

POSTGRADUATE STUDENTS’ ASSOCIATION ELECTION RULES			
Commencement Date:	[October 2024]	Review Date	[October 2026]
Division/ Person	President		
Responsible:			
Category:	Department		
Relevant Regulation(s):	r. 39		
Approval Authority	Guild Council		

1. Preliminary

1.1 Establishment and Particulars

These Rules are created under regulation 39 of the Guild Regulations.

1.2 Name

The name of the Department is UWA Postgraduate Students’ Association.

1.3 Definitions

-

Appointable Position means a position that is appointed by the Committee as set out in Schedule 2 of these Rules;

Authorised Delegate has the meaning given to that term in rule 2.1(a);

Candidate means a Member standing for an Electable Position;

Committee means the executive committee of the Department made up on the positions set out in Schedule 1;

Department means the department referred to in rule 1.2 being UWA Postgraduate Students’ Association;

Department Rules means the rules of the Department;

Determination means any order, ruling or direction validly made under these Rules by the Returning Officer;

Electable Position means a position that is elected under these Rules as set out in Schedule 1 of these Rules;

Election means an election for an Electable Position as set out in Schedule 1 under these Rules;

Electoral Roll has the meaning given to that term in rule 4;

Electronic Media has the same meaning given to that term in the Guild Election Regulations;

Electronic Media Account has the same meaning given to that term in the Guild Election Regulations;

Formal Defect includes only those errors or omissions which do not constitute a lack of substantial compliance;

Governance Committee means the Governance Committee of the Guild Council.

Guild means the Student Guild as established by the *University of Western Australia Act 1911* (WA);

Guild Council has the same meaning given to that term in the UWA Statute;

Guild Election Regulations means the current UWA Student Guild Election Regulations;

Guild Regulations means the current UWA Student Guild 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.

Managing Director of the Guild means the Guild employee in overall charge of the running of the organisation including the strategic planning, governance, implementation and operations on a daily basis;

Member means member of the Department as prescribed in rule 4 of the Department Rules;

Nomination Period has the meaning given to that term under rule 5.2(a);

Outgoing Committee Member has the meaning given to that term under rule 9.2;

Outgoing President has the meaning given to that term under rule 9.1(b);

Permitted Campaigning has the meaning given to that term under rule 6.3(b);

Permitted Materials has the meaning given to that term under rule 6.1;

Position means an Electable Position or an Appointable Position;

President means the president of the Department;

Returning Officer means the person appointed under rule 2;

Rules means these election rules;

Second Nomination Period has the meaning given to that term under rule 7.7(b);

Scrutineer means a person appointed in accordance with rule 7.5(a);

University or UWA means the University of Western Australia.

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.

1.4 Interpretation

- (a) These rules should be read in conjunction with the *Department Rules* and the *Guild Election Regulations*.
- (b) The Returning Officer or Governance Committee shall have the power to interpret any part of these Rules as required.
- (c) A reference to a statute includes its subordinate legislation and a modification, replacement or re-enactment of either.
- (d) A reference to a person includes a reference to an individual, a body corporate, a trust, a partnership, a joint venture, an unincorporated body or other entity.
- (e) A reference to a Member present at a General Meeting is a reference to a Member present in person or by technology.
- (f) A reference to a Committee Member present at a Committee Meeting is a reference to a Committee Member present in person or by technology.
- (g) A reference to writing and written includes printing, electronic documents and other ways of representing or reproducing words in a visible form.
- (h) The singular includes the plural and vice versa.
- (i) The word includes and similar words are not words of limitation and do not restrict the interpretation of a word or phrase in these Rules.
- (j) A reference to a gender includes any gender.
- (k) If the date on which a thing must be done is not a University Working Day, then that thing must be done on the next University Working Day.
- (l) If a period of time runs from a given date, act or event, then the time is calculated exclusive of the date, act or event.

- (m) Headings are used for convenience only and do not affect the interpretation of these Rules.
- (n) If a word or phrase is defined, then its other grammatical forms have a corresponding meaning.

2. Administrative Appointments and Powers

2.1 Appointment of a Returning Officer

- (a) The Returning Officer must be the Managing Director of the Guild or any persons to whom they have delegated responsibility for electoral matters to (**Authorised Delegate**).
- (b) If an Authorised Delegate has been appointed, they must meet all of the requirements and perform all of the responsibilities of the Returning Officer as set out in these Rules.
- (c) If the Managing Director of the Guild is unable or unwilling to act or has a conflict of interest, the Associate Director – Human Resources of the Guild or their nominee must act as Returning Officer.

2.2 Eligibility for appointment as Returning Officer

A person shall only be eligible to serve as Returning Officer if that person:

- (a) is not a member of the Department and has not been anytime in the last 2 years;
- (b) has not been a candidate in a Guild election anytime in the last 2 years;
- (c) is over 18 years of age or older;
- (d) is capable of administering all aspects of the Election efficiently; and
- (e) is impartial.

2.3 Responsibilities of the Returning Officer

The Returning Officer is responsible for ensuring:

- (a) the fair conduct and administration of the Election held under these Rules for which they are appointed;
- (b) that Elections are conducted in accordance with these Rules, the *Department Rules* and the *Guild Election Regulations* (where applicable);
- (c) that Elections preparations are complete and timely;
- (d) adhere to the record keeping, storage and destruction requirements of the Guild;
- (e) that the duties expressly or implicitly required in these Rules are carried out; and

- (f) the maintenance of security in respect to the Electoral Rolls and online voting systems.

2.4 Powers of the Returning Officer

The Returning Officer shall have the power to:

- (a) Issue any Determination in whatever terms they see fit for the fair conduct and administration of any Election for which they are appointed;
- (b) Act on their own motion to prevent a breach or attempted breach of these Rules;
- (c) Spend any monies assigned by the Committee for the purposes of the administration of an Election;
- (d) Direct any person wilfully interfering, obstructing or disrupting procedures at the poll or count; and
- (e) Take any other reasonable action they deem appropriate to ensure the fair conduct and administration of an Election.

2.5 Time and Duration of Appointment

- (a) Except where a Returning Officer is appointed under rule **Error! Reference source not found.** the Returning Officer shall be appointed no later than one week prior to the opening of nominations.
- (b) The appointment of the Returning Officer shall be effective from the date of appointment until the declaration of the Election for which that Returning Officer has been appointed.

2.6 Resignation of a Returning Officer

- (a) The Returning Officer may resign by lodging a written resignation with the Department President and the Guild President.
- (b) The resignation shall be effective from the time and date it is received by the Department President.
- (c) Should a Returning Officer resign, a new Returning Officer will be appointed by the Associate Director – Human Resources of the Guild.

3. Eligibility

3.1 Eligibility to vote

All Members of the Department at the close of the Nomination Period shall be entitled to vote for all Electable Positions in an Election held according to these Rules.

3.2 Eligibility to nominate

To be eligible to nominate for a Position in the Department, a person must at the end of the Nomination Period:

- (a) be a Member of the Department;
- (b) be an enrolled postgraduate student;
- (c) not have been:
 - (i) previously convicted of an offence and sentenced to imprisonment;
 - (ii) currently be under sentence; or
 - (iii) given a spent conviction;
- (d) not be ineligible to hold a sought position due to any statute, regulation, by-law or rule;
- (e) not be an undischarged bankrupt or have entered into a scheme of arrangement with creditors;
- (f) not be certified as mentally unfit; and
- (g) not be an employee of the Guild.

3.3 Eligibility to nominate for President

No person shall be elected to or otherwise hold the office of President on more than one occasion. A person who fills a casual vacancy for the President pursuant to rule 9.1 will not be eligible to subsequently nominate for the role of President.

4. Electoral roll

- (a) The Guild must provide the Returning Officer with a roll containing the names of all Members eligible to vote before the end of the Nomination Period (**Electoral Roll**).
- (b) The Returning Officer may amend the Electoral Roll if the Returning Officer reasonably determines that an error exists.
- (c) The Returning Officer shall delete from the Electoral Roll the names of persons who, after the date of receipt by the Returning Officer of such Electoral Rolls, ceased to be entitled to vote in the Election prior to the close of nominations.
- (d) A copy of the Electoral Roll shall be retained by the Department for inspection after the Election, and for archival purposes.

5. Nominations for Electable Positions

5.1 Submission of Nominations

- (a) Nominations shall be in the form and submitted in the manner prescribed by the Returning Officer.
- (b) The process for the nominations shall be communicated through all channels deemed appropriate by the Returning Officer such as:
 - (i) The Department
 - (ii) The Department Facebook page;
 - (iii) The Guild Facebook page;
 - (iv) The Department Newsletter;
 - (v) Guild Weekly; and
 - (vi) Emails to Members.
- (c) All nominations must be endorsed by at least two Members of the Department who are not themselves nominating for the same position.
- (d) A Member may nominate under any name that, in the opinion of the Returning Officer, best reflects their identity.

5.2 Timing of the nomination process

- (a) Nominations shall be open for a period of 5 University Working Days and shall close no later than one University Working Day before the open of polls (**Nomination Period**).
- (b) Nominations must be received by the Returning Officer by 5.00 pm on the Day that nominations close.

5.3 Nomination for multiple positions

An eligible Member may nominate for more than one Electable Position at the same Election and must provide to the Returning Officer the order of their preferred positions.

5.4 Validity checking

On an ongoing basis throughout the Nomination Period, the Returning Officer shall check the validity of nominations lodged.

5.5 Formal Defect

- (a) The Returning Officer may, in their absolute discretion, accept a nomination which, in their opinion, substantially complies with the nomination requirements.
- (b) The Returning Officer may allow a nominee to alter or correct any Formal Defect in a nomination or supplementary information and documents lodged by the close of nominations whenever this is practicable.

5.6 Rejection of nomination

- (a) If a nominee is ineligible as a result of a by statute, by-law, regulation or rule, the nomination shall be declared invalid.
- (b) The Returning Officer shall take reasonable steps to notify any nominee before the close of the Nomination Period of the rejection of that person's nomination and reasons for that rejection.
- (c) Any nomination rejection must be confirmed in writing.

5.7 Withdrawal of nomination

- (a) A person nominated as a Candidate may withdraw their nomination by lodging a notice of withdrawal with the Returning Officer until the declaration of the results.
- (b) Unless the withdrawal is lodged personally with the Returning Officer, it shall be signed by the nominee and witnessed by another person who shall be an elector for the position for which the nomination refers.
- (c) When the withdrawal of nomination is received, the withdrawing nominee shall have their name excluded from the voting system or not have the votes for them counted (as applicable).

5.8 Death of a nominee

- (a) Where a nominee dies before the declaration of nominations, their name shall not be declared as a Candidate and the Election shall proceed as normal.
- (b) Where a nominee dies during the voting period, they shall have their name excluded from the voting system or not have the votes for them counted (as applicable).

5.9 Declaration of nominations

The Returning Officer shall display on an appropriate forum the list of Candidates for each Electable Position and any other relevant details as soon as practicable after the close of the Nominations Period.

5.10 Single nominee

When only one eligible nomination is received for a particular position at the close of the Nominations Period, that nominee will be declared as elected to that position and no vote will occur in respect of that position.

6. Materials and Campaigning

6.1 Permitted Materials

- (a) Candidates for the position of President shall be entitled to submit to the Returning Officer, no later than the end of the Nominations Period, the following material:

- (i) one photograph depicting the Candidate, taken within the prior 12 months;
 - (ii) an electronic A4 poster; and
 - (iii) a statement of up to 500 words.
- (b) Other Candidates shall be entitled to submit to the Returning Officer, no later than the end of the Nominations Period, the following material:
- (i) one photograph depicting the Candidate, taken within the prior 12 months;
 - (ii) an electronic poster of A4 dimensions; and
 - (iii) a statement of up to 200 words,
- (Permitted Materials).**
- (c) Candidates are not permitted to submit any further materials beyond the Permitted Materials under rule (a) and (b).
 - (d) No material submitted to the Returning Officer or otherwise used by a Candidate shall depict or reference any other Candidate, including in the form of How-to-Vote materials.
 - (e) No material submitted to the Returning Officer or otherwise used by a Candidate shall depict or reference any other person in a rude, derogatory, defamatory, insulting or offensive manner or in a manner that identifies another Candidate, or has the effect of targeting another Candidate.

6.2 Publishing of Permitted Materials

The Returning Officer shall publish all submitted Permitted Material that complies with these Rules through the Department website and/or via any other method that the Returning Officer deems appropriate, such as those stated in rule 5.1(b).

6.3 Permitted Campaigning

- (a) Campaigning may only occur once nominations are declared under rule 5.9 and must cease when electronic voting closes in accordance with rule 7.2 or when the recount has concluded in accordance with rule 7.6 (whichever is later, as applicable).
- (b) Candidates may only campaign with Permitted Materials via Electronic Media and Electronic Media Accounts in accordance with rule 6.1 and may direct potential electors towards any location that the Returning Officer has displayed material in accordance with rule 6.2 (**Permitted Campaigning**).
- (c) For the purposes of these Rules, the Returning Officer shall have the power to determine what is considered Permitted Campaigning.

- (d) All Electronic Media and Electronic Media Accounts must be removed in accordance with the Guild Election Regulations.

6.4 Campaigning in breach of these rules

- (a) For the purposes of these Rules, the following will not be Permitted Campaigning:
 - (i) Distributing hard copy materials (including badges, leaflets and posters);
 - (ii) Speeches or presentations delivered publicly in person;
 - (iii) Displaying or presenting materials in lectures, tutorials, seminars, laboratories, libraries, common areas or other similar venues on campus;
or
 - (iv) T-Shirts.
- (b) Candidates are responsible for monitoring campaigning, electronic or otherwise, made by non-Candidates which purport to endorse the candidate so that they comply with the requirements in rule 6.1 and 6.3.

7. Procedure for Electable Positions

7.1 Electronic voting system

- (a) Voting for Electable Positions must occur electronically.
- (b) Voting must occur for Electable Positions that are contested.
- (c) The Returning Officer must ensure that the procedure for electronic voting is reliable, fair and secure.
- (d) The Returning Officer shall have the power to determine the system by which electronic voting takes place and must ensure that the system:
 - (i) ensures only eligible Members are able to vote;
 - (ii) ensures Members may only vote once;
 - (iii) ensures secret voting occurs and Member anonymity is maintained;
 - (iv) ensures Candidates will not interfere with the voting system or program;
 - (v) will be robust and not likely to fail;
 - (vi) allows for optional preferential voting as set out in rule 7.4;
 - (vii) conforms to all other applicable rules and regulations; and
 - (viii) complies with any other factors deemed relevant by the Returning Officer.

- (ix) In-person voting will be conducted at the AGM by secret ballot, with proceedings run at the discretion of the Returning Officer.

7.2 Annual General Meeting Voting System

- (a) Voting for Electable Positions may occur in person at the Departments Annual General Meeting by way of secret ballot.
- (b) Ballot papers shall be in the form and submitted in the manner prescribed by the Returning Officer
- (c) Voting may only occur for Electable Positions that are contested.
- (d) The Returning Officer must ensure that the procedure for voting is reliable, fair and secure.
- (e) The Returning Officer shall have the power to determine the system by which voting takes place and must ensure that the system:
 - (i) ensures only eligible Members are able to vote;
 - (ii) ensures Members may only vote once;
 - (iii) ensures secret voting occurs and Member anonymity is maintained;
 - (iv) ensures Candidates will not interfere;
 - (v) allows for optional preferential voting as set out in rule 7.4;
 - (vi) conforms to all other applicable rules and regulations; and
 - (vii) complies with any other factors deemed relevant by the Returning Officer.
- (f) Annual General Meeting voting shall be open for a period of the Annual General Meeting as deemed by the Returning Officer.
- (g) Voting times for Annual General Meetings must be communicated in advance of the meeting by Guild Administration through usual communication channels.
- (h) The Returning Officers decision is final on opening and closing of voting times and process.

7.3 Duration of voting

Electronic voting shall be open for a period of 5 University Working Days .

7.4 Optional preferential voting

Members voting shall indicate their voting preferences by numbering the Candidates in their order of preference, with the number "1" indicating their most preferred Candidate.

7.5 Scrutineers

- (a) Any Candidate for an Electable Position may appoint a scrutineer who is not also a Candidate for that same position (**Scrutineer**).
- (b) The current President, provided they are not a Candidate for which ballots are being counted, shall be allowed to be a Scrutineer without being appointed by a Candidate.
- (c) The appointment of a Scrutineer must be done in writing by the Candidate to the Returning Officer.
- (d) Scrutineers are required to obey all reasonable instructions given to them by the Returning Officer.
- (e) Scrutineers must not interfere with the electronic voting system used for the Election.
- (f) The Returning Officer shall have the power to dismiss any Scrutineer who has not been properly appointed or who, in the opinion of the Returning Officer, is acting in a way that is disrupting the electronic voting system or process of the Election.
- (g) When a Scrutineer is appointed, the Returning Officer may, as required:
 - (i) explain how the electronic voting system operates for the purposes of the Election;
 - (ii) undertake a test of the electronic voting system, including an example or 'dummy' run; and
 - (iii) explain the security protocols in place for the electronic voting system for the purposes of the Election.

7.6 Recounts

- (a) A Candidate, or Scrutineer on their behalf, may, anytime until the declaration of the results of an Election, request from the Returning Officer a recount of the votes for a position which that Candidate is contesting.
- (b) Such a recount must be held by the Returning Officer as soon as practical and the Returning Officer shall communicate the time of this recount to all Candidates for the position for which the recount has been requested.
- (c) The Returning Officer may, during the recount, overturn or otherwise change any decision made during the original count.
- (d) The result of the recount shall be final.

7.7 Electable Positions not filled at the close of voting

- (a) Subject to rule 7.7(b), any Electable Positions not filled by the close of voting shall be appointed according to rule 8.

- (b) If the President position is vacant by the close of voting, the position shall be advertised to be filled by the Returning Officer for a 7-day period (**Second Nomination Period**).
- (c) Nominations received must comply with the requirements set out in rule 5.1(a).
- (d) Candidates may prepare Permitted Materials and engage in Permitted Campaigning in accordance with rule 6 for a 7 day-period commencing the day after the close of the Second Nomination Period.
- (e) Voting for positions not filled after the second voting period will occur in accordance with rule 8.

7.8 Declaration of results (non-contested)

- (a) Where at the close of the Nomination Period (or Second Nomination Period, as applicable) the number of Candidates equals the number of vacancies, the respective Candidates are declared elected, subject to any other Elections for more preferred Electable Positions where the Candidate is also running.
- (b) Where at the close of the Nomination Period (or Second Nomination Period, as applicable) the number of Candidates is less than the number of vacancies, the respective Candidates are declared elected, subject to any other Elections for more preferred Electable Positions where the Candidate is also running, and the vacancies shall be declared positions not filled.

7.9 Declaration of results (contested)

Where at the close of the Nomination Period (or Second Nomination Period, as applicable) the number of Candidates is more than the number of vacancies:

- (a) Where there is a single position to be filled, the Candidate with the highest number of votes for a position will be elected to that position; and
- (b) Where there are multiple positions to be filled, the number of Candidates with the highest amount of votes corresponding with the number of positions will be elected to those positions.

7.10 Timing of declaration

The Returning Officer shall declare the results of the Election as soon as practical and in any event by no later than the commencement of the next Guild Year, by providing public notice, that has been signed and dated by the Returning Officer, on the Guild notice board or other location as the Returning Officer determines appropriate.

7.11 Validity of the result

No Election shall be liable to be questioned by reason of any:

- (a) Formal error or defect in any declaration or other instrument, or in any publication made under these Rules; or

- (b) Publication or declaration of the Election made under these Rules being out of time.

8. Procedure for remaining Positions

8.1 Appointable Positions and unfilled Electable Positions

- (a) The person to take office as President, from 1st December for the Guild Year following the declaration of results shall put up notice calling for applications for the Appointable Positions set out in Schedule 2 and any unfilled Electable Positions.
- (b) The notice referred to in rule 8.1(a) must be communicated via, including but not limited to, the Department Newsletter and Facebook page.
- (c) Applications shall be in the form and submitted in the manner prescribed by the Committee.
- (d) Applications shall be open for a 7 day-period commencing the day after the posting of the notice referred to in rule 8.1(a).
- (e) The Committee reserves the right to appoint persons they deem appropriate to the respective vacancies.

8.2 Timing of declaration

The President shall declare the persons appointed to the remaining Positions as soon as practical and in any event by no later than the end of March by providing public notice via, including but not limited to, the Department Newsletter and Facebook page.

9. Casual Vacancy

9.1 President

- (a) Where the President resigns or is otherwise removed on or before 31 May during their term, a replacement President must be elected in accordance with these Rules.
- (b) Where the President resigns or is otherwise removed on or after 1 June (**Outgoing President**), the Guild Council must appoint a Member to act as President for the remainder of the Outgoing President's term (excluding a Member who has previously held the position of President).

9.2 Committee member

Where a Committee member resigns or is otherwise removed before the expiry of their term (**Outgoing Committee Member**), the remaining members of Committee may appoint by majority a Member to fill the vacant position for the remainder of the Outgoing Committee Member's term.

10. Offences, penalties and objections

10.1 Offences

- (a) The offences provided for in the *Guild Election Regulations* will apply in these Rules, as applicable.
- (b) In addition, it shall be an offence for any person to:
 - (i) campaign or distribute campaign material that is not in accordance with rule 6;
 - (ii) harass or inundate a person with Election materials or campaigning;
 - (iii) fail to obey any reasonable request from the Returning Officer, in relation to the Election;
 - (iv) destroy, deface or otherwise interfere with any voting system;
 - (v) interfere with the act of voting, including by voting on another person's behalf;
 - (vi) forge, or lie on, an electoral form or electronic voting system;
 - (vii) wilfully or negligently breach any rule in these Rules;
 - (viii) breach the *University Code of Ethics, Code of Conduct* or the *Charter of Student Rights and Responsibilities*;
 - (ix) commit any act or omission that is considered misconduct under the *Student Guild Regulations* Chapter 7 - Misconduct, under the *University Statute* Chapter 10 – Student Conduct and Discipline, and/or the Regulations for student conduct and discipline; or
 - (x) otherwise act in a way that hinders to proper conduct of the Election.

10.2 Enforcement

- (a) The Returning Officer is responsible for considering any complaint alleging an offence has occurred and making a Determination in respect of any alleged offence, in relation to the administration of the Election.
- (b) A complaint must be submitted to the Returning Officer either during the Election or prior to the declaration of the Election. The complaint must be in writing and:
 - (i) state the ground of complaint and alleged offence;
 - (ii) outline the facts and evidence relied upon;
 - (iii) state the remedy sought; and
 - (iv) state the contact details of the complainant.

- (c) The Returning Officer may make any Determination in response to a complaint received or subject to their own investigation, in the Returning Officer's sole discretion. The Returning Officer must provide the complainant and the person the subject of the Determination with written notice of the Determination.

10.3 Penalties

- (a) Where an individual has, in the opinion of the Returning Officer, committed an offence, the Returning Officer shall have the power to, at their discretion to:
 - (i) remove a Candidate's submitted material from display for any duration;
 - (ii) ban that person from any place associated with the Election;
 - (iii) strike a Candidate's name from the ballot, where, in the opinion of the Returning Officer, such offence has undermined the integrity of the ballot for which that person is a Candidate so that a fair Election cannot occur; or
 - (iv) take any other reasonable action or apply any reasonable penalty to ensure the fair conduct of the Election is maintained, including ordering a fresh Election where it is determined that the integrity of the ballot was compromised to an extent that a fair Election did not occur.
- (b) Any person that breaches the *Student Charter of Rights and Responsibilities, Code of Conduct*, in the course of the Election shall be referred to the Guild Misconduct Tribunal under Chapter 7 of the *Guild Regulations*.
- (c) Matters reported to the Guild or considered by the Guild Misconduct Tribunal may be referred to the University pursuant to the *Guild Regulations*.

10.4 Objections and Appeals

- (a) An objection to the Determination of the Returning Officer in rule 10.2 must be submitted in writing to the Governance Committee within 5 days from the date of the Determination and must:
 - (i) state the ground or grounds of objection from the Determination;
 - (ii) summarise the basis for each ground or grounds;
 - (iii) outline the facts and evidence relied upon;
 - (iv) state the remedy sought; and
 - (v) state the contact details of the complainant.
- (b) The Governance Committee may confirm, dismiss or vary a Determination in response to an objection, within 5 days from date of receipt of the objection. The Governance Committee must provide the complainant and the person the subject of the Determination with written notice of its decision.

- (c) On receipt of the Governance Committee's decision under rule 10.4(b), an appeal may be submitted by providing notice in writing within 5 days from date of the decision to the Guild Council. The notice must:
 - (i) state the ground or grounds of appeal from the decision;
 - (ii) summarise the basis for each ground or grounds;
 - (iii) outline the facts and evidence relied upon;
 - (iv) state the remedy sought; and
 - (v) state the contact details of the complainant.
- (d) The Guild Council may confirm, dismiss or vary the decision of the Governance Committee in response to an appeal, within 5 days from date of receipt of the appeal. The Guild Council must provide the appellant and the person the subject of the Determination with written notice of its decision.

11. Amendments to these Rules

11.1 Proposing amendments

- (a) The Committee, Governance Committee or seven Members in writing, may propose amendments to these Rules.
- (b) The Committee must call a General Meeting within four weeks of receiving a proposal to amend these Rules.

11.2 Members to vote on amendments

Changes to these Rules must be passed by a two-thirds majority of present Members eligible to vote at a Department General Meeting.

11.3 Guild Council oversight

Changes to these rules must be passed by a simple majority of the Guild Council.

11.4 Commencement of new rules

The amended Rules will come into force upon approval at a Department General Meeting and approval of the Guild Council.

11.5 Changes to be recorded

The amended version of these rules, once approved in accordance with rule 11.2 and 11.3, must be placed in the Guild By-Laws, in accordance with the Guild Regulations.

Schedule 1 – Electable Positions

- (1) President
- (2) Vice-President Coursework
- (3) Vice-President Research
- (4) Vice-President Engagement
- (5) General Secretary

Schedule 2 – Appointable Positions

- (1) Equity Officer
- (2) International Students' Officer
- (3) Public Relations Officer
- (4) Welfare Officer (Coursework)
- (5) Welfare Officer (Research)
- (6) Grants and Sponsorship Officer
- (7) Social Officers (x2)
- (8) Sustainability Officer
- (9) Off Campus Officer
- (10) Ordinary Committee Members (x4)
- (11) Aboriginal and Torres Strait Islander Students' Officer
- (12) A Coursework Representative for each of the University Boards of Studies,
 - (a) Coursework - Design and Creative Arts Representative
 - (b) Coursework - Management and Commerce Representative
 - (c) Coursework - Society and Culture Representative
 - (d) Coursework - Mathematical and Physical Sciences Representative
 - (e) Coursework – Life, Health and Natural Sciences Representative
- (13) A Higher Degree by Research Representative for the University Boards of Studies
 - (a) Research - Design and Creative Arts Representative
 - (b) Research - Management and Commerce Representative
 - (c) Research - Society and Culture Representative
 - (d) Research - Mathematical and Physical Sciences Representative
 - (e) Research – Life, Health and Natural Sciences Representative