

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

Preliminary

1 Establishment

These rules are made under Section 37 of 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 Welfare Department

3 Objects

- (1) The objects of the Welfare Department shall be to –
- (a) Co-ordinate and organise the welfare activities of the Guild;
 - (b) Recommend to Guild Council relevant policy on student welfare related issues , and to implement appropriate Guild policy on student welfare;
 - (c) Disseminate information on student welfare, using the available on-campus media; and

- (d) Regularly report to Guild Council on the activities undertaken by the Welfare Department.
- (2) The Welfare Department may do all such things as would appear necessary and proper for the benefit of students or the advancement of the aims of the Department.

4 Membership of the Department

- (1) All Guild Members are entitled to act as members of the Welfare Department.
- (2) Members of the Welfare 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 Welfare Department or hold a position outlined in these Rules.

5 Budget

- (1) The Welfare Officer must provide for the information of the Guild Strategic Resources Committee, a copy of the Welfare 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 Welfare Department is expended at the discretion of the Welfare Officer.

6 Committee

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

| TABLE 1. WELFARE DEPARTMENT COMMITTEE | | | |
|---------------------------------------|-----------------|---|--|
| Item | Position | Process of Election or Appointment | Role |
| Executive | | | |
| 1 | Welfare Officer | Elected at the General Guild Elections in accordance with the <i>Guild Election Regulations</i> . | The role of the Welfare Officer is to – <ul style="list-style-type: none"> (a) Regularly report to Guild Council on the activities undertaken by themselves and the Welfare Department; (b) Undertake any other roles as prescribed in the Welfare Department’s Rules as approved by Guild Council; (c) Acquire, spend or dispose of any moneys or property in the manner that advances the objects of the Department; (d) Have the power to create and dissolve positions within the Department, as is necessary to fulfil the object of the Department in accordance to these rules; and |
| 2 | Secretary | Appointed by the Welfare Officer. | The role of the Secretary is to – <ul style="list-style-type: none"> (a) Be a member of the Welfare Department Executive; (b) Carry out the administrative work of the Welfare 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 Welfare Department; (e) Provide agendas and take minutes of all meetings of the Welfare Department and make them available to members of the Welfare Department; and |

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|-----------------|------------------------------------|-----------------------------------|---|
| | | | (f) Undertake any other tasks delegated to them as required by the Welfare Officer. |
| 3 | Marketing Officer | Appointed by the Welfare Officer. | The role of the Marketing Officer is to – (a) Be a member of the Welfare Department Executive (b) Carry out the marketing activities of the Welfare Department (c) Support the marketing and engagement direction of the Department |
| 4 | Engagement Officer | Appointed by the Welfare Officer. | The role of the Engagement Officer is to – (a) Be a member of the Welfare Department Executive; (b) Create content and community outside of events; and (c) Support the marketing and engagement direction of the Department |
| 5 | Chair of the Welfare Council | Appointed by the Welfare Officer. | The role of the Chair of the Welfare Council is to – (a) Be a member of the Welfare Department Executive; (b) Chair the Welfare Council; and (c) Undertake any other tasks delegated to them as required by the Welfare Officer. |
| Ordinary | | | |
| 4 | Up to 6 Ordinary Committee Members | Appointed by the Welfare Officer. | The role of the Ordinary Committee Members is to – (d) Assist the Committee to achieve the objects of the Department; (e) Serve as representatives for the various welfare initiatives of the Department (f) Undertake any other tasks delegated to them as required by the Welfare Officer. |

- (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.
- (5) Guild Welfare Officer shall Not have the power to overrule or otherwise counteract a decision made by the Department at a General Meeting.

7 Resignations & Vacancies

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

Welfare Council

8 Objects

- (1) The objects of the Welfare Council shall be to –
 - (a) Create a forum for Faculty Societies and key cultural clubs to discuss the role they play in creating a campus environment that puts student wellbeing first;
 - (b) Allow clubs to organically reach conclusions on how they can create more inclusive environments, with a view of creating long-term and more effective

change on the university experience beyond the power of the Welfare Department alone.

9 Membership

- (1) The Welfare Council is comprised of –
 - (a) The Welfare Officer;
 - (b) The Chair of the Welfare Council;
 - (c) The Welfare Representatives, or equivalent, of –
 - (i) Each Faculty Society;
 - (ii) Autonomous Guild Departments; and
 - (iii) Affiliated Societies, as invited by the Chair of the Welfare Council
- (2) All members listed in 9(1) are voting members, but each Faculty Society and Affiliated Society may only hold one vote.

10 Meetings

- (1) The Welfare Council meets monthly from February to October.
- (2) The quorum for a meeting of the Welfare Council is Five, one of which must be either the Welfare officer or the Chair of the Welfare Council.
- (3) The Chair of the Welfare Council is to preside as chair of the Welfare Council meetings.
- (4) Subject to (5), at least 5 University Working Days' notice must be given for a Welfare Council Meeting, whether ordinary or special.
- (5) Where four or more members of the Welfare Council or the Chair of the Welfare Council considers the matter to be urgent, at least 2 University Working Days' notice may be given for a Welfare Council Meeting.

Department Meetings

11 General Meeting Rules

All meetings of the Welfare 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 Welfare Officer considers the matter to be urgent, at least 2 University Working Days' notice must be given for a Committee Meeting.
 - (c)
- (2) Chair
 - (a) The Welfare Officer is to preside as chair of Committee Meetings.
 - (b) In the absence of the Welfare Officer, or where the Welfare Officer elects not to chair a meeting, the role of chair is filled by the Secretary.
 - (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 Welfare Officer or the Secretary.
 - (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.

13 Ordinary General Meetings

- (1) The Welfare Department will hold one ordinary general meeting in the Second semester.
- (2) The Welfare 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 Welfare 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) Welfare Officer's 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) The Welfare Officer shall allow members of the committee of the Department to provide a supplementary report on their activities as part of the Welfare Officer's report to the Ordinary General Meeting and Guild Council.
- (5) Chair
- (a) The Welfare Officer is to preside as chair of Ordinary General Meetings.
 - (b) In the absence of the Welfare Officer, or where the Welfare Officer elected not to chair a meeting, the role of chair is filled by the Secretary.
 - (c) If the Welfare Officer and the Secretary are absent or elect not to chair a meeting, the members present will elect a chair from among those present.
 - (d) The chair does not have a casting vote.
- (6) Quorum
- (a) The quorum for a general meeting of the Welfare s 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 Welfare 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 Welfare Officer will call a special general meeting of the Welfare Department –
 - (a) At the direction of the Guild Council;
 - (b) At the direction of the Welfare Department; or
 - (c) On the written requisition of at least 10 members qualified to vote at a meeting of the Welfare Department.
- (2) The Welfare Officer shall call a special general meeting within 10 University days of receiving a direction or requisition under section 14(1C) of these Rules.
- (3) If the Welfare s Officer fails to do so, the persons named in the direction or requisition are entitled to call a special general meeting of the Welfare Department.
- (4) A special general meeting of the Welfare Department must be held –
 - (a) Within 21 days from the date that the Welfare Officer received the direction of requisition; and
 - (b) At the time and place nominated by the Welfare Department.
- (5) All directions and requisitions for a special general meeting of the Welfare Department 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 Welfare Officer will ensure that a notice, specifying the time and place of the special general meeting of the Welfare 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 Welfare Officer

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

16 Miscellaneous

- (1) No member of the Welfare Department shall sit on the Welfare and Advocacy Guild Council Committee, except for the Welfare Officer.