



Rules of the UWA Student Guild Education Council

Approved by Guild Council on 30 September 2026

These Rules are made by the Guild Council, as the governing authority of the Guild, under Chapter 3 regulation 37 of the Regulations.

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Chapter 1 — Preliminary

1 Name

- (1) The formal name of the Subsidiary Council shall be the Education Council.
- (2) The Subsidiary Council may also choose to go by Ed Council.

2 Objectives

- (1) The objects and purposes of the Council are:
 - (a) to advance the objects of the Guild through engagement with Affiliated Faculty Societies.
 - (b) The Education Council includes all Guild-Affiliated student-run clubs and societies on campus which become affiliated with the Education Council in accordance with these Education Council Rules.

3 Authorisation

These Rules are made by the Guild Council under the Regulations.

4 Commencement

These Rules take effect on 30 September 2026.

5 Interpretation and Definitions

- (1) In these Rules, unless the contrary intention appears:

Affiliated Society has the same meaning as defined in the Student General Regulations;

Club Delegate means a Club Executive or ordinary committee member of an Affiliated Society, appointed to act on behalf of the Affiliated Society at an Education Council General Meeting;

Club Executive means the officer bearers elected by members of a Student Society at a General Meeting to act as the entity's executive (including President, Treasurer, Vice-President/s and Secretary) and includes any member acting in a leadership role or who has decision making power in the Student Society;

Club Grant Policy means the policy governing the provision of grants and funding to Affiliated Society made by the Guild from time to time;

Codes of Conduct means any code of conduct binding nominees in an Education 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;

Committee means the management committee of the Subsidiary Council established under Chapter 3;

Committee Member means a member of the Committee as set out in Schedule 1;

Council Member has the meaning given to that term in rule 8;

Education Council President has the meaning given to it in the Regulations and, for the purpose of these Rules, is the Head of the Subsidiary Council;

Election means an election for a position on the Education Council Committee (other than the President);

Election Regulations means the current UWA Student Guild Election Regulations approved by the Senate of the University;

General Guild Elections means the annual election for the positions listed in Schedule 1 of the Election Regulations;

Governance Committee means the Governance Committee of the Guild Council;

Grant means any grant of money issued by the Education Council;

Guild or Student Guild means the Student Guild as established by section 28(1) of the University Act;

Guild Administration means the Guild's employees under the management of the Guild's Managing Director or their nominee;

Guild Council means the governing body of the Guild constituted under the University Statute;

Guild Misconduct Tribunal means the Guild Misconduct Tribunal referred to in the Regulations;

Guild Officer means any elected or appointed officer of Guild Council, a Subsidiary Council, a Guild Department, Guild Committee, Student Society or any other committee or division of the Guild;

Guild Regulations means the Student General Regulations and the Election Regulations approved by the Senate of the University;

Guild Year has the meaning given in the Student General Regulations, which as at the date of these Rules is the period from 1 December to 30 November of the following year;

Register of Committee Members means the register of Committee Members referred to in rule 12;

Regulations means the Student General Regulations approved by the Senate of the University;

Returning Officer means the person appointed under rule 17 to fulfil the position of 'returning officer' under these Rules;

Rules means these rules of the Subsidiary Council;

Student has the meaning given in the University Statute, which as at the date of these Rules is a person enrolled in the University as a student, including a person enrolled in an Award course of the University, whether in Perth or elsewhere, or enrolled through University extension as a continuing education student in units offered within Award courses of the University;

Student Society has the same meaning as defined in the Student General Regulations;

Subsidiary Council means the Subsidiary Council referred to in rule 1;

University means the University of Western Australia;

University Act means the *University of Western Australia Act 1911* (WA);

University Statute means the statute made by the Senate pursuant to the *University Act*;

University Working Day means any day other than a -

- (a) Saturday;
 - (b) Sunday;
 - (c) day specified in the University calendar as a University holiday; and
 - (d) University's annual shut-down period as determined by the University's executive each year.
- (2) Terms capitalised but not defined in these rules have the meaning given to those terms in the Guild Regulations, as amended or replaced from time to time.

6 Compliance

- (1) The Subsidiary Council and Subsidiary Council Members must comply with the Guild Regulations and the Guild by-Laws and these Rules.
- (2) These Rules form part of the Guild by-Laws and are subject to the approval of Guild Council.

7 Functions and Powers

- (1) Run a minimum of 8 meetings of the Education Council in the relevant Guild year.
- (2) Education Council Meetings should provide a space for Faculty Society and Affiliated Society representatives to raise concerns on education, report on their activities, and liaise with Guild Councillors and the Education Council Committee.

Chapter 2 – Membership

8 Membership

- (1) The Members of the Education Council shall consist of the following:
 - (a) The Education Council Committee;
 - (b) The Guild President;
 - (c) The Postgraduate Students' Association President; and
 - (d) Registered Faculty Societies
- (2) There shall be no fee payable by Subsidiary Council Members for Membership of the Council.

9 Becoming affiliated

- (1) Student Societies can become a Faculty Society through an application to the Education Council Committee.
- (2) The Education Council Committee will receive the application and may bring it to the Education Council if they deem that the Student Society:
 - (a) Is an Affiliated Society
 - (b) Is directly associated with at least one school of the University
 - (c) Is not substantially similar to any other already registered Faculty Society
- (3) The Education Council will admit the Student Society as a Faculty Society following an absolute majority vote by Education Council Members

10 Suspension and deregistration

- (1) The Education Council may suspend the rights and privileges of a Faculty Society for any period where that society has not complied with these Regulations and the Guild By-Laws.
- (2) Where a Faculty Society:
 - (a) no longer complies with the requirements for eligibility contained within these Regulations and the Guild By-Laws;
 - (b) fails to conduct its affairs in accordance with its constitution;

- (c) breaches the Regulations on more than one occasion;
- (d) uses a grant for non-approved purposes;
- (e) brings the Guild, the society or the University into serious disrepute; or
- (f) contravenes the laws of Western Australia or the Commonwealth of Australia,

then the Education Council may deregister the society as a Student Society.

- (3) A Faculty Society will be deregistered as a Faculty Society by the Guild Council where the deregistration is:
 - (a) approved by a general meeting of the Faculty Society; and
 - (b) approved by Guild Council.
- (4) A society which is deregistered under the Regulations must immediately:
 - (a) be removed from the relevant register or registers under Chapter 5 regulation 79;
 - (b) cease its operations, including but not limited to:
 - (i) operating or conduct events on University premises;
 - (ii) receiving benefits from the University; and
 - (iii) otherwise affiliating with the University.

11 Standing Invitees

- (1) The Standing Invitees of the Education Council shall consist of the following:
 - (a) Environment Department Officer;
 - (b) Immediate Past President of the Education Council;
 - (c) International Students' Department President;
 - (d) Pride Officer;
 - (e) Welfare Officer; and
 - (f) Women's Officer;
- (2) The Education Council Executive may appoint, by a majority vote, standing invitees for the relevant Guild Year. These invitees may include delegates from clubs affiliated with the Societies Council that have objectives related to the educational and holistic support of students in an area of study, or a current Guild Councillor.

- (3) In addition to the Standing Invitees, the Education Council President may invite an Occasional Invitee to any meeting. An occasional invitee is a person whose presence would facilitate the transaction of any Education Council business.

12 Complaints and misconduct

- (1) If a Subsidiary Council Member has a complaint about another Subsidiary Council Member, or an Education Council Committee Member including the President of the Education Council, the following may be submitted to the Guild's Governance Committee:
 - (a) the nature of the complaint;
 - (b) outline of the facts and evidence relied upon for the complaint;
 - (c) the remedy sought; and
 - (d) the contact details of the complainant.
- (2) The Guild Governance Committee may deal with the complaint at its discretion, unless the complaint amounts to a breach of these Rules or Guild Misconduct, in which case, the Guild Governance Committee must report the complaint in accordance with Chapter 7 of the Regulations.
- (3) Any Subsidiary Council Member who suspects that another Subsidiary Council Member has contravened these Rules or otherwise engaged in Guild Misconduct must report it in accordance with Chapter 7 of the Regulations.

13 Maintaining a Register of Committee Members

- (1) The Committee must maintain a Register of Committee Members and any associated committees of the Subsidiary Council.
- (2) The Register of Committee Members must include each Committee Member's name and University email address.
- (3) The Register of Committee Members must be kept at a location (electronic or otherwise) as determined by Guild Administration.
- (4) The Register of Committee Members must be sent to the Guild General Secretary after initial appointments.
- (5) The Guild General Secretary must be notified of any changes to the Committee.

Chapter 3 – Committee

14 Management of the Subsidiary Council

- (1) The Committee may exercise all the powers of the Subsidiary Council, except the power to amend these Rules.
- (2) The Committee may propose amendments to these Rules, however, changes to these Rules must be approved by the Governance Committee and subsequently Guild Council.
- (3) The Committee must comply with any Guild Policies, Governance Rules and Codes of Conduct as developed by any or all of the Committee, the Guild, and the University.

15 Composition of Committee

- (1) The Committee must consist of the following Education Council executive :
 - (a) President of the Subsidiary Council;
 - (b) Vice-President of the Subsidiary Council;
 - (c) Secretary; and
 - (d) Treasurer.
- (2) The Committee may have up to 3 Ordinary Committee Members.
- (3) In addition to the specific duties laid out in the Student General Regulations, the Education Council Executive shall be responsible for giving effect to the Role of Education Council and for the efficient organisation, administration and conduct of the activities and affairs of the Education Council.
- (4) The Education Council President and Education Council Treasurer shall be responsible for distribution of the Faculty Society Grants line item of the Guild Budget in accordance with any Guidelines set by the Education Council.
- (5) The Education Council Committee must appoint one of its three Ordinary Committee Members to act as the Chair of the Education Action Network for the Guild Year. Where none of the Ordinary Committee Members are willing or able to act as the Chair, the Education Council Vice-President will be the Chair of the Education Action Network.
- (6) A person who is a Student and an Ordinary Member of the Guild shall be deemed eligible to be a member of the Subsidiary Council Committee.
- (7) The term of the Committee Members shall expire at the end of the last day of the Guild Year of the year in which they are elected or appointed.

- (8) The powers and responsibilities of the Committee Members are set out in Schedule 1 in these rules

16 Appointment of President of Subsidiary Council

- (1) The President of the Subsidiary Council will be elected by the Ordinary members of the Guild as set out in the Guild Election Regulations.
- (2) The President of the Subsidiary Council is not eligible to hold office if they have previously held the same position.

17 Election of Committee Members

- (1) A person who is a Student and an Ordinary Member of the Guild is eligible to nominate for a position as a Committee Member.
- (2) Education Council Elections shall be conducted in accordance with the Standing Orders.
- (3) All Members of the Education Council shall be entitled to vote for all positions in an Election held according to these Rules.
- (4) 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.
- (5) 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 Student Guild Facebook or Instagram page;
 - (c) Guild Weekly; and
 - (d) Emails to Guild members.
- (6) A person may nominate under any name that, in the opinion of the Returning Officer, best reflects their identity.
- (7) Nominations shall be open for a period of at least one week and shall close no later than one University Working Day before the election is to occur (Nomination Period).
 - (a) Nominations must be received by the Returning Officer by 11:59pm on the day that nominations close;
 - (b) 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;

- (c) On an ongoing basis throughout the Nomination Period, the Returning Officer shall check the validity of nominations lodged;
 - (d) The Returning Officer may, in the 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 defect in a nomination by the close of nominations whenever this is practicable;
 - (e) If a nominee is ineligible as a result of a statute, by-law, regulation or rule, the nomination shall be declared invalid;
 - (f) 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;
 - (g) 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;
 - (h) 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;
 - (i) 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);
 - (j) 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;
 - (k) 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);
 - (l) 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 Nominations Period; and
 - (m) 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.
- (8) In the case of Committee Ordinary Member positions, if three or fewer nominations are received for those positions at the close of the Nominations 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.

- (9) 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.
- (10) Voting for positions will occur by ballot at the October meeting of the Education Council in the second semester of the Guild Year.
- (11) 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, another vote must be taken at the meeting in respect of those Candidates with Equal Votes.
- (12) Any positions left vacant at the close of the vote shall remain vacant until such time as filled in accordance with casual vacancy provisions (as applicable).
- (13) Ballot papers must be kept in accordance with the recordkeeping requirements in the Student Guild Regulations.
- (14) 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.

18 Returning Officer

- (1) The Returning Officer must be the Managing Director of the Guild.
- (2) If the Managing Director of the Guild is unable or unwilling to act or has a conflict of interest, the Human Resources Manager or equivalent of the Guild or their nominee must act as Returning Officer.
- (3) A person shall only be eligible to serve as Returning Officer if that person:
 - (a) Has not been a member of the Education Council at any time in the past 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.
- (4) 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 Education 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.
- (5) Except where a Returning Officer is appointed, the Returning Officer shall be appointed no later than one week prior to the opening of nominations.
 - (6) 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.
 - (7) The Returning Officer may resign by lodging a written resignation with the President of the Education Council and the President of the Guild.
 - (8) The resignation shall be effective from the time and date it is received by the Education Council President.

19 Committee vacancies

- (1) The position of any Committee Member will be vacated if the holder of that position:
 - (a) dies;
 - (b) is permanently incapacitated by mental or physical ill health;
 - (c) resigns by notice in writing to the Committee;
 - (d) is no longer eligible to hold a position;
 - (e) commits any act or omission that is considered Guild Misconduct under the Student Guild Regulations; or
 - (f) is absent for more than three Education Council Committee meetings or Education Council General Meetings in a six-month period of which they have received notice, without reasonable excuse or tendering an apology to the Education Council President or Secretary.
- (2) Where the position of President becomes vacant, 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 Education Council President).
- (3) Where there is a casual vacancy in the position of an Education Council Committee member, other than the President, the members of the Education Council Executive may appoint by a majority vote, a person to fill the vacant position.

20 Education Action Network

- (1) The Education Council Campaigns Committee shall be known as the Education Action Network (henceforth EAN).
- (2) The EAN comprises:
 - (a) The EAN Chair;
 - (b) The Education Council President; and
 - (c) Any interested Guild members.
- (3) The EAN shall be responsible for implementing the policy of the Education Council, subject to directing motions of the Education Council and the Guild Council.
- (4) The quorum for a meeting of the EAN is one of the Education Council Executive, and two Guild members.
- (5) EAN motions shall be passed by simple majority, where each person listed may hold a maximum of one vote, including expenditure from the Campaigns line item of the Education Council budget.
- (6) EAN is subject to all Guild and University policies procedures and by-laws including the Guild Social Media policy and University and Guild Event Management policies.

21 Faculty Society Representatives

- (1) Anyone elected to the position of President of a Faculty Society shall be deemed to have been elected as a representative to Education Council from and by their respective Annual General Meeting for the purposes of these Rules
- (2) Completion of an Executive Registration Form (ERF) shall constitute sufficient evidence that an affiliated society's committee has appointed:
 - (a) Their Education Vice-President (or equivalent) as their society's delegate.
- (3) Notice in writing to the Secretary of the Education Council from a member of a Faculty Society's executive is sufficient to appoint a proxy on behalf of that Faculty Society's representative, varying the Guild Standing Orders.

Chapter 4 – Meetings

22 Council Meetings

- (1) The Education Council shall conduct its meeting in accordance with the Standing Orders of Councils of the Guild unless otherwise varied by these Rules in accordance with Regulation.
- (2) Only the members of the Education Council may vote at Education Council Meetings.
- (3) The quorum for a meeting of the Education Council is two Executive members, and Members from more than half of the Faculty Societies.
- (4) As a matter of convention, each Member and Standing Invitee of the Education Council shall receive at least ten University Working Days' notice of every formal meeting of Education Council.
- (5) The passing of a procedural motion setting upcoming meeting dates will be sufficient to call, and provide notice of, those meetings.
- (6) As a matter of convention, speaking rights shall be extended to all Standing and Occasional Invitees.
- (7) As a matter of convention, motions must be:
 - (a) received by the Education Council Secretary no later than 8 days prior to a scheduled Education Council Meeting; and
 - (b) circulated to Members, Standing Invitees and Occasional Invitees no later than 7 days prior to a scheduled Education Council Meeting.
- (8) As a matter of convention, reports must be:
 - (a) submitted by the Guild President, Education Council President and each Faculty Society and Affiliated Society;
 - (b) received by the Education Council Secretary no later than 1 day prior to a scheduled Education Council Meeting; and
 - (c) circulated to Members, Standing Invitees and Occasional Invitees as soon as practicably possible.
- (9) No proceedings or motions of Education Council shall be deemed invalid solely by reason of any Member or Invitee having failed to receive due notice.

23 Validity of act of the Committee

All acts done at any Committee Meeting or by the Committee will, despite the fact that it is subsequently discovered that there was some defect in the appointment of any

Committee Member or that any Committee Member was disqualified, be valid as if the defect did not in fact exist or the Committee Member was not disqualified, as the case may be.

24 Minutes of meetings

- (1) The Secretary must cause proper minutes of all proceedings of every Council Meeting to be signed and recorded within 30 days after the holding of each meeting. The minutes must contain:
 - (a) the names of all Committee Members, Council Members or standing invitees present (as applicable); and
 - (b) an outline of what was discussed; and
 - (c) all appointments reported to have been made; and
 - (d) all resolutions made or passed by the meeting.
- (2) If the Secretary is not present at the meeting, the Committee must nominate and authorise a person to be responsible for taking minutes for that particular meeting.

Chapter 5 – Miscellaneous

25 Funding

- (1) Funding of the Subsidiary Council is to be determined by Guild Council in accordance with the Regulations.
- (2) The Subsidiary Council will not have or operate an external bank account from the Guild.
- (3) The Subsidiary Council must comply with all Guild Finance Department financial reporting, policies, procedures and audit requirements.

26 Dispute Resolution

- (1) This section applies to disputes:
 - (a) between Education Council Committee members;
 - (b) between Affiliated Societies and the Education Council;
 - (c) between one or more Affiliated Societies;
 - (d) between one or more members of an Affiliated Society and the Affiliated Society; or
 - (e) between one or more members of an Affiliated Societies.
- (2) 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.
- (3) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by 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 Education Council Committee members, the Governance Committee;
 - (b) where the dispute is between one or more Affiliated Societies and the Education Council, the Education Council President, or if they are unable to act, another Education Council Committee Executive Member;
 - (c) where the dispute is between one or more Affiliated Societies, the Education Council President, or if they are unable to act, another Education 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.
- (4) Within 28 days after the notice is given, the Mediator must meet to consider the dispute.
- (5) 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 dispute.
- (6) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (7) 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.
- (8) In conducting the mediation, the Mediator must:
 - (a) give each party to the mediation every opportunity to be heard;
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that the principles of natural justice are afforded to the parties throughout the mediation process.
- (9) The Mediator cannot determine the matter that is the subject of the mediation.
- (10) 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.

27 Guidelines

- (1) The Education Council may pass by ordinary motion Guidelines on the Operation of Faculty Societies and Affiliated Societies.
- (2) The Education Council may pass by ordinary motion Guidelines for any Guild Representative extended a Standing Invitation.
- (3) The Education Council may pass by ordinary motion Guidelines for the distribution of the Faculty Society Grants line item of the Guild Budget among the Faculty Societies.

- (4) Only current Members of the Education Council Executive who do not hold office on a Faculty Society Committee may be extended a vote in any decision made under Faculty Society Grants Guidelines.
- (5) The Education Council may pass by ordinary motion Guidelines on the process by which the Awards of the Education Council are made.
- (6) Only current Members of the Education Council who do not hold office on a Faculty Society Committee may be extended a vote in any decision made under Faculty Society Awards Guidelines.

28 Faculty Society Elections

- (1) A Returning Officer for these Faculty Society elections cannot have:
 - (a) Been a candidate in the previous Student Guild elections;
 - (b) Been a candidate in the previous NUS representative elections;
 - (c) Been on Guild Council in the current year; and
 - (d) An actual or perceived conflict of interest.
- (2) Returning Officers must be appointed by the current Faculty Society Executive or Committee by majority vote.
- (3) If a Returning Officer for a specific Faculty Society election is perceived by any member of that Faculty Society to have a conflict of interest, vested interest or bias in the relevant Faculty Society election, they may raise a complaint with the Education Council Executive by outlining their reasons for this belief.
- (4) The Education Council Executive must review the complaint and determine whether the Returning Officer in question has an actual or perceived conflict of interest.
- (5) If it is determined that there is a conflict of interest, that person may no longer act as Returning Officer and the Education Council Executive may recommend further actions to rectify potential issues as they see fit (such as recommending a recount of votes).
- (6) Any complaints associated with Returning Officer bias must be submitted within 5 University Working Days of the election's completion.
- (7) The Education Council Executive must review the complaint and notify the complainant and the Returning Officer in question of the decision taken within 5 University Working Days.
- (8) The complainant and the Returning Officer in question may appeal the Education Council Executive's decision to the Governance Committee within 5 University Working Days of the decision being communicated.

- (9) The Governance Committee must review the appealed complaint and notify the complainant and the Returning Officer in question of the decision taken within 5 University Working Days. The Governance Committee's decision is final.

29 Notices

- (1) A notice under these Rules is deemed to be properly served if the notice is addressed and delivered to the Subsidiary Council Members as per the details contained in the Register of Members.
- (2) The non-receipt of, or the omission to send to any Subsidiary Council Member or Committee Member, any notice or other document required to be sent under these Rules does not invalidate a Council Meeting.
- (3) A notice may be served on the Subsidiary Council by either email, post or personal delivery to the Secretary or President of the Subsidiary Council.

Schedule 1 – Committee Members

Item	Position	Process of Election	Role
1.	Education Council President	Elected at the General Guild Elections	(1) In addition to any provision set out in these Rules, the role of the Head of Department is: (a) being the Department Officer for the purposes of the Student General Regulations; (b) being the head of the Department; (c) representing the interests of the Department at, and reporting to, the Guild Council; (d) calling and convening all general meetings and Committee Meetings of the Department; (e) acting as chairperson of general meetings and Committee Meetings of the Department; (f) managing relations with sponsors or supporters of the Department; (g) presenting a report at the annual general meeting of the Department; (h) coordinating the organisation of Department activities; and (i) any other duties as agreed with the Committee provided that they are consistent with the Regulations.
2.	Education Council Vice-President	Elected in accordance with these Rules	(1) In addition to any provisions set out in these Rules, the role of the Vice-President of the Department is: (a) assisting the Head of Department in the performance of their duties; (b) undertaking all Head of Department duties necessary for the day-to-day administration of the Department during any Head of Department absence; (c) attending a majority of general meetings and Committee Meetings of the Department; (d) liaising with the Committee Members to propose an adequate budget for the coming year's planned events; (e) organising Department activities; and (f) any other duties as agreed with the Committee.
3.	Secretary of the Education Council	Elected in accordance with these Rules	(1) In addition to any provisions set out in these Rules, the role of the Secretary of the Department is: (a) co-ordinating the correspondence of the Department; (b) consulting with the Head of Department regarding the business to be conducted at

Item	Position	Process of Election	Role
			each Committee Meeting and general meeting; (c) preparing the notices and agendas required for general meetings and Committee Meetings and for the business to be conducted at general meetings and Committee Meetings; (d) maintaining full and accurate minutes of Committee Meetings and general meetings, including a record of the Department Members present; (e) following up resolutions and actions required as a result of general meetings and Committee Meetings; (f) ensuring the Department is informed about current issues in the University community and the higher education sector; (g) ensuring that any amounts payable to the Department are collected and issuing receipts for those amounts in the Departments name; (h) ensuring that any payments to be made by the Department that have been authorised by the Committee or at a general meeting are made on time; (i) liaising with the General Secretary of the Guild in respect of the Department's budget; (j) presenting a report at the annual general meeting of the Department; (k) attending a majority of general meetings and Committee Meetings; and (l) any other duties as agreed with the Committee. (2) If the Secretary elects not to hold the financial responsibilities as outlined in (g) - (i) the Committee may appoint a person from the Committee to act as a Financial Officer who will take over budget, financial reporting and financial management of the Department.
4.	Treasurer of the Education Council	Elected in accordance with these Rules	(1) In addition to any provisions set out in these Rules, the role of the Treasurer of the Department is: (a) oversee the financial administration of the Education Council; (b) assist the Education Council President and Committee to prepare the Education Council's annual budget and any proposed budget amendments; (c) monitor expenditure against the approved Education Council budget and regularly

Item	Position	Process of Election	Role
			report the financial position of the Education Council to the Committee; (d) work with the Education Council President to administer and distribute the Faculty Society Grants allocation in accordance with these Rules, the Regulations, the Guild by-laws and any applicable Guidelines; (e) maintain accurate records of grants approved, funds allocated and expenditure authorised by the Education Council; (f) ensure that all expenditure authorised by the Education Council is consistent with the approved Guild budget and applicable Guild financial policies and procedures; (g) liaise with the Guild's Finance Department and the Guild General Secretary on financial matters relating to the Education Council; (h) provide financial information or reports requested by the Committee, Guild Council or Guild Administration; (i) assist Faculty Societies with understanding the requirements applying to Education Council grants and grant acquittals; (j) identify and declare any actual, perceived or potential conflict of interest in relation to grants or financial decisions; (k) present a financial report to the final meeting of the Education Council for the Guild Year; and (l) perform any other financial duties assigned by the Committee that are consistent with these Rules and the Regulations.
	Ordinary Committee Member	Elected in accordance with these Rules	(1) Ordinary Committee Members assist the office holders of the Department and have the duties given to them by the Committee. (2) An Ordinary Committee Member may undertake financial responsibility for the Department as appointed by the Committee.