

Student General Regulations

SENATE APPROVED – 4 August 2026

These regulations are made by the Senate of the University of Western Australia, as the governing authority of the University, under the *University of Western Australia Act 1911* section 16E.

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Chapter 1 — Preliminary

1 Purpose

The purpose of these regulations is to regulate the administration and operation of the Guild in accordance with the objects of the Guild as set out in the University Statute.

Note: the objects of the Guild set out in the University Statute are to:

- (a) foster all that tends to the advancement of students' learning and experience and the ennoblement of life;
- (b) provide, conduct, facilitate or manage educational, cultural, sporting, welfare, recreational or commercial facilities or activities for the direct or indirect benefit of students of the University; and
- (c) provide means of social interaction between students at the University; and generally further the common interests of students at the University.

2 Authorisation

These regulations are made by the Senate pursuant to section 16E of the University Act.

3 Commencement

These regulations take effect on 1 September 2026.

4 Application

Subject to the University Act, University Statute, and by-laws of the University, these regulations apply to:

- (1) all students; and
- (2) all members of the Guild; and
- (3) all Guild officers.

5 Interpretation

- (1) A term used in these regulations that is given a meaning or effect by the *Interpretation Act 1984* (WA) has the same meaning or effect in these regulations unless the contrary intention appears.
- (2) The University Act and University Statute prevail over these regulations to the extent of any inconsistency.

- (3) A provision of these regulations prevails over a schedule to these regulations to the extent of any inconsistency.

6 Terms used

In these regulations, unless the contrary intention appears:

appeal hearing means a hearing before the Guild Council in accordance with regulation 106;

appellant has the meaning given in regulation 104(1);

associate member means a person approved by the Student Guild as an associate member of the Guild under regulation 9;

authorised signatory means a person listed in regulation 83(2);

chair of the Guild Council means a member of the Guild Council that is elected to the office of Chair at the first Guild Council meeting in a Guild year;

department officer means a person elected or appointed to the position of a department officer under regulation 44;

deputy chair of the Guild Council means a member of the Guild Council elected to the office of Deputy Chair at the first Guild Council meeting in a Guild year;

election offence has the meaning given in the Election Regulations;

Election Regulations means the Election Regulations made by the Senate;

faculty society means a student society registered by the Guild as a faculty society under regulation 77;

Finance & Corporate Services Director means the Guild employee responsible for the Guild's financial position through the management of accounting and financial control functions, including establishing the financial strategy with the Managing Director of the Guild;

first semester means the first semester as specified in the University calendar;

general Guild elections means the annual election for the positions listed in Schedule 1 of the Election Regulations;

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

Guild by-laws means the rules approved by the Guild Council and includes the matters prescribed in regulation 13;

Guild Committee means a committee established by the Guild Council pursuant to regulation 48;

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

Guild councillor means a Guild officer specified in Schedule 1 that is a member of the Guild Council;

Guild department means a collective of individuals interested in a particular issue or intrinsically represented by a certain group and established as a Guild department by the Guild Council under regulation 41;

Guild employee means a person employed by the Guild;

Guild executive means the executive positions of the Guild Council listed in regulation 33(1);

Guild general secretary means the secretary of the Guild Council;

Guild misconduct has the meaning given in regulation 89(2);

Guild Misconduct Tribunal means the tribunal established to deal with allegations of Guild misconduct as set out in Chapter 7;

Guild officer means any elected or appointed officer of the Guild Council, a subsidiary council, a Guild department, Guild committee or any other committee or division of the Guild;

Guild Personnel Board means the Guild committee comprised under regulation 111(2);

Guild president means the person elected to the position of Guild president at the general Guild elections;

Guild stances means the stances adopted by the Guild Council pursuant to regulation 15 and recorded in the Register of Guild stances;

Guild strategic resources committee means the Guild committee responsible for overseeing the Guild's financial decisions and authorisation of expenditure up to an amount determined by the Guild Council;

Guild vice-president means a member of the Guild Council elected to the office of vice-president of the Guild at the first meeting of the Guild Council in a Guild year;

Guild year means the period from 1 December to 30 November of the following year;

head of Guild human resources department means the person with ultimate responsibility for the Guild's human resources function, regardless of the title of that position from time to time.

honorary life member means a person approved by the Guild as an honorary life member pursuant to regulation 10;

initial notice has the meaning given in regulation 97(2);

investigation report means a report provided under regulation 98;

Managing Director means the Guild employee in overall charge of the running of the organisation including the strategic planning, governance, implementation and operations on a daily basis;

member means a member of the Guild which includes ordinary member, associate members and honorary life members;

misconduct hearing means a hearing before the Guild Misconduct Tribunal under regulation 99;

NUS means the National Union of Students;

NUS office bearer means a student holding one of the following positions in the NUS:

- (a) national president;
- (b) any other national officers;
- (c) 12 general executive members;
- (d) state branch president;
- (e) state branch education vice-president.

ordinary Guild councillor means a position listed in Table D of Schedule 1 of the Election Regulations;

ordinary member means a student member of the Guild pursuant to regulation 8;

referendum has the meaning given in regulation 16(1);

register of Guild stances means the document maintained by the Guild Council which records all Guild stances;

respondent has the meaning given in regulation 97(2);

returning officer means the person appointed under the Election Regulations to administer elections;

second semester means the second semester as specified in the University calendar;

semester means the 2 University teaching periods during a calendar year, the dates for which are specified in the University calendar;

Senate means the Senate of the University;

standing orders means the document created by the Guild Council for the governing of meetings of the Guild;

student has the meaning given in the University Statute.

Note: on the commencement of these regulations a student 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

- (a) means a University club, society or association which is affiliated with a subsidiary council and registered by the Guild in accordance with regulation 76; and
- (b) includes a faculty society;

subsidiary council means a subsidiary council listed in regulation 36;

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) a Saturday; or
- (b) a Sunday; or
- (c) a day specified in the University calendar as a University holiday; or
- (d) a day in the University's annual shut-down period as determined by the University's executive each year.

Chapter 2 — Guild membership

Note: the University Act and University Statute include provisions regarding the membership of the Guild including eligibility, entitlement to opt-out and resign from the Guild, and eligibility for elective office of the Student Guild.

7 Categories of membership

There are 3 categories of Guild members:

- (1) ordinary member; and
- (2) associate member; and
- (3) honorary life member.

8 Ordinary member

- (1) In accordance with the University Act, all students are eligible to be ordinary members.
- (2) In accordance with the University Statute, a student may:
 - (a) elect at the time of enrolment not to become a member of the Guild; and
 - (b) resign at any time as a member of the Guild.
- (3) A student who elects not to be an ordinary member of the Guild is still entitled to vote in the general Guild elections but is not eligible to be a Guild officer.

9 Associate member

- (1) The following persons are eligible to become an associate member of the Guild if they are not an ordinary member:
 - (a) a student enrolled in a non-award course at the University;
 - (b) a student at another university or TAFE;
 - (c) a current or former member of the Guild;
 - (d) a current or former staff member of the Guild;
 - (e) a current or former staff member of the University;
 - (f) a graduate of the University.

- (2) Applications for associate membership must be submitted as required by the Guild by-laws and must be approved by the Guild executive.
- (3) Associate members are not eligible to:
 - (a) be Guild officers; or
 - (b) lead, control or manage any club, society or association affiliated with the Guild.
- (4) Associate members do not have voting rights but may contribute to discussions at general meetings of the Guild.
- (5) The term length of associate membership is determined by the Guild executive.

10 Honorary life member

- (1) A person other than a current member of the Guild Council or an ordinary member, may be nominated as an honorary life member where it is considered they:
 - (a) have made a substantial and lasting contribution to the Guild; and
 - (b) have upheld the rules, regulations and objects of the Guild at all times; and
 - (c) are of equal standing to other honorary life members.
- (2) Nominations to be an honorary life member must be submitted in accordance with the Guild by-laws.
- (3) Honorary life membership must be approved by the Guild Council and announced at the next general meeting of the Guild.
- (4) Honorary life members are not eligible to be Guild officers.
- (5) At general meetings of the Guild, honorary life members do not have voting rights but may contribute to discussions.
- (6) Subject to regulation 11, honorary life members hold membership for life.

11 Suspension, cancellation and resignation of membership

- (1) The Guild Council may suspend or cancel an associate member or honorary life member's membership by providing written notice to the member.
- (2) The written notice to the member must include a copy of this regulation.
- (3) An associate member or honorary life member whose membership is suspended or cancelled by the Guild Council under this regulation, can request that the decision be appealed to a Guild general meeting, provided the request is:

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- (a) made in writing to the Guild general secretary; and
 - (b) signed by at least 15 members; and
 - (c) received by the Guild general secretary within 14 days of the date of the written notice of suspension or cancellation.
- (4) A member of the Guild may resign as a member by providing written notice to the Guild general secretary, and their resignation takes effect on the date the notice is received by the Guild general secretary unless a later date is specified in the written notice of resignation.

12 Membership fees

- (1) The Guild may levy a membership fee approved by the Senate for ordinary members.
- (2) The Guild may levy a membership fee approved by the Guild Council for associate members.
- (3) Membership fees may be different for different classes of members.
- (4) The Guild executive may authorise the refund of a membership fee paid by an associate member.

Chapter 3 — Guild Governance

Part 1 — Documentation

Note: the University Act and University statute include information relevant to this Chapter including the matters that must be covered by these regulations and Election Regulations and the authority and process to make amendments.

13 Guild by-laws

- (1) The Guild Council must maintain the following documents (collectively, the ***Guild by-laws***):
 - (a) standing orders of the Guild;
 - (b) subsidiary council rules;
 - (c) Guild department rules;
 - (d) Guild committee constitutions;
 - (e) Guild operational policies;
 - (f) register of delegations;
 - (g) PROSH Governance Rules;
 - (h) any other rules governing the internal administration and operations of the Guild and which are approved by the Guild Council,
- (2) The Guild Council may make, alter or repeal the Guild by-laws by resolution of the Guild Council.
- (3) The Guild department rules and Guild committee constitutions must be:
 - (a) made in accordance with the templates provided by the Guild Council; and
 - (b) approved by the Guild Council.
- (4) The Guild by-laws are subject to, and must not be inconsistent with the University Act, University Statute, these regulations and Election Regulations.
- (5) The Guild by-laws must be made publicly available on the Guild's official website.
- (6) All members must comply with the Guild by-laws.

14 Guild operational policies

- (1) The operational policies of the Guild are made by the Guild Council and must be prescribed in the Guild by-laws.
- (2) The operational policies of the Guild do not lapse at the end of the Guild year and remain in force until amended or rescinded by resolution of the Guild Council.

15 Stances

- (1) Subject to subregulation (3), Guild stances are made by the Guild Council and must be recorded in the register of Guild stances.
- (2) Guild stances must relate to the Guild's objects or powers as prescribed in Chapter 5 of the University Statute.
- (3) Where an issue is not covered by an existing Guild stance, the Guild executive may temporarily determine an interim Guild stance, in which case —
 - (a) the interim Guild stance remains in effect until it is considered by a meeting of the Guild Council, and the Guild Council must resolve to either ratify the Guild stance or allow it to lapse; and
 - (b) lapsed interim Guild stances will not be readopted by the Guild executive, either in style or substance until the next Guild year.
- (4) The 'register of Guild stances' must be made publicly available on the Guild's official website.
- (5) Guild stances do not lapse at the end of the Guild year and remain in force until amended or rescinded by resolution of the Guild Council.
- (6) Guild stances are not binding or enforceable against students, members or Guild employees.

16 Guild referendum

- (1) In this regulation:

referendum means a proposal to students at a general Guild election to:

- (a) change the affiliation status of the Guild with the NUS; or
- (b) propose amendments to these regulations or the Election Regulations in accordance with regulation 17.

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- (2) A referendum may be held:
 - (a) whenever a motion calling for a referendum is passed by an absolute majority of the Guild Council; or
 - (b) subject to the approval of the Guild Council when:
 - (i) at a general meeting of the Guild, 2-thirds of those present and voting approve a motion to call a referendum; or
 - (ii) requested by written petition of at least 500 ordinary members, setting out a referendum question, submitted to the Guild general secretary, explicitly stating that it is a petition to hold a referendum.
 - (3) Such a motion or petition must contain the exact wording of the proposal.
 - (4) A referendum may only be held if it comes within the meaning of referendum as defined in subregulation (1).
 - (5) Referendums may only be held once a calendar year in conjunction with the general Guild elections and must be conducted in accordance with the relevant requirements of the Election Regulations.
 - (6) There is no limit to the number of referendums that can happen at a general Guild election in any one year.
 - (7) Subject to the Election Regulations, the Guild Council determines all matters of detail in connection with any referendum.
 - (8) A referendum is decided in the affirmative if 50 per cent of the valid votes cast plus one are in the affirmative.

17 Amendments to these regulations and Election Regulations

- (1) The Guild must endeavour to notify the University Secretary of any proposed amendments to these regulations or the Election Regulations prior to approval by the Guild Council or a general meeting of the Guild for the purpose of ensuring proposed amendments are consistent with the University Act, University Statute and Guild by-laws.
- (2) Amendments to these regulations or the Election Regulations:
 - (a) must be endorsed by absolute majority of the Guild Council; and
 - (b) if the amendment proposes to amend:
 - (i) the membership of the Guild Council as prescribed in regulation 28; or

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- (ii) the approval of a Guild policy stances under regulation 15; or
 - (iii) this regulation;
 - must be endorsed by a general meeting of the Guild or a referendum held under regulation 16 and the Election Regulations; and
 - (c) if the amendment does not relate to the matters specified in paragraph (b), must comply with the requirements of subregulation (3).
- (3) If the proposed amendment does not relate to one or more of the matters specified in subregulation 17Chapter 317(2)(b) the Guild Council's resolution must be published on the Guild's official website and included in an email to all members.
- (4) The notice under subregulation (3) must include advice that ordinary members of the Guild may have the resolution considered at a general meeting of the Guild if at least 15 ordinary members give notice to that effect within 14 days of the date of sending the all-member email.
- (5) If at least 15 notices are not received within 14 days as required under subregulation (4) then the proposed amendments —
- (a) are taken to be endorsed by the Guild at the expiration of the 14-day period; and
 - (b) must then be submitted to the University Secretary for approval by the Senate; and
 - (c) must be reported by the Guild president to the next general meeting of the Guild.
- (6) If at least 15 ordinary members of the Guild give the notice required by subregulation (4) within 14 days, then the resolution must be considered by a general meeting of the Guild, which may:
- (a) confirm, amend or reject the proposed regulations or Election Regulations amendment; or
 - (b) require that the proposed amendment be submitted to a referendum, which must be held at the next scheduled general Guild election.
- (7) If approved by a general meeting of the Guild under subregulation (6)(a) or a referendum held under subregulation (6)(b), the proposed amendments must then be submitted to the University Secretary for ultimate approval by the Senate.
- (8) Amendments to these regulations or the Election Regulations cannot take effect until approved by the Senate under the University Act.

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- (9) The Senate may reject any proposed amendments to these regulations or the Election Regulations, in whole or in part.
 - (10) Changes to the voting membership of the Guild Council that are approved and passed in accordance with this regulation will take effect on 1 December following approval by Senate.

18 Amendments to the University Statute

- (1) The Guild may recommend to the Senate an amendment to Chapter 5 (Student Guild) of the University Statute, if the proposed amendment is approved by the Guild Council or a general meeting of the Guild.
- (2) A recommendation under subregulation (1) must specify the nature of the proposed amendment but need not specify verbatim the text of the proposed amendment.

Part 2 — Guild Officers

19 Positions

- (1) Guild officers who are elected through the general Guild elections must be elected in accordance with the requirements of the Election Regulations.
- (2) Guild officers who are not required to be elected through the general Guild elections must be elected or appointed in accordance with these regulations and the Election Regulations and the applicable Guild by-laws.
- (3) Schedule 1 has effect in relation to the process of election and responsibilities of key Guild officer positions.

20 Eligibility

- (1) In accordance with the University Act, for a student to hold any elective office of the Guild, the student must be an ordinary member of the Guild.
- (2) A student seeking election or appointment as a Guild officer must:
 - (a) be enrolled as a student at the time of seeking election or appointment; and
 - (b) not have been suspended from the University in the 18 months prior to seeking election or appointment; and
 - (c) not be disqualified from holding office as a Guild officer under subregulation (3).
- (3) A student is disqualified from holding office as a Guild officer if the student:
 - (a) has been disqualified or suspended as a Guild officer under these regulations; or
 - (b) is suspended from the University after seeking election or appointment; or
 - (c) does not reside in Western Australia; or
 - (d) is an NUS office bearer; or
 - (e) has been convicted of an offence and is under sentence, or is 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; or
 - (f) is not eligible to hold the position due to any statute, regulation, by-law or rule; or

- (g) is an undischarged bankrupt or has entered into a scheme of arrangement with creditors; or
 - (h) is certified as mentally unfit; or
 - (i) does not meet any further eligibility requirements prescribed in the Election Regulations and the Guild by-laws.
- (4) A student must meet the eligibility criteria in subregulation (2):
 - (a) to nominate for a position as a Guild officer; and
 - (b) for the duration of their candidacy for a position as a Guild officer; and
 - (c) if elected or appointed, for the duration of their term as a Guild officer.
- (5) A student is not eligible to hold the same position on the Guild Council more than once if they have previously held that position for a total period of 6 months or more.
- (6) A member of the Guild Council who resigns their position cannot stand for election to the same position in a subsequent Guild election.
- (7) A member of the Guild Council who has had their position declared vacant under regulation 23 is not eligible for election as a Guild officer for one year from the date their position is declared vacant.

21 Term of office

- (1) Guild officers are elected or appointed (as applicable) annually.
- (2) The term of office of all Guild officers is the duration of the Guild year.
- (3) Where the timetable for a general Guild election has been extended past the last teaching day of second semester, in accordance with the Election Regulations, the Guild Council, on advice from the Managing Director and the returning officer, may temporarily extend the term of office for all Guild officers for no longer than 6 months.

22 Student members of Senate

- (1) The 2 members of Senate who are elected by and from the students, pursuant to the University Act, are those who are elected in the manner prescribed in the Election Regulations to the offices of:
 - (a) Guild president; and
 - (b) president of the postgraduate students' association.

- (2) The Senate members elected in accordance with subregulation (1) hold office on Senate for the relevant Guild year.

23 Casual vacancies

- (1) A Guild officer ceases to hold office and creates a casual vacancy where the member holding that position:
- (a) is absent from 3 consecutive formal meetings of a body of which they are a member (including the Guild Council, a subsidiary council, Guild committee or Guild department) without the prior written approval of that body; or
 - (b) resigns under regulation 24; or
 - (c) is no longer eligible to hold the position under regulation 20; or
 - (d) commits an offence under the Election Regulations; or
 - (e) is permanently incapacitated by mental or physical ill health; or
 - (f) dies.
- (2) The vacancy arises on the date declared by the Guild Council.
- (3) A member of the Guild Council whose position becomes vacant under subregulation (1)(a) is not eligible to be a member of the Guild Council for one year from the date their position is declared vacant.
- (4) Where a casual vacancy arises under this regulation, the vacancy is to be filled as follows:

Item	Position	Process of filling vacancy
1.	Guild president	The vacancy is to be filled in accordance with regulation 26.
2.	Ordinary Guild councillor	(a) Where the vacancy arises prior to the last day of the first semester, it is to be filled by a recount of the votes cast for that position at the general Guild elections in accordance with the Election Regulations. (b) Where the vacancy arises on or after the last day of the first semester, it is to be filled by the Guild Council who may appoint any person who is eligible to fill the position.
3.	Guild department committee member (other than the head of department)	The vacancy is to be filled by the Guild department committee who may appoint any person who is eligible to fill the position.

Item	Position	Process of filling vacancy
4.	Subsidiary council committee member (other than the president of the subsidiary council)	The vacancy is to be filled by the subsidiary council committee who may appoint any person who is eligible to fill the position.
5.	Any other Guild officer (not covered by Items 1, 2, 3 or 4 above)	The vacancy is to be filled by the Guild Council who may appoint any person who is eligible to fill the position.

- (5) A position filled in accordance with subregulation (4) commences on the date of the appointment and ends on the date that the term of office for the vacant position would have otherwise ended.

24 Resignation

- (1) A Guild officer may resign from their position by giving written notice in accordance with the following:

Item	Position	Notice of resignation delivered to
1.	Guild general secretary	Guild president
2.	Member of the Guild Council (other than Guild general secretary)	Guild general secretary
3.	Subsidiary council president	Guild general secretary
4.	Ordinary Guild councillor	Guild general secretary
5.	Department officer	Guild general secretary
6.	Guild officers (not covered by 1, 2, 3, 4 or 5 above)	Relevant head of the subsidiary council, Guild committee or Guild department on which they serve

- (2) A resignation in accordance with subregulation (1) takes effect the day after it is received by the relevant recipient, unless a later date is specified in the notice.
- (3) A member of the Guild Council who resigns their position cannot hold a position on the Guild Council in the subsequent Guild year.

25 Guild president

- (1) During their term of office, the Guild president must not hold any other Guild officer position or any other position in any student society.
- (2) The Guild pays the Guild president an honorarium for the duration of their term, which is set and approved by the Guild Council each year.
- (3) Any increase in the honorarium of the Guild president:

- (a) occurs only in accordance with federal safety net increases awarded through the Industrial Relations Commission or equivalent body and only when the Guild personnel board has confirmed that the Industrial Relations Commission or equivalent body has approved a safety net increase; and
 - (b) takes effect in the first pay period following the decision to increase the stipend by the Industrial Relations Commission or equivalent body.
- (4) The Guild president is entitled to take up to 20 days annual leave during their term of office and to receive leave loading entitlements as defined in the Guild Enterprise Bargaining Agreement. Those 20 days of annual leave may be comprised of any combination of:
 - (a) University working days; and
 - (b) the days during a University annual shut-down period (as determined by the University's executive) which are not Saturdays, or Sundays, or days specified in the University calendar as University holidays.

26 Acting Guild president

- (1) The Guild president may nominate any other member of the Guild executive to act as Guild president:
 - (a) in the Guild president's absence; or
 - (b) where the Guild president is unable to continue in that position for any reason, for the remainder of their term of office.
- (2) If no member of the Guild executive is available to act as Guild president under subregulation (1), the Guild Council may nominate a member of the Guild Council to act as Guild president.

Part 3 — Guild Council

27 Functions and powers

- (1) The Guild Council is the governing authority of the Guild.
- (2) Subject to the University Act, University Statute, these regulations and the Election Regulations, the Guild Council:
 - (a) has the entire control and management of the affairs and concerns of the Guild;
 - (b) may act in all matters concerning the Guild in the manner which, in its opinion, is best calculated to promote the interests of the Guild;
 - (c) may make, alter or repeal Guild by-laws;
 - (d) may delegate control and management of affairs of the Guild to the following:
 - (i) Guild executive;
 - (ii) Guild employees;
 - (iii) subsidiary councils;
 - (iv) Guild departments;
 - (v) Guild committees.
- (3) The functions of the Guild Council are to:
 - (a) represent members, the University student body and their interests; and
 - (b) provide strategic direction for the Guild; and
 - (c) oversee and monitor the Guild's operations, services and finances; and
 - (d) approve policy in accordance with these regulations and the Election Regulations; and
 - (e) ensure risks are identified and that appropriate control and monitoring systems are in place to manage the impact of these risks; and
 - (f) ensure that the Guild's affairs are conducted with transparency and accountability, including reporting back to members at general meetings; and

- (g) deal with any other matters specified in regulations and Election Regulations; and
- (h) determine any other matter relating to the Guild which is not otherwise provided for in these regulations and the Election Regulations.

28 Composition

The Guild Council is comprised of the following Guild officers:

- (a) Guild president;
- (b) Guild general secretary;
- (c) president of education council;
- (d) president of public affairs council;
- (e) president of societies council;
- (f) president of the postgraduate students' association;
- (g) president of the international students' department;
- (h) indigenous students' representative;
- (i) women's officer;
- (j) 13 ordinary Guild councillors.

29 Meetings

- (1) All department officers and the immediate past Guild president are standing invitees to meetings of the Guild Council but are not members of the Guild Council.
- (2) All attendees of meetings of the Guild Council must comply with the standing orders.
- (3) Each position on the Guild Council has one vote.

30 Delegation of powers

The Guild Council must maintain a register of delegations detailing the powers it has delegated.

31 Conflicts of interest

- (1) The Guild Council must maintain a register of conflicts of interest of Guild officers, which must be made available to all members for inspection.

- (2) This register must only be inspected under supervision by a member of Guild executive and must not be copied or distributed in any form.

Part 4 — Guild Executive

32 Function and powers

- (1) The Guild executive's powers and functions are to:
 - (a) act as an intermediary between the Guild Council and the Guild employees; and
 - (b) oversee the day-to-day operations of the Guild including the Guild committees, Guild departments, subsidiary councils and student societies; and
 - (c) determine all matters which cannot reasonably be deferred until the next meeting of the Guild Council, Guild subsidiary council, Guild committee, Guild department or any other subsidiary body or committee of the Guild; and
 - (d) determine an interim Guild policy stance where the issue is not covered by an existing Guild policy stance in accordance with regulation 15; and
 - (e) determine any other matters delegated to it by the Guild Council.

33 Composition

- (1) The Guild executive is comprised (in order of seniority) of the following positions:
 - (a) Guild president;
 - (b) Guild vice-president;
 - (c) Guild general secretary;
 - (d) chair of the Guild Council.
- (2) The positions on Guild executive in subregulation (1) that are not elected at the general Guild elections must be elected by and from the Guild Council at the first meeting of the Guild Council for the Guild year.

34 Meetings

- (1) All meetings of Guild executive are subject to the standing orders.

Part 5 — Subsidiary Councils

35 Functions and powers

- (1) The function of subsidiary councils is to advance the objects of the Guild through engagement with student societies on specific areas of interest for students.
- (2) Subsidiary councils may only exercise powers delegated to them by the Guild Council in accordance with the Guild by-laws.

36 Composition

The subsidiary councils of the Guild are the:

- (1) education council; and
- (2) public affairs council; and
- (3) societies council.

37 Subsidiary council rules

- (1) Each subsidiary council must have rules approved by the Guild Council that prescribe (amongst other things) the following:
 - (a) the subsidiary council's role or functions;
 - (b) the subsidiary council's membership;
 - (c) any eligibility criteria for its Guild officers (if required);
 - (d) any additional matters specific to the subsidiary council.
- (2) A subsidiary council's rules:
 - (a) form part of, and must be published in, the Guild by-laws; and
 - (b) must comply with the requirements of regulation Chapter 313.
- (3) The Guild Council may review, alter or rescind any decision of a subsidiary council.

38 Executive officers

- (1) Each subsidiary council must maintain an executive which, with the exception of a subsidiary council president, is constituted by ordinary members elected annually at the final meeting of the subsidiary council to hold office for the next Guild year.

- (2) Subsidiary council presidents are elected at the general Guild elections in accordance with the Election Regulations.
- (3) A subsidiary council president must not be a president, vice-president or treasurer of a student society or other body affiliated to that subsidiary council.

39 Budget

Each subsidiary council must have an annual budget, including an estimate of all receipts and disbursements for the financial year, which must be provided to the Guild strategic resources committee at the start of the Guild year and approved by the Guild Council.

40 Meetings

Subsidiary council meetings must be called and conducted in accordance with the requirements in the subsidiary council's rules.

Part 6 — Guild departments

41 Power to create, amend and dissolve Guild departments

- (1) The Guild Council may:
 - (a) establish new Guild departments; and
 - (b) amend the role or title of a department or a department officer; and
 - (c) approve and amend any Guild department rules.
- (2) A Guild department may only be dissolved by resolution at a general meeting of the Guild.
- (3) No 2 Guild departments may fill substantially the same role.
- (4) No Guild department may fill substantially the same role as a Guild committee.

42 List of Guild departments

The Guild departments are those approved by the Guild Council in accordance with regulation 41 and must be listed and publicly available on the Guild's official website.

43 Guild department rules

- (1) Each Guild department must have rules approved by the Guild Council that prescribe (amongst other things) the following:
 - (a) the Guild department's role or functions;
 - (b) the Guild department's membership;
 - (c) any eligibility criteria for its Guild officers (if required);
 - (d) the election or appointment of the Guild department's committee;
 - (e) any additional matters specific to that Guild department.
- (2) A Guild department's rules:
 - (a) form part of, and must be published in, the Guild by-laws; and
 - (b) must comply with the requirements of regulation 13.
- (3) The Guild Council may review, alter or rescind any decision of a Guild department.
- (4) A list of Guild departments must be publicly available on the Guild's official website.

44 Department officers

- (1) The department officer is the head of, and responsible for, a Guild department.
- (2) All departments must only have one department officer.
- (3) The department officers are elected through the department elections or appointed by the Guild Council at the start of the Guild year, as required by the Election Regulations and the Guild department's rules.
- (4) Any eligibility criteria for a department officer must be prescribed in the Guild department's rules.

45 Department committees

- (1) Each Guild department officer must annually elect or appoint a committee in accordance with the relevant department's rules.
- (2) The role of each Guild department committee is to assist the department officer and address all matters referred to it by the Guild Council.

46 Meetings

Guild department meetings must be conducted in accordance with the relevant Guild department's rules.

47 Funding

The Guild Council is to determine the amount and any conditions of funding which is to be provided to Guild departments.

Part 7 — Guild Committees

48 Power to create, amend and dissolve Guild committees

- (1) Subject to these regulations, the Guild Council may:
 - (a) establish and dissolve Guild committees; and
 - (b) delegate policy and operational responsibility for areas not covered by subsidiary councils to a Guild committee; and
 - (c) approve and amend any Guild committee constitutions which have been recommended by the Governance Committee.
- (2) No 2 Guild committees may fill substantially the same role.
- (3) No Guild committee may fill substantially the same role as a Guild department.

49 PROSH

- (1) The Guild Council must establish 'PROSH' to conduct the annual University procession, PROSH.
- (2) The Guild Council must appoint one PROSH director and one PROSH deputy-director who are responsible for PROSH.
- (3) PROSH is established under the PROSH Governance Rules.
- (4) Committee members must be appointed through the process set out in the PROSH Governance Rules. Committee members will remain in office until the end of the relevant Guild year.
- (5) PROSH must conduct its activities in accordance with the Guild by-laws including but not limited to the PROSH Governance Rules.

50 Guild committee constitution

- (1) Where a Guild committee is not already prescribed by these regulations, it must have rules approved by the Guild Council that prescribe (amongst other things) the following:
 - (a) the Guild committee's role or functions;
 - (b) the Guild committee's membership;
 - (c) any eligibility criteria for its Guild officers (if required);
 - (d) any additional matters specific to that Guild committee.

-
- (2) A Guild committee's rules:
 - (a) form part of, and must be published in, the Guild by-laws; and
 - (b) must comply with the requirements of regulation 13.
 - (3) The Guild Council may review, alter or rescind any decision of a Guild committee.
 - (4) A list of Guild committees must be publicly available on the Guild's official website.

51 Guild committee officers

- (1) Guild committee officers must be elected or appointed in accordance with these regulations and the Guild committee's constitution.
- (2) Unless otherwise specified in a Guild committee's constitution, the Guild president is an ex-officio member of all Guild committees.

52 Meetings

Guild committee meetings must be conducted in accordance with the relevant Guild committee's constitution.

53 Funding

The Guild Council is to determine the amount and any conditions of funding which is to be provided to Guild committees.

Chapter 4 — Meetings

Part 1 — General requirements

54 Application

Unless the contrary intention appears, this Chapter applies to:

- (a) general meetings of the Guild; and
- (b) meetings of the Guild Council; and
- (c) meetings of the Guild executive.

55 Standing Orders of the Guild

Subject to these regulations, the Guild Council may make standing orders to govern the conduct of meetings of the Guild.

56 Decision making

Unless otherwise provided, all decisions must be made by a simple majority, being 50% + 1 of members voting.

57 Minutes

The proceedings of all meetings must be minuted, provided to the Guild general secretary and retained in accordance with regulation 115.

Part 2 — Meetings of the Guild

58 Timing and notice

- (1) General meetings must not be held during a non-teaching period as published in the official University calendar.
- (2) Members must be given at least 10 University working days' notice of a general meeting of the Guild, which must provide details of all matters to be considered at the meeting.
- (3) Notice must be given through an all-student email and posted on the Guild's official website.

59 Ordinary general meetings of the Guild

- (1) An ordinary general meeting of the Guild must be held once each Guild year.
- (2) The Guild Council or Guild executive may call an ordinary general meeting of the Guild.

60 Special general meetings of the Guild

- (1) The Guild Council or Guild executive may call a special general meeting of the Guild.
- (2) A special general meeting of the Guild must be held if requested by at least 50 ordinary members of the Guild.
- (3) A request under subregulation (2) must:
 - (a) be made in writing; and
 - (b) specify the proposed purpose of the meeting; and
 - (c) be given to the Guild general secretary.
- (4) A special general meeting of the Guild requested by members under subregulation (2):
 - (a) must be held no later than 10, and no sooner than 3, University working days after the request is received; and
 - (b) if not held within the time required by paragraph (a), the persons who requested the meeting are entitled to call the meeting which is to be held 30 University working days after the deadline in paragraph (a).
- (5) Special general meetings of the Guild:

- (a) must be conducted in accordance with the standing orders;
- (b) may only consider business of which notice has been given on the agenda; and
- (c) unless otherwise resolved by the Guild Council, may only pass motions to provide a recommendation to the Guild Council, which must be endorsed by the Guild Council before it takes effect.

61 Chair

- (1) The Guild president is to preside as the chair of a general meeting of the Guild.
- (2) In the absence of the Guild president, or where the Guild president elects not to act as chair, the chair will be passed through the Guild executive in order of seniority as set out in regulation 33 until the list is extinguished.
- (3) In the absence of a willing member of the Guild executive, the chair is to be elected by and from those members present at a general meeting of the Guild.

62 Quorum

- (1) The quorum for an ordinary general meeting of the Guild is 100 members.
- (2) The quorum for a special general meeting of the Guild is 50 members.
- (3) If a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting lapses.
- (4) All members of the Guild executive are encouraged to attend a special general meeting of the Guild, however the meeting will not be inquorate on the basis that not all members of the Guild executive are present.

63 Voting

- (1) Only ordinary members have a vote at general meetings of the Guild. Associate members and honorary life members may contribute to discussions in accordance with the standing orders but do not have a vote.
- (2) The chair of the meeting has an ordinary vote and a casting vote.
- (3) Voting rights are non-transferable and cannot be assigned by way of proxy.

Part 3 — Guild Council meetings

64 Timing, mode and notice

- (1) The Guild Council meets monthly throughout the Guild year.
- (2) Guild Council meetings must not be held at the same time as an ordinary meeting of the Senate, Academic Board or Academic Council.
- (3) Guild Council meetings may be held online, from time to time, through a platform chosen by the Guild Council.
- (4) Subject to subregulation (5), at least 7 University working days' notice must be given for a Guild Council meeting (whether ordinary or special).
- (5) Where the Guild Council or Guild president considers the matter to be urgent, at least 3 University working days' notice must be given for a Guild Council meeting (whether ordinary or special).

65 Special general meetings of the Guild Council

- (1) The Guild Council, Guild executive or Guild president may call a special meeting of the Guild Council.
- (2) A special general meeting of the Guild Council must be held if requested by at least 5 members of Guild Council.
- (3) A request under subregulation (2) must:
 - (a) be made in writing; and
 - (b) specify the proposed purpose of the meeting; and
 - (c) be given to the Guild General secretary.
- (4) A special general meeting of Guild Council requested under subregulation (2) must be held no later than 10 University working days after the request is received.

66 Chair

- (1) The chair of the Guild Council is to preside as chair of Guild Council meetings.
- (2) In the absence of the chair of the Guild Council, or where the chair of the Guild Council elects not to chair a meeting, the deputy chair of the Guild Council will assume the role of chair.

- (3) In the event that neither the chair of the Guild Council nor the deputy chair of the Guild Council are willing or able to chair the meeting, the chair is to be elected from those present at the Guild Council meeting.

67 Quorum

- (1) The quorum for a Guild Council meeting is one half of the voting membership, at least 2 of whom must be members of the Guild executive.
- (2) If a quorum is not present within 15 minutes after the time appointed for the meeting, the members present may, in accordance with the standing orders, move into Committee of the Whole.

68 Voting

- (1) Each member of the Guild Council has one vote.
- (2) The chair does not have a casting vote.

69 Circular Motion

Circular motions may be conducted, in accordance with the standing orders, for business involving governance, election or operational subject matter.

70 Proxies

- (1) A member of the Guild Council who is unable to attend a Guild Council meeting may, in accordance with the standing orders, assign a proxy to attend on their behalf.
- (2) A person must meet the eligibility criteria in regulation 20 to be allowed to attend a Guild Council meeting as a proxy.
- (3) Proxies may only be appointed by notice in writing to the Guild general secretary (a **proxy notice**). The proxy notice must set out the terms of the proxy's appointment, including their speaking and voting rights.
- (4) A proxy appointment is not valid unless:
 - (a) the appointing Guild councillor and the proxy both sign the proxy notice; and
 - (b) the proxy signs the Proxy Code of Conduct; and
 - (c) the proxy is made aware of the application of these regulations and the standing orders to their appointment and conduct; and
 - (d) the appointment has been accepted by a simple majority of the Guild Council.

- (5) A validly appointed proxy may only (in accordance with the proxy notice):
 - (a) speak at a meeting; and
 - (b) exercise the vote of their appointing Guild councillor.

71 Validity of Guild Council decisions

Guild Council decisions are not invalidated solely by reason of:

- (1) a defect in the election or appointment of any of its members; or
- (2) a defect or incorrect observation of the standing orders or procedure within the meeting; or
- (3) a vacancy in the membership of the Guild Council at the time the decision was made; or
- (4) any person having failed to receive proper notice of the meeting.

Part 4 — Guild executive meetings

72 Timing and notice

- (1) The Guild executive meets as and when required.
- (2) Subject to subregulation (3), at least one University working days' notice must be given for a meeting of the Guild executive.
- (3) A member of the Guild executive may call a meeting of the Guild executive without notice where they consider the matter to be urgent.

73 Chair

The Guild president, or in the absence of the Guild president, the Guild vice-president, is to preside as the chair of a meeting of the Guild executive.

74 Quorum

- (1) The quorum for a meeting of the Guild executive is 3 members.
- (2) If a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting lapses.

75 Voting and proxies

- (1) The chair does not have a casting vote.
- (2) Proxies are not allowed for meetings of the Guild executive.
- (3) Voting rights are non-transferable and may not be assigned by way of proxy for a meeting of the Guild executive.

Chapter 5 — Societies

Note: terms relevant to this chapter include:

faculty society means a student society directly associated with at least one school of the University and registered by the Guild as a faculty society in accordance with regulation 77;

student society:

- (a) means a University club, society or association which is affiliated with a subsidiary council and registered by the Guild in accordance with regulation 76; and
- (b) includes a faculty society.

76 Registration of student societies

- (1) An organisation seeking registration as a student society must:
 - (a) submit an application for registration in accordance with the relevant subsidiary council regulations and Guild by-laws; and
 - (b) have a student society constitution approved by the relevant subsidiary council; and
 - (c) meet any other criteria for registration as prescribed in the relevant subsidiary council regulations and Guild by-laws.
- (2) A subsidiary council may approve the affiliation of a student society with the subsidiary council where it meets the eligibility criteria in subregulation (1)(a), (b) and (c).
- (3) An organisation is not eligible to be registered as a student society if it requires participation in any sort of initiation ceremony as a precondition of membership.
- (4) A student society must continue to meet the eligibility criteria specified in subregulation (1) for the duration of its registration. A failure to meet the eligibility criteria may result in suspension or deregistration in accordance with regulation 81.
- (5) A subsidiary council may only register an organisation as a student society where the organisation satisfies the prescribed criteria and these regulations.
- (6) A subsidiary council's decision to approve or reject an application for registration as a student society may be reconsidered at the next meeting of the relevant subsidiary council.

77 Registration of faculty societies

- (1) A faculty society is a student society which:
 - (a) has as its chief aim, the representation of University students by virtue of their membership of a University faculty or school; and
 - (b) is directly associated with at least one school of the University; and
 - (c) is affiliated with the education council.
- (2) For a student society to be granted or retain status as a faculty society, it must:
 - (a) submit an application for registration in accordance with the education council rules; and
 - (b) be approved by the education council; and
 - (c) have a student society constitution approved by the education council; and
 - (d) not unreasonably overlap with an existing registered faculty society; and
 - (e) meet any other criteria for registration as prescribed in the education council rules and Guild by-laws.
- (3) The education council may register a student society as a faculty society where it meets the requirements in subregulation (2).
- (4) A faculty society must continue to meet the eligibility criteria specified in subregulation (1) for the duration of its registration. A failure to meet the eligibility criteria may result in suspension or deregistration in accordance with regulation 81.
- (5) The Guild must publish and maintain on its official website a list of faculty societies.

78 Obligations of student societies

- (1) A student society must:
 - (a) comply, and require its members to comply, with all relevant documentation governing the Guild including the following:
 - (i) the University statute and these regulations;
 - (ii) the Guild by-laws;
 - (iii) resolutions of the Guild and the Guild Council;
 - (iv) its own student society constitution, and

- (b) maintain an executive including a president, secretary and treasurer (or similar); and
 - (c) maintain its student society constitution; and
 - (d) not approve any changes to its student society constitution without the approval of the relevant subsidiary council.
- (2) A student society must comply with the rules, policies and resolutions of the subsidiary council to which it is affiliated.
- (3) The executive members of a student society are jointly and severally responsible for the society's compliance with student society's rules, these regulations, the Guild by-laws and resolutions of the Guild and the Guild Council.

79 Register of societies

- (1) The Guild Council must ensure a register of all student societies, including faculty societies, is maintained.
- (2) The register must include details of each society's name, objects and the name and contact details of the student society's executive members.
- (3) Registration and affiliation of a student society or a faculty society each take effect from the date of inclusion in the register in subregulation (1).

80 Grants to student societies

- (1) Only student societies registered under this Chapter are eligible for a grant or subsidy from the Guild.
- (2) The budget for grants to student societies must be approved by the Guild Council.
- (3) A subsidiary council may authorise the allocation and distribution of grants to its student societies in accordance with the budget approved by the Guild Council, these regulations and the Guild by-laws.
- (4) A grant provided to a student society must:
 - (a) only be applied for the purposes of providing amenities or services for students or for the development of cultural, social, sporting or recreational activities related to the University; and
 - (b) not be used to make any gift; and
 - (c) be applied in accordance with any other conditions attached to the grant.

- (5) Where a subsidiary council has provided a grant to a faculty society or student society, it may request the society to provide it with evidence of compliance with the conditions of the grant.
- (6) A grant provided to a or student society may be revoked where the student society:
 - (a) fails to use the grant within one month of receipt for the purpose for which it was made; or
 - (b) fails to comply with the conditions of the grant.
- (7) Each student society which has received a grant must, at the end of each semester, submit to the relevant subsidiary council a report detailing grant expenditure.

81 Suspension and deregistration

- (1) A subsidiary council may suspend the rights and privileges of a student society with which it is affiliated for any period where that society has not complied with these regulations or the Guild by-laws.
- (2) A subsidiary council may deregister a student society with which it is affiliated if the society:
 - (a) no longer complies with the requirements for eligibility contained within these regulations and the Guild by-laws; or
 - (b) fails to conduct its affairs in accordance with its constitution; or
 - (c) breaches these regulations on more than one occasion; or
 - (d) uses a grant for non-approved purposes; or
 - (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.
- (3) A student society, other than a faculty society, will be deregistered where it submits a written request to that effect to the subsidiary council it is affiliated with and the deregistration is:
 - (a) approved by a general meeting of the student society; and
 - (b) approved by the relevant subsidiary council to which it is affiliated.
- (4) A faculty society will be deregistered as a faculty society by the Guild Council where the deregistration is:

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

Chapter 6 — Finance

Note: the University Statute includes information regarding the following matters relevant to this Chapter:

- (a) Student Services & Amenities Fee (clause 61);
- (b) Audit (clause 64 – see also section 28B(3) of the University Act);
- (c) reporting to the Senate (clause 64).

82 General requirements

- (1) The Guild must adhere to the accounting practices and principles of the *Financial Management Act 2006* (WA).
- (2) The Guild's financial year ends on 31 December in each year.
- (3) The Guild and student societies must pay all amounts owing within one month, unless otherwise approved by the Guild strategic resources committee. The Guild strategic resources committee may take any action necessary for the purpose of enforcing compliance with this requirement.

83 Accounts

- (1) All Guild business must be transacted through, and all moneys received by the Guild and Guild committees must be deposited into, the bank account designated as the Guild operating bank account.
- (2) The authorised signatories for the guild operating bank account are the following Guild employees and Guild officers:
 - (a) Managing Director;
 - (b) Finance & Corporate Services Director;
 - (c) Guild finance officer;
 - (d) Guild president;
 - (e) Guild general secretary.
- (3) Cheques drawn by the Guild must be signed by 2 of the authorised signatories.

84 Capital works and expenditure

The Guild Council must approve any:

- (a) moneys spent by the Guild on acquiring or maintaining fixed assets, such as land, buildings, and equipment (**capital expenditure**); and
- (b) work that is undertaken to create a new asset or space, or to change the use, function or layout of an existing asset or space including provision of new building infrastructure, renovation of an existing building or space (**capital works**).

85 Investments

All monies invested by the Guild (other than loans to students under regulation 87, loans to registered clubs and staff, or loans to incorporated student organisations on the recommendation of the Guild strategic resources committee) must be placed in investments authorised under the *Trustees Act 1962 (WA)* or otherwise approved by the Senate.

86 Budgets and fundraising

- (1) The Guild strategic resources committee must present and report all budgets requiring approval by the Guild Council to the Guild Council.
- (2) Any Guild committee or student society which intends to conduct a public appeal for funds, must apply to the guild executive for its approval at least 5 University working days before the date on which it intends to hold the appeal.
- (3) Guild committees and student Societies must pay all amounts owing within one month, unless otherwise approved by the Guild strategic resources committee. The Guild strategic resources committee may take any action necessary for the purpose of enforcing compliance with this requirement.

87 Student loan scheme

- (1) The Guild may provide loans to ordinary members in accordance with the Guild by-laws.
- (2) Loans must be approved by the Guild executive in consultation with student assist and can be signed by an authorised signatory in accordance with regulation 83.
- (3) In subregulation (2):

student assist means the Guild staff department which deals primarily around student welfare and wellbeing, financial assistance, counselling and academic assistance.

88 Audits

- (1) An independent external audit of the financial affairs of the Guild must be undertaken as follows:

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- (a) annually as required by and in accordance with the requirements of the University Act and University Statute;
 - (b) as required by the Guild Council;
 - (c) as required by the Senate;
 - (d) as otherwise required.
 - (2) An auditor appointed to undertake an audit of the Guild under the University Statute or subregulation (1) above, must be:
 - (a) an independent external auditor who is a member of CPA Australia, CA ANZ or the Institute of Public Accountants or a registered company auditor; and
 - (b) approved by the Senate.
 - (3) All Guild officers and Guild employees must cooperate and produce any documents required for an audit in a prompt and timely manner.

Chapter 7 — Misconduct

Part 1 — Guild misconduct matters

89 Guild misconduct

- (1) Members and Guild officers must not engage in Guild misconduct.
- (2) ***Guild misconduct*** means any of the following:
 - (a) an act or omission that contravenes the University Statute, regulations, Election Regulations, Guild by-laws (including but not limited to any Guild department rules, Guild committee rules, student society constitutions and the PROSH Governance Rules), Guild policy, the UWA Code of Conduct (as approved by the Senate from time to time) or any other written law;
 - (b) an election offence;
 - (c) an act or omission that brings, or is likely to bring, the Guild into disrepute;
 - (d) encouraging or procuring another person to engage in conduct set out in paragraph (a) or (c);
 - (e) during the course of any disciplinary investigation, hearing or appeal under this Chapter making a false statement or declaration knowing it to be false or not believing it to be true;
 - (f) failing to comply with a penalty imposed as a result of a disciplinary process under this Chapter.
- (3) Subject to the procedures in this Chapter and any appeal, if a member or Guild officer is found, on the balance of probabilities, to have committed Guild misconduct, then the Guild Misconduct Tribunal may impose a penalty under regulation 102.

90 Guild Council

- (1) The Guild Council has the power to take disciplinary action against members or Guild officers in respect of their membership and involvement in the Guild and its activities.
- (2) The Guild Council may establish policies and procedures regarding the discipline of members or Guild officers under this Chapter in respect of Guild misconduct, including the following:
 - (a) procedures for reporting allegations and complaints;
 - (b) procedures for investigating allegations and complaints;

- (c) the types of action or conduct that constitute Guild misconduct;
 - (d) the nature and scope of penalties that may be imposed for Guild misconduct.
- (3) Any policies and procedures made by the Guild Council must:
 - (a) not be inconsistent with any policies and procedures made by the University; and
 - (b) be contained in the Guild by-laws and accessible to all members and Guild officers.

91 Reporting allegations of Guild misconduct

- (1) A person who suspects that a member or Guild officer has committed Guild misconduct must report the allegation in accordance with the Guild by-laws and Guild policy to one or more of the following:
 - (a) the Guild president;
 - (b) the Guild general secretary;
 - (c) the Chair of the Guild Council;
 - (d) the Managing Director.
- (2) Subject to regulation 93, if a report is made under subregulation (1):
 - (a) to the Guild president – the Guild president must notify the Managing Director of the reported matter; and
 - (b) to the Managing Director – the Managing Director must notify the Guild president of the reported matter; and
 - (c) to the Guild general secretary or the chair of the Guild Council – they must notify the Guild president of the reported matter.
- (3) The person giving a notification under subregulation (2) must provide the person notified with any available evidence relating to the report.
- (4) The Guild president, after consulting the Managing Director, must consider the report and the evidence and make one or more of the following determinations:
 - (a) that there are insufficient grounds to warrant further investigation or that the allegation is frivolous or vexatious and no further action under these provisions is to be taken;

- (b) that the matter may be resolved informally without imposition of a penalty, and no further action under these provisions is to be taken;
 - (c) that there are sufficient grounds to warrant further investigation and the matter must be referred to the Guild Misconduct Tribunal under Part 2;
 - (d) that the matter must be referred to the University under regulation 92;
 - (e) that the matter involves potential criminal conduct and should be referred to the Police.
- (5) The reasons for the determination made under subregulation (4)(b) must be recorded and preserved in accordance with regulation 115.

92 Matters which must be referred to the University

- (1) In this regulation:
- student conduct and resolution centre*** means the University's disciplinary and investigations department.
- (2) The Guild must immediately notify the University (via the University's student conduct and resolution centre) if it becomes aware of an allegation which may amount to:
- (a) criminal conduct; or
 - (b) misconduct under the Regulations for Student Conduct and Discipline; or
 - (c) conduct that brings or is likely to bring the University into disrepute.
- Note: Paragraph (c) includes, but is not limited to, conduct that could amount to physical misconduct (including assault, bullying, harassment or stalking), sexual misconduct, abusive behaviour, misconduct or abusive behaviour that occurs wholly or partly online or via social media, antisemitic behaviour, islamophobia, racial or homophobic activity, vandalism or other damage to property, unauthorised taking or use of property, fraud, causing a health or safety concern, interference or disruption with University's activities or functions and any other breach of the University's Code of Conduct & Ethics.
- (3) The Guild may refer any other matter to the University as it deems appropriate.
- (4) Where a matter is referred to the University under this regulation:
- (a) the University must determine whether it will investigate and take action under the Regulations for Student Conduct and Discipline; and
 - (b) for the avoidance of doubt, the matter may also be referred to the Guild Misconduct Tribunal to be dealt with under these regulations.

- (5) Despite any other provision of these regulations, if the University makes a finding in relation to a matter referred, the Guild Misconduct Tribunal may impose its own penalty in accordance with regulation 102 without adhering to the formal processes of the Guild Misconduct Tribunal as set out in this Chapter.

93 Conflicts of interest

- (1) The Managing Director must appoint an appropriate person to complete the duties of a Guild officer who is:
- (a) the subject of a report under regulation 91 or an investigation under this Chapter; or
 - (b) considered to have an actual, perceived or potential conflict of interest in relation to a matter being dealt with under this Chapter; or
 - (c) unable to complete the duties required of them under this Chapter.
- (2) Where the Managing Director is the subject of a report under regulation 91 or an investigation under this Chapter, or is considered to have an actual, perceived or potential conflict of interest or is unable to complete the duties required of them under these provisions, the head of the Guild human resources department is to complete their duties.

94 Notices

Written notices relating to disciplinary investigations, hearings or appeals under this Chapter must be given in accordance with regulation 113.

Part 2 — Guild Misconduct Tribunal

95 Role and composition of the Guild Misconduct Tribunal

- (1) The role of the Guild Misconduct Tribunal is to:
 - (a) investigate allegations of Guild misconduct; and
 - (b) determine whether an allegation of Guild misconduct has been proven on a balance of probabilities; and
 - (c) if it determines that Guild misconduct has been proven under subregulation (1)(b), determine the penalty (if any) that should be imposed under these regulations.
- (2) The Guild Misconduct Tribunal is constituted by the following members:
 - (a) the chair of the Guild Council;
 - (b) the head of Guild human resources department;
 - (c) the Managing Director;
 - (d) as many other members appointed by the head of the Guild human resources department as required from time to time, who may be a Guild officer, Guild employee, University employee or student, other than the Guild president and the Guild general secretary.
- (3) The head of the Guild human resources department is the chair of the Guild Misconduct Tribunal, and is responsible for ensuring the tribunal's roles and functions are fulfilled.
- (4) The Guild Misconduct Tribunal may determine its own procedures consistent with the principles of fairness and natural justice, the Guild by-laws and these regulations.
- (5) The deliberations and decisions of the Guild Misconduct Tribunal are confidential and the Guild Misconduct Tribunal may determine that the submission of evidence is confidential.
- (6) Upon receipt of a notice under regulation 96, and pending its final decision under regulation 101, the Guild Misconduct Tribunal may temporarily exclude the person alleged to have committed Guild misconduct from all or part of the buildings occupied by the Guild if it considers, acting reasonably, that the allegation is of a serious nature and the exclusion is reasonably necessary for the protection of property or the health and safety of people.

96 Notice to the Guild Misconduct Tribunal

Where the Guild president determines under regulation 91(4)(c) to refer a matter to the Guild Misconduct Tribunal, the Guild general secretary must notify the head of the Guild human resources department and the Managing Director, by setting out the details of the report and all evidence relating to the report provided under regulation 91(3).

97 Notice of allegations and opportunity to respond

- (1) If the Guild Misconduct Tribunal determines it is not required to investigate the matter the subject of the report, based upon reasons set out in regulation 91(4), the Guild Misconduct Tribunal must notify the Guild general secretary of the decision.
- (2) If the Guild Misconduct Tribunal determines it has jurisdiction to investigate the matter the subject of the report, it must serve a written notice (the **initial notice**) on the member or Guild officer alleged to have committed Guild misconduct (the **respondent**). The initial notice must:
 - (a) specify the alleged Guild misconduct, including reference to any particular part of these regulations or the Guild by-laws alleged to have been contravened; and
 - (b) inform the respondent that the Guild Misconduct Tribunal, on behalf of the Guild, is conducting an investigation; and
 - (c) enclose a copy of this Chapter of the regulations; and
 - (d) enclose or provide a comprehensive summary of all evidence or documentation relevant to the alleged Guild misconduct in the possession, custody or control of the Guild; and
 - (e) inform the respondent of their right to respond to the allegation and provide a written response to the Guild in accordance with subregulation (3); and
 - (f) inform the respondent that a hearing before the Guild Misconduct Tribunal will be held, which may include the notice of hearing required under regulation 99(2).
- (3) The respondent may provide a written response to the allegation and initial notice in writing to the Guild Misconduct Tribunal within 5 University working days from the date of receipt of the initial notice.
- (4) If the respondent admits to all of the allegations contained in the initial notice, regulation 98 will not apply and the Guild Misconduct Tribunal may impose a penalty as set out in these regulations, or not, as it sees fit.

98 Investigation report

The Guild Misconduct Tribunal may investigate the allegations contained in the initial notice, and upon concluding its investigation, it must provide to the respondent an investigation report which must include the following:

- (1) the particulars of the alleged Guild misconduct;
- (2) all relevant evidence;
- (3) a copy of the initial notice;
- (4) a copy of or a detailed summary of any other notices provided to the respondent;
- (5) a copy of any response provided by the respondent under regulation 97(3).

99 Guild misconduct hearing

- (1) A misconduct hearing must be held no sooner than 10 University working days and no later than 20 University working days after the respondent receives the investigation report.
- (2) The respondent must be provided with at least 10 University working days written notice of a misconduct hearing.
- (3) The notice must:
 - (a) include the date, time and place of the hearing; and
 - (b) notify the respondent:
 - (i) of the respondent's right to attend with a support person pursuant to subregulation (10); and
 - (ii) of the respondent's right to request in writing to the Guild Misconduct Tribunal a change to the date or time of the hearing on reasonable grounds, subject to the approval of the Guild Misconduct Tribunal; and
 - (iii) that the hearing may proceed in the absence of the respondent where the respondent has been provided notice of the hearing in accordance with these regulations.
- (4) The Guild Misconduct Tribunal may request the attendance at the misconduct hearing of such persons it considers necessary by providing them with written notice of the hearing at least 10 University working days prior to the misconduct hearing.

- (5) The Guild Misconduct Tribunal may approve a written request from a respondent to change the date or time of the hearing on reasonable grounds.
- (6) If a respondent fails to attend the misconduct hearing, the hearing may proceed in their absence provided the respondent was provided notice under subregulation (2).
- (7) The Guild Misconduct Tribunal is not bound by the rules of evidence, may inform itself as it sees fit and determine its own procedure, within the bounds of the Guild by-laws and Guild policy, these regulations and the principles of natural justice.
- (8) The Guild Misconduct Tribunal may admit evidence:
 - (a) from persons who are not members; and
 - (b) by written statement affirmed by a declaration in the form provided by regulation 114.
- (9) The misconduct hearing is, except as provided in subregulations (8)(a) and (10), not open to other members or the public.
- (10) A person required to appear at a misconduct hearing may be accompanied by a support person who must not be:
 - (a) a person alleged to have been involved in or associated with the matter of the subject of the allegation; or
 - (b) a qualified legal practitioner unless permitted by the chair of the Guild Misconduct Tribunal.

100 Onus and standard of proof

Where there is an allegation of Guild misconduct, either before the Guild Misconduct Tribunal or on appeal:

- (a) the Guild Misconduct Tribunal or the Guild Council (as applicable) bears the onus of proof; and
- (b) the standard of proof is on the balance of probabilities.

101 Guild Misconduct Tribunal's decision

- (1) The Guild Misconduct Tribunal may:
 - (a) dismiss the allegation; or
 - (b) uphold the allegation, but impose no penalty; or
 - (c) uphold the allegation, and impose a penalty; or

- (d) adjourn (and reconvene within a reasonable time) the misconduct hearing to allow for further time to investigate and acquire information in relation to the allegation.
- (2) Within 10 university working days of the conclusion of the misconduct hearing, the Guild Misconduct Tribunal must provide the respondent with a written report of its decision and its reasons, which must include the following:
 - (a) its decision whether the alleged Guild misconduct has been substantiated in accordance with the onus and burden of proof required by regulation 100;
 - (b) where the Guild Misconduct Tribunal has determined that Guild misconduct has been substantiated, any penalty to be imposed under regulation 102 and its reasons for imposing the penalty;
 - (c) a summary of the evidence presented to the Guild Misconduct Tribunal;
 - (d) a summary of oral evidence presented to the Guild Misconduct Tribunal;
 - (e) the respondent's right to appeal and a copy of Part 3 (Appeals) of this Chapter.
- (3) The Guild Misconduct Tribunal must provide to the Guild Council a written summary of the outcome of each misconduct hearing and the penalty imposed (if any).

102 Penalties

- (1) The Guild Misconduct Tribunal (or the Guild Council in determining an appeal) may impose one or more of the following penalties upon a finding of Guild misconduct:
 - (a) a requirement to provide a formal written apology to any person;
 - (b) a formal warning;
 - (c) a fine not exceeding \$200 payable to the Guild;
 - (d) suspension of a Guild officer, including as an officer of a student society, from holding their position within the Guild for a period of time as determined by the Guild Misconduct Tribunal;
 - (e) disqualification of a Guild officer, including as an officer of a student society, from holding their position within the Guild for the remainder of the relevant Guild year;
 - (f) exclusion from all or part of the buildings occupied by the Guild for a period of time determined by the Guild Misconduct Tribunal;

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- (g) suspension of a member's rights or privileges, for a period of time determined by the Guild Misconduct Tribunal;
 - (h) for an individual who is an associate member or honorary life member, a recommendation to the Guild Council that it suspend or cancel the individual's Guild membership;
 - (i) suspension (or a period of time determined by the Guild Misconduct Tribunal) or disqualification (for the remainder of the relevant Guild year) of a member from a Guild department, Guild committee or student society;
 - (j) a recommendation to the Guild Council that it suspend or deregister a student society;
 - (k) in relation to Guild misconduct that occurred in relation to general Guild elections:
 - (i) a ban on campaigning at the polling booths for a period or periods of time determined by the Guild Misconduct Tribunal; or
 - (ii) a ban on campaigning generally for a period or periods of time determined by the Guild Misconduct Tribunal.
- (2) A penalty for Guild misconduct may be imposed upon:
- (a) an individual; or
 - (b) a student society.
- (3) The Guild Misconduct Tribunal (or the Guild Council on appeal) must, when imposing a penalty for Guild misconduct, take into account:
- (a) the nature, frequency and seriousness of the Guild misconduct; and
 - (b) previous penalties imposed for similar Guild misconduct; and
 - (c) the timing of any admission; and
 - (d) any relevant mitigating circumstances.

Part 3 — Appeals

103 Grounds for appeal

- (1) A respondent or a person affected by alleged Guild misconduct may appeal a decision of the Guild Misconduct Tribunal in relation to the misconduct.
- (2) An appeal of a decision of the Guild Misconduct Tribunal will be determined by the Guild Council.
- (3) An appeal of a decision of the Guild Misconduct Tribunal to the Guild Council must be based on one or more of the following grounds:
 - (a) new information is available that was not reasonably available at the time of the original decision, and that would likely have affected the decision or any penalty imposed;
 - (b) the Guild Misconduct Tribunal:
 - (i) took into account a matter which should not have been taken into account;
 - (ii) failed to take account or give sufficient weight to circumstances or facts which ought to have been taken into account;
 - (c) the penalty imposed was excessive;
 - (d) the Guild Misconduct Tribunal procedural irregularities or unfairness in the decision-making process (which may include that the respondent did not receive a fair hearing in all the circumstances) materially affected the outcome or any penalty imposed.
- (4) For the avoidance of doubt, any penalty imposed by the Guild Misconduct Tribunal continues in effect even if a decision is the subject of the appeal, unless overturned on appeal.

104 Notice of appeal

- (1) A person who wishes to appeal a decision of the Guild Misconduct Tribunal (the **appellant**) must lodge a notice of appeal with the Guild president within 7 University working days of the Guild Misconduct Tribunal's decision.
- (2) The notice of appeal must:
 - (a) be in writing; and
 - (b) clearly state the ground or grounds for appeal; and

- (c) summarise the basis for each ground; and
- (d) attach the notice of the original decision (in the case of the respondent); and
- (e) include any relevant material on which the appellant wishes to rely.

105 Consideration of notice of appeal

- (1) If the notice of appeal is lodged in accordance with these regulations, the appeal must be referred to the Guild Council to hear the appeal under this Part.
- (2) The Guild president must dismiss an appeal if the Guild president, in consultation with the Managing Director, determines that the notice of appeal does not comply with the procedural or jurisdictional requirements of these regulations, including where the appeal:
 - (a) is lodged out of time; or
 - (b) does not meet the requirements of regulation 104(2); or
 - (c) does not specify a ground of appeal referred to in regulation 103(3),
- (3) The Guild president must give notice of a determination under subregulation (1) to the person who lodged the notice of appeal.
- (4) The reasons for the decision made under subregulation (1) must be recorded and preserved in accordance with regulation 115.

106 Appeal hearing

- (1) An appeal hearing must be held no sooner than 10 University working days and no later than 30 University working days after the Guild president received the notice of appeal.
- (2) The appellant and the Guild Misconduct Tribunal must be provided with at least 10 University working days written notice of the appeal hearing, which must:
 - (a) Include the date, time and place of the hearing; and
 - (b) Notify:
 - (i) the appellant of their right to attend with a support person pursuant to regulation 106(8); and
 - (ii) the appellant and the Guild Misconduct Tribunal of their right to request in writing to the Guild general secretary (on behalf of the Guild Council) a change to the date or time of the hearing on

reasonable grounds, subject to the approval of the Guild president;
and

- (c) that the hearing may proceed in the absence of the appellant or the Guild Misconduct Tribunal where they have been provided the required notice in accordance with these regulations.
- (3) The Guild president may approve a written request from an appellant to the Guild general secretary to change the date or time of the hearing on reasonable grounds.
- (4) The Guild Council may request the attendance at the appeal hearing of any person it considers necessary by providing them with written notice at least 10 University working days prior to the hearing.
- (5) Where an appellant fails to attend the appeal hearing, the hearing may proceed in their absence provided the appellant was provided notice in accordance with subregulation (2).
- (6) The appeal hearing is, subject to subregulations (4) and (8), not open to other members or the public.
- (7) The appeal hearing is an appeal by way of rehearing. The Guild Council may only consider new evidence where the evidence was not reasonably available at the time of the original misconduct hearing and it would likely have affected the decision or any penalty imposed.
- (8) A person required to appear at an appeal hearing may be accompanied by a support person who must not be:
 - (a) a person alleged to have been involved in or associated with the matter the subject of the allegation; or
 - (b) a qualified legal practitioner unless permitted by the Guild Council.

107 Appeal decision

- (1) At the conclusion of the appeal hearing, the Guild Council may:
 - (a) dismiss the appeal and confirm the decision; or
 - (b) uphold the appeal and vary the decision of, or penalty imposed by, the Guild Misconduct Tribunal to achieve an outcome that is more lenient; or
 - (c) uphold the appeal and dismiss the charge of Guild misconduct.
- (2) Within 10 University working days of the conclusion of the appeal hearing, the Guild Council must provide the appellant and the Guild Misconduct Tribunal with a written report of its decision and reasons for the decision.

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- (3) Subject to the appellant or the Guild Misconduct Tribunal's right to pursue the matter outside the Guild, the Guild Council's decision in determining the appeal is final.

Chapter 8 — Guild Employees

108 Employment by the Guild

- (1) The Guild Council (or the Guild executive where it is specifically authorised by the Guild Council) may, on behalf of the Guild:
- (a) create employee positions; and
 - (b) enter into employment agreements; and
 - (c) subject to the terms of any applicable employment agreement, abolish employee positions; and
 - (d) create, amend or abolish any Guild divisions to which Guild employees will be allocated.
- (2) A Guild employee cannot, during their term of employment:
- (a) hold a position on the Guild Council, either as a member or a standing invitee, the Guild student magazine 'Pelican', 'UDUB Radio' or 'PROSH'; or
 - (b) act as a proxy for any student on the Guild Council; or
 - (c) seek election or stand as a candidate in Guild elections, unless their term of employment ceases at least 6 months prior to election nominations.

109 Conditions of employment

- (1) A Guild employee's conditions of employment are:
- (a) where there is an applicable industrial award, covered by that industrial award; or
 - (b) where an industrial award does not automatically apply but the employee agrees to be covered by a specific industrial award, covered by that industrial award; or
 - (c) if paragraphs (a) or (b) do not apply, to be determined at the time of their employment.
- (2) If more than one industrial award or agreement applies to an employee, the conditions of employment must be determined under the industrial award or agreement that is most directly applicable.

110 Casual employees

In employing casual employees of the Guild, the Guild must wherever possible employ individuals who:

- (a) are students; and
- (b) are members of the Guild; and
- (c) do not hold a position on the Guild Council (whether as a member or standing invitee); and
- (d) unless otherwise approved by the Guild Council, have not nominated for any position as a Guild officer within the previous 2 years.

111 Guild Personnel Board

- (1) Subject to these regulations, the Guild Personnel Board has authority over, and is responsible for, all employee matters including all matters and issues arising under the Guild's Enterprise Bargaining Agreement (if such an agreement is in place).
- (2) The Guild Personnel Board is a Guild committee comprised of the following members:
 - (a) the Guild president;
 - (b) the Guild general secretary;
 - (c) the Guild vice-president;
 - (d) the chair of the Guild Council;
 - (e) the Managing Director;
 - (f) the head of Guild human resources department.
- (3) The Guild Personnel Board is governed by a constitution or terms of reference (or equivalent) approved by the Guild Council, not inconsistent with these regulations, and included in the Guild by-laws.
- (4) The Guild Personnel Board may, in accordance with its constitution or terms of reference approved under subregulation (3), delegate the performance of its functions.

Chapter 9 — Miscellaneous

112 Publications and media

- (1) In this regulation:

Guild's publications and media means:

- (a) publications and material (which includes, but is not limited to the Guild student magazine Pelican, Guild diary and directory, orientation handbook, Guild newsletter, electronic media, and other publications of the Guild); and
 - (b) official statements of the Guild.
- (2) The Guild must have a media policy which regulates the Guild's publications and media, and is approved by the Guild Council.
- (3) The Guild must ensure that all Guild officers and Guild employees comply with the Guild's Promotions, Publications & Social Media Policy.
- (4) The Guild's publications and media must:
- (a) comply with the Guild's Promotions, Publications & Social Media Policy; and
 - (b) present issues in a balanced manner; and
 - (c) not be defamatory or breach anti-discrimination laws or otherwise be unlawful.
- (5) Material published in the Guild's student magazine, Pelican, must be cited by the editor as having been written by:
- (a) a student who is a member of the Guild whose identity has been verified by the provision of their name and student number; or
 - (b) a Guild employee, the topic of their submission being relevant to the Guild's role in the University community; or
 - (c) a fully identified author of the material.

113 Notices

- (1) Written notices relating to disciplinary investigations, hearings or appeals required to be given to a person under Chapter 7 must be given in one or more of the following ways:
- (a) by giving it by hand to that person;

- (b) by sending it to an email address nominated by the person;
 - (c) by sending it to the person's University email address;
 - (d) if the person's University email address is not active - by sending it to their nominated personal email as recorded on the University's information system.
- (2) Notice sent by email is taken to be given and received on the day it is sent.
- (3) Notice may be given to a student society by way of service on the secretary of the student society.

114 Declarations

- (1) A Guild officer may require a declaration be included with any statement or certificate given in connection with the following:
- (a) the membership, financial affairs and property of the Guild or of any subsidiary council;
 - (b) the registration, affiliation, membership activities, financial affairs and property of student societies;
 - (c) any election or referendum conducted by the Guild;
 - (d) the authenticity of any document or a copy or extract of a document;
 - (e) any alleged breach of a provision included in the Guild by-laws;
 - (f) any damage to, or unauthorised interference with, the building, furniture, fittings and chattels of the Guild or of the University;
 - (g) lost property;
 - (h) appeals against decisions of the Guild Misconduct Tribunal or any other disciplinary body of the Guild;
 - (i) the preparation of annual reports.
- (2) Declarations must be made in accordance with the requirements as prescribed in the Guild by-laws.
- (3) A person who makes a false declaration may be subject to disciplinary action under Chapter 7 of these regulations.

115 Guild records

- (1) Where applicable, the Guild must comply with the requirements of the *State Records Act 2000 (WA)*.
- (2) The Guild must, in accordance with its records policy, maintain and preserve records of all official meetings and decisions of the Guild including meetings of the Guild Council, subsidiary councils, Guild departments, Guild committees, divisions, other committees and councils of the Guild, and student societies.
- (3) The Finance & Corporate Services Director is responsible for ensuring that records are lodged and maintained in accordance with the Guild's records policy.
- (4) The Guild executive must take all action necessary in the name of the Guild to recover any records or archives unlawfully removed from the Guild.

116 Transitional

- (1) In this regulation:

previous regulations means the Student Guild Regulations approved by the Senate on 24 July 2024.
- (2) If any action or proceeding relating to Guild misconduct was commenced, but not finalised under the previous regulations, the action or proceeding may be continued and finalised under the previous regulations.
- (3) Any appeal made, but not decided, under the previous regulations may be continued and finalised under the previous regulations.
- (4) For subregulations (2) and (3), a reference in the previous regulations to the Guild Misconduct Tribunal is taken to be a reference to the Guild Misconduct Tribunal constituted under these regulations.
- (5) Subject to any right of appeal, all decisions that had effect under the previous regulations continue to have effect.
- (6) The Vice-Chancellor may resolve any issue relating to the transition from the previous regulations to these regulations, and the Vice-Chancellor's decision is final.

Schedule 1 – Key Guild Officers

Item	Position	Process of Election	Role
Guild executive			
1.	Guild president	Elected in the general Guild elections in accordance with the Election Regulations	The role of the Guild president is to: (a) conduct the relations of the Guild with the University and the general public; (b) assist and coordinate the work of the members of the Guild Council and Guild officers; (c) implement the policy and decisions of the Guild Council; (d) be a member of the Guild executive; (e) be a student representative on the Senate under the University Act; (f) attend and preside at all Guild general meetings; (g) attend and report to all meetings of the Guild Council; (h) present an annual report to the Guild Council meeting held in November on the activities undertaken by the Guild president during the Guild president's term in office; (i) perform any other duties prescribed by these regulations.
2.	Guild vice-president	Elected by and from the Guild Council at the first meeting for the Guild year	The role of the Guild vice-president is to: (a) assist the Guild president; (b) be a member of the Guild executive; (c) regularly report to the Guild Council on the activities undertaken by the Guild vice-president; (d) liaise with Guild departments, University colleges and other bodies on behalf of the Guild executive as required; (e) inform: (i) students of the proceedings and decisions of the Guild Council using on-campus media; (ii) those directly affected by the Guild Council and Guild executive decisions of those decisions; (f) promote student awareness of on-campus issues; (g) oversee and implement the transport and parking policy of the Guild, including: (i) the activities of the Guild associated with transport and parking needs of students; (ii) liaising with the University and other bodies as required, on issues associated with the transport and parking needs of students;

Item	Position	Process of Election	Role
			(iii) acting as the Guild representative on the University 'Parking Infringement Advisory Panel'; (h) oversee and implement the policy of the Guild regarding University facilities, including: (i) make assessments of the adequacy of facilities, including issues of safety and security (including buildings, grounds, technology and information services) provided by the University; (ii) collect and collate student opinion and feedback on University facilities; and (iii) run campaigns and assist the Guild president in lobbying towards improvements in the quality of University facilities. (i) in November each year: (i) organise and conduct training of all incoming Guild councillors (elected in the most recent general Guild elections) in order to familiarise the incoming Guild councillors with all Guild facilities and outlets; (ii) present an annual report to the Guild Council meeting on the activities undertaken by the Guild vice-president during their term in office.
3.	Guild general secretary	Elected in the general Guild elections in accordance with the Election Regulations	The role of the Guild general secretary is to: (a) be a member of the Guild executive; (b) carry out the administrative work of the Guild for which these regulations do not provide and for which the Guild Council has not nominated any executive officers; (c) call all Guild meetings and Guild Council meetings as required under these regulations; (d) publicise all Guild meetings and Guild Council meetings; (e) take responsibility for all Guild Council correspondence; (f) on behalf of the Guild Council present to the general meeting: (i) a detailed report of the activities of the Guild during the previous year; (ii) the budgets of the Guild Council and subsidiary councils for the current year; (iii) the balance sheet, the auditor's report and the financial statements of the Guild for the previous year;

Item	Position	Process of Election	Role
			(g) inform relevant Guild councillors and Guild officers of the decisions of the Guild Council or subsidiary bodies or committees which affect their portfolio; (h) in conjunction with the Finance & Corporate Services Director; (i) supervise all correspondence of the Guild which relates to financial matters; (ii) supervise and recommend to the Guild Council and the Guild strategic resources committee on all issues involving finance; (iii) present to the Guild Council an annual triple bottom line budget, as recommended by the Guild strategic resources committee (which accounts for the social, financial and environmental performance of the Guild); (i) carry out the instructions of the Guild Council; (j) carry out such duties as are prescribed by these regulations; (k) regularly report to the Guild Council on the activities undertaken by the Guild general secretary; (l) present an annual report to the Guild Council meeting held in November on the activities undertaken by the Guild general secretary during their term in office.
4.	Chair of the Guild Council	Elected by and from the Guild Council at the first meeting for the Guild year	The role of the chair of the Guild Council is to: (a) preside over and act as chair of all meetings of the Guild Council and the governance committee; (b) oversee the Guild's compliance with governance requirements, including the University's Statutes, these regulations and the Election Regulations, and to advise the Guild on issues relating to Guild governance; (c) be a member of the Guild executive; (d) convene meetings of the governance committee; (e) present an annual report to the Guild Council meeting held in November on the activities undertaken by the chair of the Guild Council and governance committee during their term in office.
Subsidiary council presidents			
5.	Education council president	Elected in the general Guild elections in accordance with the Election Regulations	The role of the president of a subsidiary council is to: (a) attend and preside at all meetings of the relevant subsidiary council; (b) be an ex-officio member of all committees of that subsidiary council;
6.	Public affairs council president		

Item	Position	Process of Election	Role
7.	Societies council president		(c) regularly report to the Guild Council on the activities, role and responsibilities undertaken by the subsidiary council; (d) present an annual report to the November Guild Council meeting on the activities, role and responsibilities undertaken by the subsidiary council during the year.
Ordinary Guild councillors			
8.	Ordinary Guild councillors	Elected in the general Guild elections in accordance with the Election Regulations	The role of ordinary Guild councillors is to participate in meetings of the Guild Council, and contribute to committees, and manage projects to further the objects of the Guild.
Department officers			
9.	Department officers	Elected either in the Department Elections or appointed in accordance with the relevant Department Rules.	The role of each department officer is to: (a) regularly report to the Guild Council on the activities undertaken by the department officer and the Guild department; and (b) undertake any other roles as prescribed in each student Guild department's rules as approved by the Guild Council. (The list of Guild departments and department officers are published on the Guild's official website)

Version History

Version	Approved / Amended	University Endorsement	Commencement
V1	Approved – New Regulations	<i>7 December 2020</i> Senate Resolution S R102/20	<i>7 December 2020</i>
V2	Approved – Amended	<i>4 March 2021</i> Senate Resolution S R16/21	<i>4 March 2021</i>
V3	Approved – Amended	<i>29 July 2024</i> Senate Resolution S R75/24	<i>16 August 2024</i>
V4	Approved – Amended	<i>4 August 2026</i> Senate Resolution S R134/26	<i>1 September 2026</i>