



UWA Student Guild | Societies Council Rules

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ESTABLISHMENT AND PARTICULARS

1. The Societies Council is a Subsidiary Council of the Guild established pursuant to regulation 32 of the Student Guild Regulations, to advance the objects of the Guild through engagement with Affiliated Societies.
2. The Societies Council encompasses all Guild-affiliated student-run clubs and societies on campus.
3. These Societies Council Rules (**Rules**) are made pursuant to regulation 33 of the Student Guild Regulations.

DEFINITIONS

4. For the purposes of these Rules, unless otherwise specified:
 - (a) **Affiliated Society** has the same meaning as defined in the Student Guild Regulations.
 - (b) **Candidate** means a Guild member that has nominated, and has been accepted by the Returning Officer under rule 36, as a candidate for an Election.
 - (c) **Club Delegate** means a Club Executive or ordinary committee member of a Societies Council Affiliated Society, appointed to act on behalf of the Affiliated Society at a Societies Council club general meeting.
 - (d) **Club Executive** means the office bearers elected by members of a Student Society at a club general meeting to act as the entity's executive (including a president, treasurer, vice-president and/or secretary) and includes any member acting in a leadership role or who has decision making power in the Student Society.
 - (e) **Club Grant Policy** means the policy governing the provision of grants and funding to Affiliated Societies made by the Guild from time to time.
 - (f) **Codes of Conduct** means any code of conduct binding nominees in a Societies Council Election or as an elected representative, including the UWA Student Guild Election Candidate Code of Conduct and the Student Representative Code of Conduct and Ethics as outlined in Schedule 1 or as issued by the Guild from time to time.
 - (g) **Election** means an election for a position on the Societies Council Committee (other than the President).
 - (h) **Formal Defect** includes only those errors or omissions which do not constitute a lack of substantial compliance.



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- (i) **Governance Committee** means the Governance Committee of the Guild Council.
- (j) **Grant** means any grant of money issued by the Societies Council.
- (k) **Guild** means the 'Student Guild' as defined in the UWA Act.
- (l) **Guild Council** has the same meaning as defined in the UWA Statute.
- (m) **Guild Councillor** means a 'Student Guild Councillor' as defined in the Student Guild Regulations.
- (n) **General Guild Election** has the meaning given to that term in the Student Guild Regulations.
- (o) **Guild Misconduct** has the meaning given to that term in the Student Guild Regulations.
- (p) **Guild Property** means property owned or leased by the Guild including, but not limited to, clubrooms, meeting spaces, storage rooms, lockers and mailboxes.
- (q) **Guild Year** means the period from 1 December to 30 November of the following year.
- (r) **Nomination Period** has the meaning given to that term in rule 32.
- (s) **Public Affairs Council** means the Subsidiary Council of the Guild established pursuant to regulation 32 of the Student Guild Regulations known as the 'Public Affairs Council'.
- (t) **Records** in respect of a Student Society means:
 - (i) records of all meetings and decisions of the Student Society (including agendas, minutes, resolutions, reports, policies and by-laws etc.);
 - (ii) a register of current and former members (and the dates of their membership);
 - (iii) where the Student Society has members who must hold Working With Children cards for its activities, a record of those members' names and contact details, their Working With Children card numbers, the names and dates of organisations they worked with where members were dealing with children and names of the children if available, which information has been collected with consent of the children's legal guardian (**WWC Records**);
 - (iv) invoices and financial records (including bank statements, records of bank transactions, account ledgers, reconciliations, invoices, receipts, credit card statements and supporting documents) (**Financial Records**);
 - (v) copies of insurance policies, if any, held by the Student Society;



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- (vi) documents recording compliance of Club Executives with attendance at training sessions held by the Guild;
- (vii) all other information as directed by the Societies Council and/or Guild Council from time to time.
- (u) **Returning Officer** means the person appointed under rule 53 and rule 54 to fulfil the position of 'returning officer' under these Rules.
- (v) **Societies Council Committee** means the governing committee of the Societies Council comprising of the persons set out in rule 11.
- (w) **Societies Council Committee Executive** means a member of the Societies Council Committee elected at the Elections held in accordance with these Rules, and the President.
- (x) **Standing Orders** means the Guild standing orders.
- (y) **Student Guild Regulations** means the Student Guild Regulations made by the Senate of the University.
- (z) **Student Society** has the same meaning as defined in the Student Guild Regulations.
- (aa) **University Working Day** has the meaning given in the UWA Statute clause 6.
- (bb) **UWA Act** means *University of Western Australia Act 1911 (WA)*.
- (cc) **UWA Statute** means the University of Western Australia Statute made by the Senate of the University.
- (dd) **UWA or University** means The University of Western Australia.

INTERPRETATION

5. In these Rules, unless the context otherwise dictates:
- (a) The singular includes the plural and vice versa, and a gender includes other genders;
 - (b) The meaning of general words is not limited by specific examples introduced by 'including', 'for example' or similar expressions.
 - (c) A reference to a document includes a variation or replacement of it.
 - (d) A reference to a statute includes its subordinate legislation and a modification, replacement or re-enactment of either.
 - (e) Where a capitalised term is used in these Rules but not defined, the definition of such a term shall be taken from the Student Guild Regulations.



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Where no such definition is available, the Governance Committee shall have the power to determine the definition of the term in question.

- (f) A reference to a particular role, position, body, group, organisation, committee or faculty or school of the University is a reference to that thing as renamed or constituted from time to time.
 - (g) A reference to a 'Record' is a reference to any record of information however recorded and includes:
 - (i) any thing on which there is writing or Braille;
 - (ii) a map, plan, diagram or graph;
 - (iii) a drawing, pictorial or graphic work, or photograph;
 - (iv) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
 - (v) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else;
 - (vi) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically; and
 - (vii) a reference to an electronic or digital record is any machine readable information in electronic storage media, including metadata, deemed to be a corporate record.
6. In the event of an inconsistency between a provision of these Rules and a provision of the Student Guild Regulations, the provision of the Student Guild Regulations will prevail.

OBJECTS

7. The objects of the Societies Council shall be to provide funding, training, administrative and leadership support to Affiliated Societies, allowing them to run events and activities for students and develop treasury and leadership skills.

FUNCTIONS AND POWERS OF THE SOCIETIES COUNCIL

8. The Societies Council has the following functions:
- (a) Approve the affiliation or disaffiliation of a Student Society to the Societies Council in accordance with these Rules, the Student Guild Regulations and Guild By-Laws.
 - (b) Administer the Club Grant Policy and consider applications and issue Grants itself and with the Public Affairs Council.
 - (c) Provide funding, administrative and leadership support to Societies Council Affiliated Societies, in accordance with Club Grant Policy.



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- (d) Host events and manage Guild Property leased to Affiliated Societies.
9. The Societies Council has the following powers:
- (a) To recommend that a Student Society be affiliated or disaffiliated;
 - (b) Provide Grants to eligible Affiliated Societies; and
 - (c) To enter into lease agreements for Guild Properties.

SOCIETIES COUNCIL COMMITTEE

10. The Societies Council Committee governs the Societies Council.
11. The Societies Council Committee comprises of:
- (a) Societies Council Committee Executive Members (being the President, Vice-President, Treasurer and Secretary (and Sponsorship Officer if required)); and
 - (b) up to three Committee Ordinary Members.
12. The quorum of a Societies Council Committee meeting shall be four members, of which at least two must be Societies Council Committee Executive Members.
13. The Societies Council Committee includes the following positions:
- (a) President;
 - (b) Vice-President;
 - (c) Treasurer;
 - (d) Secretary;
 - (e) Sponsorship Officer (if required); and
 - (f) Three Committee Ordinary Members.
14. The Societies Council Committee may establish a position of 'Sponsorship Officer' to be elected at an Election under these Rules, if the Societies Council Committee determines the position is required. If a Sponsorship Officer is elected, the Societies Council Committee will only comprise of two Committee Ordinary Members.
15. The Societies Council must have the following subcommittees, comprised of members of the Societies Council Committee:
- (a) Tenancy Sub-Committee
 - (b) Finance Sub-Committee



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16. Each Societies Council Committee member holds office from 1 December in the year of their election until 30 November the following year, subject to rule 66.
17. The President must be elected in a General Guild Election in accordance with the Student Guild Election Regulations.
18. The President must:
 - (a) attend and preside at all meetings of the Societies Council (including Societies Council Committee meetings and Societies Council club general meetings);
 - (b) be an ex-officio member of all committees of the Societies Council;
 - (c) regularly report to Guild Council on the activities, role and responsibilities undertaken by the Societies Council; and
 - (d) present an annual report to the final Guild Council meeting of the Guild Year on the activities, role and responsibilities undertaken by the Societies Council during the Guild Year.
19. In the event that the President is unwilling or unable to chair a Societies Council meeting, the Vice-President must chair the meeting. In the event the Vice-President is unwilling or unable to chair a Societies Council meeting, the Societies Council Committee must elect a chair for the relevant meeting from the other Societies Council Committee Executive Members.
20. The Vice-President must:
 - (a) Assist the President and represent the Societies Council where the President is unavailable or unable to act; and
 - (b) Assist in the management and functioning of the Societies Council Committee and the Sub-Committees.
21. The Treasurer must:
 - (a) Administer Club Grants;
 - (b) Oversee Affiliated Society finances; and
 - (c) Prepare and administer the annual Societies Council budget.
22. The Sponsorship Officer must:
 - (a) Determine an amount required for sponsorships for the relevant Guild Year in consultation with the Treasurer; and
 - (b) Liaise with external and internal stakeholders to secure sponsorship agreements for Societies Council objects and activities.



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23. The Committee Ordinary Members must:
- (a) Perform tasks as assigned by the Societies Council Committee Executive Members; and
 - (b) Assist the Societies Council to fulfil its objects.

SOCIETIES COUNCIL COMMITTEE ELECTIONS

24. Societies Council Elections shall be held annually for the following positions:
- (a) Vice-President
 - (b) Treasurer
 - (c) Secretary
 - (d) Sponsorship Officer (if required as determined by the Societies Council Committee from time to time and notified to members under rule 26).
 - (e) Three Committee Ordinary Members (or Two Committee Ordinary Members if a Sponsorship Officer is elected).
25. Societies Council Elections shall be conducted in accordance with the Standing Orders.
26. The Societies Council Committee will notify the members of the Societies Council prior to the opening of the Nominations Period whether a Sponsorship Officer position has been created by the Societies Council Committee which is capable of being filled at an Election.
27. All members of the Societies Council at the close of the Nomination Period shall be entitled to vote for all positions in an Election held according to these Rules.
28. To be eligible to hold and nominate for a position listed in rule 24, a person must at the time of the close of the Nomination Period:
- (a) Be a current member of the Guild;
 - (b) Be an enrolled UWA student, with full rights and privileges, for the 12-month period during which they would hold office;
 - (c) Be a current member of an Affiliated Society;
 - (d) Be a current (or within the past two years have been) a committee member of an Affiliated Society, a Club Executive of an Affiliated Society or held a position on the Societies Council Committee, demonstrated to the satisfaction of the Returning Officer, at the time of the nomination;



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- (e) Not have been convicted of an offence and be under sentence, or be subject to be sentenced, for an offence punishable under the law of the Commonwealth or of a State by imprisonment for one year or longer' in line with the Guild Regulations;
 - (f) Not be certified as mentally unfit;
 - (g) Not be an employee of the Guild; and
 - (h) Agree to be bound by and comply with the Codes of Conduct.
29. Nominations shall be in the form and submitted in the manner prescribed by the Returning Officer. By submitting a nomination the nominee agrees to be bound by and comply with the Codes of Conduct.
30. 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 Societies Council Facebook or Instagram page;
 - (c) The Guild Facebook or Instagram page;
 - (d) Guild Weekly; and
 - (e) Emails to Guild members.
31. A person may nominate under any name that, in the opinion of the Returning Officer, best reflects their identity.
32. 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**).
33. Nominations must be received by the Returning Officer by 5.00 pm on the day that nominations close.
34. An eligible person may nominate for more than one position at the same Election and must provide to the Returning Officer the order of their preferred positions.
35. On an ongoing basis throughout the Nomination Period, the Returning Officer shall check the validity of nominations lodged.
36. The Returning Officer may, in their absolute discretion, accept a nomination which, in their opinion, substantially complies with the nomination requirements. 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



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- nominations whenever this is practicable.
37. If a nominee is ineligible as a result of a by statute, by-law, regulation or rule, the nomination shall be declared invalid.
 38. 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.
 39. 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.
 40. 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 27.
 41. 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).
 42. 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.
 43. 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).
 44. 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.
 45. 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.
 46. In the case of Committee Ordinary Member positions, if three or fewer nominations are received for those positions (or in the situation where a Sponsorship Officer is to be elected, two or fewer nominations are received) at the close of the Nomination Period, those nominees will be declared as elected to the position of Committee Ordinary Members and no vote will occur in respect of those positions.
 47. 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.
 48. Voting for positions will occur by ballot at the final meeting of the Societies Council



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and the Public Affairs Council in the second semester of the Guild Year.

49. Subject to these Rules, the Candidate with the most votes at the meeting will be elected to the relevant position. Where two or more Candidates receive an equal amount of the highest votes (**Candidates with Equal Votes**), another vote must be taken at the meeting in respect of those Candidates with Equal Votes.
50. 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 rules 63 and 65 (as applicable).
51. Ballot papers must be kept in accordance with the recordkeeping requirements in the Student Guild Regulations.
52. 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

53. The Returning Officer must be the Managing Director of the Guild.
54. 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.
55. A person shall only be eligible to serve as Returning Officer if that person:
 - (a) Is not a member of the Societies Council and has not been anytime in the last 2 years;
 - (b) Has not been a Candidate in an Election held under these Rules anytime in the last 2 years;
 - (c) Is 18 years of age or older;
 - (d) Is capable of administering all aspects of the Election efficiently; and
 - (e) Is impartial.
56. The Returning Officer is responsible for ensuring:
 - (a) The fair conduct and administration of the Election held under these Rules for which they are appointed;
 - (b) That Elections are conducted in accordance with these Rules and the Student Guild Election Regulations;



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- (c) That Election preparations are completed in a timely manner; and
 - (d) That the duties required in these Rules are carried out.
57. The Returning Officer shall have the power to:
- (a) Issue any determination in whatever terms they see fit for the fair conduct and administration of any Election for which they are appointed;
 - (b) Act on their own motion to prevent a breach or attempted breach of these Rules;
 - (c) Spend any monies assigned by the Societies Council Committee for the purposes of the administration of an Election;
 - (d) Direct any person wilfully interfering, obstructing or disrupting balloting procedures or a count of votes; and
 - (e) Take any other reasonable action they deem appropriate to ensure the fair conduct and administration of an Election.
58. Except where a Returning Officer is appointed under rule 62, the Returning Officer shall be appointed no later than one week prior to the opening of nominations.
59. 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.
60. The Returning Officer may resign by lodging a written resignation with the Societies Council President and the President of the Guild.
61. The resignation shall be effective from the time and date it is received by the Societies Council President and the President of the Guild (whichever is later).
62. 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.

CASUAL VACANCY OF SOCIETIES COUNCIL COMMITTEE MEMBERS

63. A position on the Societies Council Committee will be deemed vacant if the holder of that position:
- (a) dies;
 - (b) is permanently incapacitated by mental or physical ill health;
 - (c) resigns;
 - (d) is no longer eligible to hold a position under rule 28;



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- (e) Commits any act or omission that is considered Guild Misconduct under the Student Guild Regulations; or
 - (f) Is absent for more than three Societies Council Committee meetings or Societies Council club general meetings in a 6-month period of which he or she has received notice, without reasonable excuse (in the reasonable opinion of the Societies Council Committee) or tendering an apology to the President or chair of the relevant meeting.
64. Where the position of President becomes vacant (**Outgoing President**), the Guild Council must appoint a person to act as President for the remainder of the Outgoing President's term (excluding a person who has previously held the position of Societies Council President), in accordance with Part 5 of the Guild Election Regulations.
65. Where there is a casual vacancy in the position of a Societies Council Committee member, other than the President (**Outgoing Committee Member**), the remaining members of Societies Council Committee may appoint by majority a person who complies with the eligibility requirements in rule 28 to fill the vacant position for the remainder of the Outgoing Committee Member's term.

REMOVAL OF SOCIETIES COUNCIL COMMITTEE MEMBERS

66. Subject to compliance with rule 67, a Societies Council Committee member (other than the President) may be dismissed by special resolution of not less than 75% of Societies Council Committee members present and eligible to vote at a Societies Council Committee meeting.
67. Notice of the motion to dismiss a Societies Council Committee member must be provided via email or in person to the Societies Council Committee member proposed to be dismissed at least 10 University Working Days prior to the motion being put to a meeting of the Societies Council Committee. The Societies Council Committee member must have an opportunity to put their case to the Societies Council Committee meeting verbally at the meeting or by a written notice to be provided to attendees at a Societies Council Committee meeting.

DISPUTE RESOLUTION

68. This section applies to disputes:
- (a) between Societies Council Committee members;
 - (b) between Affiliated Societies and the Societies Council;
 - (c) between one or more Affiliated Societies;
 - (d) between one or more members of an Affiliated Society and the Affiliated Society; or



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- (e) between one or more members of an Affiliated Society.
69. The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.
70. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 69 any party to the dispute may start the dispute resolution procedure by giving written notice of the parties to the dispute and the matters that are the subject of the dispute to the following who will act as mediator in relation to the dispute (**Mediator**):
- (a) Where the dispute is between Societies Council Committee members, the Governance Committee;
 - (b) Where the dispute is between one or more Affiliated Societies and the Societies Council, the Societies Council President, or if they are unable to act, another Societies Council Committee Executive Member;
 - (c) Where the dispute is between one or more Affiliated Societies, the Societies Council President, or if they are unable to act, another Societies Council Committee Executive Member;
 - (d) Where the dispute is between one or more members of an Affiliated Society and the Affiliated Society, the Club Executives of the Affiliated Society;
 - (e) Where the dispute is between one or more members of an Affiliated Society, the Club Executives of the Affiliated Society; or
 - (f) Where the dispute is between one or more members of an Affiliated Society in respect of a member's removal from membership of the Affiliated Society, the Governance Committee.
71. Within 28 days after the notice is given, the Mediator must meet to consider the dispute as a mediator.
72. The person/s to act as Mediator must act fairly and impartially and not:
- (a) have an actual or perceived personal interest in the matter that is the subject of the dispute; or
 - (b) be biased in favour of or against any party to the dispute.
73. The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
74. Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.



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75. In conducting the mediation, the Mediator must:
- (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
76. The Mediator cannot determine the matter that is the subject of the mediation.
77. The Mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.

SOCIETIES COUNCIL CLUB GENERAL MEETINGS

78. The Societies Council shall conduct its meetings in accordance with the Standing Orders as laid down from time to time by Guild Council.
79. The Societies Council must have a minimum of 10 club general meetings during the Guild Year and otherwise as often as necessary to deal with its business.
80. The following matters may be dealt with by a club general meeting of the Societies Council:
- (a) voting on affiliation of Student Society;
 - (b) updating relevant policies and activities;
 - (c) administration tasks; and
 - (d) training for Affiliated Societies.
81. Societies Council club general meetings must be attended by the following:
- (a) The Societies Council Committee members; and
 - (b) The Club Delegates of each Affiliated Society.
82. Societies Council club general meetings may be attended by the following:
- (a) Members of each Affiliated Society with prior approval from the President; and
 - (b) Any person invited by the President under rule 84.



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83. Quorum for a club general meeting of the Societies Council will be 50% plus one of the Club Delegates of all Affiliated Societies of the Societies Council at any time. Quorum must be present at all times for business to be conducted at a club general meeting.
84. The President may invite to any meeting any person whose presence would, in the opinion of the President, facilitate the transaction of any Societies Council business.
85. The Secretary shall take minutes of all club general meetings of the Societies Council and make them available to Club Delegates and the Guild Council.
86. An Affiliated Society will be liable for a financial penalty in accordance with the Club Grant Policy, if a Club Delegate fails to attend a club general meeting without an apology sent to the Secretary by 5:00pm the day before the club general meeting or proper reason.

VOTING AT SOCIETIES COUNCIL CLUB GENERAL MEETINGS

87. The Societies Council Committee is responsible for setting the agenda for Societies Council club general meetings. Each attendee of a club general meeting under rule 81 may vote once on each motion to be put to a vote. For the avoidance of doubt, a Club Delegate may attend on behalf of more than one Affiliated Society, but may only vote once.
88. Resolutions at a club general meeting will pass if they receive 50% plus one votes of all Club Delegates in attendance, where quorum is present.

FINANCE SUB-COMMITTEE

89. The Societies Council Committee must have a Finance Sub-Committee. The functions of the Finance Sub-Committee are to:
 - (a) Set a budget for the allocation of Grants for the next Guild Year, for approval by Guild Council;
 - (b) Advise the Societies Council about the merit of Grant applications and allocation of Grants;
 - (c) Consider appeals from Affiliated Societies regarding the allocation of Grants or funding and make a final decision; and
 - (d) Perform other functions prescribed to it in under the Club Grants Policy.
90. The Finance Sub-Committee comprises of the following members:
 - (a) the Societies Council Committee Executive Members;
 - (b) the Treasurer of the Societies Council; and



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- (c) the Guild General Secretary.
91. The President must chair all Finance Sub-Committee meetings. In the event that the President is unwilling or unable to chair a Finance Sub-Committee meeting, the Vice-President must chair the meeting. In the event the Vice-President is unwilling or unable to chair, the Finance Sub-Committee must elect a chair from the present Finance Sub-Committee members.
 92. Each member of the Finance Sub-Committee has one vote on matters. Decisions must be made by simple-majority unless otherwise specified in these Rules.
 93. The quorum for a Finance Sub-Committee meeting shall be three members. The Guild General Secretary must be invited to all Finance Sub-Committee meeting but are not required to attend.
 94. Where required, the Finance Sub-Committee may appoint additional members to the Finance Sub-Committee by unanimous vote.
 95. The Finance Sub-Committee must meet as often as is necessary to perform its functions, when convened by President or whenever required by the Societies Council Committee.

TENANCY SUB-COMMITTEE

96. The Societies Council Committee must have a Tenancy Sub-Committee. The functions of the Tenancy Sub-Committee are to:
 - (a) Administer Guild Council's Tenancy Allocation Policy and all other Guild Council policies;
 - (b) Manage Guild Property leased to Affiliated Societies in accordance with the Guild Council's Tenancy Allocation Policy and all other Guild Council policies;
 - (c) Accept and consider clubroom and storage lease applications;
 - (d) Allocate available tenancies to successful applicants and enter into lease agreements for clubrooms and storage rooms on behalf of the Guild with Affiliated Societies;
 - (e) Hold Tenancy General Meetings for the purpose of consulting with Affiliated Societies who are tenants of Guild Property;
 - (f) Conduct inspections of Guild Property, or arrange for inspections to be conducted, and arrange for cleaning where required; and
 - (g) Maintain Guild Property, provide cleaning supplies for the use of clubroom tenants and deal with work orders and complaints.



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97. The Tenancy Sub-Committee comprises of the following members:
- (a) the Chair of the Tenancy Sub-Committee;
 - (b) at least one Committee Executive member who is on the Societies Council;
 - (c) the Societies Council President;
 - (d) the Education Council President;
 - (e) at least one member of the Guild Executive; and
 - (f) up to two ordinary Tenancy Sub-Committee members (elected at the second Guild Council Meeting of the Guild Year).
98. The Chair of the Tenancy Sub-Committee must be elected at the first Guild Council Meeting of the Guild Year from amongst the Guild Councilors.
99. The Chair of the Tenancy Sub-Committee will chair all Tenancy Sub-Committee meetings. In their absence the Committee Executive of the Tenancy Sub-Committee will act as chair.
100. The Committee Executive/s of the Tenancy Sub-Committee shall be appointed by the Societies Council President.
101. A member of the Tenancy Sub-Committee may appoint a proxy, by written notice to the Tenancy Sub-Committee, as follows:
- (a) any member of the Societies Council Committee may serve as proxy for the Societies Council President or the Committee Executive member if required;
 - (b) any member of the Education Council Committee may serve as proxy for the Education Council President;
 - (c) any voting member of the Guild Council may serve as proxy for the Chair of the Committee; and
 - (d) any member of the Guild Executive may serve as a proxy for the Guild Executive member of the Committee.
102. Tenancy Sub-Committee meetings
- (a) Meetings of the Tenancy Sub-Committee will be held no less than three times each Guild Year. A meeting of the Tenancy Sub-Committee shall be called by the Chair in December to review all current lease agreements of Guild Property.
 - (b) Additional meetings of the Tenancy Sub-Committee will be called at the



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discretion of the Chair.

- (c) Matters to be discussed at meetings of the Tenancy Sub-Committee include general administration, the consideration and allocation of lease applications, tenant issues and disputes and any other matter which may require a confidential meeting.
- (d) The quorum for a Tenancy Sub-Committee meeting shall be three voting members, at least one of whom must be the Chair or the Committee Executive of the Tenancy Sub-Committee or their proxies.
- (e) Up to two members of the Tenancy Sub-Committee may appoint a proxy, provided that both proxies are not for both the Committee Executive and the Chair.
- (f) No individual may hold more than one voting position on the Tenancy Sub-Committee at any one time.
- (g) Decisions on clubroom allocations should be made with consensus. In the event that the Tenancy Sub-Committee cannot come to a consensus decision, the Chair shall make a final decision.
- (h) The Tenancy Sub-Committee may invite to any meeting any person whose presence would, in the opinion of the committee, facilitate the transaction of any tenancy business.

103. Tenancy General Meetings

- (a) Tenancy General Meetings will be held no less than three times each Guild Year.
- (b) Additional Tenancy General Meetings will be called at the discretion of the Chair.
- (c) Tenancy General Meetings shall be for the purposes of discussing administrative, property and maintenance issues affecting tenants.
- (d) Tenancy General Meetings must be attended by members of the Tenancy Sub-Committee and a representative of each Affiliated Society with a lease agreement for a clubroom.
- (e) All other Affiliated Societies with a lease of Guild Property may attend Tenancy General Meetings.
- (f) The quorum for a Tenancy General Meeting shall be three voting members, at least one of whom must be the Chair or the Committee Executive of the Tenancy Sub-Committee or their proxies.



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- (g) The Chair of the Tenancy Sub-Committee will chair all Tenancy General Meetings. In their absence the Committee Executive of the Tenancy General Meetings will act as chair.
- (h) The Tenancy Sub-Committee may invite to any meeting any person whose presence would, in the opinion of the Tenancy Sub-Committee, facilitate the transaction of any tenancy business.

ALLOCATION OF GUILD PROPERTY LEASES

- 104. Lease allocations of Guild Property are governed by the Guild Council's Tenancy Allocation Policy.
- 105. No Student Society may occupy or lease Guild Property without having signed a lease agreement that is co-signed by a member of the Tenancy Sub-Committee.
- 106. The Chair of the Tenancy Sub-Committee will call for applications when either all or a specific number of clubrooms or storage spaces are to be reallocated. Applications will only be accepted at times specified by the Chair, in consultation with the Tenancy Sub-Committee.
- 107. Lease allocations decided upon by the Tenancy Sub-Committee must be ratified by the Guild Executive before they become effective and binding on the parties to the lease allocation.
- 108. If the Guild Executive does not approve of the allocations made by the Tenancy Sub-Committee, the Guild Executive will be required to give a written explanation within 5 University Working Days of their decision, so the Tenancy Sub-Committee can take these reasons into account in their reallocation.
- 109. Unsuccessful applicants for a lease may appeal to the Tenancy Sub-Committee within 5 University Working Days of the decision being circulated to all tenants. Any appeal can only be on the grounds that the applicant has met minimum compliance.
- 110. If the initial appeal does not change the decision of the Tenancy Sub-Committee the applicant may appeal to the Guild Executive within 5 University Working Days. The decision of the Guild Executive is final, unless an appeal is made that proper procedure as provided for in these Rules was not followed, to the Managing Director of the Guild.
- 111. Upon the formation of a new Tenancy Sub-Committee at the beginning of the Guild Year, all tenancies shall be subject to review to ensure proper use of Guild Property and compliance with all Guild and University policies.
- 112. All tenants must meet a minimum standard of compliance in order to successfully pass the mid-year and annual review. If a Student Society does not pass the mid-year or annual review, their tenancy will be terminated, subject to the provisions of the Guild Council's Tenancy Allocation Policy.



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113. A lease of Guild Property will be terminated immediately upon notice by the Tenancy Sub-Committee if it is reasonably suspected that the Student Society has misused the Guild Property or engaged in Guild Misconduct, the Guild Property requires structural work or in the event of an emergency.

AFFILIATION OF STUDENT SOCIETIES

114. For a Student Society to affiliate to the Societies Council and become an Affiliated Society, it must:
- (a) Comply with the affiliation requirements set out in these Rules;
 - (b) submit an application for affiliation including its current constitution or governing document which is accepted by the Societies Council President; and
 - (c) receive a majority of votes for affiliation at a General Meeting of the Societies Council.
115. The Societies Council President will consider each constitution or governing document submitted to determine if it meets the requirements of affiliation under these Rules. The Societies Council President may consult the Societies Council Committee or Chair of Governance Committee if required, when making their decision. Only Student Societies with constitutions which comply with these Rules may be put forward to the Societies Council for a decision on affiliation.
116. The Societies Council shall consider the aims and purposes of Student Societies in determining whether an entity will be affiliated. No Student Societies affiliated to the Societies Council shall have substantially the same aims and purposes. For the purposes of this Rule, the meaning of 'substantially the same' shall be as determined by the current Societies Council Committee.
117. The Societies Council must vote on affiliation of a new Student Society at a club general meeting of the Societies Council and the Student Society will become affiliated if they receive a simple majority of votes in favour of affiliation. In the event of an equal vote, the Societies Council President will have the casting vote.
118. A Student Society which is not accepted for affiliation may appeal the decision to the Governance Committee of the Guild Council if the vote was not conducted according to the proper procedure as provided for in these Rules. The decision of the Governance Committee of the Guild Council may be appealed to the Guild Council. If the Governance Committee or the Guild Council determines that the vote was not conducted according to the proper procedure, the Societies Council must hold another vote at the next Societies Council club general meeting.
119. The Societies Council President shall within one week of each meeting of the Societies Council, forward the names of any new Affiliated Societies to the relevant



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Guild staff to be recorded in the register of Affiliated Societies.

ELIGIBILITY REQUIREMENTS FOR AFFILIATION

120. A Student Society will be eligible to apply for affiliation and remain an Affiliated Society if it complies with all of the following:
- (a) It is a not-for-profit entity, run to fulfil its objects and for the benefit of its members.
 - (b) Its objects and purposes are to operate for the benefit of members generally, to become and remain affiliated to Societies Council, to encourage and promote cooperation between the entity and other Affiliated Societies and to do all such things necessary and proper for the benefit or advancement of its members.
 - (c) It does not remunerate its office bearers or members or otherwise give a financial benefit to its office bearers that is not available to all members by reason of their membership.
 - (d) It applies its property and income solely towards the promotion of the objects of the Student Society and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith and in the promotion of its objects.
 - (e) Where the Student Society is an incorporated association, it complies with the requirements of the *Associations Act 2015* (WA) in all respects and is a registered incorporated association with the Department of Mines, Industry Regulation and Safety and holds a current policy for management liability insurance for an amount no less than \$20,000,000 (or such other amount determined by the Finance Director of the Guild).
 - (f) It complies with these Rules, the Student Guild Regulations and the directions of the Societies Council and the Guild Committee.
 - (g) It keeps Records securely in accordance with the Guild Records Management Policy generally, and:
 - (i) holds and maintains all WWC Records securely and does not destroy them; and
 - (ii) holds Financial Records for no less than seven years.
 - (h) It submits Records to the Societies Council on a yearly basis within 1 month of the Societies Council's annual election and otherwise as often as required by the Societies Council.
 - (i) It submits Financial Records (including Financial Records relating to bank accounts in the Student Society's name or accounts it has the benefit of) to the Guild Finance Sub-Committee on a yearly basis within 1 month of the Guild's annual general meeting and otherwise as often as required by the Guild.



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- (j) It requires that Records are used only for the purposes of the Student Society and otherwise protects the personal information and privacy of the individuals it holds information in relation to.
- (k) It does not open a bank account in its own name without the prior approval of the Guild Council.
- (l) In the event a Student Society holds an external bank account it must not allow the account to be in overdraft and if requested by the Societies Council Committee, must require the Guild Treasurer to be a co-signatory on the account for all withdrawals or transfers of money from the account.
- (m) It is required to give the Societies Council access to its bank accounts including its external bank accounts and original Records when requested.
- (n) It has Club Executives elected by members at an annual general meeting.
- (o) It provides that vacancies arising in respect of Club Executive positions may be filled by the remaining Club Executives appointing a replacement, until the vacant Club Executive position can be filled at the next election.
- (p) It requires its Club Executives attend training as required by the Guild or Societies Council, including student leadership training.
- (q) It has and complies with a process for fair elections of Club Executives including a process to nominate for a position and dispute an election outcome.
- (r) It has and complies with a process to hold meetings of members and meetings of the Club Executives.
- (s) It has and complies with a process for nominating a member to act as a Club Delegate.
- (t) It holds an annual general meetings of members (which must be advertised in Guild publications at least one week prior to the meeting).
- (u) It has and complies with the governance requirements set out in these Rules including providing that a member may only be removed as a member or have their membership suspended for breach of the entity's constitution for the reasons set out in rule 126.
- (v) It requires that suspected Guild Misconduct in relation to its members be reported in accordance with the Guild Policy and Student Guild Regulations, and not take disciplinary action against a member on its own accord.
- (w) It has ordinary full year membership fees of at least \$4, with a discount of \$2 for Guild members and half-year memberships of at least \$2 with a discount of \$1 for Guild members.
- (x) It uses Grants provided to the Student Society only for the purposes of providing amenities or services to members or for the development of cultural, social, sporting or recreational activities related to the University and must



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comply with all conditions attached to the Grant. The Student Society must not use Grants for another purpose and must not use it to make a gift.

- (y) It complies with all Guild by-laws, Standing Orders and policies in force from time to time, including but not limited to the Guild Records Management Policy, the Guild Recordkeeping Plan, the Guild Social Media Policy, the Guild Social Media Guidelines and the UWA Statement on Freedom and Expression.

GOVERNANCE OF AFFILIATED SOCIETIES

- 121. Affiliated Societies must ensure they hold current and valid relevant registrations and authorisations required for their operation.
- 122. Club Executives must comply with the eligibility requirements in rule 28 (except for subrule (d)) to be eligible to act as a Club Executive. In exceptional circumstances, the Societies Council Committee may approve in writing students who are not current enrolled UWA students holding a Club Executive position. Upon affiliation, the Club Executives of an Affiliated Society must comply with, and are deemed to be bound by, the Codes of Conduct.
- 123. Club Executives must attend all training as required by the Guild or Societies Council, including student leadership training.
- 124. A Club Executive will be ineligible to hold a position as a Club Executive if they do not attend three Societies Council club general meetings (or Societies Council meetings held jointly with the Public Affairs Council) in a three month period or fail to attend training as required by the Guild or Societies Council (unless otherwise permitted by the Societies Council Committee in writing).
- 125. All members of Student Societies must be current enrolled UWA students unless the Societies Council Committee approves otherwise in writing.
- 126. Members may only be removed from membership of an Affiliated Society in accordance with the Affiliated Society's constitution, in one or more of the following circumstances:
 - (a) they are no longer eligible to be a member of the Affiliated Society based on the eligibility criteria in the Affiliated Society's governing document; or
 - (b) the member is subject to suspension, expulsion or other disciplinary action by the University.
- 127. If an Affiliated Society reasonably suspects that a member may have engaged in Guild Misconduct or a criminal act, the Affiliated Society must immediately refer the matter to the Guild and/or Police (as the case may be).
- 128. Affiliated Societies must have processes in place to refer potential or actual Guild Misconduct to the University and criminal matters to the Police in accordance with



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rule 127.

129. Subject to rule 130, an Affiliated Society must have a constitution or governing document which deals with the objects of the Affiliated Society, the eligibility of members, the election of Club Executives and a dispute resolution process that complies with the dispute resolution procedure (as applicable) as set out in rules 68 to 77 to deal with disputes between members and between members and the Affiliated Society.
130. If an Affiliated Society does not have a constitution, or its constitution does not expressly deal with the points set out in these Rules, the template Affiliated Society Rules provided by Societies Council will be deemed to govern the Affiliated Society, to the extent required.
131. The Affiliated Society must comply with its constitution or governing document, all Guild by-laws, Standing Orders and policies in force from time to time.

DISAFFILIATION

132. To be deemed active, an Affiliated Society must:
 - (a) hold annual general meetings each year, and hold its first annual general meeting at least within two months of registration as an Affiliated Society;
 - (b) hold at least two other events during each Guild Year, one per semester;
 - (c) comply with these Rules, its constitution, the Student Guild Regulations, all Guild by-laws, Standing Orders and policies in force from time to time;
 - (d) comply with banking protocols and requirements;
 - (e) submit any amendments to its constitution to the Societies Council President for approval;
 - (f) submit a new 'Office Bearers Form' and 'Finance Form' not later than one month after any acceptance as an Affiliated Society or there being a change in Office Bearers or of financial details of the Affiliated Society, respectively;
 - (g) have no outstanding debts with the Guild at the end of the academic year unless the Affiliated Society has been granted an overdraft or loan by the Guild Executive to cover the debt; and
 - (h) and have attended at least three Societies Council club general meetings during the previous 12 months; and
 - (i) not have missed three meetings in a six month period without providing a valid reason to the President.



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133. Any Affiliated Society which is not active in compliance with all of the requirements in rule 132 will be considered 'lapsed' and will be ineligible to apply for any Grants offered by the Societies Council or receive any benefit that affiliation would normally provide until that Affiliated Society complies with all of the requirements in rule 132.
134. Disaffiliation proceedings will be commenced against any Affiliated Society:
 - (a) If the Societies Council Committee resolves by majority resolution that an Affiliated Society has not complied with rule 132 for a minimum period of 12 months;
 - (b) if an executive of that Affiliated Society requests it to be disaffiliated, pursuant to a general meeting of the Affiliated Society approving its disaffiliation or if the Affiliated Society ceases to have members or if no members are elected as Club Executives; or
 - (c) in accordance with regulation 77 of the Student Guild Regulations.
135. In the case of disaffiliation pursuant to rule 134(a) or (b), the Societies Council Committee must provide notice of the motion of disaffiliation to the last known executive of the Affiliated Society at least 10 University Working Days prior to the relevant general meeting where the motion will be considered.
136. Subject to rule 135, an Affiliated Society will be disaffiliated if a motion for its disaffiliation is passed by a 51% majority of voting members present at a club general meeting of the Societies Council. The Affiliated Society may not cast a vote on the motion for its disaffiliation.
137. A representative from the Affiliated Society proposed to be disaffiliated may speak against the motion for disaffiliation at the club general meeting.
138. The Societies Council Committee may recommend to the Guild Council that an Affiliated Society be disaffiliated or not receive any benefit that affiliation would normally provide to that Affiliated Society.
139. A member of an Affiliated Society which has been disaffiliated under these Rules may appeal the decision to the Governance Committee on the basis that there was an error in the procedure where the motion for disaffiliation was passed.
140. Except where an Affiliated Society's constitution, approved by the Societies Council, expressly provides for the distribution of its assets on it being dissolved, disaffiliated or ceasing to exist, upon an Affiliated Society being dissolved or disaffiliated, all of its surplus assets, after any liabilities have been satisfied, shall be transferred to and become the property of the Guild. Any assets received by the Guild must only be used in a manner that supports the remaining Affiliated Societies or for the purposes of the Societies Council generally.
141. An Affiliated Society once dissolved, disaffiliated or ceasing to exist must submit all



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its Records to the Guild within 10 University Working Days of its dissolution, disaffiliation or termination (as the case may be).

CHANGES TO THESE RULES & THE SUPREMACY OF THESE RULES

142. The Societies Council Committee or seven Club Delegates in writing, may propose amendments to these Rules to Guild Council.
143. Changes to these Rules must be passed by a simple majority of the Guild Council.
144. These Rules replace all previous rules governing the administration of the Societies Council.



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Schedule 1 - Student Representative Code of Conduct and Ethics

The UWA Student Guild is a representative body run by students for students and exists to make sure each student has the best University experience possible.

As an integral part of the community of the University of Western Australia, the Student Guild, its Council and Councillors and its members are each committed to acting, at all times, ethically and with integrity. This promotes a culture of fair, respectful and ethical behaviour and, in turn, this reflects positively on all concerned.

This Code of Conduct (**Code**) provides guidance as to an individual's obligations and expected behaviours when making decisions or taking actions, particularly in their capacity as a student member of the Student Guild.

This Code is to be read in conjunction with the UWA Statute(s), Regulations for Student Conduct and Discipline; UWA /Student Guild Policies and Procedures. UWA Code for the Protection of Freedom of Speech and of Academic Freedom, and all relevant laws and legislation.

Underlying Principles

The ethical principles, values and behaviours expected of all members of the Student Guild are founded on the following universally recognised principles:

- Equity and Justice;
- Respect for Individuals;
- Taking Responsibility – Personal and Professional.

Exemplary Conduct

In the performance of our duties, both in our personal conduct and how we treat others, we will act with honesty and integrity; demonstrate respect and courtesy; take all care and diligence while complying with our legal obligations and upholding our values, integrity and reputation. Particularly, we:

1. lead by example and strive for excellence by setting high standards;
2. act with honesty, integrity and impartiality and not for ulterior/extraneous purposes or with malice;
3. at all times, show respect, courtesy, consideration, sensitivity and no prejudice/discrimination/bias in the performance of duties;
4. be respectful of the point of view of others while advancing yours;
5. act in the best interests of the Student Guild and its members rather than in your own



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- interests or in the interests of others;
6. maintain a professional approach to all matters at hand, including refraining from name-calling or any sledging;
 7. be a team player by consulting, co-operating and co-ordinating with others;
 8. maintain a safe and healthy working environment in which all can thrive including not engaging in bullying behaviours or sexual harassment;
 9. use confidential /official /personal information for authorised purposes only;
 10. not make public comments (orally/in writing/via social media /or the like) for and on behalf of the Student Guild or the Student Council unless expressly authorised to do so.
 11. when making comments or expressing a point of view, you must ensure that your expression is free from prejudice; non-discriminatory and unbiased and make clear that you are expressing your personal views and not those of the Student Guild or Student Council;
 12. utilise Student Guild resources and tools of trade in a responsible and accountable manner;
 13. avoid any conflicts of interest – actual/perceived/potential and always put the interests of the Student Guild ahead of your personal interests;
 14. not accept any offers/gifts/gratuities or other incentives/inducements;
 15. disclose information in a timely/accurate/consistent/complete/fair manner;
 16. report suspected breaches through normal/approved channels;
 17. adhere to legal requirements, policies and lawful directions; and
 18. you must make clear that any views you express while participating in any political process (at whatever level) are your personal views and not those of the Student Guild or the Student Council.

We have a shared responsibility to ensure the Student Guild not just survives but thrives and that individuals within it reach their full potential.

Remember, you role model the values, behaviours and beliefs/practices of the Student Guild. Proceed with courage and determination.