) undertaking all Head of Department duties necessary for the day-to-day administration of the Department during any Head of Department absence; (d) attending a majority of Committee Meetings of the Department; (e) liaising with the Committee Members to propose an adequate budget for the coming year's planned events; (f) organising Department activities, including but not limited to writing reports and organising events;

Item	Position	Process of Election	Role
			<ul style="list-style-type: none"> (g) acting as the primary liaison between the Department and other Guild Departments and UWA Clubs; (h) any other duties as agreed with the Committee.
3.	Secretary	Appointed by Head of Department in accordance with these Rules	<p>(1) In addition to any provisions set out in these Rules, the role of Secretary is:</p> <ul style="list-style-type: none"> (a) co-ordinating the correspondence of the Department; (b) consulting with the Head of Department regarding the business to be conducted at each Committee Meeting; (c) preparing the notices and agendas required for Committee Meetings; (d) maintaining full and accurate minutes of Committee Meetings, including a record of the Department Members present; (e) following up on resolutions and actions required as a result of Committee Meetings; (f) ensuring the Department is informed about current issues in the University community and the higher education sector; (g) ensuring that any amounts payable to the Department are collected and issuing receipts for those amounts in the Department's name; (h) ensuring that any payments to be made by the Department that have been authorised by the Committee are made on time; (i) liaising with the General Secretary of the Guild in respect of the Department's budget; (j) attending a majority of Committee Meetings; (k) any other duties as agreed with the Committee. <p>(2) If the Secretary elects not to hold the financial responsibilities as outlined in (g)-(i) the Committee may, by majority vote, assign these duties to a Committee Member. That Committee Member will then take over budget, financial reporting and financial management of the Department.</p>
4.	Ordinary Committee Member	Appointed by the Head of Department in accordance with these Rules	<p>(1) In addition to any provisions set out in these Rules, the role of Ordinary Committee Member is:</p> <ul style="list-style-type: none"> (a) assisting the office holders of the Department and have the duties given to them by the Committee; and (b) attending a majority of Committee Meetings.

Item	Position	Process of Election	Role
			(2) An Ordinary Committee Member may undertake financial responsibility for the Department as appointed by the Committee.
5.	College Representative	Appointed by a College's Student Association and subsequently appointed by the Head of Department	(1) In addition to any provisions set out in these Rules, the role of College Representative is: <ul style="list-style-type: none"> (a) Communicate the interests and opinions of the College which they are representing; (b) Communicate the activities and events of the Department to their respective College; (c) Act as an Ordinary Committee Member.
6.	Fresher Representative	Appointed by a College's Student Association and subsequently appointed by the Head of Department	(1) In addition to any provisions set out in these Rules, the role of Fresher Representative is: <ul style="list-style-type: none"> (a) To be an Ordinary Committee Member (b) Represent the Fresher cohort from the College which they have been appointed from