



**UWA STUDENT GUILD
RULES OF THE SOCIETIES COUNCIL**

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| Rules of the Societies Council | |
| Date Adopted: | 29th October 2014 |
| Review Date: | October 2016 |

AFFILIATION OF CLUBS AND SOCIETIES

- RULE 1 For a club to affiliate to the Societies Council it must:
- submit a constitution for approval to the Societies Council President, who may consult the Societies Council Committee or Chair of Governance Committee if required;
 - successfully receive a majority of votes for affiliation at a General Meeting of the Societies Council;
 - hold an Annual General Meeting. Annual General Meetings must be advertised in Guild publications at least one week prior to the meeting;
 - and submit a current Office Bearers Form and Finance Form no later than one month after the Club's Annual General Meeting
- RULE 2 The Societies Council shall consider the aims and purposes of clubs and societies in determining affiliation. No clubs or societies affiliated to the Societies Council shall have substantially the same aims and purposes.
- RULE 3 The Societies Council President shall within one week of each meeting of the Societies Council; forward the names of any newly affiliated clubs and societies to the relevant Guild staff to be recorded in the register of affiliated clubs and societies.

COUNCIL MEETINGS

- RULE 4 The Societies Council shall conduct its meetings in accordance with the UWA Student Guild Standing Orders as laid down from time to time by Guild Council.
- RULE 5 General meetings of the Societies Council must be attended by at least one club delegate who is an elected committee member of the respective club.
- RULE 6 Only the Executive Officers, three ordinary committee members, the immediate past President of the Societies Council, the Guild President and a delegate of each club or society affiliated to the Societies Council may vote at Societies Council General Meeting and Societies Council Committee Elections. A delegate may attend on behalf of more than one club or society, but may only vote once.
- RULE 7 Financial penalties apply to clubs who do not attend General meetings of the Societies Council without an adequate apology. These penalties are outlined in the Club Grant Policy.
- RULE 8 The President of the Societies Council shall be entitled to chair all Societies Council Meetings. In their absence the Vice-President has that right, in the event that both Executive Officers are not present or do not wish to exercise their right, the Committee shall elect the chair from amongst the remaining Executive Officers.



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- RULE 9 The Secretary of the Societies Council shall take minutes of all meetings of the Societies Council and make them available to club and society delegates and Guild Council.
- RULE 10 Motions on notice are to be submitted to the Secretary of the Societies Council one week prior to General Meetings of the Societies Council.
- RULE 11 The President of Societies Council may invite to any meeting any person whose presence would, in the opinion of the President, facilitate the transaction of any Societies Council business.

SOCIETIES COUNCIL COMMITTEE

- RULE 12 The Societies Council Committee comprises:
- the Executive Officers of the Societies Council;
 - the three Ordinary Committee Members;
 - and the immediate past President of the Societies Council
- RULE 13 The quorum of a Societies Council Committee meeting shall be four members, of which at least two must be Executive Officers.
- RULE 14 The President of the Societies Council shall be entitled to chair all committee meetings. In their absence the Vice-President has that right, in the event that both Executive Officers are not present or do not wish to exercise their right, the Committee shall elect the chair from amongst the Executive Officers.

CLUB FINANCE

- RULE 15 All rules relating to Societies Council grants are contained within the Club Grant Policy.
- RULE 16 The affiliated club or society ordinary full year membership must be at least \$4, with a discount of \$2 for Guild members. Half year membership must be at least \$2 with a discount of \$1 for Guild members.

FINANCE SUB-COMMITTEE

- RULE 17 The Societies Council has a Finance Sub-Committee to advise the Societies Council on its expenditure, henceforth known as the Finance Committee.
- RULE 18 The Finance Committee comprises:
- the Executive Officers of the Societies Council,
 - and the Guild Treasurer
- RULE 19 Where the Finance Committee sees fit; it may co-opt additional members to the committee who shall be given the same rights as the prescribed members of the Finance Committee.
- RULE 20 The Finance Committee shall convene within two weeks of the new Guild year to prepare a budget for the coming calendar year. This budget will then be taken to Guild Council for approval.
- RULE 21 The quorum for a Finance Committee meeting shall be three voting members.



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- RULE 22 The President of the Societies Council shall be entitled to chair all Finance Committee meetings. In their absence the Committee shall elect its own chair.
- RULE 23 All Grant appeals arising from grant allocations made by the Societies Council shall be reviewed by the Finance Committee, their decision will be final.
- RULE 24 The Finance Committee may convene whenever the Societies Council Committee deems appropriate to address any issue relating to the financial status of the Societies Council.

TENANCY SUB-COMMITTEE

- RULE 25 The Societies Council has a Tenancy Sub-Committee to manage Guild Property leased to affiliated societies and their allocation on its behalf, henceforth known as the Tenancy Committee.
- RULE 26 Guild Property to be leased to affiliated societies includes but is not limited to: Clubrooms, Storage and Mailboxes.
- RULE 27 Lease allocations of Guild Property are governed by the Tenancy Allocation Policy and the Mailbox Policy.
- RULE 28 No club, faculty society or department may occupy a tenancy without having signed a lease agreement that is co-signed by a member of the Tenancy Committee.
- RULE 29 The Tenancy Committee comprises:
- the Chair of the Tenancy Committee,
 - the Executive Officer,
 - the Societies Council President,
 - the Education Council President,
 - and a member of the Guild Executive.
- RULE 30 The Chair of the Tenancy Committee shall be elected at the first Guild Council Meeting of the Guild year from amongst the Guild Councillors.
- RULE 31 The Executive Officer of the Tenancy Committee shall be a member of the Societies Council Committee appointed by the Societies Council President.
- RULE 32 No individual may hold more than one voting position on the Tenancy Committee at any one time.
- RULE 33 Formal Meetings of the Tenancy Committee will be held no less than three times a year after the inception of the Tenancy Committee.
- RULE 34 The quorum for a Tenancy Committee meeting shall be three voting members, at least one of whom shall be the Chair or the Executive Officer of the Tenancy Committee.
- RULE 35 The Tenancy Committee may invite to any meeting any person whose presence would, in the opinion of the committee, facilitate the transaction of any tenancy business.



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- RULE 36 The Chair of the Tenancy Committee shall be entitled to chair all Tenancy Committee meetings. In their absence the Executive Officer of the Tenancy Committee shall have that right.
- RULE 37 Formal meetings shall be for the purposes of administrative, property and maintenance issues affecting tenants and shall be attended by members of the Tenancy Committee and a representative of each club with a Clubroom Lease Agreement.
- RULE 38 Special meetings shall be held and attended by the Tenancy Committee for general administrative purposes, to consider tenancy applicants, resolve tenant issues and any other purpose which may require a confidential meeting.
- RULE 39 All other clubs with tenancies shall be standing invitees to all formal meetings.

DISAFFILIATION

- RULE 40 To be deemed active a club or society must:
- hold an Annual General Meeting and at least two other functions during each University year,
 - submit any amendments to their constitution to the Societies Council President for approval,
 - submit a new Office Bearers Form and Finance Form not later than one month after any change in Office Bearers,
 - have no outstanding debts with the Guild at the end of the academic year unless the club or society has been granted an overdraft or loan by the Guild Executive to cover the debt,
 - and have attended at least one General Meeting of Societies Council during the previous 13 months.
- RULE 41 Any club not deemed active by the Societies Council Committee shall be marked as lapsed and as such cannot apply for any grants offered by the Societies Council or receive any benefit that affiliation would normally provide until that club:
- holds an Annual General Meeting,
 - submits a current Office Bearers Form and Finance Form within one month of that Annual General Meeting,
 - has no outstanding debts with the Guild, unless the club or society has been granted an overdraft or loan by the Guild Executive to cover the debt,
 - and attends a meeting of the Societies Council.
- RULE 42 Disaffiliation proceedings will be commenced against any club or society which, upon the absolute majority vote of the Societies Council Committee, has been deemed lapsed for a period of two years.
- RULE 43 Disaffiliation shall be effected by a motion on notice being passed by an absolute majority of a General Meeting of the Societies Council provided that a warning of this intention has been posted to the last known Executive of the club or society at least ten academic days prior to the relevant general meeting.
- RULE 44 The Societies Council Committee may recommend to the appropriate body that a club be disaffiliated or not receive any benefit that affiliation would normally provide to that club on the grounds of serious mismanagement.



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- RULE 45 Any club which is dissolved or otherwise disbanded shall cede all assets owned by the club to the Societies Council, except where their constitution, approved by the Societies Council, provides for the distribution of club assets in this circumstance.
- RULE 46 Any assets acquired by the Societies Council under Rule 45 shall only be used in a manner that supports the remaining affiliated clubs.