



REGULATIONS

Queensland University of Technology Student Guild

ABN: 77 713 415 382

QUT Student Guild Regulations Contents

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Part 1 – Standing Orders

R1 Application

- 1.1 These Standing Orders shall apply to all meetings of Guild bodies.
- 1.2 Where inconsistencies exist between these Standing Orders and any other Part of these Regulations, the other Part of the Regulations shall prevail.

R2 Suspension of Standing Orders

- 2.1 These Standing Orders may be suspended by resolution of the Guild body.
- 2.2 Unless there has been a suspension of the Standing Orders, matters shall be dealt with in the order they appear on the agenda.

R3 Order of Business

- 3.1 The regular order of business for Guild Council shall be as follows:
 1. Opening and Credentials:
 - 1.1 Acknowledgment of Country
 - 1.2 Leave of Absence
 - 1.3 Apologies
 2. Additions/Deletions to the Agenda
 3. Confirmation of Minutes
 4. Business and Reports Arising from Minutes
 5. Acceptance and Endorsement of Correspondence
 6. Presentation of Financial Reports and Ratification of Expenditure
 7. Announcements of Members
 - 7.1 Elections and Appointments of Members
 - 7.2 Resignations of Members
 8. Amendments to the Constitution, Regulations or Policy
 9. Presentation of Reports and Papers
 10. Question Time:
 - 10.1 Questions on Notice
 - 10.2 Questions without Notice
 11. Motions with Notice
 12. General Business (Motions without Notice)
 13. Closure
 - 13.1 Date, Time and Location of Next Meeting

3.2 The regular order of business at an Annual General Meeting shall be as follows:

1. Opening and Credentials:
 - 1.1 Acknowledgement of Country
2. Confirmation of Minutes of the Previous Annual General Meeting of the Guild
3. In due order the tabling and consideration of:
 - 3.1 The Annual Report of the Guild;
 - 3.2 The Audited Balance Sheet and Auditor's Report;
 - 3.3 The Annual Budget for the Following Financial Year.
4. Business Pending for the Following Financial Year
5. Reports of Elected Officers
6. General Business (Motions without Notice)

3.3 The regular order of business for the Executive Committee and Clubs and Societies Committee will be the same as for Guild Council, except:

- (a) for the Executive Committee, items 8 and 10 will not apply; and
- (b) for the Clubs and Societies Committee, items 8 and 10 will not apply and item 6 will read, "Ratification of Expenditure".

R4 Procedure

- 4.1 The Chair shall preside over the debate and ensure that the Standing Orders are followed.
- 4.2 The Chair will interpret the Standing Orders, whose ruling shall be final subject to Rule 4.13.
- 4.3 No proxies shall be permitted at meetings of Guild bodies.
- 4.4 Meetings may be held in person, or by phone, video link or such other means whereby the members of the Guild body are able to directly communicate with each other without being physically present together in the one place, provided always that the means of the meeting is approved by the Guild body. In the case that a member uses a phone linkup, two members of the Guild body must confirm that the person on the line is the member of the Guild body.
- 4.5 When the Chair speaks any person then speaking or offering to speak shall cease to do so.
- 4.6 Any person desiring to speak must indicate this by raising his or her hand and shall wait to be called by the Chair.
- 4.7 Where two or more persons indicate to the Chair that they desire to speak, the Chair shall call the person who first indicated their desire to speak.
- 4.8 All remarks shall be addressed to the Chair.
- 4.9 Any student may at any time rise and address the Chair on a point of order. A point of order shall mean a question as to whether the present proceedings are in order or proper pursuant to these Standing Orders.

- 4.10 A point of order may be raised subject to the following:
- (a) That student must at once state they are taking a point of order and shall confine their remarks to the point of order raised;
 - (b) The point of order must be taken immediately following the alleged breach of the Standing Orders; and
 - (c) The Chair shall then make a ruling on the point of order.
- 4.11 Any student may at any time rise and address the Chair on a point of information. A point of information shall mean information offered to or asked of the person currently speaking to the matter before the meeting, and shall not consist of any argument.
- 4.12 A point of information may be raised subject to the following:
- (a) The student must at once state they are taking a point of information;
 - (b) The remarks must be confined to the point of information raised;
 - (c) There shall be no debate on the matter;
 - (d) The point of information should be taken immediately upon it becoming relevant to the debate; and
 - (e) The Chair has the discretion as to whether or not to allow the point of information.
- 4.13 A student may move dissent in any ruling of the Chair. On such motion being moved the following shall apply:
- (a) The Chair shall vacate the chair;
 - (b) In the case of Guild Council, the Deputy Chairperson shall take the chair. If the Deputy Chairperson (in the case of Guild Council) is absent or refuses to chair the meeting, or where a deputy chair is not specified under these Regulations (in the case of the Executive Committee or the Clubs and Societies Committees), the Guild body must elect a person present to temporarily chair the meeting;
 - (c) The Chair shall have the option of speaking to the dissent motion;
 - (d) The mover shall speak;
 - (e) The motion "That the Chair's ruling be dissented in" shall then be put without further debate;
 - (f) If the motion is lost the Chair shall resume the Chair and business shall continue;
 - (g) If the motion is carried the Chair shall resume the Chair and business should continue as if the Chair had given the opposite ruling to the ruling dissented in.

R5 Member Conduct

- 5.1 Every person in attendance at a meeting of a Guild body shall remain seated unless standing to speak.

- 5.2 All debate must be relevant to the matter before the meeting.
- 5.3 No person may personally insult another person in attendance or use offensive or disorderly language at the meeting. Such conduct shall be dealt with according to the following:
- (a) The Chair shall ask the offending person to withdraw the insult or offensive or disorderly language and to apologise;
 - (b) If a person has drawn the attention of the Chair to an insult or offensive or disorderly language, the Chair shall make a ruling on whether or not the comments were insulting, offensive or disorderly and rule whether they should be withdrawn and an apology given;
 - (c) The Chair may name a person who insults another person in attendance or who uses offensive or disorderly language.
- 5.4 The Chair may also name a person if that person has:
- (a) obstructed the proceedings of the meeting;
 - (b) refused to observe Standing Orders;
 - (c) disregarded a ruling of the Chair; or
 - (d) has otherwise acted in a disorderly manner.
- 5.5 The Chair's naming of any person shall be minuted.
- 5.6 If the Chair names a person three times, that person shall remove themselves from the meeting and may no longer participate in the meeting.
- 5.7 No person shall interrupt another person whilst that person is speaking, unless to:
- (a) call attention to a point of order or point of information;
 - (b) call attention to a want of quorum;
 - (c) call attention to the presence of visitors; or
 - (d) move a procedural motion.
- 5.8 The Chair may adjourn a meeting on their own initiative where the meeting is becoming so disorderly that it appears impossible for business to be properly transacted. Such an adjournment may be for a short time or the Chair may request that the meeting be rescheduled.

R6 Motions

- 6.1 All motions proposed without notice shall be delivered in writing to the Chair at the commencement of the meeting, or during discussion of the relevant agenda item, unless the Constitution and Regulations requires otherwise.
- 6.2 All motions shall be determined in the following manner:
- (a) Any motion, other than a procedural motion, not seconded shall lapse and shall not be further discussed;

- (b) The mover of the motion shall not speak longer than 5 minutes at the time of moving the motion, to present argument in support of the motion and 5 minutes to reply. Reply must be limited to answering arguments advanced against the motion. No further discussion shall take place after the mover has replied;
- (c) The seconder of such motion and all other speakers shall be limited to 5 minutes;
- (d) The seconder may reserve their right to speak, until a later stage of the debate;
- (e) The meeting may resolve to extend the time of any speaker, but such additional time shall not exceed 5 minutes (i.e. a maximum 10 minutes of speaking, including the initial 5 minutes);
- (f) After a motion or amendment has been moved and seconded, no more than two students shall speak in succession on one side, either for or against the motion. If there are no further speakers on one side of the debate after there have been two speakers on the other side of the debate the motion will be put to the meeting, subject to the mover's reply;
- (g) If at the conclusion of the seconder's remarks no student speaks against the motion, the motion or amendment shall be put to the meeting after the mover has exercised any reply.

6.3 No person shall speak twice to a motion before the meeting, except:

- (a) in explanation of a point of information;
- (b) where the person is the mover of the motion before the Chair, in right of reply;
- (c) in personal explanation of their own previous statement, keeping strictly to the point misunderstood, with express permission of the Chair; or
- (d) otherwise with express permission of the Chair.

6.4 Debate on a motion is deemed to be closed if any motion has been discussed for 35 minutes. At such time the Chair shall call on the mover to reply. The meeting may resolve to continue the debate, but in no instance shall the debate exceed one hour. At such time the Chair shall call on the mover to reply.

6.5 All resolutions of a Guild body shall be made by a simple majority unless otherwise prescribed by the Constitution or Regulations.

6.6 In the event of a vote being tied, a resolution shall be declared lost.

6.7 When a vote has been taken, the Chair shall announce whether or not the motion has been carried.

6.8 A mover or seconder may withdraw their support for a motion or amendment. If such support is withdrawn, other students present may move and second the motion or amendment in question.

6.9 When a student has given notice of a motion but is not present, another student may move and second the motion.

- 6.10 Once a motion has been carried it becomes a resolution and may not be debated further. A resolution may not be rescinded except by a motion on notice at another meeting of the Guild body.
- 6.11 The Chair will not accept a motion of the same substance to one that has already been put during the same meeting, including a motion that is inconsistent with a previous resolution of the meeting.
- 6.12 The Chair may divide any motion, except a procedural motion, containing two or more separate items into separate motions, provided that each motion must have a mover and seconder.

R7 Amendments to Motions

- 7.1 At any time during the debate on any motion, motion may be amended by the mover with the consent of the seconder.
- 7.2 At any time during the debate on any motion, an amendment may be proposed subject to the following:
- (a) All proposed amendments must be delivered in writing to the Chair;
 - (b) The Chair shall not accept amendments to motions on notice that are not within the scope of the notice or which could commit the Guild to greater financial obligations than the notice specified;
 - (c) The Chair shall not accept an amendment, the effect of which is to establish a direct negative to the question contained in the motion, or which does not preserve the substance of the motion;
 - (d) The Chair shall not accept an amendment that if carried, would make the substantive motion unintelligible.
- 7.3 Amendments are to be dealt with in accordance with the following:
- (a) Only one amendment shall be debated at a time and such amendment must be considered by the meeting before any further amendment is considered;
 - (b) The Chair shall not accept an amendment to an amendment before the Chair;
 - (c) All amendments shall be put before the substantive motion is put;
 - (d) If the mover of the substantive motion accepts the amendment, the amendment shall become part of the substantive motion and debate shall continue;
 - (e) If the mover of the substantive motion does not accept the amendment, the Chair shall call for a seconder to the amendment. If there is no seconder to the amendment, the amendment lapses and debate on the substantive motion shall continue. If there is a seconder, the meeting shall debate the amendment as it would any other motion, subject to (f) and (g) below;
 - (f) The mover of the amendment may speak to that amendment notwithstanding they have spoken already on the substantive motion;

- (g) The mover of the amendment has no right of reply in respect of the amendment, but may, in accordance with these Standing Orders, speak to the substantive motion, once the amendment has been put;
- (h) If the amendment is carried, the substantive motion shall be so amended, and debate shall continue on the substantive motion;
- (i) Should an amendment put to the meeting be lost, debate shall continue on the substantive motion, or the next amendment as the case may be.

R8 Motions on Notice

- 8.1 Students may deliver written motions to have placed on the agenda of a Guild body to be debated at its next meeting. Written motions must be delivered to the person appointed to receive such motions for the Guild body, who must ensure that the motion appears on the agenda. Such motions shall be signed by the mover and seconder.
- 8.2 To appear on the agenda of the next meeting, the motion must be delivered to the appointed person one clear day before the agenda is sent to members of the Guild body.

R9 Procedural Motions

- 9.1 The mover of a procedural motion may give a brief explanation of the reason for which the motion is moved.
- 9.2 A procedural motion does not require a seconder.
- 9.3 Except as provided pursuant to the Standing Orders, a procedural motion shall not be debated.
- 9.4 A procedural motion shall be put immediately on receipt by the Chair.
- 9.5 For the purposes of the Standing Orders, the following motions are procedural motions:
 - (a) “That the motion be now put”;
 - (b) “That the meeting proceed to the next business”;
 - (c) “That the motion lie on the table”;
 - (d) Motions relating to adjournment of debate;
 - (e) Motions relating to the adjournment of the meeting;
 - (f) Motions relating to limitation of debate;
 - (g) Motions relating to temporary adjournments;
 - (h) Motions relating to the extension of time limits;
 - (i) “That the speaker no longer be heard”;
 - (j) “That the matter be referred to the relevant committee”;
 - (k) “That the matter be referred back to the relevant committee”;

- (l) Motions to consider matters en bloc;
- (m) Motions of dissent in a ruling of the Chair;
- (n) Motions to move in camera.

R10 Roll Call

- 10.1 Voting shall be by show of hands unless the Constitution or Regulations specify otherwise.
- 10.2 A roll call can be directed by the Chair or may be requested by at least 25 per cent of votes exercisable by those present.
- 10.3 When a vote has been taken by a show of hands, 25 per cent of votes exercisable by those present may, by rising in their seats, require that the vote be confirmed by roll call.
- 10.4 Where a roll call is taken, it shall be conducted in such a manner as the Chair shall decide and the nature of each member's vote shall be recorded in the minutes.
- 10.5 Roll calls will not be taken for procedural motions.

R11 Question Time

- 11.1 Where question time exists on the agenda, students may ask questions relating to the affairs of the Guild through the Chair to any relevant elected officer.
- 11.2 The Chair may disallow any question which they think should not be put, specifically if the Chair deems the question to be frivolous or irrelevant.
- 11.3 Matters contained in answers to questions shall not be debated during question time.
- 11.4 Question time shall last no longer than 40 minutes during each meeting.
- 11.5 Questions may be placed "on notice", that is, tabled in the agenda stating the text of the question, to whom it is asked and by whom it is asked.
- 11.6 All questions on notice must be given to such person as appointed to receive such questions for the Guild body no less than one clear day before the agenda for the meeting is sent to members of the body.
- 11.7 The elected officer to whom a question is asked may, if they do not have the immediate information with which to answer the question, request of the Chair to place the question on notice for the next ordinary meeting.
- 11.8 The reply to a question on notice shall be given to the person appointed to receive such replies for the Guild body. A copy of that answer shall also be supplied to the student who asked the question.
- 11.9 A student asking such a question and who has received a copy of the reply may ask the question in the meeting and have the reply read.
- 11.10 Questions to elected officers may only relate to the affairs for which the elected officer is officially connected, or to a matter of administration for which they are responsible, or to any proceeding matter in the meeting that is relevant to that elected officer.

- 11.11 Any questions seeking detailed answers should be placed on notice.
- 11.12 The Chair will stop students from asking questions that are excessively long in delivery, or that are in effect a speech.
- 11.13 The Chair may request that a question asked be divided into separate questions.
- 11.14 Questions may not contain arguments, inferences, imputations or expressions of hypothetical matters, and may not ask for expression of legal opinion.
- 11.15 A member may answer a question in such a way as they think fit, although any answer given must be relevant to the question asked.
- 11.16 The Chair may at their discretion, permit supplementary questions to be asked in order to elucidate an answer given to a previous question.

R12 In-Camera Sessions of Meetings

- 12.1 Only members and those persons approved by the meeting may attend the in camera session.
- 12.2 Minutes taken at an in camera session shall be confirmed only at an in camera session of the Guild body.
- 12.3 Members present at an in camera session shall be required to observe that such proceedings are confidential.

R13 Reports and Papers

- 13.1 Any reports given must be noted in the Minutes.
- 13.2 If a member that is required to report to the meeting does not do so, the absence of such a report, and any reason given for such absence, shall be noted in the minutes.
- 13.3 Upon the presentation of a report or paper, the meeting must consider a motion to either accept, note or reject the report or paper or let the report or paper "lie on the table".

R14 Minutes

- 14.1 All proceedings of Guild bodies shall be minuted. Such minutes shall record members' votes on motions and amendments, the attendance status of members, any roll calls, the presentation of reports and papers, and questions.
- 14.2 Only students present at the meeting of those minutes to be confirmed can vote on the confirmation of those minutes.
- 14.3 All minutes of Guild Council, apart from those taken at an in-camera session, shall be shared publicly in a manner that is reasonably accessible to all students within 7 days of a meeting.

Part 2 – Guild Bodies

R15 Meetings of Guild Council

- 15.1 The Chair shall chair meetings of Guild Council in accordance with the Constitution and Regulations.
- 15.2 The Chair shall be entitled to the use of such Guild resources that enables the Chair to carry out the Chair’s duties as defined in the Constitution and Regulations.
- 15.3 Meetings of Guild Council shall be convened a minimum of eight times in each year provided that the first meeting of each Guild Council shall occur within 90 days of its term commencing.
- 15.4 For each meeting of Guild Council, the Guild Secretary shall give not less than seven days’ notice of the meeting and its agenda to the members of Guild Council, provided that Guild Council may by resolution accept additional business at any meeting other than an extraordinary meeting.
- 15.5 If a quorum is not present within 30 minutes of the time specified in the notice of meeting, the meeting may not be opened.
- 15.6 If a meeting loses quorum after having attained quorum, it may continue to consider business for up to 10 minutes without a quorum being present, but no motion may be put to a vote. If a quorum is not again present within that 10 minutes, the meeting closes.
- 15.7 The Guild Secretary is responsible for:
- (a) causing full and accurate minutes of all meetings of Guild Council to be kept;
 - (b) receiving motions on notice for Guild Council;
 - (c) receiving questions on notice for Guild Council; and
 - (d) receiving replies to questions on notice for Guild Council.

R16 Extraordinary Meetings of Guild Council

- 16.1 A requisition under C10.3 must state the specific business which is to be dealt with at the meeting, together with any motions on notice, and be accompanied by any supporting documentation necessary to be considered by the meeting.
- 16.2 The business of an extraordinary meeting of Guild Council shall be restricted to those matters specified in the requisition for such meeting.

R17 Annual General Meeting

- 17.1 The Annual General Meeting of Guild Council must be held in each calendar year on or before 31 December.
- 17.2 The following must be presented to the Annual General Meeting of Guild Council:
- (a) the audited financial statements for the last completed financial year;

- (b) the auditor's report on those financial statements;
- (c) the annual report for the last completed financial year; and
- (d) the Guild Budget for the forthcoming financial year.

17.3 The Guild Secretary shall invite, in writing, the previous year's elected officers, to attend the Annual General Meeting.

17.4 The provisions of Rule 15 shall apply to Annual General Meetings of Guild Council.

R18 Executive Committee

18.1 There shall be a Guild body called Executive Committee. The membership of the Executive Committee shall be the elected officers. C15.5 shall apply to the Executive Committee as if references to Guild Council were references to the Executive Committee.

18.2 Executive Committee shall exercise the powers of Guild Council and administer the affairs of the Guild between meetings of Guild Council, except for such functions as are required by the Constitution to be exercised only by Guild Council, and subject always to the power of Guild Council to review the decision of Executive Committee.

R19 Meetings of Executive Committee

19.1 Meetings shall be called at such times and places as the Guild Secretary determines, provided the Executive Committee meets at least monthly.

19.2 The President shall chair the Executive Committee.

19.3 Where the President is absent, or declines to occupy the chair, or leaves the chair, the Executive Committee must elect a person present to temporarily chair the meeting.

19.4 A quorum at meetings of the Executive Committee shall be an absolute majority of members.

19.5 If a quorum is not present within 30 minutes of the time specified in the notice of meeting, the meeting may not be opened.

19.6 If a meeting loses quorum after having attained quorum, it may continue to consider business for up to 10 minutes without a quorum being present, but no question may be put to a vote. If a quorum is not again present within that 10 minutes, the meeting closes.

19.7 For each meeting of the Executive Committee, the Guild Secretary shall give not less than three days' notice of the meeting and its agenda, provided that the Executive Committee may by resolution accept additional business at any meeting other than an extraordinary meeting.

19.8 The Guild Secretary is responsible for:

- (a) causing full and accurate minutes of all meetings of the Executive Committee to be kept; and
- (b) receiving motions on notice for the Executive Committee.

R20 Extraordinary Meetings of Executive Committee

20.1 Upon receiving a requisition in writing for an extraordinary meeting of the Executive Committee from:

- (a) the President; or
- (b) members of Executive Committee comprising an absolute majority of the Executive Committee,

the Guild Secretary must, by the conclusion of the next business day, convene and give notice of the meeting in accordance with the requisition.

20.2 Where the Guild Secretary fails to give notice of, and convene, an extraordinary meeting of the Executive Committee under Rule 20.1, any member of Executive Committee may give notice of, and convene the meeting.

20.3 A requisition for a meeting must state the specific business which is to be dealt with at the meeting, together with any motions on notice, and be accompanied by any supporting documentation necessary to be considered by the meeting.

20.4 The business of an extraordinary meeting of Executive Committee shall be restricted to those matters specified in the requisition for such meeting.

20.5 The provisions of Rule 19, with such changes as may be necessary, shall apply to extraordinary meetings of the Executive Committee.

R21 Register of Members' Interests

21.1 A member of Guild Council who has a direct or indirect pecuniary interest in a matter being considered or about to be considered by Guild Council, must as soon as possible, disclose the nature of the interest at a meeting of Guild Council. Such disclosures shall be reported in the minutes of the meeting of Guild Council, and the member of Guild Council shall not take part in any decision or deliberation of the Guild Council with respect to the matter.

21.2 The Guild Secretary shall cause to be kept and updated from time to time a register of member's interests.

21.3 The register shall contain the following information concerning each current member of Guild Council:

- (a) any interests in real property;
- (b) sources of income, including those from investments and shares;
- (c) interests and positions held in business, professional and community organisations;
- (d) interests and positions held in affiliated bodies of the Guild;
- (e) interests held in any business or profit making venture; and
- (f) any other disclosures as the member may wish to declare.

21.4 The register shall be open only for inspection to each current member of Guild Council.

21.5 Information contained in the register concerning past members of Guild Council shall be kept by the Guild for three years from the date that the member concerned last held office.

21.6 Each member of Guild Council must supply the Guild Secretary with the required information by no later than 21 days into their respective term, and must ensure that information so held is up to date and as accurate as possible.

R22 Leave of Absence

22.1 A member of Guild Council who intends to be absent for any period during which time they shall not perform the duties attached to their respective position must seek a leave of absence from the Executive Committee or Guild Council prior to such leave, or in circumstances of emergency, from the Guild Secretary.

R23 Clubs and Societies Committee

23.1 The Clubs and Societies Committee shall hold a general delegated authority from Guild Council for the affiliation of clubs and societies with the Guild and for deciding funding of affiliated bodies.

23.2 Without limiting general application of Rule 23.1, the Clubs and Societies Committee shall hold delegated authority from Guild Council for the following powers with respect to affiliated bodies:

- (a) affiliation of clubs and societies;
- (b) deciding funding for affiliated bodies, both ordinary and special applications;
- (c) developing and maintaining policy documents regarding affiliation of the bodies;
- (d) hearing and deciding disputes and grievances regarding affiliated bodies;
- (e) disciplinary action of affiliated bodies; and
- (f) disaffiliation of affiliated bodies.

23.3 The Clubs and Societies Committee may exercise any power of Guild Council which is required to exercise a power within its delegated authority.

23.4 The Clubs and Societies Committee must create and maintain policy regarding:

- (a) affiliation of clubs and societies;
- (b) funding for affiliated bodies;
- (c) disputes between and grievances by affiliated bodies;
- (d) disciplinary action against affiliated bodies; and
- (e) disaffiliation of affiliated bodies.

23.5 Policy created and varied by the Clubs and Societies Committee is subject to ratification by the next Guild Council.

23.6 Members of the Clubs and Societies Committee shall be:

- (a) Chair (casting vote);

- (b) Vice-President (Campus Culture) (voting);
 - (c) Vice-President (Sport) (voting);
 - (d) Four students elected by and from the presidents of affiliated bodies (voting);
- 23.7 The Chair shall be appointed by the President, and shall hold a casting vote.
- 23.8 Each voting member shall exercise one full vote subject to C15.5, which shall apply to the Vice-President (Campus Culture) and the Vice-President (Sport).
- 23.9 The Vice-President (Campus Culture) shall have the following responsibilities:
- (a) Liaising between the Clubs and Societies Committee, affiliated bodies and the Executive Committee; and
 - (b) Circulating policy changes to affiliated bodies.
 - (c) Circulating meeting agendas and minutes to affiliated bodies

R24 Election of Clubs and Societies Committee Members

- 24.1 The Vice-President (Campus Culture) shall open nominations for the positions in Rule 23.6(d) to be conducted annually.
- 24.2 Notice of nominations shall be given in writing to the presidents of affiliated bodies and nominations shall remain open for 7 days.
- 24.3 Nomination forms shall be submitted in writing to the Vice-President (Campus Culture), who shall provide a receipt.
- 24.4 The Vice-President (Campus Culture) shall be responsible for determining whether a nomination is valid, pursuant to Rule 23.6.
- 24.5 If there are 4 nominations or fewer, the nominees will be declared members to the positions in Rule 23.6(d) and the remaining positions will be Clubs and Societies Committee vacancies. If there are 5 nominations or more, a rotating membership system shall be implemented.
- 24.6 The nominees at the close of nominations shall be listed in random order. From this list, four members shall be selected in order to sit at each Clubs and Societies Committee meeting and membership is rotated through this list.
- 24.7 A person ceases to hold an office described in Rule 23.6(d) or (e) and a Clubs and Societies Committee vacancy arises where:
- (a) they die;
 - (b) they resign by written notice to the Chair;
 - (c) at any time during their term they cease to be eligible to stand as a candidate for that office if an election was held at that time;
 - (d) they contravene Rule 25.10 or 25.11; or

- (e) they are absent from two consecutive Clubs and Societies Committee meetings without leave of absence approved by the Chair.

24.8 If a Clubs and Societies Committee vacancy arises, the Vice-President (Campus Culture) shall notify the president of each affiliated body and seek nominations for the vacant position with the Clubs and Societies Committee. The nomination procedure shall proceed as described in Rule 24.2, Rule 24.3, Rule 24.4, Rule 24.5 and Rule 24.6.

24.9 A person elected to fill a vacancy shall become a member at the close of the Clubs and Societies Committee meeting at which they are elected, and will hold office until nominations under Rule 24.1 are opened again.

R25 Meetings of Clubs and Societies Committee

25.1 The Chair shall cause the meeting to be conducted in such a way that is conducive to resolving issues on the agenda.

25.2 Vice-President (Campus Culture) is responsible for convening and giving notice of meetings.

25.3 The Clubs and Societies Committee will meet as regularly as is required to achieve its functions in Rule 23.1.

25.4 For each meeting of the Clubs and Societies Committee, at least 7 days' notice must be given of the meeting and its agenda to the members of the Committee, provided that the Committee may by resolution accept additional business at any meeting.

25.5 Quorum shall be an absolute majority.

25.6 If quorum is not present within 30 minutes after the appointed time for commencement of the meeting, or for any 30 minute period during the meeting, the meeting shall lapse.

25.7 Until three clear academic days or seven clear days, whichever is the lesser, after the close of a Clubs and Societies Committee meeting:

- (a) any two of the following:
 - (i) President;
 - (ii) Guild Secretary; or
 - (iii) Treasurer; or
- (b) 10 members of Guild Council; or
- (c) 50 students,

may appeal to Guild Council against any decision made by the Clubs and Societies Committee by delivering a signed notice of appeal to the Guild Secretary.

25.8 Guild Council must determine the appeal at its next meeting. The determination is by way of a complete reconsideration of the motion and the form it was considered by the Clubs and Societies Committee.

25.9 Decisions that have been appealed are suspended until the appeal has been determined.

- 25.10 Meetings of the Clubs and Societies Committee are open to any club executive member, and at least 7 days' notice must be given in a way that is reasonably accessible to all club executive members.
- 25.11 Conflicts of interest arising on an agenda must be disclosed to the Chair as soon as practicable before the commencement of the meeting, or as soon as it becomes apparent after the commencement of the meeting. The Chair shall decide how best to deal with the conflict of interest.
- 25.12 Vice-President (Campus Culture) is responsible for:
- (a) causing full and accurate minutes of all meetings of the Clubs and Societies Committee to be kept; and
 - (b) receiving motions on notice for the Clubs and Societies Committee.

R26 Notice

- 26.1 Serving of notices means:
- (a) delivering it to the student by hand;
 - (b) sending it through the post in a prepaid envelope addressed to the student at their address; or
 - (c) where the student has provided the Guild Secretary with an email address, by sending it to the student at that email address.
- 26.2 A notice sent through the post shall be deemed to have been served at the time when it would have been delivered in the ordinary course of the post.
- 26.3 It is the responsibility of all members of Guild bodies to advise and keep the Guild Secretary updated of their current:
- (a) postal address;
 - (b) email address; and
 - (c) telephone number.
- 26.4 Where a member of a Guild body fails to comply with Rule 26.3, notice sent to the most recent contact details for that member kept on file by the Guild Secretary shall be deemed to be valid.

Part 3 – Affiliated Bodies

R27 Interpretation

27.1 For the purposes of this Part, “body” shall mean a society, club, association or community group with objects that include the provision of educational, cultural, social, political, religious, sporting or recreational related activities.

R28 Affiliation by the Guild

28.1 Subject to Rule 28.2, Guild Council may decide to affiliate the Guild to any body to promote or advance the Guild objects set out in C2.

28.2 The Guild shall not affiliate or subscribe to, or affiliate or subscribe to the platforms of:

- (a) any political party or religious organisation; or
- (b) any person, organisation or body corporate that affiliates with or provides funds to any political party or religious organisation.

R29 Affiliated Bodies

29.1 Bodies that have a membership that is comprised substantially of students may apply for affiliation to the Guild.

29.2 All affiliated bodies shall comply with such rules and policy as the Clubs and Societies Committee and Guild Council may from time to time accept.

29.3 The Guild shall provide a copy of the constitutions of affiliated bodies for perusal by students at the Guild office during ordinary office hours.

29.4 It is a condition of affiliation that all promotional material and publications, including membership cards, of affiliated bodies shall include:

- (a) the logo of the Guild; and
- (b) the name “QUT Guild”.

29.5 The Executive Committee can authorise and/or direct the use of publications and/or promotional material that does not bear the Guild’s logo and/or its name.

29.6 Affiliated bodies will ensure that all promotional material and external publications are provided to the Guild’s Clubs and Sports Coordinator.

29.7 Affiliated bodies must have a constitution in the form set out by the Clubs and Societies Committee, unless otherwise permitted by the Clubs and Societies Committee to vary the form.

29.8 The constitution of an affiliated body may only be altered with the approval of the Vice-President (Campus Culture). In the event that an affiliated body amends their constitution without consent, the affiliated body may be disaffiliated or disciplined.

29.9 An affiliated body shall submit their annual report and financial statements to the Vice-President (Campus Culture) following the body's annual general meeting. Copies of all such reports and financial statements shall be retained by the Guild for a period of 6 years.

Part 4 – Members of Guild Council

R30 President

- 30.1 The President shall be the chief executive officer of the Guild and shall be responsible to Guild Council and the Executive Committee for:
- (a) promoting the objects of the Guild;
 - (b) the planning and setting of goals and strategies for the Guild;
 - (c) acting as the spokesperson for the Guild;
 - (d) issuing and authorising press and media releases as required;
 - (e) coordinating cross-campus media and publications and approving and acting as publisher in their publication;
 - (f) representing and promoting the Guild to its members and other parties;
 - (g) promoting and being responsible for the overall coordination of the Guild's activities, campaigns, and services;
 - (h) ensuring, in conjunction with the Guild Secretary, that the responsibilities of the elected officers are executed;
 - (i) reporting, in conjunction with the Guild Secretary, to Guild Council on the affairs of the Guild;
 - (j) attending and chairing the Executive Committee;
 - (k) being the liaison between the Guild, the University and other bodies, specifically liaising with University administration on matters such as student representation on non-academic University committees and bodies, capital works projects and joint ventures, and any other issues as directed by the Executive Committee;
 - (l) presenting reports and statements, in accordance with the Constitution and Regulations or the Act to QUT Council;
 - (m) acting in accordance with the Constitution and Regulations; and
 - (n) performing such other tasks and duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R31 Guild Secretary

- 31.1 The Guild Secretary shall be the chief operations officer of the Guild and shall:
- (a) be responsible to Guild Council and the Executive Committee for:
 - (i) convening and giving notice of meetings of the Guild Council and the Executive Committee as prescribed in the Constitution and Regulations;

- (ii) preparing agendas for meetings of Guild Council and the Executive Committee and ensuring minutes of meetings are prepared and circulated to members of Guild bodies as prescribed in the Constitution and Regulations;
 - (iii) preparing correspondence as directed by Guild Council or the Executive Committee;
 - (iv) advising Guild Council on current Guild policies and regulations and maintaining a current register of Guild policies and regulations;
 - (v) ensuring the preparation and keeping of such reports as may be required by the Constitution and Regulations;
 - (vi) the implementation of all policies of the Guild;
 - (vii) the appointment of a General Manager, and other Guild staff as needed, as approved by Guild Council;
 - (viii) coordinating the day to day administrative operations of the Guild, in conjunction with Guild staff;
 - (ix) ensuring that all administrative action requested by Guild Council is attended to;
 - (x) acting in accordance with the Constitution and Regulations; and
 - (xi) managing and preparing the business of the Executive Committee and Guild Council.
- (b) be responsible to Guild Council and the Executive Committee, in conjunction with the President, for negotiating all agreements and/or industrial instruments relating to Guild staff.
 - (c) be responsible, in conjunction with the Treasurer, for the commercial operations of the Guild.
 - (d) perform such other tasks and duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R32 Treasurer

32.1 The Treasurer shall be the chief financial officer of the Guild and shall:

- (a) be responsible to Guild Council and the Executive Committee for:
 - (i) preparing for each financial year a budget of projected income and expenditure of the Guild's funds for approval by Guild Council before the commencement of the financial year;
 - (ii) implementing the Budget of the Guild;
 - (iii) causing the preparation and keeping of such accounting and associated reports by staff as may be required by the Guild and QUT Council;
 - (iv) acting in accordance with the Constitution and Regulations; and

- (v) presenting the audited financial records, reports and statements to Guild Council for approval for adoption and subsequent forwarding to QUT Council.
- (b) report to Guild Council and the Executive Committee on the financial affairs of the Guild, including the commercial operations.
- (c) supervise the day to day financial functions of the Guild.
- (d) negotiate with the University on the Guild's receivership of the Student Services & Amenities Fee, and ensure its responsible spending as per government legislation.
- (e) perform such other tasks and duties as from time to time may be prescribed by Guild Council.

R33 Vice-President (Student Rights)

33.1 The Vice-President (Student Rights) shall:

- (a) be responsible to Guild Council and the Executive Committee for:
 - (i) the formulation of all policies relevant to the portfolio;
 - (ii) the planning and setting of goals and strategies for the portfolio;
 - (iii) representing the Guild to the University community on academic and welfare issues;
 - (iv) ensuring the Guild has representatives on all available boards and committees;
 - (v) monitoring of academic and welfare rights and standards and the provision of disability services at the Guild and the University, and to report to the Executive Committee and Guild Council on developments and needs in these areas;
 - (vi) advising the Guild of any academic or welfare policy changes proposed or implemented;
 - (vii) dissemination and maintenance of academic and welfare information across all campuses;
 - (viii) encouraging, promoting and assisting students in accessing Guild support services for academic or welfare issues;
 - (ix) initiating and assisting with education campaigns on issues such as university fees and teaching and learning quality;
 - (x) initiating and overseeing Guild welfare campaigns across all campuses and in particular those campaigns relating to health, student finances, equity issues and transport;
 - (xi) consulting with students on academic and welfare issues and ensuring their concerns are being addressed;
 - (xii) overseeing the development and maintenance of academic and welfare resources and libraries across all campuses.

- (xiii) acting in accordance with the Constitution and the Regulations; and
 - (xiv) reporting on the affairs of the portfolio to Guild Council and the Executive Committee.
- (b) be responsible to Guild Council, in conjunction with the Treasurer, for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio taking into account the requirements of the portfolio.
 - (c) be responsible for the day to day management of staff engaged in support services delivery.
 - (d) carry out such other duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R34 Vice-President (Campus Culture)

34.1 The Vice-President (Campus Culture) shall:

- (a) be responsible to Guild Council and the Executive Committee for:
 - (i) the formulation of all policies relevant to the portfolio;
 - (ii) the planning and setting of goals and strategies for the portfolio;
 - (iii) encouraging the active involvement of students in affiliated bodies;
 - (iv) assisting in and encouraging affiliation of bodies to enable students to access facilities, funding, grants and subsidies etc;
 - (v) promoting affiliated bodies across all campuses of the University;
 - (vi) ensuring affiliated bodies are aware of, and follow, the Constitution, Regulations and the Guild's policies;
 - (vii) developing, compiling and maintaining clubs and societies publications and resources;
 - (viii) creating and advertising cultural events to increase campus life at the University;
 - (ix) acting in accordance with the Constitution and the Regulations; and
 - (x) reporting on the affairs of the portfolio to Guild Council and the Executive Committee.
- (b) be responsible to Guild Council, in conjunction with the Treasurer, for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio taking into account the requirements of the portfolio.
- (c) be responsible for the day to day management of staff engaged in clubs and societies and event management.
- (d) carry out such other duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R35 Vice-President (Sport)

35.1 The Vice-President (Sport) shall:

- (a) be responsible to Guild Council and the Executive Committee for:
 - (i) the formulation of all policies relevant to the portfolio;
 - (ii) the planning and setting of goals and strategies for the portfolio;
 - (iii) coordinating, encouraging and promoting the operation of Guild sport across all campuses of the University, including social sport, university games and sporting clubs and societies;
 - (iv) dissemination of sport information across all campuses;
 - (v) acting in accordance with the Constitution and the Regulations; and
 - (vi) reporting on the affairs of the portfolio to Guild Council and the Executive Committee.
- (b) be responsible to Guild Council, in conjunction with the Treasurer, for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio taking into account the requirements of the sport portfolio.
- (c) be responsible for the day to day management of the Clubs and Sports Administrator and any other staff engaged in sports delivery.
- (d) carry out such other duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R36 Vice-President (Gender & Sexuality)

36.1 The Vice-President (Gender & Sexuality Rights) shall:

- (a) be responsible to Guild Council and the Executive Committee for:
 - (i) the formulation of all policies relevant to the portfolio;
 - (ii) the planning and setting of goals and strategies for the portfolio;
 - (iii) encouraging and promoting gender and sexuality services of the Guild across all campuses of the University;
 - (iv) monitoring the provision of gender and sexuality services, by both the Guild and the University and advising the Executive Committee and Guild Council on developments and needs in these areas;
 - (v) initiating and overseeing the conduct of Guild gender and sexuality campaigns across all campuses and to ensure that the planning, coordination and conduct of the campaigns involves consultation with students;
 - (vi) overseeing the development and maintenance of gender and sexuality resources and libraries across all campuses;

- (vii) manage day-to-day operation and administration of the portfolio;
 - (viii) providing advice and assistance to any officer of the Guild providing gender and sexuality related services to students;
 - (ix) providing relevant and accessible information and referral to students questioning their sexuality or sexual identity;
 - (x) responding to incidents of homophobia and discrimination on QUT campuses by liaising with relevant University bodies, community organisations and groups;
 - (xi) ensuring the Women’s Collective and Queer Collective is supported with promotion and resources;
 - (xii) acting in accordance with the Constitution and the Regulations; and
 - (xiii) reporting on the affairs of the portfolio to Guild Council and the Executive Committee.
- (b) be responsible to Guild Council, in conjunction with the Treasurer, for the formulation and implementation of a budget of projected income and expenditure of the Guild’s funds for the portfolio taking into account the requirements of the portfolio.
 - (c) be responsible for the day to day management of any staff engaged in gender and sexuality services delivery.
 - (d) carry out such other duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R37 Guild Newspaper Editor

37.1 The Guild Newspaper Editors shall be responsible to Guild Council and the Executive Committee for:

- (a) overseeing the production of the Guild Newspaper;
- (b) managing and being responsible for the content published within the Guild Newspaper, printed, digital or otherwise;
- (c) liaising with relevant members of Executive; and
- (d) acting in accordance with the Constitution and Regulations.

R38 Environment Officer

38.1 The Environment Officer shall, in conjunction with the other elected officers, be responsible to Guild Council and the Executive Committee for:

- (a) coordinating, encouraging and promoting environmental sustainability and conservation across all campuses of the University;
- (b) disseminating information about environmental sustainability and conservation across all campuses;

- (c) initiating and overseeing environmental campaigns;
- (d) monitoring environmental issues both within the Guild and the University and advising the Executive Committee and Guild Council on developments and needs in this area;
- (e) liaising with relevant members of Executive regarding environmental issues;
- (f) ensuring the Environment Collective is supported with promotion and resources;
- (g) acting in accordance with the Constitution and the Regulations; and
- (h) carrying out such other duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R39 Abilities Officer

39.1 The Abilities Officer shall, in conjunction with the other elected officers, be responsible to Guild Council and the Executive Committee for:

- (a) circulating information from the Guild to students who identify as living with a disability as required;
- (b) representing the views of students who identify as living with a disability to Guild Council;
- (c) liaising with relevant members of the Executive Committee regarding issues relating students who identify as living with a disability;
- (d) promoting the Guild amongst students who identify as living with a disability;
- (e) monitoring issues relevant to students who identify as living with a disability both within the Guild and the University and advising the Executive Committee and Guild Council on developments and needs in this area;
- (f) ensuring the Abilities Collective is supported with promotion and resources;
- (g) acting in accordance with the Constitution and Regulations; and
- (h) carrying out such other duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R40 Indigenous Officer

40.1 The Indigenous Officer shall, in conjunction with the other elected officers, be responsible to Guild Council and the Executive Committee for:

- (a) circulating information from the Guild to the indigenous students as required;
- (b) representing the views of indigenous students to Guild Council;
- (c) liaising with relevant members of the Executive Committee regarding indigenous issues;
- (d) promoting the Guild amongst indigenous students;
- (e) monitoring indigenous issues both within the Guild and the University and advising the

Executive Committee and Guild Council on developments and needs in this area;

- (f) acting in accordance with the Constitution and Regulations; and
- (g) carrying out such other duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R41 International Students Officer

41.1 The International Students Officer shall, in conjunction with the other elected officers, be responsible to Guild Council and the Executive Committee for:

- (a) circulating information from the Guild to the international students as required;
- (b) representing the views of international students to Guild Council;
- (c) liaising with relevant members of the Executive Committee regarding international issues;
- (d) promoting the Guild amongst international students;
- (e) monitoring issues relevant to international students both within the Guild and the University and advising the Executive Committee and Guild Council on developments and needs in this area;
- (f) maintaining regular contact with international organisations and institutions with similar international background and educational concern;
- (g) acting in accordance with the Constitution and Regulations; and
- (h) carrying out such other duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R42 Postgraduate Students Officer

42.1 The Postgraduate Students Officer shall, in conjunction with the other elected officers, be responsible to Guild Council and the Executive Committee for:

- (a) circulating information from the Guild to the postgraduate students as required;
- (b) representing the views of postgraduate students to Guild Council;
- (c) liaising with relevant members of the Executive Committee regarding postgraduate issues;
- (d) promoting the Guild amongst postgraduate students;
- (e) monitoring postgraduate issues both within the Guild and the University and advising the Executive Committee and Guild Council on developments and needs in this area;
- (f) acting in accordance with the Constitution and Regulations; and
- (g) carrying out such other duties as from time to time may be prescribed by Guild Council or the Executive Committee.

R43 Councillors

- 43.1 Councillors shall be responsible to Guild Council for:
- (a) circulating information from the Guild to students enrolled in their faculty as required;
 - (b) representing the views of students enrolled in their faculty to Guild Council;
 - (c) liaising with relevant members of the Executive Committee regarding issues of students enrolled in their faculty;
 - (d) promoting the Guild amongst students enrolled in their faculty;
 - (e) monitoring issues of students enrolled in their faculty both within the Guild and the University and advising the Executive Committee and Guild Council on developments and needs in this area;
 - (f) acting in accordance with the Constitution and Regulations; and
 - (g) carrying out such other duties as from time to time may be prescribed by Guild Council.
- 43.2 Councillors shall be entitled to the use of such Guild resources that are necessary to enable them to carry out their duties pursuant to the Constitution and Regulations.

R44 Reimbursements and Honorarium

- 44.1 Elected officers are entitled to such reimbursements as resolved by Guild Council, including:
- (a) reimbursement for travel expenses incurred in order to conduct official Guild business; and
 - (b) reimbursement for out of pocket expenses.
- 44.2 Guild Council may resolve to award an elected officer a wage in exchange for productive work completed, provided that the wage be set at the appropriate 'national minimum wage' of the day. This shall be maintained in policy, and updated with respect to the annual budget.

R45 Acting Elected Officers

- 45.1 If a casual vacancy arises or an elected officer has a leave of absence under Rule 22:
- (a) if the elected officer is the President, the Guild Secretary (or if the Guild Secretary is absent or unable to act, the Treasurer) may exercise the powers and responsibilities in Rule 30;
 - (b) if the elected officer is other than the President, the President may exercise the powers and responsibilities of the elected officer.
- 45.2 Rule 45.1 applies until the next meeting of Guild Council or the Executive Committee, whichever is first in time.
- 45.3 If the next meeting under Rule 45.2 is Guild Council, Guild Council must:
- (a) in the case of a casual vacancy, hold a casual vacancy election;

- (b) otherwise, appoint a student to exercise the power and responsibilities of the elected officer position until the leave comes to an end.

45.4 If the next meeting under Rule 45.2 is the Executive Committee, the Executive Committee may appoint a student to exercise the powers and responsibilities of the elected officer position until:

- (a) in the case of a casual vacancy, the casual vacancy is filled by Guild Council; or
- (b) otherwise the leave of absence comes to an end.

45.4 The Secretary may temporarily appoint a currently serving member of the executive committee to a temporary casual vacancy when notified of a leave of absence under Rule 22 unit the next meeting of the Guild Council, or Executive Committee, pursuant to Rule 45.2 where the temporary arrangement will be noted, and if continuing should be passed at the respective meeting.

Part 5 – Guild Publications

R46 Guild Newspaper

- 46.1 The President and/or the Executive Committee shall direct the Guild Newspaper Editors to comply with the following requirements:
- (a) Editing at least 4 issues of the Guild Newspaper in the year of the term of office;
 - (b) Holding the Guild accountable by reporting on any activity that is deemed to be outside the interests of the student body;
 - (c) Ensuring student submitted creativity and opinion is a primary aspect of the Guild Newspaper, in print or otherwise;
 - (d) Ensuring the Guild Newspaper has content relating to the activities of the Guild as submitted by the elected officers and/or the councillors;
 - (e) A complete copy of each edition of the Guild Newspaper must be available for the President to authorise at least three days prior to it going to print. The President may withhold authorisation if any of Rule 46.1 has not been complied with;
 - (f) Ensuring content of the Guild Newspaper is consistent with the Guild's resolutions and any policy formulated of which notice has been given to the Guild Newspaper Editors;
 - (g) Ensuring contents of the Guild Newspaper are not discriminatory on the grounds of race, lawful sexual orientation, religion, gender or other attribute prohibited by the Anti-Discrimination Act 1991;
 - (h) Complying with legal requirements to report such items as election and referendum details and other items as specified by the Constitution and Regulations;
 - (i) Ensuring that all meetings of Guild Council are covered and reported on comprehensively within a reasonable timeframe following meetings;
 - (j) Ensuring that editions of the Guild Newspaper are timetabled appropriately to report the activities of the Guild;
 - (k) Ensuring the content of the Guild Newspaper is not defamatory, a breach of copyright or otherwise inconsistent with any law;
 - (l) Ensuring the Guild Newspaper must at all times appear to be neutral on matters relating to any election and/or a candidate or electoral group in any election;
 - (m) Ensuring the Guild Newspaper shall not contain any reference to support for or against a candidate or electoral group in any election;
 - (n) Reporting to Guild Council and the Executive Committee on the affairs of the Guild Newspaper;
 - (o) Liaising with external organisations to seek appropriate advertising and to promote the Guild Newspaper;
 - (p) Complying with all lawful requests of the Executive Committee and Guild Council.

Part 6 – Policy

R47 Guild Policies

- 47.1 Guild Council may adopt policy for the Guild, provided that where the Guild has no policy the Executive Committee may adopt policy between meetings of Guild Council but subject always to the ratification of Guild Council.
- 47.2 At least seven days' notice must be given for all motions that adopt, amend or withdraw policy.
- 47.3 All policy made shall be published in a manner as determined by the Guild Secretary, and shall take effect from the day of adoption or, where a date for commencement is specified, from the date specified therein.

R48 Staffing Policies

- 48.1 At the first meeting of Guild Council in any term, Guild Council shall consider all policies applying to the employees of the Guild, including elected members, and shall:
- (a) approve;
 - (b) amend; or
 - (c) withdraw,
- such policies after taking into account the Guild's legal and industrial obligations.
- 48.2 Staffing policies may otherwise be approved, amended or withdrawn in accordance with Rule 47.
- 48.3 No full-time or part-time Guild staff member may canvass support for or against, and/or campaign for or against a candidate in any election under the Constitution or Regulations. Any full-time or part-time Guild staff member found to be in breach of this rule may be terminated on such period of notice as prescribed in the staff member's terms and conditions of employment.
- 48.4 The Guild Secretary will remind all Guild staff members of Rule 48.3 within 1 week after the opening of nominations for the annual elections.

R49 Access to Guild Information

- 49.1 Every student shall have the right to obtain access, in accordance with these Regulations, to any record in the possession of the Guild other than exempt records as specified in Rule 49.7.
- 49.2 A student who wishes to obtain access to a record may make a written request to the Guild Secretary, specifying the record to be accessed.
- 49.3 Within 14 days of receiving a request, the Guild Secretary shall give the applicant a decision on whether it should be granted. The Guild Secretary has the discretion of refusal of access or deferment of access.

- 49.4 Where the Guild Secretary approves a request properly made in accordance with these Regulations, the Guild Secretary will give the access to the record within 14 days of the approval.
- 49.5 Appeals against a decision to refuse or defer access to Guild information may be made to the Executive Committee, in writing, within seven days of the decision being made. The Executive Committee's decision to grant, deny or defer access shall be final.
- 49.6 Access shall mean a reasonable opportunity to inspect the record, or, if the Guild Secretary determines, provision of a copy of the record.
- 49.7 Records exempt from access shall include the following:
- (a) records that are commercially confidential, including contracts with external bodies;
 - (b) records that have not been and are required to be ratified or confirmed;
 - (c) legal records, including records that contain legal advice;
 - (d) records relating to personal or staffing matters, including records containing private details of another student, or of a staff member of the Guild;
 - (e) minutes of an "in camera" session of a Guild body;
 - (f) records relating to business affairs, that if disclosed, could be deemed to adversely affect the interests of the Guild;
 - (g) records the disclosure of which would be, in the opinion of the Executive Committee, contrary to the interests of the Guild;
 - (h) records the disclosure of which would prejudice the conduct of an inquiry or investigation;
 - (i) records the disclosure of which may adversely affect the financial position of the Guild;
 - (j) records the disclosure of which would constitute a breach of confidence or would otherwise be unlawful; or
 - (k) documents relating to a matter which deals with a legal proceeding, undertaken by the Guild.
- 49.8 The Guild shall not be liable for expenses of transmission of documents.
- 49.9 The Guild Secretary shall cause to be published and/or to be made available for perusal, in a manner that is reasonably accessible to all students, up to date copies of:
- (a) the Constitution and Regulations;
 - (b) the policies of the Guild;
 - (c) the annual reports of the Guild; and
 - (d) the minutes and agenda papers of Guild Council meetings, incorporating financial statements and reports

Part 7 – Finance and Legal

R50 Guild Budget

- 50.1 The Treasurer shall be responsible for preparing the Budget in liaison with the Guild's Finance Manager, and for recommending the Budget to Guild Council. The Treasurer will issue explanatory notes when recommending the Budget to Guild Council.
- 50.2 The Treasurer shall be responsible for the form in which the Budget is prepared, and presented to Guild Council, provided that the Budget shall indicate the proposed expenditure by headings specifying departmental allocations, programs and/or policy areas.
- 50.3 The Budget shall contain estimates of expected income and expenditure and will include provision for:
- (a) interest and redemption of any loan liability incurred by the Guild;
 - (b) depreciation of its capital assets;
 - (c) provision for replacement of capital assets; and
 - (d) repairs and maintenance of properties.
- 50.4 All monies shall be expended in accordance with the Budget.
- 50.5 Notwithstanding Rule 50.4, where a determination is made by the Executive Committee that expenditure should be made for which there is no appropriation in the Budget, Guild Council may authorise that such expenditure be made.
- 50.6 Funds appropriated shall only be available for the financial year of approval. At the close of each financial year, all authorisations of expenditure as adopted in the Budget, shall lapse.

R51 Income and Expenditure

- 51.1 The Treasurer shall be responsible for preparing and maintaining a Financial Procedures Manual, which shall specify:
- (a) internal control procedures covering financial delegations;
 - (b) a chart of the accounts of the Guild;
 - (c) procedures for identification and accounting of losses;
 - (d) procedures for petty cash and reimbursement for incidental expenses;
 - (e) information as to the financial administration of the Guild;
 - (f) the financial forms, practices and procedures to be used or followed by the Guild for cash management, asset management (i.e. recording and administration of Guild assets), insurance, banking, financial records, financial information systems, payroll, recording receipts and payments, purchasing, inventories, matters concerning investments, and all other matters deemed relevant;

- (g) a register of accountable documents, authorised employees and elected officers, specifying the limits of authority for each employee and elected officer;
- (h) subject to approval of Guild Council, the Executive Committee may establish additional accounts as required, and may close any fund accounts so established;
- (i) Guild Council may invest monies that are temporarily surplus in any account kept by it, provided that no such investment shall have a term in excess of 6 months, notwithstanding that Guild Council may, from time to time, establish amounts of monies to be invested as Guild Council deems fit;
- (j) no liabilities for expenditure of Guild moneys shall be incurred, unless they are necessary for the attainment of the objects of the Guild, and duly authorised by Guild Council, and such liabilities shall be promptly identified, assessed and recorded; and
- (k) any motion authorising the expenditure of the moneys of the Guild shall state the maximum amount of money the expenditure of which is authorised and shall also state the purpose for which the said money is to be used.

51.2 The Financial Procedures Manual must be consistent with the following principles:

- (a) All documentation supporting authorised payments must be filed in chronological order;
- (b) Authorised employees and elected officers shall be responsible for the correctness, regularity and propriety of expenditures authorised by them, and shall not delegate their authority;
- (c) An authorised employee or elected officer shall not authorise a payment unless after making such checks that are necessary, the authorised employee or elected officer is satisfied that moneys are available for the payment of that amount and the account for payment has been properly raised;
- (d) All expenditure, in any financial year, from Guild accounts shall be charged to the appropriate line item of expenditure, as outlined in the Budget;
- (e) Payments shall be disbursed by cheques drawn on the Guild bank account or by electronic funds transfer, except for amounts not exceeding \$100.00, which may be paid from petty cash;
- (f) For the purposes of making petty cash disbursements, there shall be an imprest account with a maximum of \$1000.00;
- (g) No payment shall be made by the Guild whether for goods, services, a capital or other item, or for any other purpose, in excess of \$15,000.00 without the prior approval of Guild Council or the Executive Committee provided that any such payment made without prior approval may be ratified by the Executive Committee or Guild Council;
- (h) Depreciation shall be charged at a rate considered by the Guild Auditor to be appropriate;
- (i) No portion of the income or property will be distributed, paid or transferred by way of dividend, bonus or otherwise amongst the Guild's members;

- (j) All income shall be duly and promptly receipted and recorded, and deposited in the appropriate authorised Guild accounts; and
 - (k) All expenditure must be withdrawn from Guild accounts, and shall be duly and promptly identified and recorded.
- 51.3 The Financial Procedures Manual must be consistent with the Constitution and Regulations.
- 51.4 The Financial Procedures Manual shall be approved by the Executive Committee.
- 51.5 All elected officers and employees of the Guild shall comply with the Financial Procedures Manual.
- 51.6 An elected officer or employee of the Guild shall not cause or permit any expenditure except by way of, or for the purposes of, a payment that:
- (a) has been properly authorised; and
 - (b) has correct supporting documentation,
- as stipulated by the Financial Procedures Manual.

R52 Powers and Responsibilities of the Guild Auditor

- 52.1 The Guild Auditor is to report on and in respect of the annual financial statements as prepared for presentation to the Annual General Meeting, and may report in respect of other statements of account prepared on behalf of the Guild, whether or not:
- (a) they have received all the information and explanation required by them;
 - (b) such statements are in the form required and are in agreement with the accounts; and
 - (c) in the Guild Auditor's opinion:
 - (i) the requirements of the Constitution and Regulations have been complied with in all material respects related to the establishment and keeping of proper accounts; and
 - (ii) the statements have been drawn up so as to present a true and fair view of the transactions of the Guild for the financial year just ended, and of the financial position as at the close of that year.
- 52.2 The Guild Auditor is to transmit the auditor's report on the annual financial statements and other such statements to Guild Council.
- 52.3 The Guild Auditor shall, at all reasonable times, have full and free access to all accounts required to be audited and to all property relating to such accounts.
- 52.4 The Guild Auditor may require any person having responsibility with respect to accounts that are subject to audit, to furnish them such information, advice or explanation as the Guild Auditor thinks necessary, with respect to the audit, and a person so required must furnish the information, advice or explanation required to be furnished.
- 52.5 The Guild Auditor has a general duty to prepare a full and accurate report on any audit performed under the Constitution and Regulations.

R53 Common Seal

53.1 The Common Seal shall only be used under the authority of a resolution of Guild Council.

53.2 Each instrument to which the seal is affixed must be signed by any two of:

- (a) President;
- (b) Guild Secretary; or
- (c) Treasurer.

Part 8 – Elections

R54 Election Regulations

- 54.1 Subject to clause C16.1 of the Constitution, Guild Council must make regulations for the conduct of free and democratic elections with independent oversight.
- 54.2 Guild Council shall make and amend Election Regulations to give effect to R54.1.
- 54.3 In addition to clause 14.1 of the Constitution, the position of Abilities Officer shall be created.
- 54.4 Per clause 15.3 of the Constitution, no more than five persons may, on a shared basis, stand as candidates and hold the office of Guild Newspaper Editor.
- 54.5 Per clause 15.4 of the Constitution, the position of Vice-President (Gender and Sexuality Rights) shall be interpreted as made up of two positions with differing eligibilities to stand as, vote for, and nominate or second candidates in elections:
- (a) Vice-President (Gender & Sexuality Rights) – Queer;
 - (b) Vice-President (Gender & Sexuality Rights) – Women.
- 54.6 In addition to clause 18 of the Constitution:
- (a) Only Queer identifying students may stand as, vote for, and nominate or second candidates in an election for Vice-President (Gender & Sexuality Rights) – Queer;
 - (b) Only women identifying students may stand as, vote for, and nominate or second candidates in an election for Vice-President (Gender & Sexuality Rights) – Women;
 - (c) Only students identifying as living with a disability may stand as, vote for, and nominate or second candidates in an election for Abilities Officer.
- 54.7 The following officers must be directly elected by students:
- (a) President (1);
 - (b) Secretary (1);
 - (c) Treasurer (1);
 - (d) Vice-President (Student Rights) – (Up to 2);
 - (e) Vice-President (Campus Culture) – (Up to 2);
 - (f) Vice-President (Sport) – (Up to 2);
 - (g) Vice-President (Gender & Sexuality Rights - Queer) – (1);
 - (h) Vice-President (Gender & Sexuality Rights - Women) – (1);
 - (i) Guild Newspaper Editor – (Up to 5);
 - (j) Environment Officer – (Up to 2);
 - (k) Caboolture Campus Officer – (Up to 2);
 - (l) Indigenous Officer – (Up to 2);
 - (m) International Students Officer – (Up to 2);
 - (n) Postgraduate Students Officer – (Up to 2);
 - (o) Abilities Officer – (Up to 2);
 - (p) Science & Engineering Faculty Councillor – (Up to 2);
 - (q) Business Faculty Councillor – (Up to 2);
 - (r) Law Faculty Councillor – (Up to 2);
 - (s) Creative Industries Faculty Councillor – (Up to 2);
 - (t) Education Faculty Councillor – (Up to 2);
 - (u) Health Faculty Councillor – (Up to 2).

Part 9 – Dictionary

R55 Definitions and Interpretation

- 55.1 Definitions in the Constitution apply to these Regulations, unless the contrary intention appears.
- 55.2 A reference to a time means the time according to the time.is website (or successor service) and not a second later.
- 55.3 For the purpose of these Regulations, the following definitions shall apply:

Academic days means a day during the first or second semester which is not a Saturday, Sunday or University holiday.

Budget means the annual budget for expenditure of the Guild's funds for a financial year.

Campus means a campus of the University.

Chair means the person elected or appointed to the chair of the Guild body in accordance with the Constitution or Regulations (i.e. the Chair, in the case of Guild Council, the President, in the case of the Executive Committee and the President's nominee in the case of Clubs and Societies Committee) or, where the context requires, such other student as is elected or appointed from time to time to chair a meeting or part thereof in the absence of the normal chair or where that person declines to chair the meeting.

Election period means the period commencing from the time nominations are opened and ending at the time following the final resolution of outstanding appeals or the final date for appealing results of the election, whichever is later.

Financial Procedures Manual means the manual described in Rule 51.

Guild means Guild Council, the Executive Committee and the Clubs and Societies Committee.

Guild Noticeboard means the Guild noticeboard immediately outside the entrance to the Guild offices, Level 2, C Block, QUT Kelvin Grove, as well as a dedicated page on the Guild website.

Rule means and refers to the rules provided by these Regulations.

Semester means that period of time prescribed and published by the University for semesters to begin and end.

Standing Orders means the Rules in Part 1 of the Regulations