

International Students Department Rules			
Commencement Date:	September 2025	Review Date:	November 2025
Division/Person Responsible:	International Students President		
Category:	Department Rules		
Relevant Regulation(s):	r. 37		
Approval Authority:	Guild Council		

Preliminary

1 Establishment and particulars

- The name of the organization shall be the International Students' Department (I.S.D).
- I.S.D shall be a department of the UWA Student Guild.

2 Definitions and Interpretations

2.1 In these Rules, unless the contrary intention appears:

- Affiliates** means any multicultural student society registered with the Guild and any international representative of the recognised residential colleges and faculty societies attached to UWA.
- Guild** means the Guild of Undergraduates referred to in the University of Western Act 1911 and UWA Guild Regulations, recognising that both undergraduate and postgraduate students of the University are encompassed by the Guild or Student Guild, as it may also be known.
- International Students** means any student who entered Australia with a valid student visa and is currently enrolled in a course at the University.
- International Students' Council** means the Council of International Students made up of a representative of the affiliates. It may also be known as ISC.
- ISD President** means the President of ISD, elected in accordance with the Guild Election Regulations at the Annual general elections.
- Student Society** means Student Society referred to in section 1.1 of the UWA Guild Regulations.

2.2 In these regulations, unless the context otherwise dictates:

- The singular includes the plural and vice versa, and a gender includes other genders;

- b) A reference to a Statute or the Act, ordinance, code or other law or other legislation includes regulations and other instruments under it and may consolidations, amendments, re-enactments or replacements of any of them;
and
- c) The meaning of general words is not limited by specific examples introduced by including, for example or similar expressions.

The International Students' Department

3 Objectives

- 3.1 To be the peak representative body of all international students on campus;
- 3.2 To foster co-operation amongst international students and also between international and other students on campus;
- 3.3 To encourage discussion and act on matters of interest to international students, including social awareness;
- 3.4 To promote the welfare of international students;
- 3.5 To work on implementing approved policies of the ISC; and

COMMITTEE

A member of the ISD Committee, including the ISD President, shall hold office from 1st December to 30th November of the subsequent year.

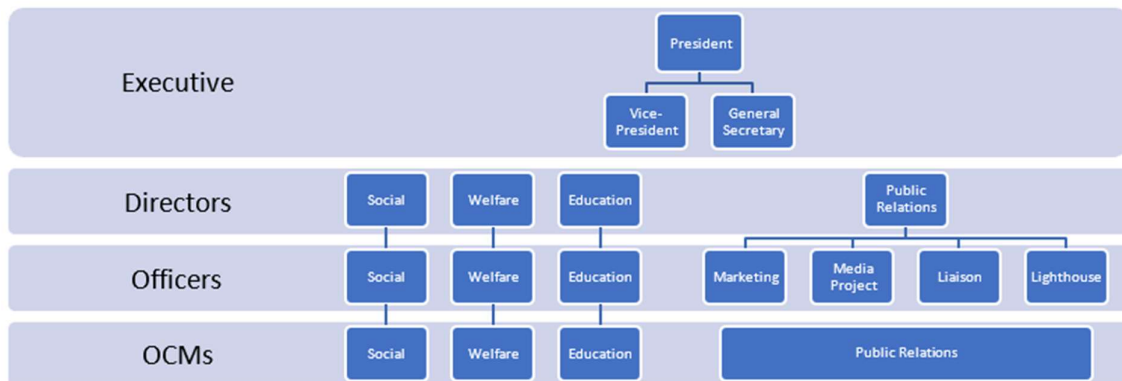


Diagram 1: ISD Committee structure

4 Role descriptions

- 4.1 ISD Executive as a whole shall:
 - a) Draw up the ISD Budget prior to the first semester meeting of the ISD Committee. The budget shall be referred to the General Secretary of the Guild for consideration prior to its presentation to the Guild Council.
 - b) Be responsible to attend all meetings in relation to international students' matters and to duly report on such matters to the ISD; and
 - c) Be responsible for the formulation of plans to fulfil the aims of the organisation outlined in section 3 of the ISD Rules.

4.2 The ISD President shall, including but not limited to:

- a) Head the International Students' Department, and be responsible for reporting to the Executive all matters relevant to international students in order to facilitate the organisation's functional efficiency;
- b) Represent and be the official spokesperson of all international students on matters pertaining to international students in the Guild;
- c) Provide a written report on the activities undertaken by ISD to the Guild
 - I. When such a report is requested by the Guild
 - II. At ISC Meetings
 - III. On ISD's social media channels at least once a month
- d) Shall attend UWA Guild Education and Societies Council Meetings; or any other meetings held by Guild or the University which they are invited to sit on;
- e) May co-authorise all financial accounts with the General Secretary.

4.3 The Vice-President shall, including but not limited to:

- a) In the absence of the ISD President, has all rights, privileges, powers and duties attaching to the position.
- b) Be the prime assistant to the ISD President in the co-ordination of all Portfolios.
- c) Be responsible for sourcing and co-ordinating sponsors for relevant ISD events.
- d) Be responsible for documentation and producing a printed copy of all the details of the sponsorship packages.
- e) Undertake any other tasks assigned by the ISD President.

4.4 The General Secretary shall, including but not limited to:

- a) Be responsible for all administrative duties in the ISD office.
- b) Be responsible for all correspondence taken by the ISD Executive.
- c) Call all ISD Executive and Committee meetings as required in accordance with these Regulations.
- d) Be responsible for maintaining a record of all ISD Executive, Committee and Council meetings and activities.
- e) Co-authorise all incoming and outgoing accounts with the ISD President before getting approval from the Guild President.
- f) Supervise the ISD Executive in the preparation of a Budget submission upon taking office.
- g) Be responsible for any budget review, as directed by the UWA Student Guild.
- h) Present the ISD Financial Report at ISD Executive and Committee meetings, and AGM.

- i) Be responsible for any tenancy matters.
- j) Undertake any other tasks assigned by the ISD President.

4.5 The Social Director shall, including but not limited to:

- a) Be responsible for the co-ordination of the Social Portfolio.
- b) Be responsible for the planning, delegating and supervision of the events held by the Social Portfolio.
- c) Be responsible to publicise and make international students aware of the role of ISD.
- d) Assist the General Secretary in the preparation of a Budget submission upon taking office.
- e) Present a written report on all social activities undertaken at ISD Committee meetings.
- f) Undertake any other tasks assigned by the ISD President.

4.6 The Social Officer shall, including but not limited to:

- a) In the absence of the Social Director, has all rights, privileges, powers and duties attaching to the position.
- b) Assist the Social Director to publicise the ISD to international students.
- c) Assist the Social Director to plan at least two social activities per semester.
- d) Undertake any other tasks assigned by the ISD Executive.

4.7 The Welfare Director shall, including but not limited to:

- a) Be responsible for the co-ordination of the Welfare Portfolio.
- b) Be responsible for the planning, delegating and supervision of the events held by the Welfare Portfolio.
- c) Be responsible to publicise the ISD and to make international students aware of the role of the ISD.
- d) Correspond with the UWA Student Guild Wellbeing Officer.
- e) Assist the General Secretary in the preparation of a Budget submission upon taking office.
- f) Present a written report on all welfare activities undertaken at ISD Committee meetings, and AGM.
- g) Undertake any other tasks assigned by the ISD President.

4.8 The Welfare Officer shall, including but not limited to:

- a) In the absence of the Welfare Director, has all rights, privileges, powers and duties attaching to the position.

- b) Assist the Welfare Director to publicise ISD to international students.
- c) Assist the Welfare Director to plan at least two welfare activities per semester.
- d) Undertake any other tasks assigned by the ISD Executive.

4.9 The Education Director shall, including but not limited to:

- a) Be responsible for the co-ordination of the Education Portfolio.
- b) Be responsible for the planning, delegating and supervision of the events held by the Education Portfolio.
- c) Be responsible to publicise ISD to make international students aware of the role of ISD.
- d) Attend UWA Guild Education Council Meetings at the direction of the ISD President.
- e) Attend any meetings held by faculties which they are invited to sit on.
- f) Assist the General Secretary in the preparation of a Budget submission upon taking office.
- g) Present a written report on all education activities undertaken at Committee meetings, and AGM.
- h) Undertake any other tasks assigned by the ISD President.

4.10 The Education Officer shall, including but not limited to:

- a) In the absence of the Education Director, has all rights, privileges, powers and duties attaching to the position.
- b) Assist the Education Director to publicise ISD to international students.
- c) Assist the Education Director to plan at least two education activities per semester.
- d) Undertake any other tasks assigned by the ISD Executive.

4.11 The Public Relations Director shall, including but not limited to:

- a) Be responsible for the co-ordination of the Public Relations Portfolio.
- b) Be responsible for the planning, delegating and supervision of the events held by the Public Relations Portfolio.
- c) Be responsible to publicise ISD and to make international students aware of the role of ISD.
- d) Correspond with the UWA Student Guild Engagement Department.
- e) Be responsible for the production of the ISD Newsletter.
- f) Assist the General Secretary in the preparation of a Budget submission upon taking office.

- g) Present a written report on all public relations activities undertaken at ISD Committee meetings, and AGM.
- h) Undertake any other tasks assigned by the ISD President.

4.12 The Liaison Officer shall, including but not limited to:

- a) Assist the ISD committee in publicising ISD and its events to international students through its affiliates.
- b) Be responsible for informing the PR Director of all on-campus matters and activities pertaining to international students.
- c) Be responsible for maintaining and establishing good relationships with the affiliates.
- d) Present a written report on all Liaison & ISC activities undertaken at ISD Committee meetings, and AGM.
- e) Undertake any other tasks assigned by the ISD Executive.

4.13 The Marketing Officer shall, including but not limited to:

- a) Assist the ISD Committee in the designing and publication of posters, and any other publicity materials.
- b) Be responsible for the running of all ISD official social media platforms.
- c) Undertake any other tasks assigned by the ISD Executive.

4.14 The Media Project Officer shall, including but not limited to:

- a) This position shall be appointed according to section 10 of the ISD Rules.
- b) Develop at least two Public Relations related projects to aid engagement with the Department per semester.
- c) Aid the ISD President and Publications Relations Director in the production of the ISD Newsletter.
- d) Undertake any other tasks assigned by the ISD Executive.

4.15 The Lighthouse Officer shall, including but not limited to:

- a) This position shall be appointed according to section 10 of the ISD Rules.
- b) Be responsible for the production of the Lighthouse magazine
- c) Aim to serve, inform and update the international student body on current ISD activities.
- d) Be held responsible to the PR Director regarding any published material of the Lighthouse magazine in print or online.
- e) Be responsible for tasks given by the Public Relations Director following the publication of Lighthouse every semester.

- f) Liaise with the Guild with respect to the production of the magazines.
- g) Undertake any other tasks assigned by the ISD Executive.

4.16 Ordinary Committee Members

- a) The ISD Executive reserves the right to appoint OCMs, according to Section 11 of the ISD Rules, before the start of the academic year, to aid the fulfilment of the aims of the organisation outlined in section 3 of the ISD Rules;
 - i. There shall be at least 1 OCM per portfolio;
- b) The OCMs shall, including but not limited to:
 - i. Depending on which portfolio they belong to, attend a majority of ISD activities;
 - ii. Help to publicise ISD to international students; and
 - iii. Undertake any other tasks assigned by the ISD committee.

4.17 Immediate Past President (IPP)

- a) It shall be the duty of the Immediate Past President to:
 - i. Serve as the advisor and consultant to the Executive Office Bearers;
 - ii. Be an active member of the department during the term served as IPP;
 - iii. Bear any responsibilities at the discretion of the Executive Office Bearers; and
 - iv. Be a standing invitee in all committee meetings;
- b) Only the person who held the Elected Office Bearer position of President immediately preceding the commencement of the current President's term shall be appointed Immediate Past President, unless the person has given notice to the current President that they will be unable to fill this role.

5 Appointment of committee members

5.1 Appointed Committee members shall be appointed as follows:

- a) The person to take office as ISD President, from 1st December shall put up notice calling for nominations for executive committee positions via, including but not limited to, Guild Weekly, ISD Newsletter and ISD Facebook page.
- b) Nominations for the positions shall be open for 7 days, subject to changes by the ISD President.
- c) The ISD president shall appoint the executive members through the conduct of interviews.

- d) After the appointment of the executive, the executive will call for applications for directors and officers.
- e) The Directors will be appointed first, through the process of an interview panel consisting of the executive.
- f) The ISD Executive members and respective Directors shall appoint any unfulfilled positions through the conduct of interviews.

6 Vacancies

6.1 A member of the ISD Committee, excluding the ISD President, may resign his or her position

- a) upon receipt by the General Secretary of a signed letter of resignation with 10 university working days' notice, and;
- b) The resignation will come into effect within 10 university working days from the date of its acceptance by the ISD Executive.

6.2 A member of the ISD Committee, excluding the ISD President, shall cease to be a member:

- a) Upon being absent without apology from the ISD Committee for three consecutive regular meetings; or
- b) The ISD Committee may call for the dismissal of any members of the ISD Committee on the following grounds including, but not limited to:
 - i. Wilful neglect in any or all aspects of the duties of that position; or
 - ii. Dishonesty in the execution of duties
- c) Sections 4.2.1 and 4.2.2 of the ISD Rules can only be enacted:
 - i. By a resolution to that effect passed at the ISD Committee Meeting by two-thirds majority;
 - ii. The member in question has been given at least 7 days' notice of that
 - iii. Committee Meeting; and
 - iv. Been accorded the opportunity to present and to speak at that Committee Meeting.

6.3 Upon the resignation or removal of a committee member, the ISD Executive Committee reserves the right to appoint a new committee member to the role in accordance with Section 11.

7 INTERNATIONAL STUDENTS' COUNCIL (ISC)

7.1 The aims of the ISC are:

- a) To provide a forum for all affiliates to meet up and discuss
- b) Affiliate & ISD reports submitted to the General Secretary;
- c) Prominent international students' concerns and/or issues;
- d) Suggestions to motions that the ISD president should bring to Guild Council;
- e) Future events collaborations

7.2 The ISC shall comprise of:

- a) The ISD President
- b) The ISD General Secretary
- c) The ISD Liaison Officer
- d) An executive member or international representative from each of the affiliates

7.3 The ISC shall meet at least once per semester or more at the request of the ISD President, or three affiliate members of ISC.

7.4 Quorum, Voting Rights and Proxies:

- a) The ISD President shall be the Chair.
- b) Quorum of the Council shall be at least 5, comprising of at least 3 representatives of the affiliates and at least 2 ISD members
- c) All members of the ISC may cast 1 vote each.
- d) In the event of the absence of a Council member, the member may proxy his/her vote in writing to another member of its committee.
- e) No Council member shall hold more than 1 proxy.

Meetings

8 Committee meetings

- 8.1 The ISD President may at any time call for a Committee Meeting.
- 8.2 The ISD President shall call for a Committee Meeting at least monthly of the University calendar.
- 8.3 The ISD General Secretary shall prepare the meeting agenda and inform all committee members no later than five days prior to the Committee Meeting.
- 8.4 Quorum of 7 members of the Committee, of which at least 2 are members of the Executive, is required for the Committee Meeting.

Rule Changes

12 Amendment to these rules

- 12.1 Proposed amendments and the new Rules draft shall be submitted to the Guild Governance Committee for approval, and then submitted to the Guild Council for ratification.