

| Wellbeing Department Rules | | | |
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| Commencement Date: | December 2022 | Review Date: | September 2023 |
| Division/Person Responsible: | Wellbeing Officer | | |
| Category: | Department Rules | | |
| Relevant Regulations: | r.37 | | |
| Approval Authority: | Guild Council | | |

Preliminary

1 Establishment

These rules are made under Section 37 of Guild Regulations.

2 Definitions and Interpretations

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

- (a) **Affiliated Society** means a University club, society or association which is registered by the Guild and affiliated to a Subsidiary Council, in accordance with the *Guild Regulations*;
- (b) **Faculty Society** means a University club, society or association which is registered by the Guild and affiliated to the Education Council, in accordance with the *Guild Regulations*;
- (c) **General Guild Elections** means the election of positions specified in the Guild Election Regulations, and which are conducted in accordance with the requirements of the Guild Election Regulations;
- (d) **Guild** means the Student Guild, as established by the *University of Western Australia Act 1911 (WA)*;
- (e) **Guild Year** has the meaning given in the *Guild Regulations*, which as at the date of these Rules is: means the period from 1 December to 30 November of the following year;
- (f) **Guild Member** means a member of the Guild which includes Ordinary Members, Associate Members, and Honorary Life Members;
- (g) **Second Semester** has the meaning given in the *Guild Regulations*, which as at the date of these Rules is: the second semester as specified in the University calendar;
- (h) **Semester** means the two University teaching periods during a calendar year, the dates for which are specified in the University calendar;
- (i) **Student Societies** means a University club, society or association which is registered by the Guild, in accordance with the *Guild Regulations*;
- (j) **University** means the University of Western Australia, as established by the *University of Western Australia Act 1911 (WA)*;
- (k) **University Working Day** means any day other than a Saturday, Sunday and a day specified by the University calendar as a University holiday.

The Wellbeing Department

3 Objects

(1) The objects of the Wellbeing Department shall be to –

- (a) Co-ordinate and organise the wellbeing activities of the Guild;
- (b) Recommend to Guild Council relevant policy on student wellbeing related issues, and to implement appropriate Guild policy on student wellbeing; Disseminate information on student wellbeing, using the available on-campus media; and
- (c) Regularly report to Guild Council on the activities undertaken by the Wellbeing Department.

(2) The Wellbeing Department may do all such things as would appear necessary and proper for the benefit of students or the advancement of the aims of the Department.

4 Membership of the Department

- (1) All Guild Members are entitled to act as members of the Wellbeing Department.
- (2) Members of the Wellbeing Department have the right to apply for any position outlined within these Rules unless otherwise specified.
- (3) No person who is not a Guild Member may act as a member of the Wellbeing Department or hold a position outlined in these Rules.

5 Budget

- (1) The Wellbeing Officer must provide for the information of the Guild Strategic Resources Committee, a copy of the Wellbeing Department budget for the current Guild Year together with its financial statements.
- (2) Notwithstanding regulation 43 of *Student Guild Regulations* and these Rules, the purposes for which the funding provided to the Wellbeing Department is expended at the discretion of the Wellbeing Officer.

6 Committee

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

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

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

- (3) All Committee Members have full voting rights.
- (4) The term of office of all Committee Members is from 1 December, or date of appointment, whichever is later, until the end of that Guild Year.
 - (a) All appointed members must be appointed before the start of the first semester.
- (5) Guild Wellbeing Officer shall Not have the power to overrule or otherwise counteract a decision made by the Department at a General Meeting.

7 Resignations & Vacancies

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

Wellbeing Council

8 Objects

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

9 Membership

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

10 Meetings

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

Department Meetings

11 General Meeting Rules

All meetings of the Wellbeing Department are conducted in accordance with the Standing Orders of the Guild and these Rules.

12 Committee Meetings

- (1) Notice
 - (a) Subject to (b), at least 5 University Working Days' notice must be given for a Committee Meeting, whether ordinary or special.
 - (b) Where the Executive or the Wellbeing Officer considers the matter to be urgent, at least 2 University Working Days' notice must be given for a Committee Meeting.
- (2) Chair
 - (a) The Wellbeing Officer is to preside as chair of Committee Meetings.
 - (b) In the absence of the Wellbeing Officer, or where the Wellbeing Officer elects not to chair a meeting, the role of chair is filled by the Secretary.
- (3) Quorum
 - (a) The quorum for a Committee Meeting is half of voting membership, one of whom must be the Wellbeing Officer or the Secretary.
 - (b) If, at the expiration of 15 minutes from the time appointed for the

commencement of the meeting, quorum has not been met, the meeting will lapse.

13 Ordinary General Meetings

- (1) The Wellbeing Department will hold one ordinary general meeting in the Secondsemester.
- (2) The Wellbeing Officer will ensure that notice specifying the time and place of an ordinary general meeting of their Department is displayed on the Guild noticeboards at least five University working days prior to the date of the proposed ordinary general meeting.
- (3) The order of business for an ordinary general meeting of the Wellbeing Department is –
 - (a) Confirmation of the minutes of the previous ordinary general meeting and of any special general meetings held since the last ordinary general meeting;
Wellbeing Officer's report (Second semester ordinary general meeting only);
 - (b) Consideration of the current budget or upcoming budget as appropriate;
 - (c) Motions on notice; and
 - (d) General business.
- (4) The Wellbeing Officer shall allow members of the committee of the Department to provide a supplementary report on their activities as part of the Wellbeing Officer's report to the Ordinary General Meeting and Guild Council.
- (5) Chair
 - (a) The Wellbeing Officer is to preside as chair of Ordinary General Meetings.
 - (b) In the absence of the Wellbeing Officer, or where the Wellbeing Officer elected not to chair a meeting, the role of chair is filled by the Secretary.
 - (c) If the Wellbeing Officer and the Secretary are absent or elect not to chair a meeting, the members present will elect a chair from among those present.
- (6) Quorum
 - (a) The quorum for a general meeting of the Wellbeing Department is 10 members.
 - (b) If, at the expiration of 30 minutes from the time appointed for the commencement of the meeting, quorum has not been met, the meeting will lapse.
- (7) A general meeting of the Wellbeing Department cannot be held on a day during the student vacation period as published in the University calendar from year to year.

14 Special General Meeting

- (1) The Wellbeing Officer will call a special general meeting of the Wellbeing Department –
 - (a) At the direction of the Guild Council;
 - (b) At the direction of the Wellbeing Department; or
 - (c) On the written requisition of at least 10 members qualified to vote at a meeting of the Wellbeing Department.
- (2) The Wellbeing Officer shall call a special general meeting within 10 University days of receiving a direction or requisition under section 14(1C) of these Rules.
- (3) If the Wellbeing Officer fails to do so, the persons named in the direction or requisition are entitled to call a special general meeting of the Wellbeing Department.
- (4) A special general meeting of the Wellbeing Department must be held –
 - (a) Within 21 days from the date that the Wellbeing Officer received the direction of requisition; and
 - (b) At the time and place nominated by the Wellbeing Department.
- (5) All directions and requisitions for a special general meeting of the Wellbeing Department must specify the business for which such meeting is called.
- (6) Only business specified in the direction or requisition is discussed at the special general

meeting.

- (7) The Wellbeing Officer will ensure that a notice, specifying the time and place of the special general meeting of the Wellbeing Department, is displayed on the Guild noticeboards at least 5 University Working Days prior to the date of the proposed special general meeting.

15 Removal of a Wellbeing Officer

- (1) The Guild Council has the power to declare vacant the position of the Wellbeing Officer under clause 23 of the Guild Regulations.
- (2) The Guild Misconduct Tribunal (or Guild Council in determining an appeal) has the power to suspend or dismiss the Wellbeing Officer, if they commit serious contravention under clause 98 of the Guild Regulations.

16 Miscellaneous

- (1) No member of the Wellbeing Department shall sit on the Wellbeing and Advocacy Guild Council Committee, except for the Wellbeing Officer.
- (2) The Wellbeing officer may delegate their seat to a member of the wellbeing committee.