

Mature Age Students Association Rules			
Commencement Date:	September 2021	Review Date:	September 2023
Division/Person	Mature Aged Student Officer		
Responsible:			
Category:	Department Rules		
Relevant Regulations:	r.37		
Approval Authority:	Guild Council		

Preliminary

1 Establishment and Particulars

These rules are created under regulation 37 of the Guild Regulations.

2 Definitions and Interpretations

- (1) In these Rules, unless the contrary intention appears –
- (a) **Mature aged Student** means any student who was aged 20 years old or more as at 1 March (for Semester 1 entry) or 1 August (for Semester 2 entry) when commencing their Undergraduate degree at UWA.;
 - (b) **Guild** means Student Guild, as established by the *University of Western Australia Act 1911*;
 - (c) **Guild Member** means a member of the Guild which includes Ordinary Members, Associate Members, and Honorary Life Members;
 - (d) **Guild Year** has the meaning given in the *Guild Regulations*, which at the date of these Rules is: the period from 1 December to 30 November of the following year;
 - (e) **Second Semester** has the meaning given in the *Guild Regulations*, which at the date of these Rules is: the University's main teaching period in the second half of the academic year the dates for which are determined by the Academic Council and published on the University's website;
 - (f) **University Societies** has the meaning given in the *Guild Regulations*, which at the date of these Rules is: any club, society or association within The University of Western Australia having an initial membership of 10 or more members of the Guild and having a membership of not less than five members of the Guild at all subsequent times and which is registered by the Guild in the manner prescribed in the regulations;
 - (g) **University** means the University of Western Australia, as established by the *University of Western Australia Act 1911*;
 - (h) **University Working Day** means any day other than a Saturday, Sunday, and a day specified by in the University calendar as a University holiday;
- (2) The Guild Council may, upon recommendation from the Mature Age Students Officer, amend these Rules.

- (3) The Guild Governance Committee shall have the power to interpret any part of these Rules, or any rules made hereunder, as required.

Mature Age Students Association

3 Objects of the Department

- (1) The aim of the Mature Age Students Association is to:
 - (a) Provide a support network for all mature age students at UWA;
 - (b) Provide opportunities for mature age students to build strong networks amongst each other;
 - (c) Promote and nurture mature age students' culture and society at UWA;
 - (d) Promote the welfare of mature age students, and between mature age students and other students on campus.

4 Membership of the Department

- (1) All Guild Members who were aged 20 years old or more as at 1 March (for Semester 1 entry) or 1 August (for Semester 2 entry) when commencing their Bachelor degree at UWA; or
- (2) Any Guild Member who is a parent; or
- (3) Any Guild Member who is older than their cohort;

5 Mature Age Students Officer

- (1) There shall be a Mature Age Students Officer (MAS Officer)
 - (a) The Department may choose to elect two (2) members who have nominated jointly and treated as a single candidate. These two members shall thereafter be referred to as Co-Officers as appropriate.
- (2) The term of the Officer shall expire on the 30th of November during the Guild Year of their term.
- (3) The MAS Officer shall have the power to:
 - (a) acquire, spend or dispose of any moneys or property in the manner that advances the objects of the department;
 - (b) Create and dissolve positions within the department, as is necessary to fulfil the objects of the department;
 - (c) Co-opt Department members to fill those positions.
- (4) The MAS Officer shall not have the power to overrule or otherwise counteract a decision made by the Department at a General Meeting.

6 Removal of the MAS Officer

- (1) Where, in the opinion of the Department at a General Meeting, the MAS Officer has failed to meet their duties and foster the objects of the Department under these rules, a recommendation shall be made to the Guild Council to remove that Officer.
- (2) Where the Guild Council elects to uphold the decision of the Department, the MAS Officer shall immediately cease to hold office upon the closure of the Guild Council meeting at which the decision is made.

- (3) The Guild Council has the power to declare vacant the position of the MAS Officer under regulation 23 of the Student Guild Regulations.
- (4) The Guild Discipline Committee has the power to suspend or dismiss the MAS Officer, if they commit serious contravention under 16.2 of the Guild Regulations.

7 Committee

- (1) The role of the Mature Age Students Association Committee is to –
 - (a) Assist the MAS Officer; and
 - (b) Address all matters referred to it by the Guild Council.
- (2) The members of the Mature Age Students Association, their process of election or appointment, and their role are listed in Table 1 below:

TABLE 1. MATURE AGE STUDENTS ASSOCIATION COMMITTEE			
Item	Position	Process of Election or Appointment	Role
Executive			
1	MAS Officer	Elected at a general meeting of the Department in Second Semester for the following Guild Year	The role of the MAS Officer is to – <ol style="list-style-type: none"> (a) regularly report to Guild Council on the activities undertaken by themselves and the Mature Age Students Association; and (b) undertake any other roles as prescribed in the Mature Age Students Association’s Rules as approved by Guild Council.
2	Events Deputy MAS Officer	Appointed by the MAS Officer	The role of the MAS Deputy Officer is to – <ol style="list-style-type: none"> (a) assist the MAS Officer. (b) be a member of the Mature Age Students Association Executive; and (c) organise, plan, and host the events of the Mature Age Students Association.
3	Admin Deputy MAS Officer	Appointed by the MAS Officer	The role of the General Secretary is to – <ol style="list-style-type: none"> (a) be a member of the Mature Age Students Association Executive; (b) carry out the administrative work of the Mature Age Students Association; (c) call all meetings of the Department Committee as required in accordance with these Rules; (d) maintain accurate and transparent administrative and financial records of the Mature Age Students Association; and (e) make recommendations to the Mature Age Students Association on matters related to the finances of the Department; and

			(f) in conjunction with the MAS Officer, Guild General Secretary, and Management Accountant, supervise all correspondence relating to the finances of the Department.
Non-Executive			
4	Up to 6 Ordinary Committee Members	Appointed by the MAS Officer	(a) The role of Ordinary Committee Members is to assist the Committee. (b) They will be appointed to the sub-departments of (a) Events (b) Welfare (c) Public Relations

- (3) All Committee Members have full voting rights.
- (4) All Committee Members must be members of the Department.
- (5) The term of office for all Committee members is from 1 December, or date of appointment, whichever is later, until the end of that Guild Year.
 - (a) All appointed members must be appointed within the first three weeks of December.

8 Resignations and Vacancies

- (1) MAS Officer
 - (a) The MAS Officer may resign at any time by notifying the Guild General Secretary in writing of their decision, as per regulation 24 of the Student Guild Regulations.
 - (b) A Deputy Officer may resign at any time by notifying the MAS Officer in writing of their decision, and such resignation shall take effect from the date specified in the notice. Should no date be given, the resignation shall be effective immediately.
 - (c) If two Co-Officers have been elected and one Co-Officer position becomes vacant, the remaining Co-Officer may continue their term as a single MAS Officer unless the Department Committee wishes to appoint someone to fill the vacancy.
 - (d) Where the position of the MAS Officer is Vacant following the annual Elections, Guild Council may appoint a member who is eligible as per Rule 14 to the vacancy.
- (2) Mature Age Students Association Committee
 - (a) Where, in the opinion of the MAS Officer, a member of the Mature Age Students Association Committee has neglected or failed in their duties, the MAS Officer may dismiss a Mature Age Students Association Committee member by providing the current members of the Department with written notice of the dismissal.
 - (b) Where a Committee member is dismissed under 8.2, the MAS Officer shall open applications to fill the position as soon as is practicable.

Department Meetings

9 General Meeting Rules

All meetings of the Mature Age Students Association are conducted in accordance with the Standing Orders of the Guild and these Rules.

10 Committee Meetings

- (1) Notice
 - (a) Subject to (b), at least 5 University Working Days' notice must be given for a Committee Meeting, whether ordinary or special.
 - (b) Where the Executive or the MAS Officer considers the matter to be urgent, at least 2 University Working Days' notice must be given for a Committee Meeting.
- (2) Chair
 - (a) The MAS Officer is to preside as chair of Committee Meetings.
 - (b) In the absence of the MAS Officer, or where the MAS Officer elects not to chair a meeting, the role of the chair is filled by the General Secretary.
 - (c) The chair does not have a casting vote.
- (3) Quorum
 - (a) The quorum for a Committee Meeting is half if voting membership, one of whom must be the MAS Officer or the General Secretary.

11 Ordinary General Meetings

- (1) The Mature Age Students Association will hold one ordinary general meeting in Second Semester.
- (2) The General Secretary will ensure that notice specifying the time and place of an ordinary general meeting of the Mature Age Students Association is displayed on the Guild noticeboards at least five University Working Days' prior to the date of the proposed ordinary general meeting.
- (3) The order of business for an ordinary general meeting of Mature Age Students Association is –
 - (a) Confirmation of the minutes of the previous ordinary general meeting and of any special general meetings held since the last ordinary general meeting of the Mature Age Students Association;
 - (b) MAS Officer's report;
 - (c) A report on the activities of the Mature Age Students Association, by the MAS Officer, which is provided in written form to the Guild Council;
 - (d) Consideration of the current budget or upcoming budget as appropriate;
 - (e) Election of MAS Officer;
 - (f) Motions on notice; and
 - (g) General business.
- (4) Chair
 - (a) The MAS Officer is to preside as chair of ordinary general meetings.
 - (b) In the absence of the MAS Officer, or where the MAS Officer elects not to chair a meeting, the role of chair is filled by the General Secretary.

- (c) If both the MAS Officer and the General Secretary are absent or elect not to chair a meeting, the members present will elect a chair from among those present.
- (5) Quorum
 - (a) The quorum for a general meeting of the Mature Age Students Association is 10 members.
 - (b) If, at the expiration of 30 minutes from the time appointed for the commencement of the meeting, quorum has not been met, the meeting will lapse.
- (6) A general meeting of the Mature Age Students Association cannot be held on a day during the student vacation period as published in the University calendar from year to year.

12 Special General Meetings

- (1) The MAS Officer will call a special general meeting of the Mature Age Students Association –
 - (a) At the discretion of the Guild Council;
 - (b) At the direction of the Mature Age Students Association Committee;
 - (c) On the written requisition of at least 10 members qualified to vote at a meeting of the Mature Age Students Association.
- (2) The MAS Officer must call a special general meeting within 14 days of receiving a direction or requisition under (1).
- (3) If the MAS Officer fails to do so, the persons named in the direction or requisition are entitled to call a special general meeting of the Mature Age Students Association.
- (4) A special general meeting of the Mature Age Students Association must be held –
 - (a) Within 21 days from the date that the MAS Officer received the direction or requisition; and
 - (b) At the time and place nominated by the MAS Officer.
- (5) All directions and requisitions for a special general meeting of the Mature Age Students Association must specify the business for which such meeting is called.
- (6) Only business specified in the direction or requisition is discussed at the special general meeting.
- (7) The General Secretary will ensure that a notice, specifying the time and place of a special general meeting of the Mature Age Students Association, is displayed on the Guild noticeboards at least seven days prior to the date of the proposed special general meeting.

Elections

- 13** The Mature Age Students Association Elections shall be held annually for the position of Mature Age Student Officer.
 - (1) Mature Age Students Association Elections shall be conducted in accordance with the Standing Orders.

- (2) All members of the Mature Age Students Association at the close of the Nomination Period shall be entitled to vote for all positions in an Election held according to these Rules.
- 14** To be eligible to hold and nominate for a position listed in rule 7, a person must at the time of the close of the Nomination Period:
 - (1) Be a current member of the Guild;
 - (2) Be a Mature Age Student;
 - (3) Be an enrolled UWA student, with full rights and privileges, for the 12-month period during which they would hold office;
 - (4) Not have been previously convicted of an offence and sentenced to imprisonment or be currently under sentence;
 - (5) Not be certified as mentally unfit; and
 - (6) Not be an employee of the Guild.
- 15** Nominations shall be in the form and submitted in the manner prescribed by the Returning Officer.
- 16** The process for the nominations shall be communicated through all channels deemed appropriate by the Returning Officer such as:
 - (a) The Guild website;
 - (b) The Mature Age Students Association Facebook or Instagram page;
 - (c) The Guild Facebook or Instagram page;
 - (d) Guild Weekly; and
 - (e) Emails to Guild members.
- 17** A person may nominate under any name that, in the opinion of the Returning Officer, best reflects their identity.
- 18** Nominations shall be open for a period of at least two weeks and shall close no later than one University Working Day before the election is to occur (Nomination Period).
- 19** Nominations must be received by the Returning Officer by 5.00 pm on the day that nominations close.
- 20** On an ongoing basis throughout the Nomination Period, the Returning Officer shall check the validity of nominations lodged.
- 21** The Returning Officer may, in their absolute discretion, accept a nomination which, in their opinion, substantially complies with the nomination requirements.
- 22** 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.
- 23** If a nominee is ineligible as a result of a statute, by-law, regulation or rule, the nomination shall be declared invalid.
- 24** 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. Any nomination rejection must later be confirmed in writing.
- 25** A person nominated as a Candidate may withdraw their nomination by lodging a notice of withdrawal with the Returning Officer before the declaration of the results of the Election.
- 26** Unless the withdrawal is lodged personally with the Returning Officer, it shall be signed by the nominee and witnessed by a person entitled to vote in the Election under rule 14(2).

- 27 When the withdrawal of nomination is received, the withdrawing nominee shall have their name excluded from the voting system/ ballot or not have the votes for them counted (as applicable).
- 28 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.
- 29 Where a nominee dies during the voting period, they shall have their name excluded from the voting system/ ballot or not have the votes for them counted (as applicable).
- 30 The Returning Officer shall send out a notice containing the names of the Candidates for each position and any other relevant details via email or set out on the Guild website, as soon as practicable after the close of the Nomination Period.
- 31 Where only one eligible nomination is received for a particular position at the close of the Nomination Period, that nominee will be declared as elected to that position by the Returning Officer and no vote will occur in respect of that position.
- 32 Candidates may engage in campaigning on their own behalf but must not procure or encourage anyone else to campaign on their behalf. Campaigning must at all times comply with the Standing Orders.
- 33 Voting for positions will occur by ballot at the Ordinary General Meeting of the Mature Age Students Association in the second semester of the Guild Year.
- 34 Subject to these Rules, the Candidate with the most votes at the meeting will be elected to the relevant position according to schedule 2 of the Guild Election Regulations.
- 35 Any positions left vacant at the close of the vote shall remain vacant until such time as filled in accordance with the casual vacancy provisions in rule 8 (as applicable).
- 36 Ballot papers must be kept in accordance with the recordkeeping requirements in the Student Guild Regulations.
- 37 A person may appeal the outcome of an Election to the Governance Committee on the basis that there was an error in the procedure when a vote was conducted or there was a contravention of these Rules in respect of the Election.

RETURNING OFFICER

- 38 The Returning Officer must be the Managing Director of the Guild.
- 39 If the Managing Director of the Guild is unable or unwilling to act or has a conflict of interest, the Associate Director – Human Resources of the Guild or their nominee must act as Returning Officer.
- 40 A person shall only be eligible to serve as Returning Officer if that person:
 - (1) Is not a member of the Pride Department and has not been anytime in the last 2 years;
 - (2) Has not been a Candidate in an Election held under these Rules anytime in the last 2 years;
 - (3) Is 18 years of age or older;
 - (4) Is capable of administering all aspects of the Election efficiently; and
 - (5) Is impartial.
- 41 The Returning Officer is responsible for ensuring:
 - (1) The fair conduct and administration of the Election held under these Rules for which they are appointed;
 - (2) That Elections are conducted in accordance with these Rules and the Student Guild Election Regulations;

- (3) That Election preparations are completed in a timely manner; and
 - (4) That the duties required in these Rules are carried out.
- 42** The Returning Officer shall have the power to:
- (1) Issue any determination in whatever terms they see fit for the fair conduct and administration of any Election for which they are appointed;
 - (2) Act on their own motion to prevent a breach or attempted breach of these Rules;
 - (3) Spend any monies assigned by the Mature Age Students Association Committee for the purposes of the administration of an Election;
 - (4) Direct any person wilfully interfering, obstructing or disrupting balloting procedures or a count of votes; and
 - (5) Take any other reasonable action they deem appropriate to ensure the fair conduct and administration of an Election.
- 43** Except where a Returning Officer is appointed under rule 50, the Returning Officer shall be appointed no later than one week prior to the opening of nominations.
- 44** 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.
- 45** The Returning Officer may resign by lodging a written resignation with the Mature Age Student Officer and the President of the Guild.
- 46** The resignation shall be effective from the time and date it is received by the Mature Age Student Officer.
- 47** Should a Returning Officer resign, or otherwise be unable to act, a new Returning Officer will be appointed by the Associate Director – Human Resources of the Guild.