



# UWA Student Guild | Societies Council Rules

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## Contents

ESTABLISHMENT AND PARTICULARS .....	2
DEFINITIONS .....	2
INTERPRETATION .....	5
OBJECTS, FUNCTIONS, AND GENERAL POLICY GOVERNING THE SOCIETIES COUNCIL AND SOCIETIES COUNCIL COMMITTEE .....	6
SOCIETIES COUNCIL COMMITTEE .....	7
SOCIETIES COUNCIL COMMITTEE ELECTIONS .....	10
RETURNING OFFICER .....	14
CASUAL VACANCY OF SOCIETIES COUNCIL COMMITTEE MEMBERS .....	15
REMOVAL OF SOCIETIES COUNCIL COMMITTEE MEMBERS .....	16
DISPUTE RESOLUTION .....	16
SOCIETIES COUNCIL GENERAL MEETINGS .....	18
VOTING AT SOCIETIES COUNCIL GENERAL MEETINGS .....	19
AFFILIATION OF AFFILIATED SOCIETIES .....	20
ELIGIBILITY REQUIREMENTS FOR AFFILIATION .....	21
GOVERNANCE OF AFFILIATED SOCIETIES .....	24
DISAFFILIATION .....	25
CHANGES TO THESE RULES & THE SUPREMACY OF THESE RULES.....	27
SCHEDULE 1 – STUDENT REPRESENTATIVE CODE OF CONDUCT AND ETHICS .....	27



# UWA Student Guild | Societies Council Rules

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## ESTABLISHMENT AND PARTICULARS

1. The Societies Council is a Subsidiary Council of the Guild established pursuant to regulation 32 of the Student Guild Regulations, to advance the objects of the Guild through engagement with Affiliated Societies.
2. The Societies Council encompasses all Guild-affiliated student-run clubs and societies, excepting those which are registered as Faculty Societies pursuant to regulation 72 of the Student Guild Regulations.
3. These Societies Council Rules (**Rules**) are made pursuant to regulation 33 of the Student Guild Regulations.

## DEFINITIONS

4. For the purposes of these Rules, unless otherwise specified:
  - (a) **Affiliated Society** has the same meaning as defined in regulation 71 of the Student Guild Regulations.
  - (b) **Candidate** means a Guild member who has nominated and been accepted by the Returning Officer as a candidate for an Election.
  - (c) **Club Executive** means the office bearers elected by Financial Members of an Affiliated Society at a club general meeting to act as the entity's executive committee and includes any member acting in a leadership role or who has decision making power in the Affiliated Society.
  - (d) **Club Grant Policy** means the policy governing the provision of Grants to Societies Council Members as issued by the Guild from time to time.
  - (e) **Codes of Conduct** means any code of conduct binding nominees in an Election or as an elected representative as issued by the Guild from time to time.
  - (f) **Election** means an election for a position on the Societies Council Committee (other than the President).
  - (g) **Financial Member** means a member of an Affiliated Society who has paid for a membership and currently holds full voting rights for motions presented to a general meeting of that Affiliated Society. Non-Financial Membership includes Associate Members and Honorary Life Members.



## UWA Student Guild | Societies Council Rules

- (h) **Formal Defect** means those errors or omissions which do not constitute a lack of substantial compliance.
- (i) **Governance Committee** means the Governance Committee of Guild Council.
- (j) **Grant** means any grant of money issued by the Societies Council.
- (k) **Guild** means the 'Student Guild' as defined in the UWA Act.
- (l) **Guild Council** has the same meaning given to that term in the UWA Statute.
- (m) **Guild Councillor** means a 'Student Guild Councillor' as defined in the Student Guild Regulations.
- (n) **Guild Department** has the same meaning given to that term in the Student Guild Regulations.
- (o) **General Guild Election** has the meaning given to that term in the Student Guild Regulations.
- (p) **Guild Misconduct** has the meaning given to that term in the Student Guild Regulations.
- (q) **Guild Property** means property owned or leased by the Guild, including but not limited to clubrooms, meeting spaces, storage rooms, lockers, and mailboxes.
- (r) **Guild Year** means the period from 1 December to 30 November of the following year.
- (s) **Nomination Period** has the meaning given to that term in rule 38.
- (t) **Public Affairs Council** means the Subsidiary Council of the Guild established pursuant to regulation 32 of the Student Guild Regulations known as the 'Public Affairs Council'.
- (u) **Records** in respect of an Affiliated Society means:
  - (i) Records of all meetings and decisions of the Affiliated Society (including but not limited to agendas, minutes, resolutions, reports, policies, and by-laws);
  - (ii) A register of current and former Financial Members (including the dates of their membership);



## UWA Student Guild | Societies Council Rules

(iii) Where the Affiliated Society has members who must hold Working With Children cards for its activities, a record of those members' names and contact details, their Working With Children card numbers, the names and dates of organisations they worked with where members were dealing with children, and names of the children if available, which information has been collected with consent of the children's legal guardian (**WWC Records**);

(iv) Invoices and financial records (including but not limited to bank statements, records of bank transactions, account ledgers, reconciliations, invoices, receipts, credit card statements, and supporting documents) (**Financial Records**);

(v) Copies of insurance policies, if any, held by the Affiliated Society;

(vi) Documents recording compliance of Club Executives with attendance at applicable mandatory training sessions held by the Guild;

(vii) Documents recording committee members' attainment of all relevant certificates required by the Guild Event Management Policy; and

(viii) All other information as directed by the Societies Council and/ or Guild Council from time to time.

(v) **Returning Officer** means the person appointed under rules 53 and 54 to fulfil the position of 'returning officer' under these Rules.

(w) **Societies Council Committee** means the governing committee of the Societies Council comprising of the persons set out in rule 16.

(x) **Societies Council Committee Executive** means an office-bearing member of the Societies Council Committee as outlined in rule 14(a).

(y) **Societies Council General Meeting** means a meeting of all Societies Council Members conducted in accordance with rules 81 to 89.

(z) **Societies Council Member** means an Affiliated Society affiliated to the Societies Council.

(aa) **Standing Orders** means the Guild standing orders in effect from time to time.

(bb) **Student Guild Regulations** means the Student Guild Regulations made by the Senate of the University.



## UWA Student Guild | Societies Council Rules

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- (cc) **Student Society** has the same meaning given to that term in the Student Guild Regulations.
- (dd) **University Working Day** has the meaning given to that term in the UWA Statute clause 6.
- (ee) **UWA Act** means *University of Western Australia Act 1911 (WA)*.
- (ff) **UWA Statute** means the University of Western Australia Statute made by the Senate of the University.
- (gg) **UWA** or **University** means The University of Western Australia.

### INTERPRETATION

- 5. In these Rules, unless the context otherwise dictates:
  - (a) The singular includes the plural and vice versa, and a gender includes other genders;
  - (b) The meaning of general words is not limited by specific examples introduced by 'including', 'for example', or similar expressions;
  - (c) A reference to a document includes a variation or replacement of it;
  - (d) A reference to a statute includes its subordinate legislation and a modification, replacement, or re-enactment of either;
  - (e) Where a capitalised term is used in these Rules but not defined, the definition of such a term shall be taken from the Student Guild Regulations. Where no such definition is available, the Governance Committee shall have the power to determine the definition of the term in question;
  - (f) A reference to a particular role, position, body, group, organisation, committee, or faculty or school of the University is a reference to that thing as renamed or constituted from time to time;
  - (g) A reference to a 'Record' is a reference to any record of information however recorded and includes:
    - (i) Any thing on which there is writing or Braille;
    - (ii) A map, plan, diagram, or graph;



## **UWA Student Guild | Societies Council Rules**

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- (iii) A drawing, pictorial or graphic work, or photograph;
  - (iv) Any thing on which there are figures, marks, perforations, or symbols having meaning for persons qualified to interpret them;
  - (v) Any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else;
  - (vi) Any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically; and
  - (vii) Any machine-readable information in electronic storage media, including metadata, deemed to be a corporate record (which may be referred to as an electronic or digital record).
6. In the event of an inconsistency between a provision of these Rules and a provision of the Student Guild Regulations the provision of the Student Guild Regulations shall prevail.
7. In the event of a contest of the interpretation of these Rules the Governance Committee shall have the power to rule in determining the correct interpretation.

### **OBJECTS, FUNCTIONS, AND GENERAL POLICY GOVERNING THE SOCIETIES COUNCIL AND SOCIETIES COUNCIL COMMITTEE**

8. The objects of the Societies Council are to serve as the united body of all Affiliated Societies, especially those affiliated to the Societies Council, and to serve as the mechanism via which those Affiliated Societies receive general and administrative support, and Grants, from the Guild.
9. The Societies Council has the following functions:
- (a) To approve or reject the affiliation or disaffiliation of an Affiliated Society to or from the Societies Council in accordance with these Rules, the Student Guild Regulations and By-Laws, and all applicable University regulations and by-laws; and
  - (b) To serve as a gathering point for all Affiliated Societies at UWA, especially those affiliated to the Societies Council.
10. The Societies Council has the following powers:
- (a) To approve or reject the affiliation or disaffiliation of an Affiliated Society to or from the Societies Council.



## **UWA Student Guild | Societies Council Rules**

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11. The Societies Council Committee has the following functions:
  - (a) To serve as the first point of contact between Affiliated Societies and the Guild;
  - (b) To propose the affiliation or disaffiliation of an Affiliated Society to or from the Societies Council;
  - (c) To create, and distribute funds in accordance with, the Club Grant Policy;
  - (d) To provide administrative and leadership support to Societies Council Members;
  - (e) To host events for the benefit of Societies Council Members and students thereunder; and
  
12. The Societies Council Committee has the following responsibilities:
  - (a) To organise and run no less than ten Societies Council General Meetings each Guild Year;
  - (b) To meet as often as is required to carry out its business effectively and efficiently;
  - (c) To review and update, in consultation with the Guild General Secretary if necessary, the Club Grant Policy at the beginning of each Guild Year, and to consider Societies Council Members' applications for Grants and distribute funds in accordance with the Club Grant Policy;
  - (d) To coordinate and cooperate with other Guild sub-councils, Departments, committees, sub-committees, staff, and whomever else is deemed necessary to ensure the Societies Council Committee may carry out its functions to the best of its ability; and

### **SOCIETIES COUNCIL COMMITTEE**

13. The Societies Council Committee governs the Societies Council.
  
14. The Societies Council Committee comprises of:
  - (a) Societies Council Committee Executive Members (being the President, Vice President, Treasurer, and Secretary (and Sponsorship Officer if opted for)); and
  - (b) up to three Ordinary Committee Members.



## **UWA Student Guild | Societies Council Rules**

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15. The quorum of a Societies Council Committee meeting shall be four members, of which at least two must be Societies Council Committee Executive Members.
16. The Societies Council Committee includes the following positions:
  - (a) President, having been elected in a General Guild Election in accordance with the Student Guild Election Regulations;
  - (b) Vice-President;
  - (c) Treasurer;
  - (d) Secretary;
  - (e) Sponsorship Officer (if opted for); and
  - (f) Up to Three Ordinary Committee Members.
17. The incoming President may opt to elect a position of 'Sponsorship Officer' at an Election under these Rules. If a Sponsorship Officer is opted for and elected, the Societies Council Committee may only comprise of two Ordinary Committee Members.
18. All Societies Council Committee members noted in Rule 16 are entitled to an equal vote on any motion presented to the Societies Council Committee.
19. Each Sub-Committee must have rules, approved by the Governance Committee and Guild Council, for the proper conduct of its affairs which prescribes that SubCommittee's membership and functions, pursuant to regulation 33(3) of the Student Guild Regulations.
20. Each Societies Council Committee member holds office from 1 December in the year of their election until 30 November the following year, subject to rule 69.
21. The President must, in addition to their general duties as a Guild Councillor:
  - (a) Attend and chair all meetings of the Societies Council and the Societies Council Committee;
  - (b) Be an ex-officio member of all Sub-Committees of the Societies Council Committee;
  - (c) Regularly report to Guild Council on the status of the Societies Council and the status of activities undertaken by the Societies Council Committee;





## **UWA Student Guild | Societies Council Rules**

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- (d) Present an annual report to the final Guild Council meeting of the Guild Year on the activities undertaken by the Societies Council and Societies Council Committee during the Guild Year; and
  - (e) In joint venture with the Treasurer, approve all updates to the Club Grant Policy, and consider applications for the distribution of Grants to Societies Council Members thereunder.
- 22. In the event that the President is unable to chair a Societies Council or Societies Council Committee meeting, the Vice-President must chair the meeting. In the event the Vice-President is unable to chair the meeting, the Societies Council Committee must elect a chair for the relevant meeting from the other present Societies Council Committee Executive Members.
- 23. The Vice-President must:
  - (a) Assist the President and represent the Societies Council and the Societies Council Committee where the President is unavailable or unable to act; and
  - (b) Assist in the management of the Societies Council Committee and all SubCommittees.
- 24. The Treasurer must:
  - (a) In joint venture with the President, approve all updates to the Club Grant Policy, and consider applications and complete all necessary administrative to allow for the distribution of Grants to Societies Council Members thereunder; and
  - (b) Support Affiliated Societies, where necessary, in the management of their finances.
- 25. The Secretary must:
  - (a) Attend and conduct all necessary administrative work (including but not limited to circulating agendas and recording minutes) relating to all meetings of the Societies Council and the Societies Council committee;
  - (b) Attend to the processing and filing of all relevant forms as issued by the Guild Council or Societies Council Committee from time to time; and
  - (c) Serve as the first point of communication between Societies Council Members and the Societies Council Committee.
- 26. The Sponsorship Officer must:



## **UWA Student Guild | Societies Council Rules**

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- (a) Determine an amount required in sponsorships for the Societies Council Committee in the relevant Guild Year in consultation with the Treasurer and the Guild General Secretary; and
  - (b) Liaise with external and internal stakeholders to secure sponsorship agreements which allow for the Societies Council Committee to complete its functions to the best of its abilities.
27. The Ordinary Committee Members must:
- (a) Perform tasks as assigned by the Societies Council Committee Executive Members; and
  - (b) Assist the Societies Council Committee to fulfil its functions.
28. Standing invitees to Societies Council Committee meetings may include but are not limited to:
- (a) The Guild President;
  - (b) The Public Affairs Council President; (c) The Education Council President; and (d) The Tenancy Chair.

### **SOCIETIES COUNCIL COMMITTEE ELECTIONS**

30. Societies Council Committee Elections shall be held annually for the following positions:
- (a) Vice-President;
  - (b) Treasurer;
  - (c) Secretary;
  - (d) Sponsorship Officer (if required as determined by the incoming President and notified to members under rule 32); and
  - (e) Three Ordinary Committee Members (or Two Ordinary Committee Members if a Sponsorship Officer is opted for).
31. Societies Council Committee Elections shall be conducted in accordance with all applicable regulations, Standing Orders, and by-laws in force from time to time.



## **UWA Student Guild | Societies Council Rules**

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32. The Returning Officer must notify all Societies Council Members, through all channels deemed appropriate by the Returning Officer, prior to the opening of the Nomination Period whether the incoming President has opted for a Sponsorship Officer position to be offered in the Election.
33. All Societies Council Members at the close of the Nomination Period shall be entitled to an equal vote in each contested position in an Election held according to these Rules.
34. To be eligible to hold and nominate for a position listed in rule 30, a person must at the close of the Nomination Period:
  - (a) Be a current member of the Guild;
  - (b) Be an enrolled UWA student, with full rights and privileges, for the twelvemonth period during which they would hold office;
  - (c) Be a current member of an Affiliated Society;
  - (d) Be a current (or within the past two years have been a) committee member or Club Executive of an Affiliated Society affiliated to the Societies Council, the Education Council, or a Residential College, or held a position on the Societies Council Committee, demonstrated to the satisfaction of the Returning Officer at the time of the nomination;
  - (e) Not have been convicted of an offence and be under sentence, or be subject to be sentenced, for an offence punishable under the law of the Commonwealth or of a State by imprisonment for one year or longer in line with the Guild Regulations;
  - (f) Not have been certified by a registered medical professional to be medically unfit;
  - (g) Not be a current employee of the Guild; and
  - (h) Agree to be bound by and comply with all applicable Codes of Conduct.
35. Nominations shall be in the form and submitted in the manner prescribed by the Returning Officer. By submitting a nomination, the nominee agrees to be bound by and comply with the Codes of Conduct.
36. The process for submitting a nomination shall be communicated through all channels deemed appropriate by the Returning Officer, including but not limited to:
  - (a) The Guild website;



## UWA Student Guild | Societies Council Rules

- (b) The Guild's social media pages;
  - (c) Guild Weekly; and
  - (d) Emails to Guild Members.
37. A person may nominate under any name which, in the opinion of the Returning Officer, best reflects their identity.
  38. Nominations shall be open for a period of at least five University Working Days and shall close no later than one University Working Day before the election is to occur (**Nomination Period**).
  39. An eligible person may nominate for more than one position in the same Election, in which case they must provide to the Returning Officer the order of their preferred positions.
  40. On an ongoing basis throughout the Nomination Period the Returning Officer must check the validity of nominations lodged.
  41. The Returning Officer may, in their absolute discretion, accept a nomination which, in their opinion, substantially complies with the nomination requirements (that person becoming a **Candidate**). The Returning Officer may allow a Candidate to alter or correct any Formal Defect in a nomination, or any supplementary information and documents lodged therewith, by the close of nominations whenever this is practicable.
  42. If a nominee is ineligible under a provision of an applicable by statute, by-law, regulation, or rule the Returning Officer must declare nomination to be invalid.
  43. The Returning Officer shall take reasonable steps to notify any invalid nominee of the rejection of that person's nomination and the reasons for that rejection before the close of the Nomination Period. All nomination rejections must be confirmed by the Returning Officer in writing.
  44. A person nominated as a Candidate may withdraw their nomination by lodging a written notice of withdrawal with the Returning Officer before the declaration of the results of the Election.
  45. When the withdrawal of nomination is received, the withdrawing nominee shall have their name excluded from the ballot or not have the votes for them counted (as applicable).
  46. Where a nominee dies or becomes permanently incapacitated by mental or physical ill health before the declaration of nominations, their name shall not be declared as a Candidate and the Election shall proceed as normal.



## UWA Student Guild | Societies Council Rules

47. Where a nominee dies or becomes permanently incapacitated by mental or physical ill health during the voting period, they shall have their name excluded from the ballot or not have the votes for them counted (as applicable).
48. The Returning Officer shall publicise a notice containing the names of the Candidates for each position and any other relevant details via email or set out on the Guild website as soon as is practicable after the close of the Nomination Period.
49. Where only one eligible nomination is received for a position listed in rule 30 at the close of the Nomination Period, that nominee will be declared as elected to that position by the Returning Officer and no vote will occur in respect of that position.
50. In the case of Ordinary Committee Member positions, if three or fewer nominations are received for those positions (or in the situation where a Sponsorship Officer is to be elected, two or fewer nominations are received) at the close of the Nomination Period, those nominees will be declared as elected to the position of Ordinary Committee Members and no vote will occur in respect of those positions.
51. Candidates may engage in campaigning on their own behalf but must not procure or encourage anyone else to campaign on their behalf. Campaigning must at all times comply with the Standing Orders.
52. Voting for positions will occur via secret ballot, with an optional-preferential voting system, at the final Societies Council General Meeting in each Guild Year.
53. Subject to these Rules, the Candidate with the most votes at the meeting will be elected to the relevant position. Where two or more Candidates receive an equal amount of the highest votes (**Candidates with Equal Votes**), another vote must be taken at the meeting in respect of those Candidates with Equal Votes.
54. Any positions left vacant at the close of the Nomination Period shall remain vacant until such time as they may be filled in accordance with the casual vacancy provisions provided in rule 68.
55. Ballot papers must be kept in accordance with the recordkeeping requirements in the Student Guild Regulations.
56. A person may appeal the outcome of an Election to the Governance Committee on the basis that there was an error in the procedure when a vote was conducted or there was a contravention of these Rules in respect of the Election. If the Governance Committee rules that the Election was not conducted in accordance with these Rules, another Election must be called.



## **UWA Student Guild | Societies Council Rules**

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### **RETURNING OFFICER**

57. The Returning Officer shall be the Managing Director of the Guild.
58. If the Managing Director of the Guild is unable to act or has a conflict of interest, the Associate Director – Human Resources of the Guild or their nominee must act as Returning Officer.
59. A person shall only be eligible to serve as Returning Officer if that person:
- (a) Is not a member of an Affiliated Society and has not been anytime in the last 2 years;
  - (b) Has not been a Candidate in any election held for the Guild anytime in the last 2 years;
  - (c) Is 18 years of age or older;
  - (d) Is capable of administering all aspects of the Election efficiently; and (e) Is impartial.
60. The Returning Officer is responsible for ensuring:
- (a) That all Candidates and nominees are compliant with all applicable Guild Rules, Regulations, Policies, Standing Orders, and By-Laws in place from time to time;
  - (b) The fair conduct and administration of the Election held under these Rules for which they are appointed;
  - (c) That Elections are conducted in accordance with these Rules and the Student Guild Election Regulations;
  - (d) That Election preparations are completed in a timely manner; and (e) That the duties required in these Rules are carried out.
61. The Returning Officer shall have the power to:
- (a) Issue any determination in whatever terms they see fit in order to ensure 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;



## **UWA Student Guild | Societies Council Rules**

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- (c) Spend any monies assigned by the Societies Council Committee for the purposes of the administration of an Election;
  - (d) Direct any person who is, in the judgement of the Returning Officer, interfering, obstructing, or disrupting balloting procedures or a count of votes to vacate the premises of the Election; and
  - (e) Take any other reasonable action they deem appropriate to ensure the fair conduct and administration of an Election.
62. Except where a Returning Officer is appointed under rule 65, the Returning Officer shall be appointed no later than five University Working Days prior to the commencement of the Nomination Period.
63. 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.
64. The Returning Officer may resign by lodging a written resignation with the incoming Societies Council President and President of the Guild.
65. The resignation shall be effective from the time and date it is received by the incoming Societies Council President and President of the Guild (whichever is later).
66. Should a Returning Officer resign, or otherwise be unable to act, a new Returning Officer will be appointed by the Associate Director – Human Resources of the Guild.

### **CASUAL VACANCY OF SOCIETIES COUNCIL COMMITTEE MEMBERS**

67. A position on the Societies Council Committee will be deemed vacant if the holder of that position:
- (a) Dies;
  - (b) Is permanently incapacitated by mental or physical ill health;
  - (c) Resigns;
  - (d) Is no longer eligible to hold a position under rule 34;
  - (e) Commits any act or omission that is considered Guild Misconduct under the Student Guild Regulations;



## **UWA Student Guild | Societies Council Rules**

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- (f) Is convicted of an offence and be under sentence, or be subject to be sentenced, for an offence punishable under the law of the Commonwealth or of a State by imprisonment for one year or longer in line with the Guild Regulations; or
  - (g) Is absent for more than three Societies Council Committee meetings or Societies Council General Meetings in a 6-month period of which they have received notice, without reasonable excuse (in the reasonable opinion of the Societies Council Committee) or tendering an apology to the President.
68. Where the position of President becomes vacant (**Outgoing President**), the Guild Council must appoint by simple majority a person to act as President for the remainder of the Outgoing President's term (excluding a person who has previously held the position of Societies Council President), in accordance with Part 5 of the Guild Election Regulations.
69. Where there is a casual vacancy in the position of a Societies Council Committee member, other than the President (**Outgoing Committee Member**), the remaining voting members of Societies Council Committee may appoint by simple majority a person who complies with the eligibility requirements in rule 34 to fill the vacant position for the remainder of the Outgoing Committee Member's term.

### **REMOVAL OF SOCIETIES COUNCIL COMMITTEE MEMBERS**

70. Subject to compliance with rule 71, a Societies Council Committee member (other than the President) may be dismissed by special resolution approved by not less than 75% of Societies Council Committee members present and eligible to vote at a Societies Council Committee meeting. The member proposed to be dismissed may not vote on this motion.
71. Written notice of the motion to dismiss a Societies Council Committee member must be provided to the Societies Council Committee member proposed to be dismissed not less than ten University Working Days prior to the motion being presented to a meeting of the Societies Council Committee. The Societies Council Committee member must have an opportunity to present a case for their defence to the Societies Council Committee, verbally or by written notice.

### **DISPUTE RESOLUTION**

72. This section applies to disputes:





## UWA Student Guild | Societies Council Rules

- (a) Between Societies Council Committee members;
  - (b) Between Affiliated Societies and the Societies Council;
  - (c) Between one or more Affiliated Societies;
  - (d) Between one or more members of an Affiliated Society and the Affiliated Society; or
  - (e) Between one or more members of an Affiliated Society.
73. The parties to a dispute must attempt to resolve the dispute between themselves within ten University Working Days of the dispute coming to the attention of each party.
74. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 73 any party to the dispute may start the dispute resolution procedure by giving written notice of the parties to the dispute and the matters that are the subject of the dispute to the following, who shall act as mediator in relation to the dispute (**Mediator**):
- (a) Where the dispute is between Societies Council Committee members, the Governance Committee;
  - (b) Where the dispute is between one or more Affiliated Societies and the Societies Council, the Societies Council President, or if they are unable to act for any reason including a perceived or actual conflict of interest, another Societies Council Committee Executive Member who does not have a conflict of interest;
  - (c) Where the dispute is between one or more Affiliated Societies, the Societies Council President, or if they are unable to act due to a perceived or actual conflict of interest, another Societies Council Committee Executive Member;
  - (d) Where the dispute is between one or more members of an Affiliated Society and the Affiliated Society, the Club Executives of the Affiliated Society;
  - (e) Where the dispute is between one or more members of an Affiliated Society, the Club Executives of the Affiliated Society; or
  - (f) Where the dispute is between one or more members of an Affiliated Society in respect of a member's removal from membership of the Affiliated Society, the Governance Committee.



## **UWA Student Guild | Societies Council Rules**

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75. Within twenty University Working Days from the time at which notice is given, the Mediator must meet with the parties to the dispute to consider the dispute as a mediator.
76. The person/s to act as Mediator must act fairly and impartially and not:
  - (a) Have an actual or perceived personal interest in the matter that is the subject of the dispute; or
  - (b) Be biased in favour of or against any party to the dispute.
77. The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
78. Each party to the mediation must give the Mediator a written statement of the issues that need to be considered at the mediation at least 5 University Working Days before the mediation takes place.
79. In conducting the mediation, the Mediator must:
  - (a) Give each party to the mediation every opportunity to be heard;
  - (b) Allow each party to the mediation to give due consideration to any statement given by another party; and
  - (c) Ensure that natural justice is given to the parties to the mediation throughout the mediation process.
80. The mediation must be confidential, and any information given at the mediation may only be recorded for the purpose of record keeping should the subject of the mediation be raised again at a later date.

### **SOCIETIES COUNCIL GENERAL MEETINGS**

81. The Societies Council shall conduct all Societies Council General Meetings in accordance with the Standing Orders as issued by the Guild from time to time.
82. The Societies Council must have a minimum of ten Societies Council General Meetings during the Guild Year and must otherwise meet as often as is necessary to effectively conduct its business.
83. The following matters may be dealt with by a Societies Council General Meeting:
  - (a) Voting on the affiliation or disaffiliation of an Affiliated Society;



## **UWA Student Guild | Societies Council Rules**

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- (b) Updates on relevant policies and activities; and (c) Administration tasks.
- 84. Societies Council general meetings must be attended by the following:
  - (a) As many Societies Council Committee members as possible; and
  - (b) A Club Executive of each Societies Council Member.
- 85. Societies Council General Meetings may be attended by the following:
  - (a) Affiliated Societies affiliated to the Education Council;
  - (b) Non-Club Executive committee members of a Societies Council Member; and
  - (c) Any person invited by the President under rule 87.
- 86. Quorum for a Societies Council General Meeting shall be 25% of all Societies Council Members from time to time. Quorum must be met for business to be conducted at a Societies Council General Meeting.
- 87. The President may invite to any Societies Council General Meeting any person whose presence would, in the opinion of the President, facilitate the transaction of Societies Council business and allow for the objects and functions of the Societies Council to be met.
- 88. The Secretary shall take minutes of all Societies Council General Meetings and make them available to Societies Council Members and to Guild Council in a timely manner.
- 89. A Societies Council Member will be liable for a financial penalty in accordance with the Club Grant Policy if it fails to attend the number of Societies Council General Meetings outlined in rule 139(h) in a Guild Year.

### **VOTING AT SOCIETIES COUNCIL GENERAL MEETINGS**

- 90. The Societies Council Committee is responsible for setting the agenda for Societies Council General Meetings. The agenda must be approved by the President and circulated by the Secretary to all Societies Council Members no later than one University Working Day before the commencement of the meeting.
- 91. Each attendee of a Societies Council General Meeting under rule 84(b) is entitled to an equal vote on each motion which is presented at a Societies Council General Meeting. For the avoidance of doubt, a representative of a Societies Council Member may attend on behalf of more than one Societies Council Member, but may only vote once.



## **UWA Student Guild | Societies Council Rules**

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92. A resolution presented at a Societies Council General Meeting will pass if it receives a simple majority of all Societies Council Members in attendance where quorum is present.

### **AFFILIATION OF AFFILIATED SOCIETIES**

93. For a Student Society to successfully affiliate to the Societies Council it must:
- (a) Comply with the affiliation requirements set out in these Rules and the Student Guild Regulations;
  - (b) Submit a formal application for affiliation, including a proposed constitution, which is accepted by the Societies Council President; and
  - (c) Receive a simple majority of votes for affiliation by Societies Council Members present and eligible to vote at a Societies Council General Meeting.
    - i. The Student Society being considered for affiliation may, at the relevant Societies Council General Meeting, give a short presentation to current Societies Council Members outlining their objects, functions, and membership.
94. The Societies Council President must consider each constitution or governing document submitted to them to determine whether or not it meets the requirements for affiliation under these Rules and the Student Guild Regulations. The Societies Council President may consult the Societies Council Committee or the Chair of Governance Committee if required when making their decision. Only Student Societies with constitutions which comply with these Rules may be considered for affiliation to the Societies Council.
95. The Societies Council President must consider the aims and purposes of a Student Society while determining whether or not the Student Society will be accepted to be considered by the Societies Council for affiliation. No Affiliated Societies affiliated to the Societies Council shall have substantially the same aims, purposes, or objects in the President's determination. For the purposes of this Rule, the meaning of 'substantially the same' shall be as determined by the current Societies Council Committee.
96. The Societies Council must vote on the proposed affiliation of a Student Society to the Societies Council at a Societies Council General Meeting. The Student Society will become an Affiliated Society if they receive a simple majority of votes in favour of affiliation. In the event of an equal vote, the Societies Council President will have the casting vote.



## **UWA Student Guild | Societies Council Rules**

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97. A Student Society which is not accepted for affiliation may appeal the decision to the Governance Committee within five University Working Days of the circulation of the result of the vote. An unsuccessful Student Society may only appeal the vote on the basis that it was not conducted according to the proper procedure as provided for in these Rules. If the Governance Committee rules in favour of the Student Society, the Societies Council must hold another vote at the next Societies Council General Meeting.
98. The Societies Council President must, within five University Working Days of each applicable Societies Council General Meeting, forward the names of any new Affiliated Societies to the relevant Guild staff to be recorded in the register of Affiliated Societies, and must notify the Societies Council of the outcome of the vote.

### **ELIGIBILITY REQUIREMENTS FOR AFFILIATION**

125. A Student Society will be eligible to apply for affiliation and remain an Affiliated Society if it complies at all times with its constitution or governing document, and with all of the following:
  - (a) It is a not-for-profit entity, run to fulfil its objects and for the benefit of its Financial Members and UWA students broadly;
  - (b) It does not apply disciplinary measures for non-participation in any sort of initiation ceremony, or require participation in any sort of initiation ceremony as a precondition of membership, membership to its committee, or membership as a Club Executive;
  - (c) Its expressly stated objects and purposes are to operate for the benefit of Financial Members generally; to become and remain affiliated to Societies Council; to encourage and promote cooperation between the entity and other Affiliated Societies, the Guild and its Departments and Sub-Councils; and to do all such things necessary and proper for the benefit or advancement of its Financial Members;
  - (d) It does not remunerate its Club Executives or other Financial Members or otherwise give a material benefit to its Club Executives that is not available to all Financial Members by reason of their membership;
  - (e) It applies its property and income solely towards the promotion of the expressly stated objects of the Affiliated Society and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to its Financial Members, except in good faith for the promotion of its stated objects;
  - (f) Where the Affiliated Society is an incorporated association, it complies with the requirements of the *Associations Act 2015* (WA) in all respects and is a



## **UWA Student Guild | Societies Council Rules**

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registered incorporated association with the Department of Mines, Industry Regulation, and Safety and holds a current policy for management liability insurance for an amount no less than \$20,000,000 (or any such other amount determined by the Finance Director of the Guild from time to time);

- (g) It complies with these Rules, the Student Guild Regulations and all directions of the Societies Council Committee;
- (h) It keeps Records securely in accordance with the Guild Records Management Policy generally, and:
  - (i) Holds and maintains all WWC Records securely and does not destroy them; and
  - (ii) Holds Financial Records for no less than seven years.
- (h) It submits Records to the Societies Council Committee as often as requested by the Societies Council Committee or Guild Council;
- (i) It submits Financial Records (including Financial Records relating to bank accounts in the Affiliated Society's name or any accounts it has the benefit of) to the Guild or the Societies Council Committee as often as requested by the Guild or the Societies Council Committee;
- (j) It requires that Records are used only for the purposes of the Affiliated Society and that the Affiliated Society must otherwise protect the personal information and privacy of the individuals it holds information in relation to;
- (k) It does not open a bank account in its own name without the prior approval of the Societies Council Committee and the Guild Executive;
- (l) In the event that an Affiliated Society holds an external bank account it must not allow the account to be in overdraft and, if requested by the Societies Council Committee or the Guild, must require the Guild General Secretary to be a co-signatory on the account for all withdrawals or transfers of money from the account;
- (m) It agrees to give the Societies Council Committee access to its bank accounts and Records including its external bank accounts and original Records when requested by the Societies Council Committee or the Guild Executive;
- (n) It has Club Executives elected by Financial Members at a general meeting in accordance with applicable rules as provided by the Affiliated Society's constitution and these Rules;
- (o) It requires, in its constitution or governing document, that vacancies arising in respect to Club Executive positions shall be filled by the remaining Club



## **UWA Student Guild | Societies Council Rules**

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Executives appointing a replacement until the vacant Club Executive position can be filled at the next election;

- (p) It requires, in its constitution or governing document, that its Club Executives attend training as required by the Guild or Societies Council Committee, including but not limited to Guild Student Leadership Training;
- (q) It has, in its constitution or governing document, and complies with a process providing for fair elections of Club Executives, including a process to nominate for a position, and process to dispute an election outcome;
- (r) It has and complies with a process to hold meetings of Financial Members, meetings of Club Executives, and meetings of committee members;
- (s) It holds an annual general meeting of Financial Members, which must be advertised in Guild publications at least one week prior to the meeting;
- (t) It has and complies with the governance requirements set out in these Rules including providing that a member, Financial or otherwise, may be removed as a member or have their membership suspended for breach of the entity's constitution for the reasons set out in rule 131;
- (u) It requires, in its constitution or governing document, that suspected Guild Misconduct in relation to its Financial Members, including committee members and Club Executives, be reported in accordance with applicable Guild policies and the Student Guild Regulations, and does not take disciplinary action against a Financial Member on its own accord;
- (v) It requires that Financial Membership fees for the remainder of the current calendar year shall be no less than \$5 AUD;
- (w) Its Financial Membership is comprised of currently enrolled UWA students with full rights and privileges for the period during which their membership would be valid;
- (x) It uses Grants provided to the Affiliated Society only for the purposes of furthering its expressly stated objects, or for providing amenities or services to its Financial Members, or for the development of cultural, social, sporting, or recreational activities related to the University, and it complies with all conditions attached to any allocated Grant. The Affiliated Society must not use Grants for any other purpose, and must not use any money received as a Grant to make a gift to any person or entity;
- (y) It requires, in its constitution or governing document, that the Affiliated Society or a person thereunder will take no action which represses any student's implied right to academic freedom and freedom of speech;



## **UWA Student Guild | Societies Council Rules**

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- (z) It complies with all Guild by-laws, Standing Orders and policies in force from time to time, including but not limited to the Guild Records Management Policy, the Guild Recordkeeping Plan, the Guild Social Media Policy, the Guild Social Media Guidelines, the Guild Event Management Policy, and the UWA Statement on Freedom and Expression.

### **GOVERNANCE OF AFFILIATED SOCIETIES**

- 126. Affiliated Societies must ensure that they hold current and valid relevant registrations and authorisations required for their general operation and all activities undertaken by the Affiliated Society from time to time.
- 127. Club Executives must comply with the eligibility requirements in rule 34 (except for subrule (d)) to be eligible to act as a Club Executive. In exceptional circumstances the Societies Council President may approve in writing a student who is not an enrolled UWA student for the full period during which they would hold office as a Club Executive holding a Club Executive position. Upon affiliation, the Club Executives of an Affiliated Society must comply with, and are deemed to be bound by, all applicable Codes of Conduct.
- 128. Each Affiliated Society must ensure that its Club Executives fulfil all minimum training requirements as issued by the Guild or the Societies Council Committee from time to time, including but not limited to Guild Student Leadership Training.
- 129. All members of Affiliated Societies, Financial Members and otherwise, must be current enrolled UWA students unless the Societies Council Committee approves otherwise in writing.
- 130. No UWA staff member may enlist or act as a member, Financial or otherwise, of an Affiliated Society.
- 131. Members of an Affiliated Society may have their membership suspended or removed in accordance with the Affiliated Society's approved constitution or governing document, in one or more of the following circumstances:
  - (a) They are no longer eligible to be a member, Financial or otherwise, of the Affiliated Society based on the eligibility criteria in the Affiliated Society's constitution or governing document; or
  - (b) The member is subject to suspension, expulsion or other disciplinary action by the University.
- 132. If an Affiliated Society reasonably suspects that a committee member or Financial Member may have engaged in Guild Misconduct or a criminal act, the Affiliated





## **UWA Student Guild | Societies Council Rules**

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Society must immediately refer the matter to the Guild, the University, and/or the Police (as the case may be).

133. Affiliated Societies must, in their constitution or governing document, have processes in place to refer potential or actual Guild Misconduct to the relevant Guild and University management authorities and criminal matters to the Police in accordance with rule 132.
134. Subject to rule 135, an Affiliated Society must have a constitution or governing document which, at minimum, expressly states the objects and functions of the Affiliated Society; the eligibility and ineligibility of members, Financial and otherwise, including the requirements as provided by these Rules; the process for the election of Club Executives and the process to appeal the outcome of such elections; the powers, expectations, and requirements of Financial Members, other members, committee members, and Club Executives, and; a dispute resolution process which complies with the dispute resolution procedure (as applicable) as set out in rules 72 to 80 to deal with disputes between Financial Members and between Financial Members and the Affiliated Society.
135. If an Affiliated Society's constitution or governing document does not expressly deal with any relevant matter or point of conflict as it arises, the template Affiliated Society Rules provided by Societies Council Committee on the Guild Website will be deemed to govern the Affiliated Society to the extent required by the matter or point of conflict.
136. The Affiliated Society must comply with its constitution, all Guild by-laws, Standing Orders, policies, and directions from the Societies Council Committee as issued and in force from time to time.

### **DISAFFILIATION**

137. To be deemed active, an Affiliated Society must:
  - (a) Hold an annual general meeting each year, and hold its first annual general meeting within forty University Working Days of the approval of its affiliation to the Societies Council;
  - (b) Hold at least two events during each Guild Year other than its annual general meeting, no less than one per semester;
  - (c) Comply with these Rules, its constitution or governing document, the Student Guild Regulations, all Guild by-laws, Standing Orders, and policies in force from time to time;



## **UWA Student Guild | Societies Council Rules**

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- (d) Comply with banking protocols and requirements as directed by the Guild or the Societies Council Committee from time to time;
  - (e) Submit any amendments to its constitution or governing document to the Societies Council President for approval and ratification;
  - (f) Submit an updated 'Executive Registration Form' and 'Executive Replacement Form' as applicable not later than twenty University Working Days after a change in the registered Club Executives of the Affiliated Society;
  - (g) Have no outstanding debts with the Guild at the end of the Guild Year unless the Affiliated Society has been granted an overdraft or loan by the Guild Executive to cover the debt;
  - (h) Have attended at least three Societies Council General Meetings during the current Guild Year; and
  - (i) Declare to Guild Finance and the Societies Council Committee all donations and in-kind support received from sources other than Grants provided by the Societies Council Committee and Public Affairs Council Committee, regardless of the source or amount.
138. Any Affiliated Society which is not actively in compliance with all of the requirements of rule 137 will be decreed to be 'lapsed' by the Societies Council Committee at the close of each semester, and will be ineligible to apply for any Grants offered by the Societies Council Committee or Public Affairs Council Committee or receive any benefit that affiliation would normally provide until that Affiliated Society complies with all of the requirements in rule 137.
139. Disaffiliation proceedings will be commenced against any Affiliated Society if:
- (a) The Societies Council Committee resolves by simple majority a resolution at a meeting that an Affiliated Society has not complied with rule 137 for at least twelve months; or
  - (b) A Club Executive of the Affiliated Society provides written notice to the Societies Council President requesting that the Affiliated Society be disaffiliated, pursuant to a general meeting of the Affiliated Society approving its disaffiliation or if the Affiliated Society ceases to have Financial Members or if no Financial Members can be elected as Club Executives.
140. An Affiliated Society will be disaffiliated if a motion for its disaffiliation is passed by a simple majority of Societies Council Members present and eligible to vote at a general meeting of the Societies Council General Meeting. The Affiliated Society proposed for disaffiliation may not cast a vote on the motion for its disaffiliation.



## **UWA Student Guild | Societies Council Rules**

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141. A representative from an Affiliated Society proposed to be disaffiliated may speak on the motion for the Affiliated Society's disaffiliation at the Societies Council General Meeting at which the motion for disaffiliation is to be considered.
142. The Societies Council Committee may recommend to the Guild Council that an Affiliated Society be disaffiliated or not receive any benefit that affiliation would normally provide to an Affiliated Society.
143. A member of an Affiliated Society which has been disaffiliated under these Rules may appeal the decision to the Governance Committee on the basis that there was an error in the procedure where the motion for disaffiliation was passed which constitutes noncompliance in excess of a Formal Defect.
144. Except where an Affiliated Society's constitution or governing document, approved by the Societies Council President, expressly provides for the distribution of its assets on it being dissolved, disaffiliated, or otherwise ceasing to exist, in the case of an Affiliated Society being dissolved, disaffiliated, or otherwise ceasing to exist all of its assets and funds, after any liabilities have been satisfied, shall be transferred to and become the property of the Societies Council.
145. An Affiliated Society, once dissolved, disaffiliated, or otherwise ceasing to exist must submit all of its Records to the Guild within ten University Working Days of its dissolution, disaffiliation, or termination (as the case may be).

### **CHANGES TO THESE RULES & THE SUPREMACY OF THESE RULES**

146. The Societies Council Committee or individual Club Executives of no less than 15% of all Societies Council Members in writing may propose amendments to these Rules to Guild Council.
147. Changes to these Rules must be approved by the Governance Committee and passed by a simple majority of the Guild Council.
148. These Rules replace all previous rules governing the administration of the Societies Council and every person, organisation, and committee thereunder.

### **SCHEDULE 1 – STUDENT REPRESENTATIVE CODE OF CONDUCT AND ETHICS**

The UWA Student Guild is a representative body run by students for students and exists to make sure each student has the best University experience possible.



## **UWA Student Guild | Societies Council Rules**

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As an integral part of the community of the University of Western Australia, the Student Guild, its Council and Councillors and its members are each committed to acting, at all times, ethically and with integrity. This promotes a culture of fair, respectful and ethical behaviour and, in turn, this reflects positively on all concerned.

This Code of Conduct (**Code**) provides guidance as to an individual's obligations and expected behaviours when making decisions or taking actions, particularly in their capacity as a student member of the Student Guild.

This Code is to be read in conjunction with the UWA Statute(s), Regulations for Student Conduct and Discipline; UWA /Student Guild Policies and Procedures. UWA Code for the Protection of Freedom of Speech and of Academic Freedom, and all relevant laws and legislation.

### **Underlying Principles**

The ethical principles, values and behaviours expected of all members of the Student Guild are founded on the following universally recognised principles:

- Equity and Justice;
- Respect for Individuals;
- Taking Responsibility – Personal and Professional.

### **Exemplary Conduct**

In the performance of our duties, both in our personal conduct and how we treat others, we will act with honesty and integrity; demonstrate respect and courtesy; take all care and diligence while complying with our legal obligations and upholding our values, integrity and reputation. Particularly, we:

1. Lead by example and strive for excellence by setting high standards;
2. Act with honesty, integrity and impartiality and not for ulterior/extraneous purposes or with malice;
3. At all times, show respect, courtesy, consideration, sensitivity and no prejudice/discrimination/bias in the performance of duties;
4. Be respectful of the point of view of others while advancing yours;
5. Act in the best interests of the Student Guild and its members rather than in your own interests or in the interests of others;
6. Maintain a professional approach to all matters at hand, including refraining from namecalling or any sledging;



## **UWA Student Guild | Societies Council Rules**

7. Be a team player by consulting, co-operating and co-ordinating with others;
8. Maintain a safe and healthy working environment in which all can thrive including not engaging in bullying behaviours or sexual harassment;
9. Use confidential /official /personal information for authorised purposes only;
10. Not make public comments (orally/in writing/via social media /or the like) for and on behalf of the Student Guild or the Student Council unless expressly authorised to do so.
11. When making comments or expressing a point of view, you must ensure that your expression is free from prejudice; non-discriminatory and unbiased and make clear that you are expressing your personal views and not those of the Student Guild or Student Council;
12. Utilise Student Guild resources and tools of trade in a responsible and accountable manner;
13. Avoid any conflicts of interest – actual/perceived/potential and always put the interests of the Student Guild ahead of your personal interests;
14. Not accept any offers/gifts/gratuities or other incentives/inducements;
15. Disclose information in a timely/accurate/consistent/complete/fair manner;
16. Report suspected breaches through normal/approved channels;
17. Adhere to legal requirements, policies and lawful directions; and
18. You must make clear that any views you express while participating in any political process (at whatever level) are your personal views and not those of the Student Guild or the Student Council.

We have a shared responsibility to ensure the Student Guild not just survives but thrives and that individuals within it reach their full potential.

Remember, you role model the values, behaviours and beliefs/practices of the Student Guild. Proceed with courage and determination.