

WOMEN'S DEPARTMENT RULES

Commencement Date:	November 2022	Review Date:	November 2024
Division/Person Responsible:	Women's Officer		
Category:	Department Rules		
Relevant Regulations	r. 37; r. 39		
Approval Authority:	Guild Council		

Preliminary

1 Establishment and Particulars

These rules are created under regulations 37 and 39 of the Student Guild Regulations.

2 Definitions & Interpretations

- (1) In these Rules, unless the contrary definition appears –
- (a) **General Guild Elections** has the meaning given in the *Student Guild Elections*, which as at the date of these Rules:
 - the election of positions specified in the Guild Election Regulations, and which are conducted in accordance with the requirements of the Guild Election Regulations;
 - (b) **Guild** means the Student Guild, as established by the *University of Western Australia Act 1911*;
 - (c) **Guild Year** has the meaning given in the *Student Guild Regulations*, which as at the date of these Rules is:
 - the period from 1 December to 30 November of the following year;
 - (d) **Guild Member** means a member of the Guild pursuant to regulation 6;
 - (e) **Officer** refers to an Executive, Committee member or holder of a convener position in the department.
 - (f) **Second Semester** has the meaning given in the *Student Guild Regulations*, which as at the date of these Rules is:
 - the second semester as specified in the University calendar;
 - (g) **Student Society** has the meaning given in the *Student Guild Regulations*, which as at the date of these Rules is:
 - a University club, society or association which is registered by the Guild in accordance with regulation 70 and which includes Affiliated Societies and Faculty Societies;
 - (h) **University** means the University of Western Australia, as established by the *University of Western Australia Act 1911*;
 - (i) **University Working Day** has the meaning given in the University of Western Australia Statute clause [6], which as at the date of these Rules is:
 - any day other than a Saturday, Sunday and a day specified by in the University calendar as a University holiday.

Women's Department

3 Objects of the Department

- (1) The Objects of the Women's Department shall be to –
- (a) Works towards achieving social, economic and educational equality for women and people with experience of misogyny on campus;
 - (b) Foster a supportive and open environment for Department Members
 - (c) Monitor compliance with State and Federal equal opportunity legislation and contribute to best practice around gender diversity.
 - (d) Recommend to Guild Council relevant policy related to women and issues of misogyny and implement appropriate Guild policy on these affairs;

- (e) Work with other Guild Departments, University Societies and relevant groups to ensure women and students with experience of misogyny from all backgrounds and identities are represented;
- (f) Maintain the Women’s Room as a safe space on campus for women and those with experience of misogyny;
- (g) Disseminate information on women’s issues and relevant available services, to students on campus using the available on-campus media; and
- (h) Coordinate and organise participation of women and those with experience of misogyny in campus and community activities, related to the above objects of the Department.

4 Membership of the Department

- (1) All students who identify as a woman or have experience of misogyny shall be allowed to be members of the Women’s Department.
- (2) There shall be no fee for being a member of the Department.
- (3) The Women’s Department, at a General Meeting, may move to suspend or remove the membership of any member. Should such a motion be raised, the member in question shall be allowed to speak in their defense, or have a statement read on their behalf.
- (4) Where, in the opinion of the Women’s Officer, a member has significantly breached the rules, written or otherwise, of the Department the Women’s Officer may suspend the membership of that department member
- (5) The Women’s Officer has the power to ban a member from the Women’s Room or any Women’s Department events if that person’s membership of the Department has been suspended.
- (6) Any member who has their membership suspended under 4(4) may appeal to the Governance Committee. In the case of an appeal, the Governance Committee shall have the power to maintain or revoke the suspension put in place under 4(4a)
 - (a) Quorum for a meeting reviewing this appeal shall not be met if there is not a woman or a person who has experienced misogyny in attendance.

5 Women’s Officer

- (1) The Women’s Officer shall have the power to acquire, spend or dispose of any moneys or property in the manner that advances the objects of the Department.
- (2) The Women’s Officer shall have the power to create and dissolve positions and working groups within the department, as is necessary to fulfil the object of the department, and co-opt department members to fill those positions.
- (3) The Women’s Officer shall not have the power to overrule or otherwise counteract a decision made by the Department at a General Meeting.

6 Committee

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

TABLE 1. WOMEN’S DEPARTMENT COMMITTEE			
Item	Position	Process of Election or Appointment	Role
Executive			
1	Women’s Officer	Elected at the General Guild Elections in accordance with the <i>Guild Election Regulations</i> .	The role of the Women’s Officer is to – (a) Regularly report to Guild Council on the activities undertaken by themselves and the Women’s Department; and

			(b) Undertake any other roles as prescribed in the Women's Department Rules as approved by Guild Council.
2	Secretary	Appointed by the Women's Officer.	<p>The role of the Secretary is to –</p> <ul style="list-style-type: none"> (a) Be a member of the Women's Department Executive; (b) Carry out the administrative work of the Women's 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 Women's Department; (e) Provide agendas and take minutes of all meetings of the Women's Department and make them available to members of the Women's Department; and (f) Undertake any other tasks delegated to them as required by the Women's Officer.
3	Treasurer	Appointed by the Women's Officer.	<p>The role of the Women's Department Treasurer is to –</p> <ul style="list-style-type: none"> (a) Be a member of the Women's Department Executive (b) Be responsible for all financial records and transactions pertaining to Women's Department (c) Co-authorise all incoming and outgoing accounts with the Officer; (d) Provide monthly financial reports for submission by the Officer to the Guild Council;
4	Events Officer	Appointed by the Women's Officer.	<p>The role of the Women's Department Events Officer is to –</p> <ul style="list-style-type: none"> (a) Be a member of the Women's Department Executive (b) Organize and manage committee events
5	Marketing Officer	Appointed by the Women's Officer.	<p>The role of the Marketing Officer is to –</p> <ul style="list-style-type: none"> (a) Be a member of the Women's Department Executive

			<p>(b) Carry out the marketing activities of the Women's Department</p> <p>(c) Support the marketing and engagement direction of the Department</p>
6	Projects Assistant Officer	Appointed by the Women's Officer.	<p>The role of the Women's Department Projects Assistant Officer is to –</p> <p>(a) Be a member of the Women's Department Executive</p> <p>(b) Assist the department officer with committee projects</p>
Non-Executive			
7	Access Collective Convenor	Appointed by the Women's Officer. The Access Collective Convenor must be a member of the Access Collective.	<p>The role of the Women's Access Collective Convenor shall be to:</p> <p>(a) Organise meetings of the Collective;</p> <p>(b) Coordinate campaigns, initiatives and events;</p> <p>(c) Work with relevant clubs, Guild Departments and groups to represent students with disabilities, mental illnesses and other conditions; and</p> <p>(d) Report back to the Women's Officer on the activities of the Collective.</p>
8	Women of Colour Collective Convenor	Appointed by the Women's Officer. The Women of Colour Collective Convenor must be a member of the Women of Colour Collective.	<p>The role of the Women of Colour Collective Convenor shall be to –</p> <p>(a) Organise meetings of the Collective;</p> <p>(b) Coordinate campaigns, initiatives and events;</p> <p>(c) Work with relevant clubs, Guild Departments and groups to represent students of culturally and linguistically diverse backgrounds; and</p> <p>(d) Report back to the Women's Officer on activities of the Collective.</p>
9	Pride Collective Convenor	Appointed by the Women's Officer. The Pride Collective Convenor must be a member of the Pride Collective.	<p>The role of the Pride Collective Convenor shall be to –</p> <p>(a) Organise meetings of the Collective;</p> <p>(b) Coordinate campaigns, initiatives and events;</p> <p>(c) Work with relevant clubs, Guild Departments and groups to represent students of diverse gender and sexuality identities; and</p> <p>(d) Report back to the Women's Officer on the activities of the Collective.</p>
10	Social Impact Collective Convenor	Appointed by the Women's Officer. The Social Impact Collective	<p>The role of the Social Impact Collective Convenor shall be to –</p> <p>(e) Organise meetings of the Collective;</p>

		Convenor must be a member of the Social Impact Collective.	(f) Coordinate campaigns, initiatives and events; (g) Work with relevant clubs, Guild Departments and groups to promote activism and social impact work; and Report back to the Women's Officer on the activities of the Collective.
11	4 Ordinary Committee Members	Appointed by the Women's Officer.	The role of Ordinary Committee Members is to assist the Committee.

- (3) All Committee Members have full voting rights.
- (4) The term of office of all Committee Members is 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.

7 Resignations and Vacancies

- (1) The Women's Officer may resign at any time by notifying the Guild General Secretary in writing of their decision, as per S3.1.10 of the Guild Regulations.
- (2) A Officer may resign at any time by notifying the Women's Officer in writing of their decision, and such resignation shall take effect from the date specified in the notice. Should no date be given, the resignation shall be effective immediately.
- (3) Where, in the opinion of the Women's Officer, a Women's Department Officer or Collective Convenor has neglected or failed in their duties, the Women's Officer may dismiss a **Women's Department** Officer or Collective Convenor by providing the current members of the department with written notice of the dismissal.
- (4) Where a Officer or Collective Convenor is dismissed under 7(3) the Women's Officer shall open applications to fill the position as soon as is practicable.

Department Meetings

8 General Meeting Rules

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

9 Committee Meetings

- (1) Notice
 - (a) Subject to (b), at least five University Working Days' notice must be given for a Committee Meeting, whether ordinary or special.
 - (b) Where the Executive or the Women's Officer considers the matter to be urgent, at least two University Working Days' notice must be given for a Committee Meeting.
- (2) Chair
 - (a) The Women's Officer is to preside as chair of Committee Meetings.
 - (b) In the absence of the Women's Officer, or where the Women's Officer elects not to chair a meeting, the role of the chair is filled by a Women's Officer.
 - (c) The chair does not have a casting vote.
- (3) Quorum
 - (a) The quorum for a Committee Meeting is half of voting membership, one of whom must be the Women's Officer or a Women's Officer.

10 Ordinary General Meetings

- (1) The Women's Department will hold one ordinary general meeting in Second Semester.
- (2) The Women's Officer will ensure that notice specifying the time and place of an ordinary general meeting of the Women's Department is shared to relevant channels.

- (3) The order of business for an ordinary general meeting of the Women's 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 of the Women's Department;
 - (b) Women's Officer's report;
 - (c) A report on the activities of the Women's Department, by the Women's Officer, which is provided in written form to the Guild Council;
 - (d) Consideration of the current budget or upcoming budget as appropriate;
 - (e) Motions on notice; and
 - (f) General business.
- (4) Chair
 - (a) The Women's Officer is to preside as chair of Committee Meetings.
 - (b) In the absence of the Women's Officer, or where the Women's Officer elects not to chair a meeting, the role of chair is filled by a Women's Officer.
 - (c) If both the Women's Officer and the Women's Officer are absent or elect not to chair a meeting, the members present will elect a chair from among those present.
- (5) Quorum
 - (a) The quorum for a general meeting of the Women's Department is 20 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.
 - (c) A general meeting of the Women's Department cannot be held on a day during the student vacation period as published in the University calendar from year to year.

11 Special General Meetings

- (1) The Women's Officer will call a special general meeting of the Women's Department –
 - (a) At the direction of the Guild Council;
 - (b) At the direction of the Women's Department Committee;
 - (c) On the written requisition of at least 10 members qualified to vote at a meeting of the Women's Department.
- (2) The Women's Officer must call a special general meeting within 14 days of receiving a direction or requisition under (1).
- (3) If the Women's Officer fails to do so, the persons named in the direction or requisition are entitled to call a special general meeting of the Women's Department.
- (4) A special general meeting of the Women's Department must be held –
 - (a) Within 21 days from the date that the Women's Officer received the direction or requisition; and
 - (b) At the time and place nominated by the Women's Officer.
- (5) All directions and requisitions for a special general meeting of the Women's 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 Women's Officer will ensure that a notice, specifying the time and place of a special general meeting of the Women's Department is shared to relevant channels.

12 Removal of a Women's Officer

- (1) The Guild Council has the power to declare vacant the position of the Women's Officer under 3.1.8. of the Guild Regulations.
- (2) The Guild Discipline Committee has the power to suspend or dismiss the Women's Officer if they commit serious contravention under 16.2 of the Guild Regulations.

Women's Collectives

13 Women of Colour Collective

- (1) All students who are eligible to be members of the Women's Department and identify as People of Colour shall be allowed to be members of the Women of Colour collective.
- (2) The name of the collective may be changed via an official vote at an autonomous meeting of the collective.

14 Pride Collective

- (1) All students who are eligible to be members of the Women's Department and also identify as non-cisgender gender identities and/or non-heterosexual preferences shall be allowed to be members of the Pride Collective.
- (2) The name of the collective may be changed via an official vote at an autonomous meeting of the collective.

15 Access Collective

- (1) All students are eligible to be members of the Women's Department and also identify as having a disability (inclusive of physical disability, mental illness, neurodivergence and other chronic conditions) shall be allowed to be members of the Access Collective.
- (2) The name of the collective may be changed via an official vote at an autonomous meeting of the collective.

16 Social Impact Collective

- (1) All students are eligible to be members of the Women's Department shall be allowed to be members of the Social Impact Collective.
- (2) The name of the collective may be changed via an official vote at an autonomous meeting of the collective.