



**UWA STUDENT GUILD**

The University of Western Australia

M300, 35 Stirling Highway |

Crawley, WA 6009 (08) 6488

2295 |

hello@guild.uwa.edu.au

facebook.com/UWASStudentGuild | @UWASStudentGuild



## International Student Department Rules

**Commencement Date:** 27/07/2020

**Review Date:** 30/10/2021

**Division/Person Responsible:** International  
Students Department

**Category:** Department Rules

**Relevant Regulation(s):** r. 7.3.2; r. 7.3.3

**Approval Authority:** Guild Council

## **1. THE NAME OF THE ORGANISATION**

1.1. The name of the organization shall be the International Students Department (I.S.D).

1.2. I.S.D shall be a department of the UWA Student Guild.

## **2. DEFINITIONS AND INTERPRETATIONS**

### 2.1. Definitions

2.1.1. "Affiliates" means any multicultural student society registered with the Guild and any international representative of the recognised residential colleges and faculty societies attached to UWA.

2.1.2. "Guild" means the Guild of Undergraduates referred to in the University of Western Act 1911 and UWA Guild Regulations, recognising that both undergraduate and postgraduate students of the University are encompassed by the "Guild" or "Student Guild", as it may also be known.

2.1.3. "International Students" means any student who entered Australia with a valid student visa and is currently enrolled in a course at the University.

2.1.4. "International Students Council" means the Council of International Students made up of a representative of the affiliates. It may also be known as "ISC".

2.1.5. "ISD President" means the President of ISD, elected in accordance with the Guild Election Regulations at the Annual general elections.

2.1.6. "Student Society" means 'Student Society' referred to in section 1.1 of the UWA Guild Regulations.

### 2.2. Interpretations

2.2.1. In these regulations, unless the context otherwise dictates:

(a) The singular includes the plural and vice versa, and a gender includes other genders;

- (b) A reference to a Statute or the Act, ordinance, code or other law or other legislation includes regulations and other instruments under it and may consolidations, amendments, re-enactments or replacements of any of them; and
- (c) The meaning of general words is not limited by specific examples introduced by including, for example or similar expressions.

### **3. AIMS OF THE ORGANISATION**

3.1. The aims of the ISD Committee are:

- 3.1.1. To be the peak representative body of all international students on campus;
- 3.1.2. To foster co-operation amongst international students and also between international and other students on campus;
- 3.1.3. To encourage discussion and act on matters of interest to international students, including social awareness;
- 3.1.4. To promote the welfare of international students;
- 3.1.5. To work on implementing approved policies of the ISC; and
- 3.1.6. To work on implementing approved policies of the Council of International Students Australia (CISA), subject to the approval of the ISD.

### **4. INTERNATIONAL STUDENTS DEPARTMENT COMMITTEE**

4.1. A member of the ISD Committee, including the ISD President, shall hold office from 1st December to 30th November of the subsequent year.

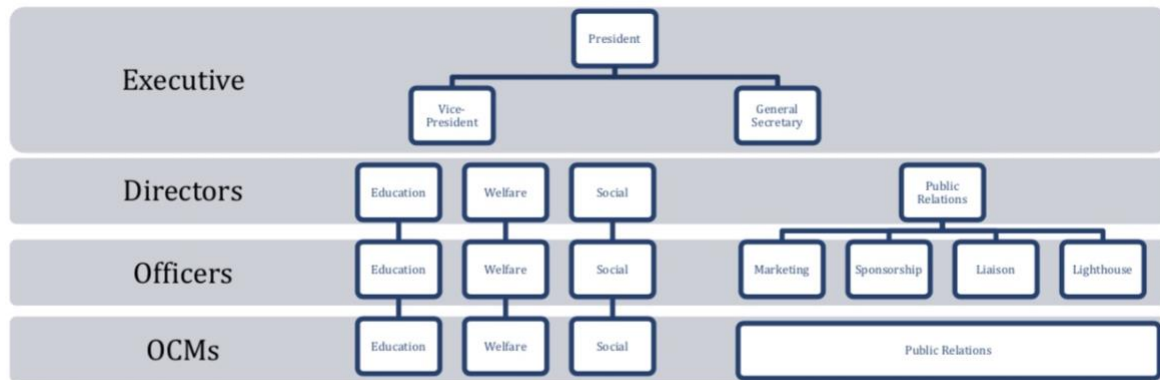


Table 1: ISD Committee Structure

#### 4.2. The ISD Executive as a whole shall:

- 4.2.1. Draw up the ISD Budget prior to the first semester meeting of the ISD Committee. The budget shall be referred to the General Secretary of the Guild for consideration prior to its presentation to the Guild Council;
- 4.2.2. Be responsible to attend all meetings in relation to international students' matters and to duly report on such matters to the ISD; and
- 4.2.3. Be responsible for the formulation of plans to fulfil the aims of the organisation outlined in section 3 of the ISD constitution.

#### 4.3. The ISD President shall, including but not limited to:

- 4.3.1. Head the International Students Department, and be responsible for reporting to the Executive all matters relevant to international students in order to facilitate the organisation's functional efficiency;
- 4.3.2. Represent and be the official spokesperson of all international students on matters pertaining to international students in the Guild;
- 4.3.3. Provide a written report on the activities undertaken by ISD to the Guild
  - 4.3.3.1. When such a report is requested by the Guild
  - 4.3.3.2. At ISC Meetings
  - 4.3.3.3. On ISD's social media channels at least once a month

- 4.3.4. Shall attend UWA Guild Education and Societies Council Meetings; FABLE Meetings, or any other meetings held by Guild or the University which they are invited to sit on;
- 4.3.5. Work with the Council of International Students Australia (CISA) as they see fit; and
- 4.3.6. May co-authorise all financial accounts with the General Secretary.

4.4. The Vice-President shall, including but not limited to:

- 4.4.1. In the absence of the ISD President, has all rights, privileges, powers and duties attaching to the position;
- 4.4.2. Be the prime assistant to the ISD President in the co-ordination of all Portfolios; and
- 4.4.3. Undertake any other tasks assigned by the ISD President.

4.5. The General Secretary shall, including but not limited to:

- 4.5.1. Be responsible for all administrative duties in the ISD office;
- 4.5.2. Be responsible for all correspondence taken by the ISD Executive
- 4.5.3. Call all ISD Executive and Committee meetings as required in accordance with these Regulations;
- 4.5.4. Be responsible for maintaining a record of all ISD Executive, Committee and Council meetings and activities
- 4.5.5. Co-authorize all incoming and outgoing accounts with the ISD President before getting approval from the Guild President;
- 4.5.6. Supervise the ISD Executive in the preparation of a Budget submission upon taking office;
- 4.5.7. Be responsible for any budget review, as directed by the UWA Student Guild;
- 4.5.8. Present the ISD Financial Report at ISD Executive and Committee meetings, and AGM;
- 4.5.9. Be responsible for any tenancy matters; and
- 4.5.10. Undertake any other tasks assigned by the ISD President.

4.6. The Social Director shall, including but not limited to:

- 4.6.1. Be responsible for the co-ordination of the Social Portfolio;
- 4.6.2. Be responsible for the planning, delegating and supervision of the events held by the Social Portfolio
- 4.6.3. Be responsible to publicise and make international students aware of the role of ISD;
- 4.6.4. Assist the General Secretary in the preparation of a Budget submission upon taking office;
- 4.6.5. Present a written report on all social activities undertaken at ISD Committee meetings, and AGM;
- 4.6.6. Undertake any other tasks assigned by the ISD President; and

4.7. The Social Officer shall, including but not limited to:

- 4.7.1. In the absence of the Social Director, has all rights, privileges, powers and duties attaching to the position;
- 4.7.2. Assist the Social Director to publicise ISD to international students;
- 4.7.3. Assist the Social Director to plan at least two social activities per semester; and
- 4.7.4. Undertake any other tasks assigned by the ISD Executive.

4.8. The Welfare Director shall, including but not limited to:

- 4.8.1. Be responsible for the co-ordination of the Welfare Portfolio;
- 4.8.2. Be responsible for the planning, delegating and supervision of the events held by the Welfare Portfolio;
- 4.8.3. Be responsible to publicise ISD and to make international students aware of the role of ISD;
- 4.8.4. Shall correspond with the UWA Student Guild Welfare Officer;

- 4.8.5. Assist the General Secretary in the preparation of a Budget submission upon taking office;
- 4.8.6. Present a written report on all welfare activities undertaken at ISD Committee meetings, and AGM; and
- 4.8.7. Undertaken any other tasks assigned by the ISD President.

4.9. The Welfare Officer shall, including but not limited to:

- 4.9.1. In the absence of the Welfare Director, has all rights, privileges, powers and duties attaching to the position;
- 4.9.2. Assist the Welfare Director to publicise ISD to international students;
- 4.9.3. Assist the Welfare Director to plan at least two welfare activities per semester; and
- 4.9.4. Undertake any other tasks assigned by the ISD Executive.

4.10. The Education Director shall, including but not limited to:

- 4.10.1. Be responsible for the co-ordination of the Education Portfolio;
- 4.10.2. Be responsible for the planning, delegating and supervision of the events held by the Education Portfolio.
- 4.10.3. Be responsible to publicise ISD to make international students aware of the role of ISD;
- 4.10.4. Shall attend UWA Guild Education Council Meetings;
- 4.10.5. Shall attend FABLE Meetings, or any other meetings held by faculties which they are invited to sit on;
- 4.10.6. Assist the General Secretary in the preparation of a Budget submission upon taking office;
- 4.10.7. Present a written report on all education activities undertaken at Committee meetings, and AGM; and
- 4.10.8. Undertake any other tasks assigned by the ISD President.

4.11. The Education Officer shall, including but not limited to:

- 4.11.1. In the absence of the Education Director, has all rights, privileges, powers and duties attaching to the position;
- 4.11.2. Assist the Education Director to publicise ISD to international students;
- 4.11.3. Assist the Education Director to plan at least two education activities per semester; and
- 4.11.4. Undertake any other tasks assigned by the ISD Executive.

4.12. The Public Relations Director shall include but not limited to:

- 4.12.1. Be responsible for the co-ordination for the Public Relations Portfolio;
- 4.12.2. Be responsible for the planning, delegating and supervision of the events held by the Public Relations Portfolio.
- 4.12.3. Be responsible to publicise ISD and to make international students aware of the role of ISD;
- 4.12.4. Shall correspond with the UWA Student Guild Engagement Department;
- 4.12.5. Be responsible for the production of The ISD Newsletter
- 4.12.6. Assist the General Secretary in the preparation of a Budget submission upon taking office;
- 4.12.7. Present a written report on all public relations activities undertaken at ISD Committee meetings, and AGM; and
- 4.12.8. Undertake any other tasks assigned by the ISD President.

4.13. The Liaison Officer shall, including but not limited to:

- 4.13.1. Assist the ISD committee in publicizing ISD and its events to international students through its affiliates
- 4.13.2. Be responsible to inform the PR Director of all on-campus matters and activities pertaining to international students;
- 4.13.3. Be responsible to maintain and establish good relationships with the affiliates; and



4.13.4. Present a written report on all Liaison & ISC activities undertaken at ISD Committee meetings, and AGM; and

4.13.5. Undertake any other tasks assigned by the ISD Executive.

4.14. The Marketing Officer shall, including but not limited to:

4.14.1. This position shall be appointed according to section 10 of the ISD constitution;

4.14.2. Assist the ISD Committee in the designing and publication of posters, and any other publicity materials;

4.14.3. Be responsible for the running of all ISD official social media platforms; and

4.14.4. Undertake any other tasks assigned by the ISD Executive.

4.15. The Sponsorship Officer shall, including but not limited to:

4.15.1. This position shall be appointed according to section 10 of the ISD constitution;

4.15.2. Sourcing sponsors and following up of the provision of goods and services to and from sponsors;

4.15.3. Be responsible for documentation and producing a printed copy of all the details of the sponsorship packages;

4.15.4. Be responsible for sourcing and co-ordinating sponsors for relevant ISD events;

4.15.5. Be held responsible to the PR Director regarding any sponsorship material for ISD; and

4.15.6. Undertake any other tasks assigned by the ISD Executive.

4.16. The Lighthouse Officer shall, including but not limited to:

- 4.16.1. This position shall be appointed according to section 10 of the ISD constitution;
- 4.16.2. Be responsible for the production of two issues of Lighthouse magazine; one in Semester 1 and Semester 2;
- 4.16.3. Aim to serve, inform and update the international student body on current ISD activities;
- 4.16.4. Be held responsible to the PR Director regarding any published material of the Lighthouse magazine in print or online;
- 4.16.5. Liaise with the Guild with respect to the production of the magazines; and
- 4.16.6. Undertake any other tasks assigned by the ISD Executive.

## **5. ORDINARY COMMITTEE MEMBERS (OCM)**

- 5.1. The ISD Executive reserves the right to appoint OCMs, according to Section 10 of the ISD constitution, before the start of the academic year, to aid the fulfilment of the aims of the organisation outlined in section 3 of the ISD constitution;
  - 5.1.1. There shall be at least 1 OCM per portfolio;
- 5.2. The OCMs shall, including but not limited to:
  - 5.2.1. Depending on which portfolio they belong to, attend a majority of ISD activities;
  - 5.2.2. Help to publicize ISD to international students; and
  - 5.2.3. Undertake any other tasks assigned by the ISD committee.

## **6. VACANCIES OF POSITIONS**

- 6.1. A member of the ISD Committee, excluding the ISD President, may resign his or her position:
  - 6.1.1. Upon receipt by the General Secretary of a signed letter of resignation with 10 university working days' notice; and
  - 6.1.2. The resignation will come into effect within 10 university working days from the date of its acceptance by the ISD Executive.

6.2. A member of the ISD Committee, excluding the ISD President, shall cease to be a member:

6.2.1. Upon being absent without apology from the ISD Committee for three consecutive regular meetings; or

6.2.2. The ISD Committee may call for the dismissal of any members of the ISD Committee on the following grounds including, but not limited to:

- (a) Wilful neglect in any or all aspects of the duties of that position; or
- (b) Dishonesty in the execution of duties

6.2.3. Sections 6.2.1 and 6.2.2 of the ISD constitution can only be enacted:

- (a) By a resolution to that effect passed at the ISD Committee Meeting by two-thirds majority;
- (b) The member in question has been given at least 7 days' notice of that Committee Meeting; and
- (c) Been accorded the opportunity to present and to speak at that Committee Meeting.

6.3. Upon the resignation or removal of a committee member, the ISD Executive Committee reserves the right to appoint a new committee member to the role in accordance to Section 10

## **7. INTERNATIONAL STUDENTS COUNCIL (ISC)**

7.1. The aims of ISC are:

7.1.1. To provide a forum for all affiliates to meet up and discuss

- 7.1.1.1. Affiliate & ISD reports submitted to the General Secretary;
- 7.1.1.2. Prominent international students' concerns and/or issues;
- 7.1.1.3. Suggestions to motions that the ISD president should bring to Guild Council;
- 7.1.1.4. Future events collaborations

7.2. The ISC shall comprise of:

- 7.2.1. The Vice-President of the UWA Student Guild
- 7.2.2. The ISD President
- 7.2.3. The ISD General Secretary
- 7.2.4. The ISD Liaison Officer
- 7.2.5. An executive member or international representative from each of the affiliates

7.3. The ISC shall meet at least once per semester or more at the request of the ISD President, or three affiliate members of ISC.

7.4. Quorum, Voting Rights and Proxies

- 7.4.1. The ISD President shall be the Chair.
- 7.4.2. Quorum of the Council shall be at least 5, comprising of at least 3 representatives of the affiliates and at least 2 ISD members
- 7.4.3. All members of the ISC may cast 1 vote each.
- 7.4.4. In the event of the absence of a Council member, the member may proxy his/her vote in writing to another member of its committee.
- 7.4.5. No Council member shall hold more than 1 proxy.

## **8. GENERAL MEETINGS**

8.1. Annual General Meeting (AGM)

- 8.1.1. The ISD President shall call for an AGM in the second semester of the University calendar, section 7.4.2 of the Guild Regulations.
- 8.1.2. The AGM shall:
  - (a) Be in accordance with section 7.4 of the Guild Regulations.

- (b) Be a forum for international students on campus to express any grievances, concerns and/or suggestions to the in-coming committee members;
- (c) Be a platform where new policies may be introduced at the suggestions of the members; and
- (d) Serve the purpose of formally electing the incoming committee members, in accordance with section 9 of the ISD constitution, for the next year.

8.1.3. The ISD Executive and Portfolio Directors shall each present a report outlining what they have done during their term.

8.1.4. The ISD General Secretary shall put up written notice no later than 5 university working days prior to the AGM.

8.1.5. Quorum of 20 international students, who bear Guild student membership, are required for the AGM as per section 7.6.4 of the Guild Regulations.

## 8.2. Special General Meeting (SGM)

8.2.1. The ISD President shall call for an SGM:

- (a) At the written request of the ISD Executive Committee; or
- (b) At the written request of two-thirds of the Committee members; or
- (c) At the written request of at least 10 international students.

8.2.2. The SGM shall be for the discussion of the specific business for which it is called, and no other business shall be entertained.

8.2.3. The SGM shall be called within 14 days of the written request.

8.2.4. If the ISD President fails to call for an SGM within the 14 days referred to in section 8.2.3 the members who made the written request may call one.

8.2.5. The ISD General Secretary shall put up written notice at least 7 days prior to the SGM.

8.2.6. Quorum of 20 international students, who bear Guild student membership, is required for the SGM.

## 8.3. Committee Meeting

- 8.3.1. The ISD President may at any time call for a Committee Meeting.
- 8.3.2. The ISD President shall call for a Committee Meeting at least monthly of the University calendar.
- 8.3.3. The ISD General Secretary shall prepare the meeting agenda and inform all committee members no later than five days prior to the Committee Meeting.
- 8.3.4. Quorum of 7 members of the Committee, of which at least 2 are members of the Executive, is required for the Committee Meeting.

## **9. ELECTION OF COMMITTEE MEMBERS**

### 9.1. Conduct of Election

- 9.1.1. The ISD President shall be elected in accordance with the Guild Regulations.
- 9.1.2. All positions listed in section 4 of the ISD constitution, unless otherwise stated shall be elected at the Annual ISD Election, hereafter referred to as 'the Election'.
- 9.1.3. The Election shall be held at the AGM.

### 9.2. Returning Officers (RO)

- 9.2.1. The ISD Executive shall appoint at least 1 RO to conduct the Election.
- 9.2.2. The RO will not be a member of the current ISD Committee and shall be ineligible to nominate for a position in the Election for which they have been appointed to conduct.
- 9.2.3. The RO shall be responsible in ensuring that the Election is carried out in accordance with section 9 of the ISD constitution.

### 9.3. Nominations

- 9.3.1. Nominations will open at least 5 university working days before the Election is held at the AGM.
- 9.3.2. Nominations shall be submitted to the RO using the official channels.
- 9.3.3. Submission of Nominations can be done by emailing the RO;
- 9.3.4. Nominees may nominate for more than 1 position by stating their preferences to the RO in their email;
- 9.3.5. All nominees for all positions must be an international student at the time of the Election;
- 9.3.6. Nominations must be submitted to, and received by, the RO 1 university working day before the opening of the AGM.
- 9.3.7. The RO reserve the right to reject a nomination that does not comply with section 9.3 of the ISD constitution.

#### 9.4. Confirmation of Nominations

- 9.4.1. At the AGM, the RO shall read each nomination in turn, specifying the:
  - (a) Name of the nominee; and
  - (b) The elected position for which the nominee has nominated;
- 9.4.2. When the RO reads a nomination at the AGM, that nominee shall confirm or withdraw the nomination.
- 9.4.3. A person may confirm a nomination on behalf of a nominee not present in person at the AGM where, in the opinion of the RO, the nominee:
  - (a) Has a reasonable excuse for not being present in person; and
  - (b) Informed the RO of that excuse at least 1 working day before the AGM.

#### 9.5. Campaigning

- 9.5.1. There shall be no campaigning by or on behalf of the nominee through, including but not limited to, oral, written or social media platforms.
- 9.5.2. The RO reserve the right to reject the nomination of a nominee who breaches section 9.5.1 of the ISD constitution.

## 9.6. Ballots

- 9.6.1. Subject to section 9.1 of the ISD constitution, section 9.6 applies to ballots for all elected Office Bearer positions listed in section 9.6.8 of the ISD Constitution.
- 9.6.2. The RO shall prepare ballot cards for each elected committee position.
- 9.6.3. Each ballot card shall specify:
  - (a) The elected committee member position to which it relates;
  - (b) The names of the nominees for that elected committee member position;
  - (c) The number of nominees for the position; and
  - (d) That preference should be indicated by putting an optional numerical preference in the box next to the name of the nominees.
- 9.6.4. Each ballot card shall provide space for the RO initials to ensure its validity.
- 9.6.5. The RO shall randomly determine the order in which nominees' names appear on ballot cards;
- 9.6.6. Ballot cards for all appointed positions referred to in Table 1 shall be printed by the discretion of the RO;
- 9.6.7. Ballots shall be cast as follows:
  - (i) Nominees for executive positions will be given three minutes to address the AGM.
  - (ii) Nominees for all other positions will be given two minutes to address the AGM.
  - (iii) In the event that the nominee is unable to attend the AGM, and the RO is notified in advance, they will be provided with the opportunity to provide a written statement to the meeting or to appoint a proxy to speak on their behalf.
  - (iv) Nominees can be subjected to not more than 2 questions from anyone present at the AGM.
  - (v) Spoken or written statements at the AGM must, including but not limited to:



- (i) Only refer to their nomination to the elected position; and
- (ii) Not refer to any other nominee for any elected position.
- (vi) Questions asked by the AGM must, including but not limited to:
  - (i) Only refer to the nominee's statement to the elected position; and
  - (ii) Not refer to any other nominee for any elected position.
- (vii) The RO shall provide ballot cards to a person seeking to vote if the person seeking to vote:
  - (i) Provides proof that they are an International student currently enrolled at UWA and;
  - (ii) Presents a UWA Student Card as proof of identity.
- (viii) Persons seeking to vote shall:
  - (ix) Indicate their preferences through optional numerical preferential voting in the box next to the name of the nominee they would like to vote for as per Schedule 2 of the guild regulations; and
  - (ii) Cast their ballot by depositing their ballot cards in the ballot box.
- (i) The RO shall be solely responsible for the custody and integrity of the:
  - (i) Ballot cards; and
  - (ii) Ballot box

9.6.8. The Election shall be held according to Table 1:

- (a) Vice-President
- (b) General Secretary
- (c) Social Director
- (d) Welfare Director
- (e) Education Director
- (f) Public Relations Director
- (g) Social Officer
- (h) Welfare Officer
- (i) Education Officer
- (j) Liaison Officer

9.7. Absentee Voting

- 9.7.1. There shall be no absentee voting.

## 9.8. Election Results

9.8.1. On the day of the AGM, the RO shall:

9.8.1.1. Determine the results of ballots for elected committee positions in the order outlined in section 9.6.8 of the ISD constitution;

9.8.1.2. Tally the number of ballot cards cast in accordance with section 9.6 of the ISD constitution;

9.8.1.3. Reserve the right to reject any ballot cards as informal.

9.8.1.4. Disregard an election of a position:

9.8.1.4.1. When a nominee has already been elected to the nominee's highest preferenced position; and

9.8.1.4.2. The remaining votes will be redistributed through circular preferencing.

9.8.2. The RO shall determine which of the nominees is elected to each elected committee positions as follow:

9.8.2.1. The number of ballot cards indicating each nominee as the voter's preference shall be tallied; and

9.8.2.2. The nominee with the highest number of votes shall be elected under section 9.8.1 of the ISD constitution.

9.8.3. At the close of the Election, the RO shall count the votes in the presence of the scrutineers, if any, that were chosen by the candidates and subsequently inform the ISD President and the international student body the names of the nominees elected to each elected position.

9.8.4. If the ISD President wishes to see the records of the ballot count:

9.8.4.1. The RO must grant the ISD President that wish; and

9.8.4.2. The ISD President may not disclose any information pertaining to the election results, other than the names of nominees elected to each elected committee position.

9.8.5. The ISD General Secretary shall announce the names of the nominees elected to each elected committee positions no later than 5 days after being informed

of the results by the RO through, including but not limited to, the ISD Facebook page and the ISD Newsletter.

9.8.6. At the close of the Election, the RO will advise the AGM of any unfilled positions and section 9.9 of the ISD Constitution that apply to filling of such vacancies.

9.8.7. The RO shall deal with any request for a recount as follows:

9.8.7.1. Any request of a recount shall be submitted to the RO:

9.8.7.1.1. In writing;

9.8.7.1.2. Within 24 hours of the announcement of the Election results;  
and

9.8.7.1.3. Signed by a nominee in the ballot to which the recount relates.

9.8.7.2. Upon receiving a request for a recount, the RO shall:

9.8.7.2.1. Conduct the recount in accordance with section 9.8.1 and section 9.8.2 of the ISD Constitution; and

9.8.7.2.2. Determine the result of the ballot to which the recount relates.

9.8.7.3. The RO's determination or purported determination of the result of the ballot to which the recount relates shall be final and conclusive.

9.8.8. After the determination of any recount, or, if no request for a recount is submitted, twenty-four hours after the announcement of the election results, the RO shall formally certify the:

9.8.8.1. Nominees elected to each elected committee position; and

9.8.8.2. Names of the unelected nominees for each elected committee position, in the order determined in accordance with section 9.6.8 of the ISD Constitution.

9.8.9. After formally certifying the Election results, the RO shall keep the following documents for at least seven years in the guild archives:

9.8.9.1. Ballot cards; and

9.8.9.2. Any other documents or records relating to the Election results, other than the formal certification of the Election results.

9.8.10. An appeal can be made to the guild executive and RO regarding the recount of votes following section 629(7) of the Guild Elections Regulations;

- 9.8.10.1. The RO makes the initial ruling from the ballot counts;
- 9.8.10.2. A candidate or scrutineer can appeal the initial ruling of the RO;
- 9.8.10.3. The RO then review the decision and makes another ruling where the RO shall have the same powers in a recount as they would in the original count, and may reverse any decision in relation to the scrutiny as to the allowance, disallowance, admission or rejection of any ballot paper;
- 9.8.10.4. Any candidate or scrutineer can appeal the second ruling to the Guild Executive.

#### 9.9. Positions not filled at the AGM

- 9.9.1. Any positions left vacant at the close of the Elections shall remain vacant until such time as a suitable candidate presents to the ISD Committee.
- 9.9.2. If more than one suitable candidate presents for a position, then the ISD Committee reserves the authority to decide who shall be appointed.
- 9.9.3. The ISD General Secretary will post notice of the appointment via, including but not limited to, the ISD Facebook page and the ISD Newsletter.

#### 9.10. Interpretations of Section 9

- 9.10.1. The RO shall determine any question regarding the interpretation of section 9 of the ISD Constitution.
- 9.10.2. A determination or purported determination made by the RO made under section 9.10.1 of the ISD Constitution shall be final and conclusive.

### **10. APPOINTMENT OF COMMITTEE MEMBERS**

#### 10.1. Appointed Committee members shall be appointed as follows:

- 10.1.1. The person to take office as ISD President, from 1st December shall put up notice calling for nominations for the appointed committee positions via,

including but not limited to, Guild Weekly, ISD Newsletter and ISD Facebook page.

10.1.2. Nominations for the positions shall be open for 7 days, subject to changes by the ISD President.

10.1.3. In accordance with section 9 of the ISD Constitution, the elected persons to take office as ISD Executives and respective Directors shall appoint nominees through the conduct of interviews.

## **11. AMENDMENTS OF THE CONSTITUTION**

11.1. This Constitution may be amended by a two-third majority of the members present at an AGM or SGM.

11.2. Proposed amendments may be formulated in two ways:

11.2.1. Amendments by the ISD Committee:

11.2.1.1. The ISD President must call for an SGM in accordance with section 9.2 of the ISD Constitution to vote on the proposed amendments.

11.2.2. Amendments proposed by non-ISD Committee members:

11.2.2.1. 7 international students, who bear Guild student membership, may present proposed amendments to the ISD Committee. Upon receipt of the proposed amendments, the ISD President will call an SGM in accordance with section 9.2 of the ISD constitution.

11.3. Proposed amendments and the new Constitution draft shall be submitted to the Guild Statutory Committee for approval, and then submitted to the Guild Council for ratification.