



Rules of Guild Volunteering Department

Approved by Guild Council on 1 December 2025

These Rules are made by the Guild Council, as the governing authority of the Guild, under regulation 40 of the Regulations.

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Chapter 1 — Preliminary

1 Name

- (1) The formal name of the Department shall be Guild Volunteering Department.
- (2) The Department may also choose to go by: Guild Volunteering or Volunteering or GV.

2 Objectives

- (1) The objects and reasons for the establishment of the Department are:
 - (a) Guild Volunteering aims to build a culture of student volunteering at the University of Western Australia, to facilitate student engagement and to establish sustainable relationships with community organisations.
 - (b) Encourage the development of student-led initiatives, their leadership and education in student volunteering and their recognition of the contribution of student volunteers through transcript recognition. Each year, a selection of students are appointed as Student Coordinators and drive a range of volunteering programs.
 - (c) Guild Volunteering appoints a student-led Committee each year. This Committee works alongside Guild Volunteering staff and contributes to departmental governance and the development of essential volunteer opportunities.

3 Authorisation

These Rules are made by the Guild Council under the Regulations.

4 Commencement

These Rules take effect on 1 December 2025.

5 Interpretation and Definitions

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

Committee means the management committee of the Department established under Chapter 3;

Committee Member means a member of the Committee as set out in Schedule 1;

Department means the department referred to in rule 1;

Department Member has the meaning given to that term in rule 7(1);

Department Officer has the meaning given to it in the Regulations and, for the purpose of these Rules, is the Head of the Department;

Election Regulations means the current University Student Guild Election Regulations;

Fresher Representative means any student who is in their first year of study at the University;

General Guild Elections means the annual election for the positions listed in Schedule 1 of the Election Regulations;

Governance Committee means the Governance Committee of the Guild Council;

Guild or Student Guild means the Student Guild as established by section 28(1) of the University Act;

Guild Administration means the Guild's employees under the management of the Guild's Managing Director or their nominee;

Guild Council means the governing body of the Guild constituted under the University Statute;

Guild Misconduct Tribunal means the Guild Misconduct Tribunal referred to in the Regulations;

Guild Officer means any elected or appointed officer of Guild Council, a Subsidiary Council, a Guild Department, Guild Committee or any other committee or division of the Guild;

Guild Regulations means the Student Guild Regulations and the Election Regulations;

Guild Year has the meaning given in the Student Guild Regulations, which as at the date of these Rules is the period from 1 December to 30 November of the following year;

Register of Committee Members means the register of Committee Members referred to in rule 10;

Regulations means the University Guild Regulations approved by the Senate of the University;

Rules means these rules of the Department;

Student has the meaning given in the University Statute, which as at the date of these Regulations is a person enrolled in the University as a student, including a person enrolled in an Award course of the University, whether in Perth or elsewhere, or enrolled through University extension as a continuing education student in units offered within Award courses of the University;

Student Conduct and Resolution Centre (SCRC) means the University's disciplinary and investigations department;

Subcommittee means a subcommittee of the Committee established under rule 17;

Volunteering Chair is the informal name for the Head of Department;

Volunteering Manager is an employee of the Guild who oversees the operations of the Department;

University means the University of Western Australia;

University Act means the *University of Western Australia Act 1911 (WA)*;

University Statute means the statute made by the Senate pursuant to the *University Act*;

University Working Day means any day other than a —

(a) Saturday;

(b) Sunday;

(c) day specified in the University calendar as a University holiday; and

(d) University's annual shut-down period as determined by the University's executive each year.

(2) Terms capitalised but not defined in this Constitution have the meaning given to those terms in the Guild Regulations, as amended or replaced from time to time.

6 Compliance

(1) The Department and Department Members must comply with the Guild Regulations and the Guild By-Laws and these Rules.

(2) These Rules forms part of the Guild By-Laws and are subject to the approval of Guild Council.

Chapter 2 – Membership

7 Membership

- (1) A person who is a Student and an Ordinary Member of the Guild shall be deemed to have membership to the Department for so long as they are an Ordinary Member of the Guild (**Department Member**).
- (2) There shall be no fee payable by Department Members for Membership of the Department.

8 Suspension of Membership

- (1) A Student's right to be a Department Member and any other right under these Rules shall be suspended for the duration that the Student:
 - (a) is suspended by the University; or
 - (b) is suspended by the Guild in accordance with the Regulations.

9 Complaints and misconduct

- (1) If a Department Member has a complaint about another Department Member, or a Committee Member including the Head of Department, the following may be submitted to the Chair of the Guild's Governance Committee:
 - (a) the nature of the complaint;
 - (b) outline of the facts and evidence relied upon for the complaint;
 - (c) the remedy sought; and
 - (d) the contact details of the complainant.
- (2) The Guild Governance Committee may deal with the complaint at its discretion, unless the complaint amounts to a breach of these Rules or Guild Misconduct, in which case, the Guild Governance Committee must report the complaint in accordance with Chapter 7 of the Regulations.
- (3) Any Department Member who suspects that another Department Member has contravened these Rules or otherwise engaged in Guild Misconduct must report it in accordance with Chapter 7 of the Regulations.

10 Maintaining a Register of Committee Members

- (1) The Committee must maintain a Register of Committee Members and any associated committees of the Department.
- (2) The Register of Committee Members must include each Committee Member's full name and University email address.

- (3) The Register of Committee Members must be stored in the Department's Microsoft Teams.
- (4) The Register of Committee Members must be sent to the Guild General Secretary after initial appointments.
- (5) The Guild General Secretary must be notified of any changes to the Committee.

Chapter 3 – Committee

11 Management of the Department

- (1) The Committee may exercise all the powers of the Department, except the power to amend these Rules.
- (2) The Committee may propose amendments to these Rules, however, changes to these Rules must be approved by the Governance Committee and subsequently Guild Council.
- (3) All Committee Members must comply with any policies, governance rules and codes of conduct as developed by the Committee, the Guild, and the University.

12 Composition of Committee

- (1) The Committee must consist of the following Guild Officers:
 - (a) Head of Department;
 - (b) Deputy-Head of Department;
 - (c) Secretary;
 - (d) 2 members of Guild Council;
 - (e) up to 2 Ordinary Committee members;
 - (f) up to 2 Fresher Representatives;
- (2) The Committee may invite a person to attend and contribute to one or more Committee Meetings if the Committee reasonably believes the person's attendance will assist in achieving the Committee's Objectives. An invitation may be extended for a single meeting, for a specified set of meetings, or for ongoing attendance, but the invitation does not confer membership to the Committee and must expire no later than the end of that Guild Year
- (3) An invited person may participate in discussions at the discretion of the Chair but is not entitled to vote at the meeting. Attendance under an invitation does not confer any ongoing rights, continuing attendance entitlements, or membership, and any invitation must end at the close of that Guild Year unless renewed.
- (4) The Department may consist of any Special Officers identified in Schedule 2 who may be invited to attend Committee Meetings, but do not form part of the Committee. The Committee is responsible for appointing any Special Officers of the Department.
- (5) A person is eligible for a position as a Committee Member or a Special Officer if they are a Department Member.

- (6) The term of the Committee Members and Special Officers shall expire at the end of the last day of the Guild Year of the year in which they are appointed.
- (7) The powers and responsibilities of the Committee Members are set out in Schedule 1.
- (8) The powers and responsibilities of the Special Officers are set out in Schedule 1.

13 Appointment of Head of Department

- (1) An announcement calling for applicants will be published on the Department's social media, the Guild's website and the Guild's newsletter.
 - (a) The announcement will include the date and time of the closure of the application period.
 - (b) The application period will be open for no less than 10 University working days.
- (2) Applicants for the position must apply via an application form attaching a Curriculum Vitae and cover letter.
- (3) An interview panel will form consisting of the Guild President, the Guild Volunteering Manager, the Head of Guild Human Resources Department or their nominee and the outgoing Head of Department.
- (4) Interviews will be conducted in October by the panel and the recommendation of the chosen individual (by means of a majority vote by the panel) will be presented to Guild Council in the October Guild Council meeting.
- (5) If Guild Council chose to not accept the panel's nominee, then the panel will be instructed to repeat the process.
- (6) The term of office will commence from the 1st of December and will continue until the conclusion of the Guild year.
- (7) Only Department Members are eligible to nominate for the Head of the Department.

14 Appointment of Committee Members

- (1) Other than in respect of the Head of Department who is elected during the Online Department Elections, the Department's Committee Members will be appointed by the new Head of Department.
- (2) Only Department Members are eligible to nominate for a position as a Committee Member.
- (3) The notice for nominations will be published at the discretion of the Head of Department, so long as the notice is published before March of the Guild Year
- (4) The notice for nominations should be made accessible by relevant social media channels and the Guild website.

- (5) Candidates for positions on the Committee must submit a written nomination to the Head of Department within 14 University Working Days after the notice for nominations has been published.
- (6) If one or more Committee positions remain vacant after the close of nominations the Head of Department may publish a further notice calling for nominations for those vacant positions at any time during the Guild Year.
- (7) The newly elected Head of Department will organise interviews as part of the appointment process.
- (8) The Head of Department must assemble an interview panel of their choosing to decide the person(s) who are to be appointed to the Committee.
- (9) A Committee Member holds office until the conclusion of the relevant Guild Year in which they are appointed.

15 Head of Department vacancies

- (1) Head of Department will be vacated if the holder of that position:
 - (a) resigns by notice in writing to the Guild General Secretary;
 - (b) no longer meets the criteria to be a Department Member;
 - (c) has their Membership rights suspended under rule 8; or
 - (d) is absent for more than three Committee Meetings in the same Guild Year, of which they have received notice, without a reasonable reason which is accepted by the Committee.
- (2) The replacement Head of Department will be appointed by Guild Council under the recommendation of the Governance Committee with an eligible Department Member.
 - (a) The Governance Committee must consult with the Department Committee regarding eligible candidates.
- (3) Within 14 days of ceasing to be the Head of Department, the outgoing Head of Department must transfer all relevant documents, records and assets of the Department in their possession, custody or control (if any) to the incoming Head of Department or other Committee Member nominated and authorised by the Committee.

16 Committee vacancies

- (1) The position of any Committee Member will be vacated if the holder of that position:
 - (a) resigns by notice in writing to the Committee;
 - (b) no longer meets the criteria to be a Department Member;

- (c) has their Membership rights suspended under rule 8; or
 - (d) is absent for more than three Committee Meetings in the same Guild Year, of which he or she has received notice, without a reasonable reason which is accepted by the Volunteering Manager.
- (2) The Committee may act despite a vacancy occurring in any position on the Committee excluding the case where the Head of Department is vacant.
 - (3) The Committee may fill a position that has become vacant under this rule 16 in accordance with the appointment process in rule 14. Any person who fills a vacancy in these circumstances holds office until the conclusion of the relevant Guild Year in which they are appointed.
 - (4) Within 14 days of ceasing to be a Committee Member, the outgoing Committee Member must transfer all relevant documents, records and assets of the Department in their possession, custody or control (if any) to the incoming Head of Department or Volunteering Manager, or other Committee Member nominated and authorised by the Committee.

17 Subcommittees

- (1) The Committee may establish Subcommittees to advise the Department on any matter relating to the Department.
- (2) Unless inconsistent with these Rules, the Committee may:
 - (a) appoint and remove Subcommittee members, or make provision for the appointment and removal of Subcommittee members;
 - (b) specify that the Subcommittee consists of a single person or a number of persons; and
 - (c) determine the functions of any Subcommittee.
- (3) If the Committee establishes a Subcommittee for a particular matter, then the Committee must obtain the opinion of that Subcommittee before the Committee makes any decision on that matter.
- (4) The opinion or decisions of a Subcommittee are recommendations only and do not bind the Committee in any way.
- (5) The Committee may make and amend rules for each Subcommittee.

Chapter 4 – Meetings

18 Committee Meetings

- (1) The Committee will meet together to conduct the Department's business as often as the Head of Department, or in the Head of Department's absence, the Deputy-Head of Department determines, provided that the Committee meets at least six times in a Guild Year.
- (2) Subject to these Rules, the Committee Members present at a Committee Meeting must determine the procedure and order of business to be followed at the Committee Meeting. The Guild Standing Orders shall be used when the Committee cannot reach a conclusion or by a majority vote of Committee Members present and voting.
- (3) The Committee may hold a Committee Meeting at two or more venues using any technology that gives the Committee Members and any invitees who are entitled to be heard at a Committee Meeting a reasonable opportunity to participate.
- (4) The Secretary or any other person nominated and authorised by the Head of Department is responsible for providing notice of Committee Meetings. All Committee Members must be given not less than three days' notice of every Committee Meeting, except where all of the Committee Members unanimously consent to shorter notice being given.
- (5) A quorum of a Committee Meeting is a majority of Committee Members. If a quorum is not obtained within 30 minutes of the time appointed for the Committee Meeting, the Committee Meeting will lapse.
- (6) At every Committee Meeting the Head of Department, or in the Head of Department's absence the Deputy-Head of Department, will preside as chairperson of the Committee Meeting.
- (7) In the absence of both the Head of Department and the Deputy-Head of Department, the remaining Committee Members must elect a Committee Member to preside as chairperson.
- (8) Every Committee Member present at a Committee Meeting has one vote. Any resolution put forward at a Committee Meeting must be passed by a majority of the Committee Members present and entitled to vote at the Committee Meeting.
- (9) The Committee may pass a circular resolution without a Committee Meeting being held. A circular resolution is passed if a majority of the Committee Members entitled to vote on the resolution sign or otherwise agree to the resolution as follows:
 - (a) Each Committee Member may sign:
 - (i) a single document setting out the resolution and containing a statement that they agree to the resolution; or

- (ii) separate copies of that document, provided that the wording of the resolution is the same in each copy.
 - (b) The Department may send a circular resolution by electronic means to the Committee Members, and the Committee Members may agree to the resolution by sending an electronic reply to that effect, including the text of the resolution in their reply.
- (10) Where it is not explicitly set out in these Rules; or confusion arises during a meeting; or there is an inconsistency pertaining to these Rules, then the Standing Orders of the Guild are to be used to rectify these issues.
- (11) The standing invitees to the Committee Meetings are as follows:
 - (a) Guild Volunteering Manager
 - (b) Volunteering Officer(s)

19 Validity of act of the Committee

All acts done at any Committee Meeting or by the Committee will, despite the fact that it is subsequently discovered that there was some defect in the appointment of any Committee Member or that any Committee Member was disqualified, be valid as if the defect did not in fact exist or the Committee Member was not disqualified, as the case may be.

20 Minutes of meetings

- (1) The Secretary must cause proper minutes of all proceedings of every Committee Meeting to be signed and recorded within 30 days after the closing of the meeting. The minutes must contain:
 - (a) the full names of all Committee Members or standing invitees present (as applicable); and
 - (b) an outline of what was discussed; and
 - (c) all appointments reported to have been made; and
 - (d) all resolutions made or passed by the meeting.
- (2) If the Secretary is not present at the meeting, the Committee must nominate and authorise a person to be responsible for taking minutes for that particular meeting.
- (3) The minutes must be accepted in the subsequent Committee Meeting.
- (4) Once the minutes have been accepted, they must be stored in the Department's Microsoft Teams.
- (5) Committee Meeting minutes must be made available to the Guild's Administration upon request.

Chapter 5 – Miscellaneous

21 Funding

- (1) Funding of the Department is to be determined by Guild Council in accordance with the Student Guild Regulations.
- (2) The Department will not have or operate an external bank account separate from the Guild.
- (3) The Department must comply with all Guild Finance Department financial reporting, policies, procedures and audit requirements.

22 Notices

- (1) A notice under these Rules is deemed to be properly served if the notice is addressed and delivered to the Department Member as per the details contained in the Register of Members.
- (2) The non-receipt of, or the omission to send to any Department Member or Committee Member, any notice or other document required to be sent under these Rules does not invalidate a Committee Meeting.
- (3) A notice may be served on the Department by either email, post or personal delivery to the Secretary or Head of Department.

Schedule 1 – Committee Members

Item	Position	Process of Election	Role
1.	Head of Department	Appointed by Guild Council	<p>(1) In addition to any provision set out in these Rules, the role of the Head of Department is:</p> <ul style="list-style-type: none"> (a) being the Department Officer for the purposes of the Guild Regulations; (b) being the Volunteering Chair; (c) calling and convening all Committee Meetings of the Department; (d) representing the interests of the Department at, and reporting to, the Guild Council; (e) acting as chairperson of Committee Meetings of the Department; (f) managing relations with sponsors or supporters of the Department; (g) coordinating the organisation of Department activities, including but not limited to the appointment of Committee Members, writing briefs and motions as required, and organising events; (h) ensuring careful management of the Physical assets of the Department; (i) having complete oversight and being financially responsible for the Department; (j) attend the monthly Guild Council Meeting as a standing invitee and submit a report; (k) any other duties as agreed with the Committee, as long as they are consistent with these Rules.
2.	Deputy-Head of Department	Appointed by the Head of Department in accordance with these Rules	<p>(1) In addition to any provisions set out in these Rules, the role of the Deputy-Head of Department is:</p> <ul style="list-style-type: none"> (a) assisting the Head of Department in the performance of their duties; (b) being the Deputy-Chair; (c) undertaking all Head of Department duties necessary for the day-to-day administration of the Department during any Head of Department absence; (d) attending a majority of Committee Meetings of the Department; (e) organising Department activities, including but not limited to writing reports and organising events; (f) any other duties as agreed with the Committee.
3.	Secretary	Appointed by the Head of Department in accordance with these Rules	<p>(1) In addition to any provisions set out in these Rules, the role of Secretary of the Department is:</p> <ul style="list-style-type: none"> (a) co-ordinating the correspondence of the Department; (b) consulting with the Head of Department regarding the business to be conducted at each Committee Meeting; (c) preparing the notices and agendas required for Committee Meetings;

Item	Position	Process of Election	Role
			<ul style="list-style-type: none"> (d) maintaining full and accurate minutes of Committee Meetings, including a record of the Department Members present; (e) following up on resolutions and actions required as a result of Committee Meetings; (f) attending a majority of Committee Meetings; (g) any other duties as agreed with the Committee.
4.	Ordinary Committee Member (OCM)	Appointed by the Head of Department in accordance with these Rules	<ul style="list-style-type: none"> (1) In addition to any provisions set out in these Rules, the role of Ordinary Committee Member is: <ul style="list-style-type: none"> (a) assisting the office holders of the Department and have the duties given to them by the Committee; and (b) attending a majority of Committee Meetings. (2) An Ordinary Committee Member may undertake financial responsibility for the Department as appointed by the Committee.
5.	Guild Council Member	Elected by Guild Council at the first meeting of Guild Council in each Guild Year, in accordance with the Standing Orders.	<ul style="list-style-type: none"> (1) In addition to any provisions set out in these Rules, the role of Guild Council Member:: <ul style="list-style-type: none"> (a) assisting the Head of Department and Deputy-Head of Department and have the duties given to them by the Committee; (b) attending Committee Meetings of the Department.
6.	Fresher Representative	Appointed by Head of Department in accordance with these Rules	<ul style="list-style-type: none"> (1) Act as an Ordinary Committee Member (OCM).

Schedule 2– Special Officers

Item	Position	Process of Election	Role
1.	Relay for Life Chair	Appointed by the Volunteering Committee	<p>(1) In addition to any provisions set out in these Rules, the role of the Relay for Life Chair is:</p> <ul style="list-style-type: none"> (a) being the Head of the Relay for Life Subcommittee, dedicated to delivering Relay for Life UWA. (b) overseeing each portfolio within the Relay for Life Subcommittee: Logistics, Entertainment, Sponsorship, Survivorship and Catering; (c) manage and be accountable for the Relay for Life event budget and present to Guild Volunteering Manager for approval; (d) manage the Relay for Life event planning timeline; (e) delegate tasks to Relay for Life Subcommittee members; (f) act as key liaison with Cancer Council WA and Guild Volunteering; (g) provide guidance and support for Relay for Life Subcommittee members, and take over roles if necessary.
2.	Relay for Life Deputy-Chair	Appointed by the Volunteering Committee	<p>(1) In addition to any provisions set out in these Rules, the role of the Relay for Life Deputy-Chair is:</p> <ul style="list-style-type: none"> (a) to predominantly support the activities of the Relay for Life Chair; (b) provide administrative assistance for each portfolio within the Relay for Life Subcommittee: Logistics, Entertainment, Sponsorship, Survivorship and Catering; (c) manage and be accountable for the Relay for Life event budget; (d) manage the Relay for Life event planning timeline; (e) provide guidance and support for Subcommittee members, and take over roles if necessary.