

<b>Sports Department Rules</b>			
<b>Commencement Date:</b>	September 2021	<b>Review Date:</b>	September 2023
<b>Division/Person Responsible:</b>	Sports Officer		
<b>Category:</b>	Department Rules		
<b>Relevant Regulations:</b>	r.37		
<b>Approval Authority:</b>	Guild Council		

### **Preliminary**

#### **1 Establishment**

These rules are made under Section 37 of the Guild Regulations.

#### **2 Definitions and Interpretations**

- (1) In these Rules, unless the contrary intention appears –
- (a) **Affiliated Society** means a University club, society or association which is registered by the Guild and affiliated to a Subsidiary Council, in accordance with the *Guild Regulations*;
  - (b) **Faculty Society** means a University club, society or association which is registered by the Guild and affiliated to the Education Council, in accordance with the *Guild Regulations*;
  - (c) **General Guild Elections** means the election of positions specified in the Guild Election Regulations, and which are conducted in accordance with the requirements of the Guild Election Regulations;
  - (d) **Guild** means the Student Guild, as established by the *University of Western Australia Act 1911 (WA)*;
  - (e) **Guild Year** has the meaning given in the *Guild Regulations*, which as at the date of these Rules is:  
    - means the period from 1 December to 30 November of the following year;
  - (f) **Guild Member** means a member of the Guild which includes Ordinary Members, Associate Members, and Honorary Life Members;
  - (g) **Second Semester** has the meaning given in the *Guild Regulations*, which as at the date of these Rules is: the second semester as specified in the University calendar;
  - (h) **Semester** means the two University teaching periods during a calendar year, the dates for which are specified in the University calendar;
  - (i) **Student Societies** means a University club, society or association which is registered by the Guild, in accordance with the *Guild Regulations*;
  - (j) **University** means the University of Western Australia, as established by the *University of Western Australia Act 1911 (WA)*;
  - (k) **University Working Day** means any day other than a Saturday, Sunday and a day specified by the University calendar as a University holiday.

### **The Sports Department**

#### **3 Objects**

- (1) The objects of the Sports Department shall be to –
- (a) Co-ordinate and organise sporting events and activities of the Guild;
  - (b) Recommend relevant policy on Guild-run student sporting activities and student sporting related issues to Guild Council;

- (c) Implement appropriate Guild policy on student sporting activities and student sporting issues;
  - (i) Student sporting activities encompass Guild-run sporting activities in which UWA students are the target demographic for engagement in the relevant activity;
  - (ii) Student sporting related issues are issues which has a material impact on the ability for students to engage in sport;
- (d) Disseminate information on Guild sporting events and activities using the available on-campus media;
- (e) Regularly report to Guild Council on the activities undertaken by the Sports Department;
- (f) Support and co-ordinate the actions of University Societies relating to sporting activities; and
- (g) Deliver and promote sporting activities, and other activities pertaining to student sporting related issues, in collaboration with UWA Sport where applicable.

#### **4 Membership of the Department**

- (1) All Guild Members are entitled to act as members of the Sports Department.
- (2) Members of the Sports Department have the right to apply for any position outlined within these Rules unless otherwise specified.
- (3) No person who is not a Guild Member may act as a member of the Sports Department or hold a position outlined in these Rules.

#### **5 Budget**

- (1) The Sports Officer must provide for the information of the Guild Strategic Resources Committee, a copy of the Sports Department budget for the current Guild Year together with its financial statements.
- (2) Notwithstanding regulation 43 of *Student Guild Regulations* and these Rules, the purposes for which the funding provided to the Sports Department is expended at the discretion of the Sports Officer.

#### **6 Committee**

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

TABLE 1. SPORTS DEPARTMENT COMMITTEE			
Item	Position	Process of Election or Appointment	Role
<b>Executive</b>			
1	Sports Officer	Elected at the General Guild Elections in accordance with the <i>Guild Election Regulations</i> .	The role of the Sports Officer is to – (a) Regularly report to Guild Council on the activities undertaken by themselves and the Sports Department; and (b) Undertake any other roles as prescribed in the Sports Department’s Rules as approved by Guild Council.
2	Up to 2 Deputy Sports Officers	Appointed by the Sports Officer.	The role of the Deputy Sports Officers is to – (a) Assist the Sports Officer; (b) Be a member of the Sports Department Executive.
3	Secretary	Appointed by the Sports Officer.	The role of the Secretary is to – (a) Be a member of the Sports Department Executive; (b) Carry out the administrative work of the Sports Department; (c) Call all meetings of the Department Committee as required in accordance with these Rules; (d) Maintain accurate and transparent administrative records of the Sports Department.
<b>Ordinary</b>			
4	Up to 4 Ordinary Committee Members	Appointed by the Sports Officer.	The role of the Ordinary Committee Members is to assist the Committee

- (3) All Committee Members have full voting rights.
- (4) The term of office of 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.

## 7 Resignations & Vacancies

- (1) Where a committee member, with the exception of the Sports Officer, is absent from three Committee meetings without an adequate apology each time, the Sports Officer may declare the Committee member’s position vacant.
- (2) Any Committee member, with the exception of the Sports Officer, may resign from their position by giving written notice to the Sports Officer of their intention to resign, and their resignation will take effect the day after it is received by the Sports Officer, unless a later is specified in the notice.
- (3) The Sports Officer shall replace the vacant position as soon as practicable, as per the process outlined in Rule 6.

## Sports Representatives Council

### 8 Objects

- (1) The Objects of the Sports Representatives Council shall be to –
  - (a) Co-ordinate weekly Inter-Faculty Sports events;
  - (b) Connect the Sports Representatives, or equivalent, of each Faculty Society or invited Affiliated Society;
  - (c) Support and co-ordinate inter-faculty sporting activities and events.

### 9 Membership

- (1) The Sports Representatives Council is comprised of –
  - (a) The Sports Officer, or nominee; and
  - (b) The Sports Representatives, or equivalent, of –
    - (i) each Faculty Society;
    - (ii) the Western Australian Students' Aboriginal Corporation;
    - (iii) Affiliated Societies, as invited by the Sports Officer
  - (c) A representative from UWA Sport
- (2) The Sports Officer may invite an Affiliated Society to join the Sports Representatives Council once they have attended a majority of Inter-Faculty Sports events in one Semester.
- (3) All members listed in (1) are voting members, but each Faculty Society and Affiliated Society may only hold one vote.

## **10 Meetings**

- (1) The Sports Representatives Council meets monthly from February to October, excepting June.
- (2) The quorum for a meeting of the Sports Representatives Council is half of voting membership, one of which must be the Sports Officer, or nominee.
- (3) The Sports Officer, or nominee, is to preside as chair of Sports Representatives Council meetings.
- (4) Subject to (5), at least 5 University Working Days' notice must be given for a Sports Representative Meeting, whether ordinary or special.
- (5) Where four or more members of the Sports Representatives Council or the Sports Officer considers the matter to be urgent, at least 2 University Working Days' notice may be given for a Sports Representatives Council Meeting.

## **Department Meetings**

### **11 General Meeting Rules**

All meetings of the Sports Department are conducted in accordance with the Standing Orders of the Guild and these Rules.

### **12 Committee Meetings**

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

### **13 Ordinary General Meetings**

- (1) The Sports Department will hold one ordinary general meeting in the second semester.

- (2) The Sports Officer will ensure that notice specifying the time and place of an ordinary general meeting of their Department 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 the Sports Department 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;
  - (b) Sports Officer’s report;
  - (c) Consideration of the current budget or upcoming budget as appropriate;
  - (d) Motions on notice; and
  - (e) General business.
- (4) The Sports Officer shall allow members of the committee of the Department to provide a supplementary report on their activities as part of the Sports Officer’s report to the Ordinary General Meeting and Guild Council.
- (5) Chair
  - (a) The Sports Officer is to preside as chair of Ordinary General Meetings.
  - (b) In the absence of the Sports Officer, or where the Sports Officer elected not to chair a meeting, the role of chair is filled by a Deputy Sports Chair.
  - (c) If the Sports Officer and the Deputy Sports Officer are absent or elect not to chair a meeting, the members present will elect a chair from among those present.
- (6) Quorum
  - (a) The quorum for a general meeting of the Sports Department 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.
- (7) A general meeting of the Sports Department cannot be held on a day during the student vacation period as published in the University calendar from year to year.

#### **14 Special General Meeting**

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

noticeboards at least 5 University Working Days prior to the date of the proposed special general meeting.

**15 Removal of a Sports Officer**

- (1) The Guild Council has the power to declare vacant the position of the Sports Officer 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 Sports Officer, if they commit serious contravention under 98 of the Guild Regulations.