

Residential Students Department Rules			
Commencement Date:	September 2021	Review Date:	September 2023
Division/Person	RSD President		
Responsible:			
Category:	Department Rules		
Relevant Regulations:	r.37		
Approval Authority:	Guild Council		

Preliminary

1 Establishment

- (1) These rules are created under 37 of the Student Guild Regulations.

2 Definitions and Interpretation

- (1) In these Rules, unless the contrary intention appears –
- (a) **General Guild Elections** has the meaning given in the *Student Guild Elections*, which as at the date of these Rules:
the election of positions specified in the Guild Election Regulations, and which are conducted in accordance with the requirements of the Guild Election Regulations;
 - (b) **Guild** means the Student Guild, as established by the *University of Western Australia Act 1911*;
 - (c) **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;
 - (d) **Guild Member** means a member of the Guild which includes Ordinary Members, Associate Members and Honorary Life Members;
 - (e) **Second Semester** has the meaning given in the *Student Guild Regulations*, which as at the date of these Rules is: the second semester as specified in the University calendar;
 - (f) **Student Society** has the meaning given in the *Student Guild Regulations*, which as at the date of these Rules is:
a University club, society or association which is registered by the Guild in accordance with regulation 70 and which includes Affiliated Societies and Faculty Societies;
 - (g) **University** means the University of Western Australia, as established by the *University of Western Australia Act 1911*;
 - (h) **University Working Day** has the meaning given in the University of Western Australia Statute clause, which as at the date of these Rules is: any day other than

a Saturday, Sunday and a day specified by in the University calendar as a University holiday.

- (i) **RSD** means the “University of Western Australia Student Guild Residential Students’ Department”
- (j) **Colleges** means the collective of the six residential colleges of the University of Western Australia, including St Catherine’s College, University Hall, Trinity University College, St Thomas More College, St George’s College, and Forrest Hall.
- (k) **Head Of College** means the Masters, Principals, Wardens, Head of College, or otherwise leading executive member of each college’s administration.
- (l) **Residential Association** means a student-led group or club from each college that represents the residents of that college

Residential Students’ Department

3 Objects

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

4 Membership of the Department

- (1) All UWA Student Guild Members who reside in one of the Colleges are eligible to be Ordinary Members of the Department.
- (2) All other residential students across the Colleges who are non-UWA students are considered Associate Members of the Department.
- (3) Associate Members are eligible to attend RSD events but may not be eligible to equivalent Guild discounts and subsidies in the absence of an agreement with their University or peak student representative body.
- (4) There shall be no fee for being a member of the Department.

- (5) Only Ordinary members of the RSD have the right to apply for any position outlined within these Rules unless otherwise specified.

5 RSD President

- (1) There shall be a RSD President
- (2) The term of the President shall expire on the 30th of November during the Guild Year of their term.
- (3) The RSD President 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.
- (4) The RSD President shall not have the power to overrule or otherwise counteract a decision made by the Department at a General Meeting.

6 Committee

- (1) The role of the Residential Students' Department Committee is to –
 - (a) Assist the RSD President;
 - (b) Address all matters referred to it by Guild Council.
- (2) The RSD Executive shall not have the power to overrule or otherwise counteract a decision made by;
 - (a) The Department at a General Meeting; and
 - (b) The committee at a scheduled committee meeting.
- (3) The RSD Committee shall have the power to acquire, spend or dispose of any moneys or property in the manner that advances the objects of the Department.
- (4) The term of officer of all Committee Members is 1 December, or date of appointment, whichever is later, until the end of that Guild Year.
- (5) All appointed members must be appointed within the first three weeks of December.
- (6) The members of the Residential Students' Department Committee, their process of election or appointment, and their role are listed in Table 1 below:

TABLE 1. RESIDENTIAL STUDENTS' DEPARTMENT COMMITTEE			
Item	Position	Process of Election or Appointment	Role
Executive			
1	RSD President	Elected following the General Meeting of the Residential Students' Department in the second semester for the following Guild Year in accordance with the <i>Guild Election Regulations</i> and <i>Schedule A of these Rules</i> .	The role of the RSD President is to – <ol style="list-style-type: none"> 1. Regularly report to Guild Council and the Inter-College Council on the activities undertaken by themselves and the RSD; 2. Oversee the RSD and is responsible for reporting to the Department all matters

			<p>relevant to residential students to facilitate its activities;</p> <ol style="list-style-type: none"> 3. Represent all residential students and matters pertaining to them; 4. Chair all RSD Committee and Inter-College Council Meetings; 5. Co-authorise all incoming and outgoing accounts with the General Secretary; 6. Consistently communicate with all stakeholders of the Department, including but not limited to, all presidents of the Residential Associations, the Chair of the Heads of Colleges, the University and the Guild; 7. Undertake any other roles as prescribed in the RSD Rules as approved by Guild Council.
2	RSD Vice- President	Elected following the General Meeting of the Residential Students' Department in the second semester for the following Guild Year in accordance with the <i>Guild Election Regulations and Schedule A of these Rules</i> .	<p>The role of the RSD Vice-President is to –</p> <ol style="list-style-type: none"> 1. Assists and support the President in their duties; 2. Attend any meeting the President is obliged to, but is unable to, attend; 3. Oversees the RSD committee and the project officers, and reports back to the President; on projects undertaken by members of the committee.
3	RSD General Secretary	Elected following the General Meeting of the Residential Students' Department in the second semester for the following Guild Year in accordance with the <i>Guild Election Regulations and Schedule A of these Rules</i> .	<p>The role of the RSD General Secretary is to –</p> <ol style="list-style-type: none"> 1. Be responsible for all financial records and transactions pertaining to RSD; 2. Co-authorise all incoming and outgoing accounts with the President; 3. Provide monthly financial reports for submission by the President to the Intercollege Council and Guild Council; 4. Acts as the executive officer of the Inter-College Council;

			<ol style="list-style-type: none"> 5. Calls for all RSD committee and Inter-College Council meetings 6. Responsible for providing agendas and maintaining minutes for all RSD committee and Inter-College Council meetings; 7. Undertake any other tasks required by the Department.
Non-Executive			
4	Up to 6 RSD Representatives	<p>Elected or appointed from and by the residential students at that college in an election organised by that college's Residential Association and in accordance with the Memorandum of Understanding.</p> <p>In the case of a College not having a Residential Association, the RSD shall organise an election of the representative or recognise an election held at the College.</p>	<p>The role of the RSD Representatives shall be to:</p> <ol style="list-style-type: none"> 1. Represent and advocate for their College on the RSD; 2. Liaise with College administration and committees; and 3. Promote, and encourage participation on RSD events and initiatives to their residents
5	Up to 6 First Year (Fresher) Representatives	Elected from and by the residential students at that college in an election organised by that college's Residential Association and in accordance with the Memorandum of Understanding	<p>The role of the First Year Representative shall be to –</p> <ol style="list-style-type: none"> 1. Represent their College on RSD; 2. Promote and encourage participation amongst first year residents on RSD events and initiatives; 3. Assist the Intercollege Representatives and fulfil their roles in their absence; and 4. Assist Project Officers in executing their projects.
6	Up to 5 Project Officers	Appointed by RSD Executive through nominations that are open for a minimum of 5 University Working days. Nominations must include a description of the proposed project.	<p>Under the supervision of the RSD Executive, Project Officers may manage and carry out projects in line with the objectives of the department.</p> <p>1 The role of the Marketing Project Officer shall be to –</p> <ol style="list-style-type: none"> (1) Work with the RSD executive and Project Officers to design marketing material

			<p>for RSD events and initiatives, co-authorise; and</p> <p>(2) Control posts on the RSD social media accounts with the RSD Executive.</p> <p>2 The role of the Womens Project Officer shall be to –</p> <p>(1) Work with the RSD President on improving safety and policies at College Row;</p> <p>(2) Organise events, initiatives and campaigns for women and non-binary residents on College Row.</p> <p>3 The role of the Welfare Project Officer shall be to –</p> <p>(1) Organise welfare events, initiatives, and campaigns for College Row that target physical and mental wellbeing</p> <p>4 The role of the Education Project Officer shall be to –</p> <p>(1) Organise educational events and initiatives that will allow College Row residents to upskill themselves for University and the industry; and</p> <p>(2) Network with college residents, faculty societies and industry representatives</p> <p>5 The role of the Community and Environment Project Officer shall be to –</p> <p>(1) Work with the Community Representatives of the Colleges to organise community and environment initiatives; and</p> <p>(2) lead the organisation of the Intercollege Community Cup with the RSD President and</p>
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			advocate for best practices at College Row.
7	Immediate Past President		The Intermediate Past President is considered a standing invitee and may not hold a vote.

7 Resignations and Vacancies

- (1) The RSD President may resign at any time by notifying the Guild General Secretary in writing of their decision, as per 24 of the Guild Regulations.
- (2) An RSD Committee Member may resign at any time by notifying the Residential Students Department President 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.
- (3) Where, in the absolute majority of the RSD Committee, a RSD Executive has neglected or failed in their duties, the Committee by an absolute majority may deem that position vacant with the exception of the President,
- (4) Any position deemed vacant under 7.3 of these rules may be appealed to Governance Committee of the UWA Guild.
- (5) The RSD Committee has to appoint members through nominations as per Table 1 of these rules into vacant positions, with the exception of a vacancy of the RSD President role.

Department Meetings

8 General Meeting Rules

- (1) All meetings of the RSD are conducted in accordance with the Standing Orders of the Guild and these rules.

9 Committee Meetings

- (1) Notice
 - a. Subject to (b), at least five University Working Days' notice must be given for a Committee Meeting, whether ordinary or special.
 - b. Where the Executive or the RSD President considers the matter to be urgent, at least two University Working Days' notice must be given for a Committee Meeting.
- (2) Chair
 - a. The RSD President is to preside as chair of Committee Meetings.
 - b. In the absence of the RSD President, or where the RSD President elects not to chair a meeting, the role of chair is filled by the RSD Vice-President
 - c. The Chair does not have a casting vote.

- (3) Quorum
 - a. The quorum for a Committee Meeting is half of voting membership, two of whom must be the Executive.
- (4) Frequency
 - a. The RSD Committee must meet at least once a fortnight
- (5) The President may extend an invitation to any other RSD member or non-member, who is deemed necessary for an item of the meeting's agenda.

10 Ordinary General Meetings

- (1) The RSD will hold one ordinary general meeting in Second Semester
- (2) The RSD President will ensure that notice specifying the time and place of an ordinary general meeting of the RSD is made available at least five University Working Days' prior to the date of the proposed ordinary general meeting
- (3) The order of business of an ordinary general meeting of the RSD is -
 - a. Confirmation of the minutes of the previous ordinary general meeting and of any special general meeting held since the last ordinary general meeting of the RSD;
 - b. RSD President report (Second Semester Ordinary General Meeting only);
 - c. Consideration of the current budget or upcoming budget as appropriate;
 - d. Motions on notice; and
 - e. General business
- (4) Chair
 - a. The RSD President is to preside as chair of Committee Meetings.
 - b. In the absence of the RSD President, or where the RSD President elects not to chair a meeting, the role of chair is filled by the RSD Vice-President.
 - c. If both the RSD President and the RSD Vice-President 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 RSD is 20 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.
 - c. A general meeting of the RSD cannot be held on a day during the student vacation period as published in the University calendar from year to year.

11 Special General Meetings

- (1) The RSD President will call a special general meeting of the RSD –
 - a. At the direction of the Guild Council;

- b. At the direction of the RSD Committee;
 - c. On the written requisition of at least 10 members qualified to vote at a meeting of the RSD.
- (2) The RSD President must call a special general meeting within 14 days of receiving a direction or requisition under (1).
 - (3) If the RSD President fails to do so, the persons named in the direction or requisition are entitled to call a special general meeting of the RSD.
 - (4) A special general meeting of the RSD must be held –
 - a. Within 21 days from the date that the RSD President received the direction or requisition; and
 - b. At the time and place nominated by the RSD President.
 - (5) All directions and requisitions for a special general meeting of the RSD 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 RSD President will ensure that a notice, specifying the time and place of a special general meeting of the RSD is displayed on the Guild noticeboards at least seven days prior to the date of the proposed special general meeting.

12 Removal of a RSD President

- (1) The Guild Council has the power to declare vacant the position of the RSD President under 23 of the Guild Regulations.
- (2) The Guild Misconduct Tribunal (or Guild Council in determining an appeal) has the power to suspend or dismiss the RSD President, if they commit serious contravention under 98 of the Guild Regulations.

13 Residential Associations

- (1) The RSD may recognise one Residential Association per college.
- (2) A Residential Association shall be a group that:
 - (a) By simple majority of the RSD Committee, is recognised as a group which represents and advocates for the residential students its respective college;
 - (b) Conducts and contributes to cultural, community, social, or sporting events; and
 - (c) Every two years recommits to a Memorandum of Understanding with the Guild.
- (3) Residential Associations, as affiliated clubs of the RSD, are honoured with exclusive and unique privileges which may be outlined by a Memorandum of Understanding.
- (4) Residential Associations may be disqualified as affiliated clubs by a simple majority vote of the RSD Committee.

Intercollege Council

14 Objects

- (1) The Objects of the Intercollege Council is to:
 - (a) Facilitate collaboration on events and initiatives across colleges;
 - (b) Oversee the coordination of welfare campaigns
 - (c) Raise administrative issues;
 - (d) Provide a forum for communication between Residential Associations; and
 - (e) Provide feedback to the Guild on the overall satisfaction of residential students.

15 Membership

- (1) The Intercollege Council is constituted of:
 - (a) The RSD President;
 - (b) The RSD Vice-President;
 - (c) The RSD General Secretary (Executive Officer);
 - (d) The President of each Residential Association;
 - (e) In the case of a Residential College not having a Residential Association President, a representative approved by the RSD Committee;
 - (f) A member of the Guild Executive nominated by the Guild President; and
 - (g) Any other person who the RSD President deems to help further the role of the Intercollege Council.

16 Meetings

- (1) Notice
 - (a) At least five University Working Days' notice must be given for a Intercollege Council Meeting;
- (2) Chair
 - (a) The RSD President is to preside as chair of Intercollege Council Meetings.
 - (b) In the absence of the RSD President, or where the RSD President elects not to chair a meeting, the role of chair is filled by the RSD General Secretary
 - (c) The Chair does not have a casting vote.
- (3) Quorum
 - (a) The quorum for a Inter College Council Meeting is four, two of whom must be the Executive.
- (4) Frequency
 - (a) The Intercollege Council must meet at least once every two months
- (5) Proxying
 - (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 UWA student from their residential college.

Residential Students Department Election Rules (Schedule A)

1. The Residential Students Department Election rules are to be read with the UWA Student Guild Election Regulations.
2. **Returning Officers**
 - 2.1. The Returning Officer must be the Managing Director of the Guild.
 - 2.2. 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.
 - 2.3. The Returning Officer:
 - 2.3.1. May not be a Residential College student.
 - 2.4. The Returning officer has the power to interpret these rules as they deem fit.
 - 2.5. 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.
 - 2.6. A complaint about Misconduct must be submitted to the Returning Officer either during the Election or prior to the declaration of the poll. The complaint must: (i) state the ground of complaint and alleged Misconduct;
(ii) outline the facts and evidence relied upon;
(iii) state the remedy sought; and
(iv) be in written form;
3. **Eligibility**
 - 3.1. Only Ordinary Members of RSD are eligible to nominate for the positions of outlined in Table 1 of the RSD Rules
4. **Nominations**
 - 4.1. A notice inviting nominations shall be posted on Guild newsletters 10 University days before the set date of the Ordinary General Meeting.
 - 4.2. Nomination forms shall be made available on the UWA Student Guild website and submitted only to the Returning Officer.
 - 4.3. Nomination period shall close 2 University days before the set date of the Ordinary General Meeting.
 - 4.4. Nominees may speak at the Ordinary General Meeting (OGM) to promote their nomination.
 - 4.5. The Returning Officer shall outline the duration and scope of the nominee presentations.

4.6. If only one person has nominated for a position after the close of the nomination period, that person will be deemed to have been elected unopposed into that position.

4.7. Nominees may withdraw their nominations up until the end of the Ordinary General Meeting.

4.8. Nomination withdrawals shall be submitted to the RO in writing.

5. Ballot Papers

5.1. Ballot papers shall be created in accordance with Guild Election Regulations 621(1).

5.2. The handling of ballot papers shall be in accordance with Guild Election Regulations 621(4).

6. Campaigning

6.1. 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' Discipline Policy.

6.2. There shall be no campaigning on behalf of any candidate, except by the nominee themselves.

6.3. Candidates may campaign through the following:

6.3.1. Speaking about their nomination in private to other members;

6.3.2. The online publication of a single A4 broadsheet which may include information about the candidate and their policies, and which must be approved by the RO in writing before upload.

6.3.3. Sending private messages about their nomination to other members; and

6.3.4. Broadsheets posted by the RSD.

6.4. There shall be no printed or physical election materials.

6.5. Broadsheets must be submitted to the RO before the commencement of the OGM and may be uploaded by the RSD before polling begins.

7. Voting

7.1. Only Ordinary Members of the RSD are able to vote at the RSD Elections.

7.2. Voting must be done by secret ballot.

7.3. Positions on the ballot paper shall be randomly drawn by the Returning Officer at least 1 University day before the Ordinary General Meeting.

7.4. Votes shall be conducted by optional proportional representation as set out by Schedule 2 in the Guild Election Regulations.

7.5. Voting rights are non-transferrable.

7.6. Members must present both their UWA student ID **and** proof of residing in a college at the polling booths in order to vote.

8. Polling

8.1. Polling must begin within four days of the AGM.

8.2. Polling must take place:

8.2.1. On a University day;

8.2.2. Between 10am and 3pm; and

8.2.3. At the Guild Student Centre.

8.3. Polling must be held for an accumulative 8 hours in total, and must be held across at least two days.

8.4. The schedule of polling times must first be publicised at the Ordinary General Meeting by the RO and on the RSD Facebook page at the close of nominations.

9. Appeals

9.1. 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 via the appeals form and must:

9.1.1. state the ground or grounds of objection from the Determination;

9.1.2. summarise the basis for each ground or grounds;

9.1.3. outline the facts and evidence relied upon;

9.1.4. state the remedy sought; and

9.1.5. state the contact details of the complainant.