QUT GUILD
REGULATIONS

Queensland University of Technology Student Guild

ABN: 77 713 415 382

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Part 1 – Standing Orders & Meetings

R1 Application

1.1 These Standing Orders shall apply to all meetings of the SRC.

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 appropriate meeting.

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 Attendance

3.1 Attendance at all meetings of the Guild can be via video conferencing subject to R 5.4.

3.2 Attendance will be taken at the start of the meeting to create a record of voting members of the meeting.

3.3 Voting members who join or leave the meeting during its deliberations will be noted on the minutes along with the time.

3.4 Members who are not registered in attendance, have not supplied their apologies, or who are not on a leave of absence, will be marked as absent.

3.5 The Secretary will keep a record of attendance and update it within seven days of the meeting.

3.6 If a member is absent for 2 consecutive Council meetings, they will automatically be censured by the Chair.

3.7 If a member is absent again, subsequent to censure for attendance, a motion is automatically tabled by the Vice President (Secretary) for removal from office.

R4 Order of Business

4.1 The regular order of business for SRC shall be as follows:

1. *Opening and credentials:*
    - *1.1 Acknowledgment of country*
    - *1.2 Attendance*
    - *1.3 Leave of absence*
    - *1.4 Apologies*
2. *Any changes to the register of interest or new conflicts*
3. *Additions/deletions to the agenda*
4. *Confirmation of minutes*

5. *Business and reports arising from minutes*

6. *Acceptance and endorsement of correspondence received since the last meeting and requiring accent of the SRC.*

7. *Presentation of financial reports and ratification of expenditure*

8. *Announcements of members*

    8.1 Elections and appointments of members

    8.2 Resignations of members

9. *Amendments to the Constitution, Regulations or policy*

10. *Presentation of reports and papers*

11. *Question time:*

    11.1 Questions on notice

    11.2 Questions without notice

12. *Motions with notice*

13. *General business (motions without notice)*

14. *Closure*

    14.1 Date, time, and location of next meeting

4.2 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)*

4.3 The regular order of business for the Executive Committee will be the same as for the SRC, except:

(a) for the Executive Committee, items 8 will not apply.

R5 Procedure

5.1 The Chair shall preside over the debate and ensure that the standing orders are followed.

(a) The Chair shall be voted in at the first Council Meeting of the SRC as per a casual vacancy under C23.

(b) It is best practice that the Chair is not pre-existing member of the SRC.

(c) The Chair must be a QUT Student.

5.2 The Chair will interpret the standing orders, whose ruling shall be final subject to Rule R5.13.

5.3 No proxies shall be permitted at meetings of Guild bodies.

5.4 Meetings may be held in person, via video conferencing, 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.

(a) In the case that a member uses a video conferencing link up (webcam/tablet/phone), two members of the Guild body must confirm that the person on the linkup is the member of the Guild body and must be verified again visually during any vote of the SRC.

5.5 When the Chair speaks any person then speaking or offering to speak shall cease to do so.

5.6 Any person desiring to speak must indicate this by raising their hand and shall wait to be called by the Chair.

5.7 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.

5.8 All remarks shall be addressed to the Chair.

5.9 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.

5.10 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.

(d) The Chair has the discretion as to whether or not to allow the point of order.

(e) Points of order will only be taken if they have not already been taken and are not repetitious.

5.11 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.

5.12 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.

5.13 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 the SRC, the Deputy Chairperson shall take the chair. If the Deputy Chairperson (in the case of the SRC) 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), the Guild body must elect a person present to temporarily chair the meeting;

(c) The Deputy Chair has the discretion as to whether to allow the dissent in the chair if it is felt that the dissent is repetitious, vexatious, or clearly without merit in an attempt to filibuster.

(d) The Chair shall have the option of speaking to the dissent motion;

(e) The mover shall speak;

(f) The motion “That the Chair’s ruling be dissented in” shall then be put without further debate;

(g) If the motion is lost the Chair shall resume the Chair and business shall continue;

(h) 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.

R6 Member Conduct

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

6.2 All debate must be relevant to the matter before the meeting.

6.3 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.

6.4 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.

6.5 The Chair's naming of any person shall be minuted.

6.6 If the Chair names a person three times, that person shall remove themselves from the meeting and may no longer participate in the meeting.

6.7 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.

6.8 The Chair may adjourn a meeting of their own volition 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.

R7 Motions

7.1 Any student may move, second, and speak to any motion at the SRC.

7.2 All motions proposed without notice shall be delivered in writing to the Chair at the commencement of the meeting, or at the commencement of the relevant agenda item to which motion relates, unless the Constitution and Regulations require otherwise. Upon reaching the relevant agenda item, the meeting will adjourn for ten (10) minutes after which the meeting shall resume.

7.3 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.

7.4 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.

7.5 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.

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

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

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

7.9 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.

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

7.11 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.

7.12 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.

7.13 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.

R8 Amendments to Motions

8.1 At any time during the debate on any motion, the motion may be amended by the mover with the consent of the seconder.

8.2 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.

8.3 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.

R9 Motions on Notice

9.1 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.

9.2 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.

R10 Procedural Motions

10.1 The mover of a procedural motion may give a brief explanation of the reason for which the motion is moved.

10.2 A procedural motion does not require a seconder.

10.3 Except as provided pursuant to the Standing Orders, a procedural motion shall not be debated.

10.4 A procedural motion shall be put immediately on receipt by the Chair.

10.5 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) Motions relating to adjournment of debate;

(d) Motions relating to the adjournment of the meeting;

(e) Motions relating to limitation of debate;

(f) Motions relating to temporary adjournments;

(g) Motions relating to the extension of time limits;

(h) "That the speaker no longer be heard";

(i) "That the matter be referred to the relevant committee";

(j) "That the matter be referred back to the relevant committee";

(k) Motions to consider matters en bloc:

(l) Motions of dissent in a ruling of the Chair;

(m) Motions to move in camera.

R11 Voting

11.1 Each member of the SRC shall hold one vote

11.2. Voting shall be by show of hands unless the Constitution or Regulations specify otherwise.

11.3 At the request of any member of the SRC, the chair shall read aloud the names of voting members present and how they are recorded as voting on any motion that has been put.

11.4 The nature of each member's vote shall be recorded in the minutes.

11.5 A secret ballot can be called for by 20% of voting members present at the meeting.

11.6 Papers will be supplied to voting members to enable them to vote anonymously. Voters utilising video conferencing will send their vote by private chat to the chair of the meeting who will register the votes anonymously for the record.

R12 Question Time

12.1 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.

12.2 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 or a statement.

12.3 Matters contained in answers to questions shall not be debated during question time.

12.4 Question time shall last no longer than 40 minutes during each meeting.

12.5 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.

12.6 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.

12.7 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.

12.8 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.

12.9 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.

12.10 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.

12.11 Any questions seeking detailed answers should be placed on notice.

12.12 The Chair will stop students from asking questions that are excessively long in delivery, or that are in effect a speech.

12.13 The Chair may request that a question asked be divided into separate questions.

12.14 Questions may not contain arguments, inferences, imputations or expressions of hypothetical matters, and may not ask for expression of legal opinion.

12.15 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.

12.16 The Chair may at their discretion, permit supplementary questions to be asked in order to clarify an answer given to a previous question.

R13 In-Camera Sessions of Meetings

13.1 Council members may attend the in-camera session. Non-SRC members may be approved to attend the in-camera session by a majority vote of the SRC.

13.2 Minutes taken at an in-camera session shall be confirmed confidentially via email to council members and approved attendees. These minutes are distributed only to council members and approved attendees.

13.3 Members present at an in-camera session shall be required to observe that such proceedings are confidential. No recordings of the in-camera session are permitted either by members or using video conferencing technology by which members are attending.

R14 Reports and Papers

14.1 Any reports given must be noted in the minutes.

14.2 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.

14.3 Upon the presentation of a report or paper, the meeting must consider a motion to either accept, note or reject the report or paper.

R15 Minutes

15.1 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.

15.2 Only students present at the meeting of those minutes to be confirmed can vote on the confirmation of those minutes.

15.3 All minutes of the SRC, apart from those taken at an in-camera session, be shared publicly in a manner that is reasonably accessible to all students within 7 days of a meeting.

Part 2 – Guild Bodies

R16 Meetings of the SRC

16.1 The Chair shall preside at meetings of the SRC in accordance with the Constitution and Regulations.

16.2 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.

16.3 Meetings of the SRC shall be convened a minimum of eight times in each year provided that the first meeting of each SRC shall occur within 60 days of its term commencing. No more than 6 weeks between meetings

16.4 The Vice President (Secretary) must provide at least 7 days' notice for meetings of the SRC. Notice must be provided to all members of the SRC and publicised to all students in a reasonably accessible manner. For each meeting of the SRC, the Guild

Vice President (Secretary) shall give not less than seven days' notice of the meeting and its agenda to the members of the SRC, provided that the SRC may, by resolution, accept additional business at any meeting other than an extraordinary meeting.

16.5 Quorum for meetings of the SRC will be an absolute majority of SRC members

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

16.7 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 minute, the meeting closes.

16.8 The Vice President (Secretary) is responsible for:

(a) Ensuring that full and accurate minutes of all meetings of the SRC are kept and distributed;

(b) receiving motions on notice for the SRC;

(c) receiving questions on notice for the SRC; and

(d) receiving replies to questions on notice for the SRC.

R17 Extraordinary Meetings of the SRC

17.1 The SRC can call an extraordinary meeting:

(a) The Secretary receives one or more written requests signed by at least one half (50%) of the SRC;

(b) If the Secretary receives one or more written requests signed by at least one half of one percent (50%) members requesting an extraordinary meeting.

17.2 A requisition under R17.1 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.

17.3 The business of an extraordinary meeting of the SRC shall be restricted to those matters specified in the requisition for such meeting.

R18 Annual General Meeting

18.1 The Annual General Meeting of the Guild must be held in each calendar year in November as per C31.1.

18.2 The following must be presented to the Annual General Meeting of the Guild:

(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.

18.3 The Vice President (Secretary) shall invite, in writing, the previous year's elected officers, to attend the Annual General Meeting.

18.4 The provisions of Rule 16 shall apply to Annual General Meetings of the Guild.

R19 Executive Committee

19.1 There shall be a Guild body called the Executive Committee.

19.2 The membership of the Executive Committee shall be the President, Secretary, Treasurer and elected Officers as defined in R Part 5.

19.3 Executive Committee shall deliver on the operation plans and goals of the SRC and administer the affairs of the SRC between meetings, except for such functions as are required by the Constitution to be exercised only by the Board or SRC, and subject always to the power of the SRC to review the decisions and actions of the Executive Committee.

19.4 During each monthly Executive Committee meeting, proposed training will be brought forward by Guild Professional Staff to the Executive Committee for discussion and approval."

R20 Meetings of Executive Committee

20.1 Meetings shall be called at such times and places as the Vice President (Secretary) determines, provided the Executive Committee meets at least monthly.

20.2 The President shall chair the Executive Committee.

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

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

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

20.6 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.

20.7 For each meeting of the Executive Committee, the Vice President (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.

20.8 The Vice President (Secretary) is responsible for:

(a) Ensuring brief and accurate minutes of the executive committee are kept reflecting action points and any votes on motions; and

(b) receiving motions on notice for the Executive Committee.

R21 Extraordinary Meetings of Executive Committee

21.1 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 Vice President (Secretary) must, by the conclusion of the next business day, convene and give notice of the meeting in accordance with the requisition.

21.2 Where the Vice President (Secretary) fails to give notice of, and convene, an extraordinary meeting of the Executive Committee under Rule 21.1, any member of Executive Committee may give notice of, and convene the meeting.

21.3 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.

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

21.5 The provisions of Rule 20, with such changes as may be necessary, shall apply to extraordinary meetings of the Executive Committee.

R22 Register of Board and SRC Interests

22.1 A member of the Board or SRC who has a direct, indirect, or pecuniary interest in a matter being considered, or about to be considered, by the Board or SRC, must as soon as possible, disclose the nature of the interest at a meeting of the Guild as outlined in the Guild Conflict-of-Interest policy.

22.2 The Vice President (Secretary) is responsible for upholding and monitoring the application of the policy, including safe keeping of all reported conflicts of interest.

22.3 Information contained in the register, concerning past members of the Board and SRC, shall be kept by the Guild for six years from the date that the member concerned last held office.

22.4 The Conflict-of-Interest policy will be reviewed annually by the Board.

22.5 All Board members and members of the SRC must abide by the policy.

R23 Leave of Absence

23.1 A member of the SRC who intends to be absent for any period over 1 week, during which time they shall not perform the duties attached to their respective position, must seek a leave of absence from the Executive Committee. This leave of absence will then be noted by the SRC.

23.2 Leave may be accepted for periods up to four weeks before needing to be presented, as a proposal with explanation, to the Executive Committee for consideration and approval.

R24 Notice

24.1 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 Vice President (Secretary) with an email address, by sending it to the student at that email address.

24.2 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.

24.3 It is the responsibility of all members of Guild bodies to advise and keep the Vice President (Secretary) updated of their current:

(a) postal address; (b)

email address; and

(c) telephone number.

24.4 Where a member of a Guild body fails to comply with Rule 24.3, notice sent to the most recent contact details for that member kept on file by the Vice President (Secretary) shall be deemed to be valid.

Part 3 – Guild Subcommittees

R25 Subcommittees

25.1 Subject to clause C16.1. of the Constitution, the Board must make regulations for the establishment and maintenance of the following subcommittees;

(a) Student Services and Amenities Fee

(b) Finance

(c) Disputes

(d) Audit and Risk

(e) Education

(f) Clubs and Societies

25.2 Each subcommittee will be responsible for reviewing and updating its terms of reference annually in coordination with other subcommittees.

25.3 The Board is responsible for approval of all subcommittee terms of reference.

25.4 All subcommittees will submit minutes and actions to the Board for noting.

25.5 Guild staff on subcommittees, excluding the General Manager, are present in an advisory role and do not vote on matters of substance.

25.6 The Student Services and Amenities Fee subcommittee will comprise;

(a) Vice President (Treasurer) – Chair

(b) Finance Manager

(c) Student Program Manager

(d) President

(e) Vice President (Secretary)

(f) Members (2) of the SRC selected by the subcommittee following expressions of interest.

25.7 The Finance subcommittee will comprise;

(a) Vice President (Treasurer) – Chair

(b) General Manager

(c) Finance Manager

(d) President

(e) Vice President (Secretary)

(f) Member (1) of the SRC selected by the subcommittee following expressions of interest.

25.8 The Disputes subcommittee will comprise membership as outlined in the Accountability Policy.

25.9 The Audit and Risk subcommittee will comprise;

(a) Vice President (Treasurer) – Chair

(b) General Manager

(c) Finance Manager (d) President

(e) Vice President (Secretary)

(f) Member (1) of the SRC selected by the subcommittee following expressions of interest.

25.10 The Education subcommittee will comprise;

(a) Education Officer – Chair

(b) Student Assist Manager

(c) President

(e) Members (3) of the SRC selected by the subcommittee following expressions of interest.

25.11 The Clubs and Societies subcommittee will comprise;

(a) Clubs & Societies – Chair

(b) Engagement Officer

(c) Vice President (Treasurer)

(d) Clubs Coordinator

(e) Clubs presidents as nominated in accordance with the subcommittee's terms of reference. A club president may send another member of their executive team as a voting alternate if the club president is unable to make it to the subcommittee meeting

Part 4 – Affiliated Bodies

R26 Interpretation

26.1 For the purposes of Part 4 “affiliated 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.

R27 Affiliation by the Guild

27.1 Subject to Rule 26.2, Board or Student Representative Council may decide to affiliate the Guild to any external body to promote or advance the Guild objects set out in C5.1.

27.2 All affiliations proposed by the SRC must be approved at a meeting of the SRC and any expenditure outside of budget be approved first by the Finance subcommittee prior to the decision being finalised, and annually thereafter.

27.3 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.

R28 Guild Affiliated Bodies

28.1 Bodies that have a membership that is comprised substantially of students (70%) may apply for affiliation to the Guild.

28.2 Affiliated bodies have the following attributes;

(a) access to Guild resources, such as equipment, commercial services and/or guidance;

(b) use of ‘QUT Guild’ in name and promotions;

28.3 All affiliated bodies shall comply with such rules and policy as the Board or Clubs and Societies subcommittee implement.

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

28.5 It is a condition of affiliation that all promotional, event, or membership material and publications, created using any Guild funding shall include the logo of the Guild.

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

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

28.8 The constitution of an affiliated body may only be altered with the approval of the Clubs and Societies Officer or Clubs Coordinator. If an affiliated body amends their constitution without consent, the affiliated body may be disaffiliated or disciplined.

28.9 An affiliated body shall submit their annual report and financial statements to the Clubs and Societies Officer and/or the Club Coordinator 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 5 – Members of Guild

R29 Term

29.1 Members of the SRC are not bound by term limits and may stand for election to any role with the exception of President, Secretary and Treasurer, as many times as they wish.

29.2 A member may only serve as President, Treasurer, or Secretary for a combined maximum of no more than 3 years, consecutively or non-consecutively.

29.3 Inability to stand for election as President, Secretary, or Treasurer due to term limit does not disqualify a member of the SRC from standing for election to any other position.

R30 President

30.1 The President shall be the chief spokesperson of the Guild and shall; (a)

be responsible to Board and the SRC for:

(i) promoting the objects of the Guild;

(ii) the planning and setting of goals and strategies for the SRC;

(iii) acting as the spokesperson for the Guild;

(iv) issuing and authorising press and media releases as required;

(v) coordinating cross-campus media and publications and approving and acting as publisher in their publication;

(vi) representing and promoting the Guild to its members and other parties;

(vii) promoting and being responsible for the overall coordination of the Guild's representational activities, campaigns, and services;

(viii) ensuring, in conjunction with the Vice President (Secretary), that the responsibilities of the elected officers are executed;

(ix) reporting, in conjunction with the Vice President (Secretary), to the SRC on the affairs of the Guild;

(x) attending and chairing the Executive Committee;

(xi) being the liaison between the Board, SRC, the University, and other bodies, specifically liaising with University administration on matters

that affect the Guild, and any other issues as directed by the Executive Committee;

(xii) presenting reports and statements, in accordance with the Constitution, Regulations, or the Act, to the Board and SRC;

(xiii) acting in accordance with the Constitution and Regulations; and

(xiv) ensuring, in conjunction with the Vice President (Secretary) and Vice President (Treasurer), the operations of permanent Guild staff are managed effectively to ensure that the platform of the SRC is delivered.

(b) performing such other tasks and duties as from time to time may be prescribed by Board or the SRC.

R31 Vice President (Secretary)

31.1 The Vice President (Secretary) shall be the secretary of the SRC and Executive Committee and shall:

(a) be responsible to the SRC and the Executive Committee for:

(i) convening and giving notice of meetings of the SRC and the Executive Committee as prescribed in the Constitution and Regulations;

(ii) preparing agendas for meetings of the SRC 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 the SRC or the Executive Committee;

(iv) advising the SRC of 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 as pertains to the SRC;

(vii) coordinating the day-to-day administrative operations of the Executive;

(viii) ensuring that all administrative action requested by the SRC is attended to;

(ix) acting in accordance with the Constitution and Regulations;

(x) managing and preparing the business of the Executive Committee and the SRC; and

(xi) ensuring, in conjunction with the President and Vice President (Treasurer), the operations of permanent Guild staff are managed effectively to ensure that the platform of the SRC is delivered.

(b) perform such other tasks and duties as from time to time may be prescribed by the SRC or the Executive Committee.

R32 Vice President (Treasurer)

32.1 The Vice President (Treasurer) shall be the Chair of the Finance subcommittee of the Guild and shall:

(a) be responsible to the Board and the SRC for:

(i) preparing for each financial year a budget of projected income and expenditure of the Guild's funds for approval by Finance subcommittee 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;

(v) presenting the audited financial records, reports and statements to the Finance subcommittee for approval for adoption and subsequent forwarding to QUT Council and presentation at the AGM; and

(vi) ensuring, in conjunction with the President and Vice President (Secretary), the operations of permanent Guild staff are managed effectively to ensure that the platform of the SRC is delivered.

(b) report to the SRC and the Executive Committee on the financial affairs of the Guild.

(c) support 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 as Chair of the SSAF subcommittee.

(e) perform such other tasks and duties as from time to time may be prescribed by the SRC.

R33 Welfare Officer

33.1 The Welfare Officer shall:

(a) be responsible to the SRC 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 welfare issues;

(iv) ensuring the Guild has representatives on all available boards and committees relevant to the Welfare portfolio;

(v) monitoring of welfare rights and standards and the provision of services at the Guild and the University, and to report to the Executive Committee and SRC on developments and needs in these areas;

(vi) advising the Guild of any welfare policy changes proposed or implemented;

(vii) maintenance, promotion and dissemination of welfare information across all campuses;

(viii) encouraging, promoting and assisting students in accessing Guild support services for welfare issues;

(ix) initiating and assisting with education campaigns on issues such as equity, counselling, advocacy;

(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 welfare issues and ensuring their concerns are being addressed;

(xii) overseeing the development and maintenance of welfare resources across all campuses.

(xiii) acting in accordance with the Constitution and the Regulations; and

(xiv) reporting on the affairs of the portfolio to the SRC and the Executive Committee.

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio.

(c) be responsible for the day-to-day support of staff engaged in support services delivery.

(d) carry out such other duties as from time to time may be prescribed by the SRC or the Executive Committee.

R34 Education Officer

34.1 The Education Officer shall:

(a) be responsible to the SRC 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 education issues;

(iv) ensuring the Guild has representatives on all available boards and committees relevant to the Education portfolio;

(v) monitoring of education rights and standards and the provision of services at the Guild and the University, and to report to the Executive Committee and SRC on developments and needs in these areas;

(vi) advising the Guild of any educational policy changes proposed or implemented;

(vii) maintenance, promotion and dissemination of education related information across all campuses;

(viii) encouraging, promoting and assisting students in accessing Guild support services for educational issues;

(ix) initiating and overseeing Guild education campaigns across all campuses and in particular those campaigns relating to teaching, learning and advocacy;

(x) consulting with students on education issues and ensuring their concerns are being addressed;

(xi) overseeing the development and maintenance of education resources across all campuses.

(xii) acting in accordance with the Constitution and the Regulations; and

(xiii) reporting on the affairs of the portfolio to the SRC and the Executive Committee.

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio.

(c) be responsible for the day-to-day support of staff engaged in support services delivery.

(d) carry out such other duties as from time to time may be prescribed by the SRC or the Executive Committee.

R35 Engagement Officer

35.1 the Engagement Officer shall:

(a) be responsible to the SRC 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 all Guild events and activities;

(iv) promoting the events of affiliated bodies to drive engagement and student satisfaction across all campuses of the University;

(v) developing, compiling and maintaining resources in support of the Guild Events Coordinator to enable Guild engagement activities;

(vi) creating and advertising cultural events and sport to increase campus life at the University;

(vii) acting in accordance with the Constitution and the Regulations; and

(viii) reporting on the affairs of the portfolio to the SRC and the Executive Committee; and

(ix) supporting the development and promotion of recreation and sporting activities at University and the Guild delivery in this space.

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio.

(c) be responsible for the day-to-day support and communication to staff engaged in event management and delivery.

(d) carry out such other duties as from time to time may be prescribed by the SRC or the Executive Committee.

R36 Clubs and Societies Officer

36.1 The Clubs and Societies Officer shall:

(a) be responsible to the SRC 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) acting in accordance with the Constitution and the Regulations; and

(ix) reporting on the affairs of the portfolio to the SRC and the Executive Committee.

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio.

(c) be responsible for the day-to-day support 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 the SRC or the Executive Committee.

R37 Queer Officer

37.1 The Queer Officer shall:

(a) be responsible to the SRC 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 LGBTQIA+ 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 the SRC on developments and needs in these areas;

(v) initiating and overseeing the conduct of Guild LGBTQIA+ 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 LGBTQIA+ resources 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 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 the SRC and the Executive Committee.

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio.

(c) be responsible for the day-to-day support 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 the SRC or the Executive Committee.

R38 Women's Officer

38.1 The Women's Officer shall:

(a) be responsible to the SRC 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 services specific to women of the Guild across all campuses of the University;

(iv) monitoring the provision of services, by both the Guild and the University and advising the Executive Committee and the SRC on developments and needs in these areas;

(v) initiating and overseeing the conduct of Guild women's 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 women's resources 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 women specific related services to students;

(ix) responding to incidents of harassment and discrimination of women on QUT campuses by liaising with relevant University bodies, community organisations and groups;

(x) ensuring the Women's Collective is supported with promotion and resources;

(xi) acting in accordance with the Constitution and the Regulations; and

(xii) reporting on the affairs of the portfolio to the SRC and the Executive Committee.

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio.

(c) be responsible for the day-to-day support of any staff engaged in service delivery supportive of, or complimentary to, the portfolio.

(d) carry out such other duties as from time to time may be prescribed by the SRC or the Executive Committee.

R39 Environment Officer

39.1 The Environment Officer shall,

(a) in conjunction with the other elected officers, be responsible to the SRC and the Executive Committee for:

(i) coordinating, encouraging and promoting environmental sustainability and conservation across all campuses of the University;

(ii) disseminating information about environmental sustainability and conservation across all campuses;

(iii) initiating and overseeing environmental campaigns;

(iv) monitoring environmental issues both within the Guild and the University and advising the Executive Committee and the SRC on developments and needs in this area;

(v) liaising with relevant members of Executive regarding environmental issues;

(vi) ensuring the Environment Collective is supported with promotion and resources;

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio.

(c) acting in accordance with the Constitution and the Regulations; and

(d) carrying out such other duties as from time to time may be prescribed by the SRC or the Executive Committee.

R40 Disability Officer

40.1 The Disability Officer shall,

(a) in conjunction with the other elected officers, be responsible to the SRC and the Executive Committee for:

(i) circulating information from the Guild to students who live with a disability, chronic health condition, mental health condition or injury as required;

(ii) representing, liaising and advocating for the views of students who live with a disability, chronic health condition, mental health condition or injury to the SRC, to the University, on campus generally and among the general student body.

(iii) promoting the Guild amongst students who live with a disability, chronic health condition, mental health condition or injury;

(iv) monitoring issues relevant to students who live with a disability, chronic health condition, mental health condition or injury, both within the Guild and the University and advising the Executive Committee and the SRC on developments and needs in this area;

(v) creating education and awareness campaigns in support of the portfolio and to raise awareness at University

(vi) ensuring the Abilities Collective is supported with promotion and resources;

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio

(c) acting in accordance with the Constitution and Regulations; and

(d) carrying out such other duties as from time to time may be prescribed by the SRC or the Executive Committee.

R41 First Nations Officer

41.1 The First Nations Officer shall,

(a) in conjunction with the other elected officers, be responsible to the SRC and the Executive Committee for:

(i) circulating information from the Guild to the First Nations students as required;

(ii) representing the views of First Nations students to the SRC;

(iii) liaising with relevant members of the Executive Committee regarding First Nations issues;

(iv) promoting the Guild amongst First Nations students;

(v) monitoring First Nations issues both within the Guild and the University and advising the Executive Committee and the SRC on developments and needs in this area;

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio

(c) acting in accordance with the Constitution and Regulations; and

(d) carrying out such other duties as from time to time may be prescribed by the SRC or the Executive Committee.

R42 International Students Officer

42.1 The International Students Officer shall,

(a) in conjunction with the other elected officers, be responsible to the SRC and the Executive Committee for:

(i) circulating information from the Guild to the international students as required;

(ii) representing the views of international students to the SRC;

(iii) liaising with relevant members of the Executive Committee regarding international issues;

(iv) promoting the Guild amongst international students;

(v) monitoring issues relevant to international students both within the Guild and the University and advising the Executive Committee and the SRC on developments and needs in this area;

(vi) maintaining regular contact with international organisations and institutions with similar international background and educational concern;

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio

(c) acting in accordance with the Constitution and Regulations; and

(d) carrying out such other duties as from time to time may be prescribed by the SRC or the Executive Committee.

R43 Postgraduate Students Officer

43.1 The Postgraduate Students Officer shall,

(a) in conjunction with the other elected officers, be responsible to the SRC and the Executive Committee for:

(i) circulating information from the Guild to the postgraduate students as required;

(ii) representing the views of postgraduate students to the SRC;

(iii) liaising with relevant members of the Executive Committee regarding postgraduate issues;

(iv) promoting the Guild amongst postgraduate students;

(v) monitoring postgraduate issues both within the Guild and the University and advising the Executive Committee and the SRC on developments and needs in this area;

(vi) development of services and information tailored to the needs of the postgraduate cohort.

(b) be responsible to the SRC, in conjunction with the Vice President (Treasurer), for the formulation and implementation of a budget of projected income and expenditure of the Guild's funds for the portfolio considering the requirements of the portfolio

(c) acting in accordance with the Constitution and Regulations; and

(g) carrying out such other duties as from time to time may be prescribed by the SRC or the Executive Committee.

R44 Guild Media Editor(s)

44.1 The Guild Media Editors shall be responsible to SRC and the Executive Committee for:

(a) overseeing the production of the Guild publications;

(b) managing and being responsible for the content published within the Guild magazine, printed, digital or otherwise;

(c) liaising with relevant members of Executive; and

(d) acting in accordance with the Constitution and Regulations.

R45 Councillors

45.1 Councillors shall be responsible to the SRC for:

(a) representing the views of students enrolled in their faculty to the SRC;

(b) liaising with relevant members of the Executive Committee regarding issues of students enrolled in their faculty;

(c) circulating information from the Guild and promoting the Guild and its services amongst students enrolled in their faculty;

(d) monitoring issues of students enrolled in their faculty both within the Guild and the University and advising the Executive Committee and the SRC on developments and needs in this area;

(e) filling any Guild positions on QUT faculty specific boards or committees;

(f) liaising with QUT faculty's staff on the behalf of the Guild and students;

(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 the SRC.

45.2 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.

R46 Reimbursements and Honorarium

46.1 Elected officers are entitled to such reimbursements as resolved by the SRC including:

(a) reimbursement for travel expenses incurred in order to conduct official Guild business; and

(b) reimbursement for out-of-pocket expenses.

46.2 The Board 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.

R47 Acting Elected Officers

47.1 If a casual vacancy arises or an elected officer has a leave of absence under Rule 23:

(a) if the elected officer is the President, the Vice President (Secretary) or Vice President (Treasurer), they shall exercise the powers and responsibilities in Rule 30 following a vote between the two by the SRC;

(b) At any one time no officer may exercise the powers and responsibilities in rule 30 of more than one acting position, in addition to their own.

(c) if the elected officer is other than the President, the President may exercise the powers and responsibilities of the elected officer. The President may also not hold more than one acting position.

47.2 Rule 47.1 applies until the next meeting of The SRC or the Executive Committee, whichever is first in time.

47.3 If the next meeting under Rule 47.2 is the SRC, the SRC 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.

47.4 If the next meeting under Rule 47.2 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 the SRC; or (b)

otherwise the leave of absence comes to an end.

47.5 The Vice President (Secretary) may temporarily appoint a currently serving member of the Executive Committee to a temporary acting officer role when notified of a leave of absence under Rule 23 unit the next meeting of the SRC, or Executive Committee, pursuant to Rule 47.2 where the temporary arrangement will be noted, and if continuing should be passed at the respective meeting.

Part 6 – Guild Publications

R48 Guild Media

48.1 The Guild will keep and update regulations for the provision and maintenance of independent Guild Media as per C48.2, provided by the Media Editor(s) to;

(a) report and promote the activities of the Guild

(b) report and critique the activities of the elected officers and councillors of the SRC

(c) share relevant content produced by the members

(d) report on matters of relevance or interest to students of QUT.

48.2 The Finance subcommittee will approve annual budgets for the Media Editor(s) which will be monitored by the Vice President (Treasurer).

48.3 The Media Editor(s) are non-voting members of the SRC.

Part 7 – Policy

R49 Guild Policies

49.1 The Board is responsible for the Guild policies and will review such on an annual rolling basis after taking into account the Guild's legal and industrial obligations. All

"workplace participants" will be subject to, and informed of, all policies and updates to policies.

49.2 No full-time. part-time, or casual 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 part-time, or casual 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.

49.3 The General Manager will remind all Guild staff members of Rule 49.2 within 1 week after the opening of nominations for the annual elections.

R50 Access to Guild Information

50.1 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 50.7.

50.2 A student who wishes to obtain access to a record may make a written request to the Vice President (Secretary), specifying the record to be accessed.

50.3 Within 14 days of receiving a request, the Vice President (Secretary) shall give the applicant a decision on whether it should be granted. The Vice President (Secretary) has the discretion of refusal of access or deferment of access.

50.4 Where the Vice President (Secretary) approves a request properly made in accordance with these Regulations, the Vice President (Secretary) will give the access to the record within 14 days of the approval.

50.5 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.

50.6 Access shall mean a reasonable opportunity to inspect the record, or, if the Vice President (Secretary) determines, provision of a copy of the record.

50.7 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 Board or 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.

50.8 The Guild shall not be liable for expenses of transmission of documents.

50.9 The Vice President (Secretary) shall ensure records are published and/or 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 annual reports of the Guild; and

(c) the minutes and agenda papers of the SRC meetings, incorporating financial statements and reports

Part 8 – Finance and Legal

R51 Guild Budget

51.1 The Finance subcommittee has delegated authority from the Board to prepare the annual budget.

51.2 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.

51.3 All monies shall be expended in accordance with the budget.

51.4 Changes or amendments to the budget must be approved by the Finance subcommittee.

51.5 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.

R52 Income and Expenditure

52.1 The Finance subcommittee 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 the Board, the Finance subcommittee may establish additional accounts as required, and may close any fund accounts so established;

(i) The Board 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 the SRC may, from time to time, establish amounts of monies to be invested as the Board 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 Finance subcommittee, 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.

52.2 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 via online banking of Guild bank account, 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 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 $10,000.00 (per item) without the prior approval of Finance subcommittee provided that any such payment made without prior approval may be ratified by the Board;

(h) Depreciation shall be charged at a rate considered by the Guild Auditor and ATO 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.

52.3 The Financial Procedures Manual must be consistent with the Constitution and Regulations.

52.4 The Financial Procedures Manual shall be approved by the Finance subcommittee.

52.5 All elected officers and employees of the Guild shall comply with the Financial Procedures Manual.

R53 Powers and Responsibilities of the Guild Auditor

53.1 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.

53.2 The Guild Auditor is to transmit the auditor's report on the annual financial statements and other such statements to the Audit and Risk subcommittee who will present it at the AGM.

53.3 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.

53.4 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.

53.5 The Guild Auditor has a general duty to prepare a full and accurate report on any audit performed under the Constitution and Regulations.

R54 Common Seal

54.1 The Common Seal shall only be used under the authority of a resolution of the Board.

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

(a) President;

(b) Vice President (Secretary); or

(c) Vice President (Treasurer).

Part 9 – Elections

R55 Election Regulations

55.1 Subject to clause C18 of the Constitution, the Board must make election regulations for the conduct of free and democratic elections with independent oversight.

55.2 Only queer students may stand as, vote for, and nominate in an election for Queer Officer;

55.3 Only female students may stand as, vote for, and nominate candidates in an election for Women's Officer;

55.4 Only students living with a disability, chronic health condition, mental health condition or injury, may stand as, vote for, and nominate candidates in an election for Disability Officer.

55.5 Only Aboriginal or Torres Strait Islander students may stand as, vote for, and nominate in an election for First Nations Officer.

55.6 Only international students may stand as, vote for, and nominate candidates in an election for International Officer.

55.7 Only postgraduate students may stand as, vote for, and nominate candidates in an election for Postgraduate Officer.

55.8 The following representatives must be directly elected by students:

Executive Committee (in addition to being SRC Councillors)

(a) President (1);
(b) Vice President (Secretary) (1);
(c) Vice President (Treasurer) (1);
(d) Education Officer (1);
(e) Welfare Officer (1);
(f) Engagement Officer (1);
(g) Clubs & Societies Officer (1);
(h) Environment Officer (1);
(i) Women's Officer (1);
(j) Queer Office (1);
(k) First Nations Officer (1);
(l) International Students Officer (1);
(m) Postgraduate Students Officer (1);
(n) Disability Officer (1);
(o) Media Editor (1 role shared by up to 5)

SRC Councillors

(p) Science Councillor (2);

(q) Engineering Councillor – (2);

(r) Business and Law Councillor – (2);

(s) Creative Industries, Education and Social Justice Councillor – (2);

(t) Health Faculty Councillor – (2)

Board Members

(u) Student members of the board as per C18 of the Constitution.

Representatives to NUS conference

(v) Representatives to NUS Conference as per NUS affiliation regulations, dependant on annual paid membership to the National Union of Students

Part 10 – Dictionary

R56 Definitions and Interpretation

Definitions in the Constitution apply to these Regulations unless the contrary intention appears.

56.1 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 QUT.

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 the SRC, the President, in the case of the Executive Committee and the President's nominee in the case of Clubs and Societies subcommittee) 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.

Guild means the Queensland University of Technology Student Guild.

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 and Facebook.

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

Standing Orders means the Rules in Part 1 of the Regulations

SRC means Student Representative Council

Workplace Participants means all staff, elected representatives, contractors, or volunteers.