



Date **30/04/2025**
Time **10:00 AM - 12:00 PM**
Location **JO.1.447/Online**

Guild AGM 2025

Edith Cowan University Student Guild

Agenda - 30 April 2025

1 **Supporting Documents**

1. ECU Student Guild Constitution
 2. ECU Student Guild Standing Orders
-

2 **Motion for the appointment of a Chair**

As the role of President is vacant, the Senate will nominate and appoint a Chair to facilitate the conduct of the 2025 ECU Student Guild AGM.

DECISION: Motion AGM2025/01: The XXX is appointed as Chair for the 2025 Guild AGM

Moved:

Seconded:

Result:

3 **Motion for the appointment of a Minute Taker**

As the role of General Secretary is vacant, the Senate will nominate and appoint a Minute Taker to facilitate the recording of minutes for the 2025 ECU Student Guild AGM.

DECISION: Motion AGM 2025/02: The XXX is appointed as Minute Taker for the 2025 Guild AGM

Moved:

Seconded:

4 **Opening Address & Welcome**

5 **Acknowledgement of Country**

The Guild acknowledges that we are meeting on Whadjuk Nyoongar land, and acknowledges their elders, both past and present. We recognise that the land was stolen and never ceded, and always was and always will be an Aboriginal land.

6 **Attendance**

Attendees to be noted

7

Proxies

Proxies to be listed

8

Approval of Past AGM Minutes

Preamble: The 2025 student members of the ECU Student Guild AGM shall pass the AGM minutes for the year 2024.

DECISION: MOTION AGM2025/03: The Guild's members approve the minutes from the 2024 AGM as read and accurate.

Moved:

Seconded:

Result:

9

Reports

9.1

President's Report for the year 2024

9.2

Operations Manager Report for the year 2024

Lisa Dwyer

9.3

Financial Controller Report for the year 2024

Lisa Dwyer

To be provided by Lisa Dwyer, Operations Manager.

9.4

Auditor's Report for the year 2024

Lisa Dwyer

9.5

Dircksey Editor Report

10

Approval of the Annual Financial Report

Preamble: The Annual Financial report accurately reflects the financial position, results of operations, and cash flows of the ECU Student Guild for the past year, and has been reviewed and recommended for approval.

DECISION: Motion AGM2025/04: The Guild members approve the Annual Financial Report as accurate and correct.

Moved:

Seconded:

Result:

11 Other Items

11.1 Motion of No Confidence - For Noting by Members

This agenda item involves the formal acknowledgment and noting of a motion of no confidence submitted regarding the General Secretary. The motion will be received and recorded for the purpose of discussion, in light of the resignation of Sarah Rizwan, the Guild General Secretary and subject of the motion no vote will be undertaken.

12 Annual General Meeting End

Time Noted:

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1 - Supporting Documents

1. ECU Student Guild Constitution
2. ECU Student Guild Standing Orders

For Information

Attachments

[Guild Constitution.pdf](#)

[Standing Orders.pdf](#)

CONSTITUTION

EDITH COWAN UNIVERSITY

STUDENT GUILD

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Preamble

Statement of Recognition

The Guild, acknowledges and honours the Wadjuk Nyoongar people of the Perth metropolitan area and the Wardandi Nyoongar people of the Bunbury area as the traditional custodians of these lands on which the University campuses are located. We recognise that the Mount Lawley campus resides in Jinjeejeerdup which means “place of the honey-eater”; that the Joondalup campus resides in Joondalup which means “place of the long shimmering hair”; and that the Bunbury campus resides in Koomboorup which signifies a resting place for the Waugal.

The Guild acknowledges and respects the ongoing relationship that the Aboriginal and Torres Strait Islanders, as the first people and traditional custodians, have with the lands and waters as sustainers of life. The Guild is inspired by Aboriginal culture, where learning is seen as a lifelong process, and that Eldership is based on a person’s knowledge rather than of age.

Traditionally, Aboriginal culture and spirituality supports the bringing together of people into a united community. The University provides an opportunity for all people to come together to learn and discover their world. The Guild aims to continually create a safe and inclusive environment which enables all students to get connected to their own greatness and to their communities.

Therefore, it is important that the Guild recognises and honours Aboriginal culture, spirituality and the sacred relationship that the Aboriginal people, as the traditional custodians, have to these lands and waters in this place in which we live.

Part 1 – Preliminary

1. Commencement

This Constitution will come into operation and be in full force and take effect as of the Commencement Date.

2. Transitional

Notwithstanding the adoption of this Constitution:

- (1) any part of this Constitution which may affect directly or indirectly the raising and expenditure of revenue by the Guild will not become operative until it has been confirmed in accordance with the Statute;
- (2) anything done in good faith in accordance with this Constitution, before the Commencement Date, will be valid and remain in full force and effect;
- (3) nothing done by the Guild pursuant to its legitimate authority prior to the Commencement Date will be invalidated by reason of it being contrary to this Constitution;
- (4) persons who were Members immediately prior to the Commencement Date will remain as Members on and from the Commencement Date; and

- (5) any Officer holding a position immediately prior to the adoption of this Constitution will continue in office for the remainder of their term of office; and
- (6) any Officer holding a position immediately prior to the amendment of this Constitution will continue in office for the remainder of their term of office.

3. Definitions and Interpretation

- (1) In this Constitution, unless the contrary appears:

“Act” means the *Edith Cowan University Act 1984* (WA);

“Affiliated Bodies” means clubs, societies, collectives and other associations affiliated to the Guild in accordance with the Statute and this Constitution;

“Annual General Meeting” has the meaning given to it under Clause 21;

“Appointed Officer” means an Officer appointed by the Senate who is not a Senator;

“Associate Members” means all persons who are admitted to membership by the Guild pursuant to Clause 10;

“Budget” has the meaning given to it in Clause 66;

“Campus” means any campus of the University including the Joondalup campus, Mount Lawley campus and South-West (Bunbury) campus, or any other place determined by Council to be a Campus with the approval of the Minister pursuant to section 17(1)(c) of the Act;

“Clause” means a Clause of this Constitution;

“Code of Conduct” has the meaning given to it in Clause 59;

“Commencement Date” means the date that this Constitution takes effect in accordance with the Rules;

“Committee” means a committee of the Guild;

“Common Seal” means the common seal of the Guild;

“conflict of interest” means an actual, potential or perceived conflict between an individual’s personal or private interests and the performance of their Guild-related duties;

“Continuous Improvement & Development Committee” means the Committee established to make recommendations to the Senate with respect to the creation, amendment and repeal of Guild Policies and OHS matters;

“Council” means the Council of the University;

“Department” means a student department or council of the Guild, established in accordance with Clause 47;

“Department Chairperson” means the Vice President who has oversight of the activities of the Department in accordance with Clause 33(2);

“Departmental Officer” means a General Member or Financial Member who is elected to the position of Departmental Officer in accordance with Clause 41B(1);

“Department Policy” means a Policy approved by the Senate under Clause 47(2);

“Election Procedures” means the election procedures described in Clause 63, as set out from time to time by the Senate;

“Establishing Resolution” means a Resolution by the Senate to create a Department under clause 47(3);

“Executive Officer” means the person undertaking the role and duties of ‘secretary’ for each Guild Department and Committee;

“Facilities and Services” means the facilities and services of the Guild as determined by the Guild from time to time and set out in the Membership Facilities and Services Policy;

“Financial Members” means all Members who have:

- (i) paid their subscriptions in accordance with Clause 9(1) or 9(2);
- (ii) been granted exemption in accordance with Clause 9(3); or
- (iii) been permitted to defer payment in accordance with Clause 9(4);

“General Elections” means elections, held to fill Guild Officer positions, at which all Students are entitled to vote in accordance with section 41(7) of the Act;

“General Meeting” means any Annual General Meeting or Special General Meeting of the Guild as described in Part 4;

“General Members” means all Students unless such Students have elected not to be Members or have chosen to be Financial Members;

“General Secretary” means the General Member or Financial Member who is elected to the position of General Secretary of the Guild, in accordance with Clause 41(1);

“Guild” means the Edith Cowan University Student Guild;

“Guild Body” means:

- (i) any body of the Guild established under this Constitution including but not limited to the Secretariat, Departments and Committees; and
- (ii) the Senate;

“Guild Employee” means any person employed or engaged by the Guild;

“Guild Policy Manual” means the document published by the Senate pursuant to Clause 73(3), consisting of the current Policies from time to time;

“Honorary Life Members” means persons who have been admitted to Honorary Life Membership of the Guild in accordance with Clause 11(1);

“Members” means all Guild members;

“Membership” means the status of a person as a Member;

“Membership Facilities and Services Policy” means the Policy specifying the Facilities and Services available to each category of Membership;

“Membership Subscription” means the annual membership subscription applicable to a relevant category of Membership, set by the Senate from time to time;

“Officer” means a person holding a position or office in a Guild Body but does not include Guild Employees;

“Operational Executive” means the Guild’s most senior salaried employee;

“Patron” means a patron of the Guild appointed in accordance with Clause 12;

“Policies” means the policies of the Guild;

“Policy Position Statements” means policies defining the Guild’s position(s) on matters of social and diversity equality issues specific to the rights and interests of students;

“President” means the General Member or Financial Member who is elected to the position of President of the Guild, in accordance with Clause 40(1);

“Register of Delegations & Authorities” means the document that records the delegation of authority and responsibilities to Officers and Guild Employees in accordance with the Constitution and includes any conditions or limits attached to a particular delegation;

“Representatives” means non-elected Members appointed in accordance with Clause 48 to represent the interests of students and act as liaison between the student body and the Guild;

“Resolution” means a resolution passed by any Guild Body;

“Rules” means any rules made under the Statute;

“Secretariat” means the executive members of the Senate as set out in Part 6;

“Senate” is the governing body of the Guild as set out in Part 5;

“Senate Term” means the term of office for elected members of the Senate, determined in accordance with Clause 55;

“Senator” means a member of the Senate;

“Serious Offence” means a contravention of the Policies or Constitution which the Senate determines is a serious offence;

“Simple Majority” means a majority of greater than 50% of all voting members of the relevant body present and entitled to vote at the relevant time;

“Special General Meeting” means a General Meeting other than the Annual General Meeting, as convened under Clause 23;

“Special Majority” means at least a 75% majority of all voting members of the relevant body present either in person or by proxy at the relevant meeting;

“Standing Orders” means the standing orders made by the Senate in accordance with Clause 54;

“Statute” means University Statute No. 11 – Student Guild;

“Student” means an enrolled student of the University;

“Student Services and Amenities Fee” means a fee payable to the University by a Student to support the provision to Students of amenities and services that are not of an academic nature;

“Teaching Day” means a day falling during a standard teaching week in Semester 1 or Semester 2 of the University’s Academic Calendar that is not a Saturday, Sunday or University holiday;

“University” means Edith Cowan University;

“University Bodies” means any body or committee of or related to the University;

“Vice President” means a General Member or Financial Member who is elected to the position of Vice President in accordance with Clause 41A(1).

- (2) Headings and underlining are for convenience only and do not affect the interpretation of this Constitution.
- (3) The singular includes the plural and vice versa.
- (4) Words importing a gender include any other gender.
- (5) Capitalised terms may denote titles and categories not defined in this Constitution.
- (6) A reference to:
 - (a) a person includes a corporation and government or statutory body or authority;

- (b) a person includes the legal personal representatives, successors and permitted assigns of that person; and
 - (c) a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them made by any legislative authority.
- (7) The word “including” and similar expressions are not words of limitation.
 - (8) The word “under” includes by, by virtue of, pursuant to and in accordance with.
 - (9) Where time is to be reckoned by reference to a day or event, that day or the day of that event will be excluded.

Part 2 – Name and Statement of Purposes

4. Name

The full name of the Guild is “Edith Cowan University Student Guild”.

5. Functions

- (1) Subject to the Act, Statute, Rules and this Constitution, and in addition to other functions that may be prescribed under the Act (as amended from time to time), the functions of the Guild are to:
 - (a) provide leadership in relation to matters affecting the common interests of its Members;
 - (b) represent and further the common interests of its Members including but not limited to in communications with the Council, the Vice-Chancellor, other senior officers of the University and committees of the University;
 - (c) promote a co-operative spirit and sense of solidarity amongst Members;
 - (d) advance the education, welfare, social life and cultural activities of Members;
 - (e) provide Facilities and Services for Members;
 - (f) represent and protect Members in matters affecting their interests and rights;
 - (g) promote equal opportunity and affirmative action in its Policies and activities;
 - (h) support and co-ordinate the activities of Affiliated Bodies;

- (i) provide a recognised means of communication between Members and the University, other student organisations, educational and governmental bodies and the wider community;
 - (j) co-operate with and affiliate to other organisations having similar purposes in whole or in part;
 - (k) co-ordinate Member representation on University decision-making bodies where appropriate;
 - (l) facilitate greater recognition and appreciation of the standard of academic awards made by the University;
 - (m) do all other things as are incidental or conducive to the attainment of the above and the exercise of the powers of the Guild; and
 - (n) perform any other matter or thing prescribed under the Act, Statute, Rules or this Constitution.
- (2) The assets and income of the Guild will be applied exclusively to the promotion of its functions.
 - (3) No portion of the Guild's profits, assets or income will be paid or distributed directly or indirectly to Members or Officers, except as bona fide remuneration for services rendered or expenses incurred on behalf of the Guild.
 - (4) The Guild is a not-for-profit organisation.

6. Legal Capacity and Powers

- (1) Subject to this Clause, the Guild has:
 - (a) the legal capacity and powers of an incorporated body; and
 - (b) all the powers of an individual.
- (2) Without limiting Clause 6(1) and subject to the Act, the Statute and the Rules, the Guild may:
 - (a) expend and invest its income;
 - (b) operate banking accounts;
 - (c) borrow money;
 - (d) lend money to its Members;
 - (e) enter into contracts;
 - (f) acquire, dispose of and deal in any way with property whether real or personal;
 - (g) sue for and recover money or property owing to it;

- (h) operate and administer the Facilities and Services for the benefit of Members;
 - (i) employ persons and terminate their employment;
 - (j) publish any newspaper or any other publication;
 - (k) hold licences under any relevant legislation;
 - (l) recognise and grant financial assistance to any Affiliated Body;
 - (m) receive and distribute grants;
 - (n) discipline Members in accordance with this Constitution and the Policies;
 - (o) pay Officers and Guild Employees;
 - (p) grant leave to Officers and Guild Employees;
 - (q) conduct campaigns and make representations on behalf of Members;
 - (r) make Policies in relation to any of the above powers and functions; and
 - (s) do all other things as are incidental or conducive to the attainment of the above functions and the exercise of the powers of the Guild.
- (3) The Guild may only exercise its powers in furtherance of its functions as described in Clause 5.

Part 3 – Membership

7. Categories of Membership

The Guild will have the following categories of membership:

- (1) General Membership;
- (2) Financial Membership;
- (3) Associate Membership; and
- (4) Honorary Life Membership.

8. General Membership

- (1) All Students are General Members of the Guild at no cost unless they elect not to be Members at any time.
- (2) General Members will be:
 - (a) included in the Guild's electoral roll;

- (b) eligible for membership of the Senate and Departments, within the limits set out in this Constitution and the Establishing Resolution or Department Policy of each Department;
- (c) entitled to use of the designated Facilities and Services as determined by the Guild from time to time and set out in the Membership Facilities and Services Policy; and
- (d) entitled to be represented by the Guild.

9. Financial Membership

- (1) All General Members are eligible to be Financial Members of the Guild, upon payment of the Membership Subscription.
- (2) For the purposes of this Clause, the Senate may, by Resolution passed by Special Majority, deem that payment of a Student Services and Amenities Fee by a Member will satisfy the requirements for payment of the Membership Subscription and that the Member will be considered to be a Financial Member upon payment of the Fee.
- (3) The Senate may, by Resolution passed by Special Majority, exempt any Member from payment of the Membership Subscription, provided that the Member is a Student.
- (4) The Senate may by Resolution passed by Special Majority, grant Financial Membership status to a Member without immediate payment of the Membership Subscription, provided that the Member undertakes to pay the Membership Subscription not later than three months after becoming a Financial Member. Subject to Clause 14(3), if a Financial Member fails to pay the Membership Subscription within three months, then their Financial Membership will lapse and they will become a General Member until such time as the Membership Subscription is paid in full.
- (5) During the period of time that the payment of the Membership Subscription is deferred pursuant to Clause 9(4), the Member will be entitled to the full use of the Facilities and Services.
- (6) Financial Members will be:
 - (a) included in the Guild's electoral roll;
 - (b) eligible for membership of the Senate and the Departments (within the limits set out in this Constitution and in the Establishing Resolution or Department Policy of each Department);
 - (c) entitled to full use of the Facilities and Services; and
 - (d) entitled to be represented by the Guild.

10. Associate Membership

- (1) The Guild may admit to Associate Membership any person who pays a Membership Subscription which is at least equivalent to the amount of the Membership Subscription for Financial Members if that person:
 - (a) is an employee of the University;
 - (b) is an employee of the Guild;
 - (c) is a member of Council;
 - (d) is an alumnus of the University; or
 - (e) applies in writing and is approved by the Senate.
- (2) Associate Membership of the Guild does not confer any formal Membership upon the person but allows him or her to:
 - (a) be an observer at General Meetings; and
 - (b) use limited Facilities and Services as determined by the Guild from time to time and set out in the Membership Facilities and Services Policy.
- (3) Subject to clause 10(4), Associate Members of the Guild will not be eligible to:
 - (a) vote in any meeting, election or referendum of the Guild or its Departments; or
 - (b) be elected or appointed to any Guild Body.
- (4) An Associate Member of the Guild who is an employee of the Guild will be eligible to be appointed to any Department subject to the relevant Establishing Resolution or Department Policy.
- (5) The Senate will set a Membership Subscription for Associate Membership and will have the power to determine the Policies regarding the terms and conditions of Associate Membership.

11. Honorary Life Membership

- (1) The Senate may by Resolution passed by Special Majority grant Honorary Life Membership to any person in recognition of their outstanding service to the Guild or the University community.
- (2) Unless an Honorary Life Member is a Student, then an Honorary Life Member is not entitled to vote at any Guild election, referendum or meeting, and is not eligible for election or appointment to any Guild Body.
- (3) An Honorary Life Member is entitled to be an observer at General Meetings, and to use the same Facilities and Services as Associate Members.

12. Patron

The Senate may by Resolution passed by Special Majority invite a person who is not a Student to be appointed as Patron for a period as determined by the Senate. The relevant person will become Patron automatically upon their acceptance of the appointment without any further Resolution of the Senate or the Guild being required. The Patron will have the same Membership status as an Honorary Life Member during their term as Patron.

13. Membership Subscriptions

- (1) Subject to Clauses 13(3) and 13(4), the amount of the Membership Subscription for each category of Membership will be determined from time to time by Resolution passed by a Special Majority of the Senate.
- (2) Any change to the amount of the Membership Subscription for any category of Membership determined during the course of an academic year will not take effect until the commencement of enrolment for the following academic year.
- (3) The amount of any Membership Subscription for part-time Students will not be more than 50% of the relevant Membership Subscription for full-time Students.
- (4) The amount of any Membership Subscription for external Students will not be more than 30% of the relevant Membership Subscription for full-time Students.

14. Rights, Obligations and Liabilities

- (1) Subject to Clauses 14(3) and 14(4), a Member is entitled to use the Facilities and Services as designated under their category of membership.
- (2) The rights of a Member under their Membership ("**Membership Rights**") are not transferable.
- (3) The Membership Rights of a General Member and a Financial Member end when the General Member or Financial Member:
 - (a) ceases to be a Student;
 - (b) elects not to be a Member; or
 - (c) resigns as a Member; or
 - (d) has had their Membership suspended by the Senate.
- (4) A Member who is aggrieved by an action or decision of the Guild will be entitled to have that action or decision reviewed by the Senate. The process for submission of a matter for review and the conduct of such review will be set out in the Policy made pursuant to Clause 19.
- (5) A Member will not be liable to contribute to the debts and liabilities of the Guild by reason only of their Membership.

15. Discipline

- (1) The Senate may, by resolution passed by Special Majority, take disciplinary action against an Officer in accordance with Section 7(4) of the Statute.
- (2) Subject to Clause 15(1), the Senate will have the power to take disciplinary action against a Member in respect of their Membership and involvement in the Guild and its activities.
- (3) Subject to Clause 15(1), the procedures for investigation, disciplinary action and the imposition of a penalty are as specified in Schedule 1 of this Constitution.

16. Register of Members

- (1) The General Secretary will ensure that the Guild keeps an accurate and up-to-date register of members ("**Register of Members**"). The Register of Members will be kept at the Guild's offices. The Register will contain the student number (if applicable), full name and at least one means of contact for each Member and will state the category of Membership for each Member.
- (2) For the purposes of Clause 16(1) with respect to General and Financial Members, the General Secretary and the Guild will rely on the records kept by the University and provided by the University to the Guild from time to time.

17. Refund of Membership Subscriptions

There will be no refund of any part of the Membership Subscription paid by a Member following the resignation of a Member or upon the suspension of a Member as the result of any disciplinary action taken by the Guild against the Member.

18. Affiliation to the Guild

- (1) Student clubs, organisations, societies, collectives and other associations may apply to the Guild to become Affiliated Bodies. The Guild will make a Policy governing the eligibility, admission, resignation, composition, governance, rights, conduct, discipline, financing and any other matters relating to Affiliated Bodies.
- (2) An up-to-date register of Affiliated Bodies ("**Register of Affiliates**") will be kept by the Guild. The General Secretary will be responsible for the establishment and maintenance of the Register of Affiliates.

19. Complaints and Grievances

The Senate will make a Policy regarding the management of complaints or grievances against the Guild made by Members or by other persons.

20. Dispute Resolution

- (1) For matters between the Guild and a Member or Members which cannot be resolved through the grievance process, the Senate will put in place a dispute resolution process.
- (2) The dispute resolution procedures for disputes between the Guild and a Member or Members will be as follows:
 - (a) the parties to the dispute will meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties;
 - (b) the parties may elect to bring a support person to any meetings, but may not be legally represented;
 - (c) a support person cannot be a person acting on the behalf of parties to a dispute or as an agent or representative of a party to a dispute;
 - (d) if the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties will, within 10 days (or such longer time as agreed by the parties), hold a meeting in the presence of a mediator;
 - (e) subject to Clause 20(2)(f), the mediator will be a person chosen by agreement between the parties;
 - (f) in the absence of agreement between the parties, the University will be asked to appoint a mediator;
 - (g) the mediator cannot be a Member who is a party to the dispute;
 - (h) the parties to the dispute will, in good faith, attempt to settle the dispute by mediation;
 - (i) the mediator, in conducting the mediation, will -
 - (i) give the parties to the mediation process every opportunity to be heard;
 - (ii) allow due consideration by all parties of any written statement submitted by any party; and
 - (iii) ensure that the mediation process is conducted fairly and without bias;
 - (j) the mediation must be confidential and without prejudice; and
 - (k) the costs of the mediation will normally be borne by the Guild.

Part 4 – General Meetings

21. Types of General Meeting

There will be at least one General Meeting each year, namely the Annual General Meeting (“**Annual General Meeting**”). In addition, Special General Meetings will be held if required pursuant to Clause 23.

22. Annual General Meeting

- (1) The Senate will convene an Annual General Meeting on or before 30 April each year.
- (2) The ordinary business of the Annual General Meeting is to consider:
 - (a) the minutes of the previous Annual General Meeting and any subsequent Special General Meetings;
 - (b) the audited financial statements submitted to the Annual General Meeting containing details of:
 - (i) the income and expenditure of the Guild during its last financial year;
 - (ii) the assets and liabilities of the Guild at the end of its last financial year;
 - (iii) the mortgages, charges and securities of any description affecting any of the property of the Guild at the end of its last financial year; and
 - (iv) the same details in respect of each trust of which the Guild was a trustee during any part of the last financial year.
 - (c) the auditor’s report on the financial statements;
 - (d) a financial report on the operation of the Guild signed by the General Secretary; and
 - (e) any other business of which notice has been given in accordance with Clause 25.
- (3) The Annual General Meeting will be conducted as determined from time to time by the Senators and in accordance with any Standing Orders.

23. Special General Meetings

- (1) In addition to the Annual General Meeting, Special General Meetings will be held if:
 - (a) the Senate decides to do so by Resolution passed by Special Majority; or

- (b) the General Secretary receives a requisition signed by at least 100 Members requesting the Special General Meeting and which:
 - (i) is in writing, signed by each of the Members;
 - (ii) states the motion or motions to be considered by the meeting;
 - (iii) may consist of more than one document; and
 - (iv) is given to the General Secretary or the President, or presented to a meeting of the Senate.
- (2) The Senate will convene the Special General Meeting to be held:
 - (a) if a motion requiring a Special Majority is not to be considered – within 15 Teaching Days; or
 - (b) if a motion requiring a Special Majority is to be considered – within 25 Teaching Days.
- (3) Only those matters proposed under Clause 23(1) will be considered at the Special General Meeting.
- (4) The Special General Meeting will be conducted as determined by the Senators and in accordance with any Standing Orders.

24. Day, Time and Place of General Meetings

- (1) A General Meeting will only be held:
 - (a) on a Teaching Day;
 - (b) at a time reasonably convenient for Members to attend; and
 - (c) on a Campus.
- (2) The Senate may by Resolution permit Members to participate in a General Meeting via:
 - (a) electronic means;
 - (b) tele- or video-conference; and/or
 - (c) proxy voting.

25. Notice of General Meetings and Notices of Motion

The Senate will give notice of General Meetings to Members in accordance with the Standing Orders. Agenda items will be included together with the Notice of Meeting.

26. Quorum

- (1) The minimum quorum for the ordinary business of a General Meeting is the attendance of 20 Members present in person or by proxy, plus no fewer than 75% of Senators.
- (2) If a quorum is not present within 30 minutes of the scheduled time as specified in the relevant notice of meeting for the General Meeting:
 - (a) the meeting stands adjourned to the day, and at the time and place, that the Senate decides or, if the Senate does not make a decision, to the same day in the next week at the same time and place; and
 - (b) if, at the adjourned meeting, a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting must be dissolved.

27. Chairing and Conduct of General Meetings

- (1) The President will act as chairperson of all General Meetings. If the President is not present, or declines to act as chairperson, the President may nominate another Senator to act as chairperson. If the President is not present and has not nominated another Senator to act as chairperson, the Senators present at the General Meeting will elect by Simple Majority a Senator to act as chairperson. If all Senators present at the General Meeting elect not to act as chairperson, then the meeting will elect by Simple Majority another Member to act as chairperson.
- (2) The Guild will specify in the Standing Orders any procedures for the conduct of General Meetings not set out in this Constitution.

28. Voting

- (1) Only Financial Members and General Members are entitled to vote at General Meetings.
- (2) The Patron, Associate Members and Honorary Life Members who are not Students may attend General Meetings as observers, but are not entitled to vote at General Meetings.
- (3) Each Financial Member and each General Member present at the General Meeting will have one vote, which may only be placed in person or by proxy.
- (4) Unless a secret ballot is required under Clause 28(5):
 - (a) voting will be by show of hands; and,
 - (b) the declaration by the chairperson of the result of a vote, as recorded in the minutes, will be conclusive evidence of the vote.
- (5) Any combination of 10 or more Members who are eligible to vote and are present at the General Meeting may request a secret ballot.

- (6) Subject to Clause 28(7), a motion or amendment to a motion will be passed by Simple Majority. If an equal number of votes are cast for and against a motion or amendment, the chairperson will declare the motion or amendment lost.
- (7) Subject to the Act, Statute and Rules, motions or amendments to motions in relation to the following, in addition to other matters specified in this Constitution, will be decided by Special Majority:
 - (a) change of functions of the Guild;
 - (b) change of name of the Guild; and
 - (c) the adoption, amendment or repeal of this Constitution.

29. Voting by Proxy

A Member (in this Clause called "**the appointing member**") may appoint in writing another Member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, any General Meeting. The form for appointment of a proxy will be prescribed in the Standing Orders.

30. *[deleted]*

31. Referenda

- (1) Subject to Clause 31(2), any decision that may be made at a General Meeting may be made by referendum ("**Referendum**").
- (2) A Referendum will not be held if:
 - (a) the decision requires a Special Majority; or
 - (b) the matter has not been considered at a General Meeting.
- (3) *[deleted]*
- (4) A decision by Referendum will override any decision made previously on the matter at a General Meeting.
- (5) Subject to Clause 31(2), a Referendum will be held if:
 - (a) the Senate by resolution passed by Simple Majority decides to hold a Referendum; or
 - (b) the General Secretary receives a request signed by at least 100 Members, being comprised of Financial Members and/or General Members. Such request:
 - (i) will be in writing, signed by the Members;
 - (ii) will state the motion or motions to be put to Referendum;

- (iii) may consist of more than one document; and
 - (iv) will be given to the General Secretary or the President.
- (6) A Referendum that is requested by Members in accordance with Clause 31(5)(b) will be held within 15 Teaching Days of the request being received by the General Secretary or the President.
- (7) Referenda will be held over at least 3 consecutive Teaching Days.
- (8) The option of postal and/or electronic voting will be provided for every Referendum. If the poll is to be conducted electronically, then polling will be open at all times during the polling period.
- (9) If the poll is also to be conducted in person, then it will be open on each Campus for at least 6 hours each Teaching Day during the polling period between the hours of 10:00 am and 8:00 pm.
- (10) Each Financial Member and each General Member is entitled to one vote under the Referendum.
- (11) Procedures for the conduct of Referenda will be specified in the Election Procedures.

Part 5 – The Senate

32. Status and Function

The Senate is the governing body of the Guild. The primary function of the Senate is to manage the administrative, financial and other affairs of the Guild.

33. Membership

- (1) The Senate will have a minimum of 12 members and not more than 16 members comprising:
 - (a) the President;
 - (b) the General Secretary;
 - (c) Vice President Social Responsibility;
 - (d) Vice President Academic;
 - (e) Vice President International;
 - (f) Vice President Activities & South West; and
 - (g) the Departmental Officers.
- (2) The Vice President Social Responsibility will also have the titles of Chairperson of the Equity Department, the Environment Department and the First Nations Department.

The Vice President Academic will also have the titles of Chairperson of the Undergraduate Department and the Postgraduate Department.

The Vice President International will also have the title of Chairperson of the International Department.

The Vice President Activities & South West will also have the titles of Chairperson of the South West Department, the Social Department and the Sports Department.

- (3) *[deleted]*
- (4) Subject to Clause 33(4A), the procedures for election of the Senate are set out in the Election Procedures.
- (4A) In order to be eligible to stand as a candidate in the elections for a Senate position, a Member must:
 - (a) hold the general qualifications listed in Schedule 2;
 - (b) not hold any of the general disqualifications specified in Schedule 2; and
 - (c) meet all additional qualifications and disqualifications applicable to a particular Senate position as specified in Schedule 2.
- (5) The procedures for filling casual vacancies in Senate positions are set out in Clause 56.
- (6) *[deleted]*
- (7) Only General Members or Financial Members are eligible to be elected Members of the Senate.

34. Responsibilities

- (1) Subject to the Act, Statute and Rules, the Senate is responsible for:
 - (a) exercising the power of the Guild on its behalf; and
 - (b) ensuring the proper management of the Guild.
- (2) Subject to the Act, Statute and Rules, the Senate also has specific responsibility for:
 - (a) considering all matters related to the rights and interests of Members;
 - (b) providing direction to the Guild on all strategic matters;
 - (c) approving, amending and repealing Policies in accordance with clause 73;
 - (d) considering reports from the Departments of the Guild on their activities and strategies;

- (e) *[deleted]*;
 - (f) filling vacancies in elected positions in accordance with this Constitution;
 - (g) setting the annual budget of the Guild in accordance with Clause 66;
 - (h) subject to the Statute, appointing annually an auditor and ensuring that the accounts are audited in accordance with the Rules;
 - (i) interpreting this Constitution and the Policies; and,
 - (j) any other matters reserved or allocated to the Senate, by Resolution of the Senate under the Constitution or Statute.
- (3) The Senate may allocate portfolios to Senators.
 - (4) A General Meeting may by Resolution, of a motion on notice, direct the Senate on any matter within its responsibilities or powers.
 - (5) The Senate may direct all Senators by resolution passed by Simple Majority, with the exception of the President, who may only be directed by resolution passed by Special Majority.

35. Delegation

- (1) The Senate may by Resolution passed by Special Majority delegate its powers under this Constitution to:
 - (a) any Senator;
 - (b) any Department or Committee which has at least one Senator as a member; or
 - (c) Operational Executive.
- (2) A power delegated under Clause 35(1) may not be further delegated.
- (3) The Senate may impose any conditions on a delegation of its powers pursuant to Clause 35(1) as it sees fit.
- (4) The Senate may by Resolution passed by a Simple Majority revoke a delegation given under this section and no delegation so given prevents the exercise or discharge by the Senate of any of its powers, authorities, duties or functions.
- (5) All delegations and revocations of authority pursuant to Clause 35(1) will be updated in the Register of Delegations & Authorities by the General Secretary.

36. Meetings

- (1) Meetings of the Senate will be held at least 10 times per calendar year.

- (2) Meetings of the Senate will be convened and conducted in accordance with the Standing Orders.

37. Quorum

- (1) Subject to Clause 37(2), a quorum of the Senate will be the presence in person, via phone, or via video conference, of not less than 50% of the total number of Senators.
- (2) Of those Senators present, no fewer than three will be members of the Secretariat.
- (3) Subject to Clause 37(5) a Senator who is unable to attend a Senate meeting must grant proxy voting rights to another Senator.
- (4) Proxy voting rights must be in writing and signed and dated by the Senator who is granting proxy voting rights.
- (5) A Senator can hold proxy voting rights on behalf of other Senators, except that:
 - (a) they may not hold proxy voting rights for the same Senator at more than three meetings during the Senate Term; and
 - (b) they may not hold proxy voting rights for more than one Senator at any one meeting.

38. Chairing of the Senate

- (1) The President will act as chairperson at meetings of the Senate, unless they decline to act as chairperson or are absent, in which case the Senate will by Resolution passed by Simple Majority elect a Senator to act as chairperson of the meeting.
- (2) *[deleted]*
- (3) In the case of a tied vote, the Chairperson will have a casting vote in addition to their deliberative vote as a Senator.

39. Responsibilities of Senators

- (1) Senators will be responsible for:
 - (a) attendance at scheduled meetings of the Senate;
 - (b) providing written updates at each scheduled meeting of the Senate on the actions, resolutions or policy of their Department/s;
 - (c) representing Policy Position Statements made by the Senate and Departments to the Council, the University and outside bodies;
 - (d) representing the Senate on University Bodies if nominated by the President and/or the Senate; and

- (e) any other responsibilities conferred under the Policies.
- (2) Senators cannot be Guild Employees during their term of office.

40. President

The President:

- (1) will be elected at General Elections in accordance with the Election Procedures;
- (2) is the chief spokesperson for the Guild, subject to the advice of the Senate, on all matters relating to the rights and interests of Members;
- (3) is responsible for representing the Guild or coordinating representation on all appropriate University Bodies where requested by the University;
- (4) is responsible for submissions, representations and negotiations on behalf of the Guild and the Senate; and
- (5) is responsible for ensuring that the Departments fulfil their duties and meet the strategic goals set by the Senate.

41. General Secretary

- (1) The General Secretary will be elected at General Elections in accordance with the Election Procedures.
- (2) The General Secretary is responsible for:
 - (a) ensuring that:
 - (i) all meetings pursuant to Clauses 22(1), 36(1) and 44(1) are scheduled, and held, in accordance with the Standing Orders;
 - (ii) proper notice is given of the meetings of the Senate, Secretariat and Departments;
 - (iii) accurate and complete minutes are taken and kept of all General Meetings and meetings of Guild Bodies, noting that the Senate or a Guild Body (as applicable) may nominate a person to assist the General Secretary in fulfilling this responsibility; and
 - (iv) where the General Secretary is unable to take minutes as specified in Clause 41(2)(a)(iii):
 - A. the General Secretary may nominate another Senator in the case of General Meetings, or another Officer of the relevant Guild Body in the case of Guild Bodies, to take accurate and complete minutes; or

- B. where the General Secretary does not nominate another person to take minutes, the Senators present at the General Meeting will elect by Simple Majority a Senator, or in the case of a Guild Body the members will elect by Simple Majority a member of the Guild Body, to take accurate and complete minutes.
- (b) advising Guild Bodies on the Constitution, the Statute, the Rules, the Policies and related governance matters;
 - (c) liaising with relevant Guild Employees and the Senate on the finances of the Guild;
 - (d) monitoring Department budgets and administration;
 - (e) reporting at each scheduled meeting of the Secretariat and the Senate on the finances and administration of the Guild and Departments;
 - (f) ensuring other Guild Bodies are updated on the finances of the Guild as required;
 - (g) ensuring that the Guild's financial statements are prepared, audited and presented in accordance with this Constitution, the Statute and the Rules; and
 - (h) undertaking the duties of the Executive Officer as specified in the Standing Orders.

41A. Vice Presidents

- (1) Four Vice Presidents will be elected at General Elections in accordance with the Election Procedures.
- (2) The Vice Presidents serve as Department Chairpersons in accordance with Clause 33(2) and are responsible for fulfilling the duties of Department Chairpersons in accordance with Clause 49(2).
- (3) The Vice Presidents are responsible for assisting the President to ensure that the Departments fulfil their duties and meet the strategic Goals set by the Senate.
- (4) The Vice Presidents may represent the Senate on Guild Bodies that are associated with the Department/s of which they serve as Chairperson.

41B. Departmental Officers

- (1) Ten Departmental Officers, of whom two will be designated South West Officers, will be elected at the General Elections in accordance with the Election Procedures.
- (2) The Departmental Officers are responsible for coordinating Representatives for the Department, assisting in the coordination of Departmental meetings and collaborating with the with Department Chairpersons to develop events and activities.

- (3) The Departmental Officer of the Sports Department is the Sports Officer.
- (4) The Departmental Officer of the Social Department is the Social Officer.
- (5) The Departmental Officer of the Undergraduate Department is the Undergraduate Officer.
- (6) The Departmental Officer of the Postgraduate Department is the Postgraduate Officer.
- (7) The Departmental Officer of the Equity Department is the Equity Officer.
- (8) The Departmental Officer of the First Nations Department is the First Nations Officer.
- (9) The Departmental Officer of the Environmental Department is the Environmental Officer.
- (10) The Departmental Officer of the International Department is the International Officer.
- (11) The Departmental Officers of the South West Department are the South West Officers.

Part 6 – The Secretariat

42. Membership

- (1) The members of the Secretariat are:
 - (a) the President;
 - (b) the General Secretary;
 - (c) the Vice President Social Responsibility;
 - (d) the Vice President Academic;
 - (e) the Vice President International; and
 - (f) the Vice President Activities & South West.
- (2) Officers or Guild Employees may be invited by the General Secretary to attend meetings of the Secretariat as observers and to participate in discussion if requested to do so.

43. Responsibilities

- (1) During the periods between scheduled meetings of the Senate, the Secretariat will be responsible for ensuring the proper management of the Guild, by confirming that Senators are fulfilling their responsibilities and operational services are being effectively managed by Operational Executive.

- (2) The Secretariat also has specific responsibility for:
- (a) documenting developments in policy making between meetings of the Senate, to be considered for approval by the Senate;
 - (b) ensuring that Policies approved by the Senate are implemented;
 - (c) ensuring that Policies approved and directions given by the Senate are complied with by all Guild Bodies;
 - (d) the regular monitoring of the budget, finances and administration of the Guild;
 - (e) approving, by Resolution, access to Guild funds as specified under the Policies and budget;
 - (f) ensuring that a Budget is prepared for consideration by the Senate in accordance with Clause 66; and,
 - (g) ensuring that the Senate meets regularly and carries out its responsibilities.

44. Meetings

- (1) Meetings of the Secretariat will be held at least 20 times during the Senate's term of office.
- (2) Meetings of the Secretariat will be convened and conducted in accordance with the Standing Orders.

45. Quorum

- (1) Quorum of the Secretariat will be the presence in person, via telephone, or via video conference, of 3 or more of its members.
- (2) Proxy voting will not be permitted.

46. Chairing of Secretariat

- (1) The General Secretary will act as chairperson at meetings of Secretariat, unless they decline to act as chairperson or are absent, in which case the President will act as chairperson. If both elect not to act as the chairperson, then the Secretariat will by Resolution passed by Simple Majority elect a Secretariat member to act as chairperson of the meeting.

Part 7 – Departments

47. Establishment and Dissolution

- (1) The following Departments are established under this Constitution:
 - (a) Sports Department;

- (b) Social Department;
 - (c) Undergraduate Department;
 - (d) Postgraduate Department;
 - (e) Equity Department;
 - (f) First Nations Department;
 - (g) Environmental Department;
 - (h) International Department; and
 - (i) South West Department.
- (2) For each Department established under this Constitution, the Senate will approve a Policy ("**Department Policy**") which will include:
- (a) its title;
 - (b) its membership;
 - (c) its responsibilities, accountabilities and powers; and
 - (d) any special provisions as to its meetings and elections or appointments,
- unless otherwise provided for in this Constitution.
- (3) Subject to Clause 47(4), the Senate may by Resolution passed by Special Majority create Departments in addition to those established under Clause 47(1).
- (4) The total number of Departments will not exceed 10.
- (5) The Establishing Resolution will include:
- (a) its title;
 - (b) its membership;
 - (c) its responsibilities, accountabilities and powers; and
 - (d) any special provisions as to its meetings and elections or appointments,
- unless otherwise provided for in this Constitution.
- (6) All Departments are accountable to the Senate for the proper carrying out of their responsibilities and powers.
- (7) A copy of the Establishing Resolution or Department Policy (as appropriate) of each Department will be placed and kept in the Guild Policy Manual.

- (8) The Senate may by Resolution passed by Special Majority dissolve any Department created under Clause 47(3) at any time.

48. Appointment of Representatives

Unless otherwise stated in this Constitution and subject to Clause 49(1), the procedure and requirements for appointment of Representatives to Departments will be prescribed in the relevant Establishing Resolution or Department Policy.

49. Department Chairpersons

- (1) The Vice Presidents elected in accordance with Clause 41A(1) are Department Chairpersons in accordance with Clause 33(2).
- (1A) On the establishment of a new Department in accordance with clause 47(3), a Vice President will be appointed by Resolution passed by Special Majority of the Senate to serve as Chairperson of the Department for the balance of the current Senate Term.
- (2) Each Department Chairperson is accountable to the Senate and is responsible for:
- (a) liaising with the relevant Guild office-bearers, staff and student groups on significant issues within the scope of the Department, as they relate to, and affect Members;
 - (b) convening regular meetings of the Department;
 - (c) reporting in writing to the Senate at each scheduled Senate meeting, on all relevant matters arising at, meetings of the Department;
 - (d) reporting to other Guild Bodies on significant issues within the role of the Department as required;
 - (e) developing in consultation with Members, and recommending to the Senate for adoption, Policies on issues within the scope of the Department;
 - (f) implementing Policies on issues within the scope of the Department;
 - (g) administering and managing the activities and budget of the Department, in accordance with the Policies; and
 - (h) coordinating Department-related activities and events in collaboration with Departmental Officers and affiliated Bodies.

Part 8 – Guild Bodies Generally

50. Applicability of this Part

This Part applies to all Guild Bodies unless a specific provision of this Constitution, the Policies or the Resolution establishing the relevant Guild Body provide otherwise.

51. Duties, Obligations and Liabilities of Officers

- (1) By nominating for election or accepting appointment, Officers agree to comply with this Constitution, the Policies, the Rules, the Statute and all applicable laws.
- (2) All Officers will:
 - (a) act honestly and in good faith;
 - (b) not make improper use of their position or information obtained in their position to gain directly or indirectly an advantage for themselves or another person or to cause detriment to the Guild;
 - (c) disclose conflicts of interest in accordance with the Statute and the Rules;
 - (d) exercise reasonable care and diligence;
 - (e) act in accordance with the Code of Conduct as described in Clause 59;
 - (f) comply with the Statute and the Rules; and
 - (g) not do any act or thing that constitutes a Serious Offence.
- (3) Officers have no liability to contribute towards payment of the debts and liabilities of the Guild by virtue only of their status as an Officer provided that they have acted in good faith and have acted in accordance with this Constitution and the Code of Conduct.
- (4) The Senate may investigate and take disciplinary action and/or impose penalties in accordance with the Statute against an Officer in relation to a breach or suspected breach of Clause 51(2). The procedures for such investigation and the imposition of disciplinary action and any penalties are set out in Schedule 1.

52. Disclosure of conflicts of interest by Officers

- (1) Following an Officer's disclosure of conflict of interest to the General Secretary in accordance with the Rules, the Guild Body considering or about to consider the matter in which the Officer has declared an interest will:
 - (a) subject to Clause 52(2), consider the nature and extent of the Officer's interest and decide by Resolution passed by Special Majority whether the Officer will:
 - (i) be disqualified from participating in discussion and from voting on the matter;
 - (ii) be disqualified from voting on the matter while being permitted to participate in discussion on the matter; or

- (iii) be permitted to participate in discussion and vote on the matter.
- (b) ensure that the minutes of the meeting record:
 - (i) the nature of the Officer's disclosure, and
 - (ii) the Guild Body's decision and reasons for decision with respect to the Officer's further participation in discussion or voting on the matter.
- (2) The Officer who has declared the interest must not be present during, nor participate in, discussion or voting on the Resolution at Clause 52(1)(a).

53. Indemnity of Officers and Members of Guild Bodies

The Guild indemnifies all Officers against any liability incurred by them by reason of any act or omission done by the Officer in good faith in their capacity as an Officer, unless the liability arises out of conduct involving a breach or breaches of the duties and obligations set out in Clause 51.

54. Standing Orders

The Senate will make standing orders providing for the convening and conduct of meetings of all Guild Bodies. The Standing Orders will include provisions concerning:

- (a) scheduling of meetings;
- (b) provision of notice;
- (c) rules of debate; and
- (d) such other matters regarding the conduct of meetings as the Senate considers necessary.

55. Term of Office

- (1) Members elected to positions at the General Elections hold office:
 - (a) subject to Clause 55(1)(b), for the twelve-month period from 1 December to 30 November, or
 - (b) in the event that the declaration of the poll occurs after 1 December and prior to 1 September, from the date of declaration of the poll until the following 30 November.
- (2) The President and General Secretary will not hold the same office for more than two consecutive terms, as defined in Clauses 55(1)(a) and 55(1)(b) as either President or General Secretary, as the case may be.
- (3) An Officer who has been appointed to their position other than by election will hold office from the date of their appointment for a fixed term as specified by the relevant Guild Body.

56. Officer Vacancies

- (1) The position of an Officer becomes vacant if the person holding the position:
 - (a) gives a signed resignation to the General Secretary or Vice President, as the case may be (or in the case of the General Secretary, to the President);
 - (b) ceases to be a Student;
 - (c) is removed for non-attendance at meetings in accordance with Clause 58;
 - (d) is removed by Resolution of a Special Majority passed at a General Meeting or Referendum;
 - (e) is suspended, removed or disqualified by Resolution passed by a Special Majority of the Senate;
 - (f) ceases to have required qualifications as may be prescribed for the position in the Establishing Resolution or Department Policy of the relevant Department or other Resolution establishing the position; or
 - (g) ceases to have legal capacity.
- (2) Vacancies in elected Senate positions will be filled:
 - (a) in the case of the President or General Secretary,
 - (i) if the vacancy occurs prior to 1 April – by a General By-election, subject to 56(2)(a)(ii); or
 - (ii) if the vacancy occurs on or after 1 April, or if a vacancy which occurs prior to 1 April has not been filled by election at the expiration of three months from the date that the office became vacant – by a Member elected by secret ballot of Members present at a General Meeting.
 - (b) in the case of a Vice President or Departmental Officer,
 - (i) by a Member appointed by Resolution passed by a Special Majority of the Senate; or
 - (ii) if there are fewer than three Senators at the time of the vacancy occurring – by a Member elected by secret ballot of Members present at a General Meeting.
- (3) *[deleted]*
- (4) Subject to this clause, persons filling vacancies in elected positions hold those positions for the remainder of the term of office.
- (5) *[deleted]*

- (6) Vacancies in appointed positions in Departments or other Guild Bodies will be filled (if required) in accordance with the procedures prescribed in the Department Policy or Resolution establishing the relevant Guild Body.

57. Validation

Even if it is later found that a person who has acted as an Officer was not properly elected or appointed, the validity of:

- (1) the acts of the person acting in that capacity; and,
- (2) decisions of meetings in which that person has participated;

are not affected provided that Officer has acted in accordance with Clauses 51(1) and 51(2).

58. Leave of Absence and Non-Attendance at Meetings

- (1) An Officer will inform the Senate of a leave of absence in accordance with the Standing Orders.
- (2) If an Officer is absent without leave on three occasions without approval given under the Standing Orders then that Officer's position automatically becomes vacant.

59. Code of Conduct

- (1) A code of conduct for Officers, outlining their duties and obligations to the Guild and the Guild's duties and obligations to them ("**Code of Conduct**"), will be established by the Guild as a Policy.
- (2) The Code of Conduct will include (but will not be limited to) the duties, obligations and liabilities of Officers set out in Clause 51 and any other matters set out in the Statute.

60. Eligibility for Attendance at Meetings

- (1) Any Member may attend any meeting of any Guild Body by extending a request to attend, to that Guild Body's Executive Officer. The request must be made within the time specified in the Standing Orders. The Member may not attend if the relevant Guild Body decides to proceed *in camera*, under the Standing Orders.
- (2) The President may attend and speak at meetings of all Guild Bodies of which they are not a member, unless the relevant Guild Body decides by Resolution to proceed *in camera*.
- (3) Any Guild Body may invite a person who is not a member of that Guild Body to attend a meeting of that Guild Body while the meeting is proceeding *in camera*.

61. [deleted]

Part 9 – Elections

62. Elections Generally

- (1) General Elections will be held annually for the President, General Secretary, Vice Presidents and Departmental Officers as provided and in accordance with the Statute, the Rules, this Constitution and the Election Procedures.
- (2) [deleted]
- (3) The Senate will ensure that all eligible voters have reasonable access to a means of voting. Postal and/or electronic voting will be made available.

63. Election Procedures

All elections will be free, fair and independent. The Senate will create Election Procedures which will be approved by Council. The Election Procedures will be consistent with the Act, Statute and Rules and will include, but not be limited to, provisions concerning:

- (1) subject to Clause 62(1), timing and frequency of elections;
- (2) subject to section 41(7) of the Act, eligibility to vote;
- (2A) eligibility to nominate for election;
- (3) the method of nomination;
- (4) subject to Clause 62(3), how electors may cast their vote;
- (5) the voting systems to be used in determining the outcome of elections; and
- (6) such other matters regarding elections as the Senate considers prudent.

Part 10 – Financial and Legal

64. Financial Year

The financial year of the Guild is from 1 January to 31 December.

65. Sources of Funds

The funds of the Guild may be derived from:

- (1) Membership Subscriptions;
- (2) revenue from trading activities;
- (3) grants, sponsorship, and funding agreements;
- (4) donations and fund-raising; and

- (5) other sources approved by the Senate.

66. Budget

- (1) The Senate will not later than 31 December in each calendar year prepare a preliminary Guild budget of proposed income and expenditure for the next succeeding calendar year ("**Budget**").
- (2) The Budget will be presented for confirmation at the first scheduled meeting of the Senate in the following calendar year for consideration and the confirmed and ratified Budget will be submitted to the University not later than 31 March in each year.
- (3) The ratified Budget can only be amended after confirmation by the Senate by a Resolution passed by Special Majority and, where required, the amended Budget will be provided to the University in accordance with the Rules.

67. Management of Funds

- (1) The Senate is responsible for ensuring the proper management of funds of the Guild.
- (2) The Senate will ensure that true, fair and accurate financial books and records of the Guild are kept.
- (3) For expenditure of Department funds, payment will be approved in accordance with the Register of Delegations & Authorities.

68. Financial Statements

The General Secretary will ensure all necessary arrangements are completed in preparation for audit of the Guild's financial statements in accordance with Clause 69 and the Rules.

69. Audit

An audit of the Guild's financial statements will be conducted each year in accordance with the Rules.

70. Records

- (1) The Secretariat will ensure compliance obligations, as defined in the *State Records Act 2000 (WA)*, are met for the safe keeping of the records of the Guild.
- (2) Subject to Clause 70(4), any Member is entitled to inspect the audited financial reports, election reports and minutes of Guild Bodies.
- (3) The Secretariat will by Resolution determine whether Members are entitled to inspect any other records of Guild Bodies other than those prescribed in Clause 70(2), and if so, on what conditions.

- (4) Clause 70(2) does not apply to any Guild Employee personnel records tabled at meetings or portions of meeting minutes that are deemed commercially sensitive by Resolution, passed by Special Majority of the relevant Guild Body.

71. Authorisation

- (1) Agreements and authorisations of the Guild that do not require the application of the Common Seal of the Guild will be signed by two (2) Senators as follows and in accordance with the Register of Delegations and Authorities:
 - (a) on behalf of the Senate, by the President and one other Senator, as nominated by the Senate; or
 - (b) on behalf of a Department, by the Vice-President who serves as Chairperson of the relevant Department and either the President or General Secretary.
- (2) All authorisations will be tabled at the next Secretariat meeting following the date of expenditure.
- (3) All cheques will be approved in accordance with the Guild's Register of Delegations & Authorities.
- (4) Signatories will not sign cheques until the payee and amount have been entered.

72. Making, Amendment or Repeal of Constitution

The Constitution will only be adopted, amended or repealed in accordance with the Statute and the Rules.

73. Making, Amendment or Repeal of Policies

- (1) The Senate may make, amend and repeal Policies not inconsistent with the provisions of the Act, the Statute and the Rules to provide for:
 - (a) the administration, organisation, finances and functions of the Guild;
 - (b) the interpretation of this Constitution or its enabling Policies;
 - (c) the implementation of the purposes and powers of the Guild;
 - (d) any other matter required by the Act, the Statute, the Rules or this Constitution; and
 - (e) Policy Position Statements.
- (2) All approvals, amendments or repeal of Policies defined in Clause 73(1)(a) through (d) will be by Resolution passed by Special Majority of the Senate following consultation with the Continuous Improvement & Development Committee.

- (2A) All approvals, amendments or repeal of Policies defined in Clause 73(1)(e) will be by Resolution passed by Special Majority of the Senate.
- (2B) The Continuous Improvement & Development Committee will comprise:
 - (a) the General Secretary;
 - (b) one other Senator, appointed by Simple Majority of the Senate;
 - (c) the Operational Executive; and
 - (d) one other Guild Employee, appointed by Simple Majority of the Senate, on the recommendation of the Operational Executive.
- (2C) Appointment terms to the positions on the Continuous Improvement & Development Committee will be:
 - (a) the General Secretary and Operational Executive will always be ex-officio members of the committee;
 - (b) the other Senator can be reappointed for further Senate terms, conditional on the person being re-elected to the Senate or, be a new Senator; and
 - (c) the other Guild Employee member can be re-appointed each calendar year or, a new employee appointed.
- (3) All Policies that apply to Members and Senators will be made available on the Guild's website.
- (4) Members must at all times comply with the Policies as if they formed part of this Constitution.

74. Validity of Acts and Decisions

- (1) The acts and decisions of Guild Bodies will be valid irrespective of:
 - (a) one or more casual vacancies in its membership (including a vacancy arising out of the failure to elect or appoint a member of the Guild Body);
 - (b) a defect or irregularity in, or in connection with the election or appointment of a member of the Guild Body; or
 - (c) a defect or irregularity in, or in connection with the election or appointment of the chairperson of a meeting.
- (2) The acts and decisions of Officers will be valid despite any defect or irregularity in connection with the election or appointment of such Officers, provided that the Officers have acted in accordance with Clause 51.
- (3) After a period of five years, any act or decision of a Guild Body or Officer that may otherwise be or may be challenged as being invalid will be deemed to be valid and binding on the Guild.

75. Resolution of Disputes between the University and the Guild

Any disputes or unresolved matters between the University and the Guild will be resolved in accordance with the procedure set out in the Statute.

76. Inconsistencies

This Constitution is to be read in conjunction with the Statute and the Rules. In the event of any inconsistency between this Constitution and the Statute or the Rules, then the Statute or the Rules (as the case may be) will prevail.

Schedule 1

DISCIPLINE

1. The Senate will have the power to take disciplinary action against Members or Officers in respect of their Membership and involvement in the Guild and its activities. The Senate may from time to time make policies regarding the discipline of Members or Officers, outlining the:
 - (1) types of action or conduct which would constitute grounds for disciplinary action;
 - (2) procedures to be followed in taking disciplinary action;
 - (3) nature and scope of such disciplinary action (including timeframes for periods of suspension, if applicable); and
 - (4) process for appeal against any disciplinary action.
2. Disciplinary action undertaken by the Senate will be in accordance with the Statute.

3. DISCIPLINE COMMITTEE

- (1) The Senate will establish a Discipline Committee ("**Discipline Committee**").
- (2) The role of the Discipline Committee will be to investigate all charges of contraventions of the Policies or of this Constitution, and to impose penalties described in this Constitution.

(3) Membership

- (a) The Discipline Committee will comprise:
 - (i) the Chair, who will be a Member of the Senate who is not the President or the General Secretary, and who will hold only a casting vote on the Committee;
 - (ii) one other Member of the Senate who is not the President or the General Secretary; and
 - (iii) 3 Members who are not Members of the Senate, at least one of whom will be female and at least one of whom will be male.
- (b) Subject to item 3(3)(c) the General Secretary will be the Executive Officer of the Discipline Committee.
- (c) If the General Secretary is the subject of proceedings, the Executive Officer will be appointed by the Discipline Committee.

(4) General Regulations

- (a) The deliberations and decisions of the Discipline Committee will be confidential.

- (b) The Discipline Committee will determine its own procedures consistent with the principles of fairness and natural justice.
- (c) The Discipline Committee may determine that the submission of evidence may be confidential.
- (d) Decisions of the Discipline Committee will be subject to review by the Senate.
- (e) Any person or persons affected by a decision of the Discipline Committee may appeal to the Senate in writing within 14 days of the date of any decision.
- (f) Any Officer, Guild Body or Affiliated Body may refer any contravention of the Policies or this Constitution to the Discipline Committee.
- (g) Before any investigation may be commenced by the Discipline Committee, the Executive Officer will provide the person or persons charged with a contravention of the Policies with a notice in writing requiring the person or persons to appear before the Discipline Committee.
- (h) The notice specified under item 3(4)(g) will include:
 - (i) sufficient details of the alleged contravention of the Policies or this Constitution to enable the person or persons to respond orally or in writing to the allegation;
 - (ii) reference to the particular Policies or clauses of this Constitution allegedly contravened;
 - (iii) the provision of any documents, including edited versions of documents, relevant to the allegation which may be used as evidence;
 - (iv) an offer to the person or persons of the opportunity to be heard, including the date, time and place that the matter will be considered by the Discipline Committee;
 - (v) advice that the person or persons has the right to be accompanied by a student, or by a staff member of the University or of the Student Guild ("the accompanying person"), but may not be legally represented; and
 - (vi) a copy of the part of the Constitution concerning the Discipline Committee.
- (i) A person or persons served with a notice under item 3(4)(g) will attend and appear before the Discipline Committee as required or will submit a written explanation in relation to the charges of contravention of the Policies or the Constitution to the Executive Officer of the Discipline Committee.
- (j) The Discipline Committee may proceed with the investigation notwithstanding the non-attendance of the person or persons charged if the Discipline Committee is satisfied that the notice to attend was duly served on the relevant person or persons.

- (k) The Executive Officer of the Discipline Committee may, by not less than 4 working days' notice in writing, require any Member to attend at a stated time before the Discipline Committee for the purposes of providing evidence.
- (l) A Member served with a notice under item 3(4)(j) may request an extension of time to attend and a reasonable extension will be granted by the Discipline Committee.
- (m) The Discipline Committee may admit evidence by declaration made in the form of a Statutory Declaration.
- (n) The Discipline Committee may permit persons who are not Members to provide evidence to the Discipline Committee.
- (o) The Discipline Committee may permit any group of persons required to appear before the Discipline Committee, to appear by a representative (provided that the representative is not providing legal representation).
- (p) A Member whose conduct, in the opinion of the Discipline Committee, constitutes contempt of the Discipline Committee, will be liable to the penalties applicable under item 4(2)(a).
- (q) Where a person is charged with persistent breaches of the Policies or Constitution or has not paid any fine imposed by the Discipline Committee within the prescribed period, the Discipline Committee may recommend to the Senate that action be taken by the Senate in the terms of item 4(2)(b).
- (r) As soon as practicable after the Discipline Committee has reached a conclusion in relation to any particular investigation and made a decision in relation to penalties to be applied, the Executive Officer of the Discipline Committee will serve notice of the particulars of the conclusion and decision on:
 - (i) the person or persons charged with contraventions of the Policies or Constitution; and
 - (ii) the Senate and the Officer, Guild Body or Affiliated Body that referred the matter to the Discipline Committee for investigation.
- (s) If the Discipline Committee has imposed a fine, the notice required under item 3(4)(r) will also inform the person or persons on which the fine has been imposed of the right of appeal under items 4(2)(l) to 4(2)(p) and item 5 inclusive, and will provide a copy of the part of Constitution relating to appeals.

4. DISCIPLINE PENALTIES

(1) General Regulations

- (a) The Chair of the Discipline Committee will submit a written report of the investigation to the Senate at the first Senate meeting after the Discipline Committee has made its decision.
- (b) The report under item 4(1)(a) will include:

- (i) copies of all written declarations and other documentary evidence presented to the Discipline Committee;
 - (ii) a summary of oral evidence presented to the Discipline Committee;
 - (iii) particulars of the decision; and
 - (iv) reasons for the decision.
- (c) Any member of the Discipline Committee may submit a dissenting report to the Senate.
- (d) The Senate will not vary or set aside any decision of the Discipline Committee unless a successful appeal is made by the relevant person or persons.

(2) Penalties

- (a) Except where otherwise expressly provided, a Member who is found to have contravened the Policies or Constitution will be liable to:
- (i) for a first offence other than a Serious Offence, pay a fine of an amount not exceeding 40% of the Membership Subscription payable by a full-time, on-Campus Financial Member;
 - (ii) for a subsequent offence of the same nature as a prior offence, pay a fine of an amount not exceeding the Membership Subscription payable by a full-time, on-Campus Financial Member; or
 - (iii) for a Serious Offence, or any third or subsequent offence, or for non-payment of a fine within the prescribed period, pay a fine not exceeding 150% of the Membership Subscription payable by a full-time, on-Campus Financial Member, or
 - (iv) perform any other non-monetary punishment that the Discipline Committee considers fit.
- (b) The Senate, on the recommendation of the Discipline Committee, may suspend a person's membership rights for a period not exceeding one year where that person has:
- (i) committed a Serious Offence,
 - (ii) committed a third or subsequent contravention of the Policies or the Constitution, or
 - (iii) not paid any fine imposed by the Discipline Committee within the prescribed period.
- (c) In accordance with Section 7 of the Statute, the Senate may by resolution passed by Special Majority impose a penalty against an Officer including:
- (i) the suspension or removal of the relevant Officer from their position for a period as determined by the Senate; or

- (ii) the disqualification of the relevant Officer from holding any position as an Officer within the Guild for a period as determined by the Senate.
- (d) A penalty may be imposed collectively upon a group of Members, or upon a Guild Body or Affiliated Body, if it is found that the individuals of such group or body were collectively responsible for the offence or that the individual or individuals responsible belong to such group or body but cannot be identified.
- (e) Unless determined otherwise by the Appeals Committee or Discipline Committee, any fines imposed will be payable within 14 days.
- (f) A Member may be disciplined in accordance with the Constitution if he or she is shown to have:
 - (i) persistently committed breaches of the Policies or Constitution or to have refused to comply with the authority of the Senate or any duly appointed employee or Officer of the Guild; or
 - (ii) behaved within the Guild or University premises in a manner which discredits the Guild.
- (g) In addition to any other penalties set out in this Schedule, a Member who makes a false statement, knowing it to be false or not believing it to be true, in any declaration made under Constitution or in any disciplinary investigation before the Senate sitting as the Appeals or Discipline Committees, will be liable to a fine of an amount not exceeding 50% of the Membership Subscription payable by a full-time, on-Campus Financial Member.
- (h) A Member giving evidence before any such Senate or committee will be warned of the penalties that may be incurred for making false statements.
- (i) Notices relating to disciplinary investigations or appeals may be served personally or by registered post.
- (j) A notice served by registered post, addressed to the person to whom it is directed at their last known place of residence, in the absence of evidence to the contrary, may be presumed to have been received by the person in the ordinary course of the post.
- (k) A notice served on the Secretary of a Guild Body or Affiliated Body will be sufficient notice to the relevant Body.
- (l) An Officer, the Senate, the Guild Body or Affiliated Body who referred a matter for investigation, and the person or persons charged, may appeal to the Senate against any decision of the Discipline Committee made on the matter.
- (m) Notice of the appeal will be in writing setting out the grounds for the appeal and will reach the Secretary of the Guild within 14 days after the notice of the decision to which the appeal applies was served on the appellant.
- (n) A copy of the notice will also be served within the 14 days upon the other party or parties concerned.

- (o) The notice of appeal and its service under the Constitution will be the responsibility of the appellant.
- (p) When notice of appeal is duly given, action on the decisions of the Discipline Committee will be stayed.
- (q) The rights, powers, benefits and remedies of the Guild under this Schedule (including any penalties) are in addition to, and not exclusive of, any other right, power, benefit or remedy provided by law.

5. THE APPEALS COMMITTEE

(1) General Regulations

- (a) The Senate will sit as an Appeals Committee ("Appeals Committee").
- (b) Members of the Discipline Committee and the General Secretary will be excluded from membership of the Appeals Committee.
- (c) Subject to item 5(1)(d) the President will Chair the Appeals Committee.
- (d) If the President is the subject of proceedings, the Chair will be appointed by the Appeals Committee.
- (e) Subject to item 5(1)(f) the General Secretary will act as Executive Officer to the Appeals Committee.
- (f) If the General Secretary is the subject of proceedings, the Executive Officer will be appointed by the Appeals Committee.
- (g) The Executive Officer will, as soon as convenient after an Appeals Committee is appointed, provide the Members of that Appeals Committee with copies of each of the following:
 - (i) the notice of appeal;
 - (ii) the report of the Discipline Committee;
 - (iii) the report, if any, of any dissenting member of the Discipline Committee; and
 - (iv) any other documents relating to the matter.
- (h) The General Secretary will give the appellant and any other parties concerned at least 7 days' notice of the date and time for the consideration of the appeal.
- (i) The appellant and other parties concerned will be entitled to appear personally and to be represented before the Appeals Committee.
- (j) The Appeals Committee, when considering an appeal, may permit the appellant and other parties concerned to appear, to present a case, or both, in such a manner or form as the Appeals Committee decides.

- (k) The Executive Officer will notify the appellant and other parties of any decisions taken.
- (l) The General Secretary, by not less than four working days' notice in writing, may require any Member to give evidence to the Appeals Committee.
- (m) A Member served with such notice will attend as required.
- (n) The Appeals Committee may:
 - (i) admit evidence by statutory declaration made under the Constitution;
 - (ii) permit persons who are not Members to give evidence before it; and
 - (iii) permit any group of Members, any Guild Body or any Affiliated Body required or entitled to appear before it to appear by a representative.
- (o) The Appeals Committee may confirm, reverse or vary any decision made by the Discipline Committee but the Appeals Committee may not impose penalties in excess of those authorised by the Constitution.
- (p) Decisions of the Appeals Committee will be final and will not be subject to further appeal or review within the Guild.

Schedule 2

Candidate Qualifications

General Qualifications:

1. A Candidate will hold all of the following general qualifications in order to be eligible for election to the Senate:
 - (1) be a Student and Member at the opening of nominations;
 - (2) attend a University campus in the State of Western Australia at the opening of nominations; and
 - (3) be eighteen (18) years of age or older as at the date the Candidate is elected as a Senator.

General Disqualifications:

2. A Candidate will be ineligible for election to the Senate if the Candidate meets any of the following:
 - (1) is a person whose enrolment status is red or purple at the opening of nominations;
 - (2) is a full time, part time or casual Guild Employee or a full time or part time employee of the University at the opening of nominations;
 - (3) is a former Senator who, at any time in the three (3) years prior to the opening of nominations, was removed from office under the discipline process or had their position declared vacant in accordance with the provisions of the Constitution or the Statute;
 - (4) is a person disqualified from managing a corporation under the *Corporations Act 2001* (Cth), or is disqualified from being a responsible person of a charity by the Australian Charities and Not-for-Profits Commission within the twelve (12) months prior to the opening of nominations;
 - (5) is certified as mentally unfit; or
 - (6) is disqualified due to any Act, statute, regulation, rule or by-law in force in the State of Western Australia over the Guild.

Additional Qualifications and Disqualifications:

3. President and General Secretary

- (1) A Candidate for President or General Secretary must not have held the office of President or General Secretary respectively in the previous two consecutive years or part thereof.

4. Other Senators

- (1) A Candidate for the International Officer position must be an International Student.
- (2) A Candidate for the Postgraduate Officer position must be a Postgraduate Student.

- (3) A Candidate for the Undergraduate Officer position must be an Undergraduate Student.
- (4) A Candidate for a South West Officer position must attend the University's South West (Bunbury) campus.
- (5) A Candidate for the First Nations Officer position must identify as an Aboriginal or Torres Strait Islander.

Approvals and revisions

Revisions adopted by ECU Student Guild at Annual General Meeting, 21 April 2022 and approved by University Council at Council meeting 28 April 2022.

Revisions adopted by ECU Student Guild at Annual General Meeting, 27 May 2020 and approved by University Council at Council meeting 20 August 2020, with drafting approved by the Council's Legislative Committee on 27 August 2020.

Revisions adopted by ECU Student Guild at Special General Meeting, 3 August 2018 and approved by University Council at Council meeting 23 August 2018.

Revisions adopted by ECU Student Guild at Special General Meeting, 26 October 2016 and approved by University Council at Council meeting 18 February 2017.

Revisions adopted by ECU Student Guild at Annual General Meeting, 22 April 2015 and approved by University Council at Council meeting 25 June 2015.

Constitution adopted by ECU Student Guild at Annual General Meeting, 12 September 2013 and approved by University Council pursuant to University Statute 11 and Student Guild Rules at Council meeting 23 October 2013, with effect from 1 December 2013.

For further information contact: University Governance
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ECU Student Guild

STANDING ORDERS

POLICY TYPE	Senate
POLICY SUBTYPE	Governance
POLICY TITLE	Standing Orders
POLICY OWNER	Guild Senate

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1. INTENT

- 1.1. These Standing Orders are created pursuant to the powers conferred upon the Guild and its Bodies under the Edith Cowan University Act 1984 ("The Act"), University Statute No. 11 – Student Guild ("Statute 11"), and University Statute No. 29 – Student Services and Amenities Fee ("Statute 29") and the Constitution.
- 1.2. Unless otherwise specified by a Statute, Rule or resolution pursuant to Standing Order 14.1, these Standing Orders apply to the conduct of meetings of all Guild Bodies.
- 1.3. If the Act, Statutes, Rules, Policies (including these Standing Orders) and Guild Body resolutions do not make provision for, or are silent on, a certain procedural or administrative matter regarding the conduct of Guild Body meetings, then the matter will be determined by the Chairperson of that meeting.
- 1.4. In determining a procedural or administrative matter pursuant to Standing Order 14.1, the chairperson will act in a manner that is not inconsistent with the Act, Statutes, Rules or Guild Body resolutions.

2. ORGANISATIONAL SCOPE

- 2.1. These Standing Orders will apply to all meetings of the Edith Cowan University Student Guild Senate and Sub Committees.

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word "including" and similar expressions are not words of limitation.
- 3.4. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **Accredited Observer** means a non-voting person on the Guild Body that is entitled to engage in debate and discussion.
- 3.6. **AGM** means Annual General Meeting.

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- 3.7. **Amendment** means a motion that seeks to make the original motion more acceptable by altering it or amending it in some way.
- 3.8. **Circular Motion** means a motion circulated by email to Senators, where a matter is urgent in nature and cannot be held to the next meeting of the Senate, Secretariat of Guild Body.
- 3.9. **Executive Officer** means the Guild's General Secretary or other designated officer as defined by the Guild's Constitution, Rules, Guild Body Terms of Reference.
- 3.10. **Guild Body** means the Secretariat, Senate, Departments and established committees.
- 3.11. **In Camera** means the legal term that refers to when a meeting, or parts of it, are not observed by non-participants and only resolutions are reflected in the minutes.
- 3.12. **Motion** means a proposal that is put into a meeting in a formal manner for the purpose of obtaining a decision on the question under discussion.
- 3.13. **Mover** means the person who proposes/puts the motion to the meeting.
- 3.14. **Notice of Motion** means motions, as defined in the Guild Body's Constitution/Rules that must be submitted in writing to the Executive Officer (General Secretary) prior to the meeting being held.
- 3.15. **Observer Guest** means a non-voting person invited to witness the meeting, who is not entitled to engage in debate and discussion unless permitted to do so by these Standing Orders.
- 3.16. **Original Motion** means the initial proposal/question before the meeting that has not been subject to any successful amendments.
- 3.17. **Member** means a voting person on the Guild Body that is entitled to engage in debate.
- 3.18. **Point of Order** means to point out any infringement/error in process/procedure in respect to the organisations governance e.g. Constitution, Rules, Standing Orders and Policies.
- 3.19. **Procedural Motion** means a motion relating to how the meeting is conducted and is utilised to allow for the smooth transaction of the business of the meeting.
- 3.20. **Resolution** means the outcome of an original or substantive motion that has been passed by the meeting.
- 3.21. **Right of Reply** means the right of the mover of the motion to reply to opposition to their proposal, before the motion is put to the vote.
- 3.22. **Seconder** means a person who declares their support for debate of the motion put.
- 3.23. **Secret Ballot** means a vote that is taken by confidential written votes.
- 3.24. **SGM** means Special General Meeting.
- 3.25. **Point of Clarification** means a direct question to the mover of a motion.

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3.26. **Substantive Motion** means an amended original motion.

4. OVERVIEW

4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.

4.2. All Guild policies will be reviewed annually.

5. MEETINGS

5.1. No later than the 31 January in each year, each Guild Body must schedule the dates, times and places of ordinary meetings for its term of office.

5.2. Members will be given five (5) business days' written notice of the business of a meeting, in the form of an Agenda.

5.3. Shorter notice is permitted only where there is urgent business that must be transacted in a shorter period of time.

5.4. Fourteen (14) days' notice must be communicated to all members in respect to the Guild's AGM.

5.5. An SGM of the Guild itself must be convened in accordance with the Constitution.

6. ORDER OF BUSINESS

6.1. The order of business will follow the agenda prepared by the Executive Officer.

6.2. The first action at meetings of Guild Bodies will be the Acknowledgement of Country.

6.3. With the exception of AGMs and SGMs, members will only be entitled to introduce new business after completion of business set out on the agenda.

6.4. The first item of business on the agenda must be the confirmation of the previous meetings minutes as a true and correct record.

6.5. For the purposes of urgent business only, a Member of a Guild Body may move for the suspension of Standing Orders, for a stated period of time, to allow for discussion to take place and such motion will be decided by Special Majority.

6.6. Clause 6.5 does not apply to Guild Body AGM's or SGM's.

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7. QUORUM

- 7.1. Excluding meetings of the Secretariat, Senate, the quorum for Guild Bodies will be one third of the body's members.
- 7.2. In the event of a meeting not reaching quorum within 30 minutes of the scheduled start time, the meeting will be adjourned to a time not later than 7 days after the date of such adjournment.
- 7.3. If, at any time during a meeting, the Chairperson becomes aware that a quorum is no longer present, then proceedings will be suspended. If the quorum is not re-established within 30 minutes of the suspension, then the meeting will be adjourned to a time not later than 7 days after the date of such adjournment.
- 7.4. Rescheduled meeting times will be determined by the relevant Guild Body and advised to members by email by the Executive Officer within 48 hours of the date and time of the adjournment.
- 7.5. Subject to Clauses 26, 37 and 45 of the Constitution, and Clause 5.1 and Clause 19 herein, a Senator absent without leave, that results in a meeting being declared inquorate will, subject to Clause 15 (1) of the Constitution, be automatically referred to the Discipline Committee in breach of the Senator's duties, obligations and liabilities, as defined in Clause 51 of the Constitution.

8. AGENDA

- 8.1. Members wishing to have business listed in a meeting's agenda must provide such, in writing, to the Executive Officer not less than seven (7) business days prior to the date of the meeting.
- 8.2. Meeting agendas, listing the business of the meeting, will be prepared and distributed by the Executive Officer by email to all members, not less than five (5) business days prior to the date of the meeting.
- 8.3. The Executive Officer, at their discretion, may issue additional information about an item(s) already listed on the agenda.
- 8.4. Subject to Clause 17 and Clause 18, Accredited Observers and Observer Guests will receive a copy the meeting's agenda.
- 8.5. Notwithstanding Clause 8.4, such agendas will, at the discretion of the Executive Officer, exclude items of business deemed to be confidential.

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9. MINUTES

- 9.1. The Executive Officer will keep all records of each meeting, of the relevant body, inclusive of the agenda, associated papers, correspondence and the minutes of each meeting.
- 9.2. Draft minutes of each meeting must be distributed by email within 5 business days of the meeting concluding and these will be confirmed as written, or amended, at the next meeting of the relevant body.
- 9.3. Meeting minutes will include the date, time and location of the next meeting and, where applicable, a list of action items defining completion by whom, and by what date.

10. DISCLOSURE OF INTERESTS

- 10.1. In accordance with Section 5.4 of the Senate Code of Conduct, each member of a meeting who has a personal or financial interest (whether direct or indirect) in a matter that is to be considered at a meeting must declare it to the Chairperson of the Guild Body during the meeting so their level of involvement can be determined.
- 10.2. In the event of an interest being of a confidential nature, the member must inform the Chairperson and the Executive Officer that the Member holds a confidential interest (the nature of which they are not obligated to disclose), so it can be recorded as being declared; the member must leave the meeting for the entire deliberation period for the Motion or Discussion Item, including the vote.
- 10.3. In the event of a member being excluded from a meeting due to a declared interest, the member concerned will still contribute towards the quorum but not the total amount of votes.

11. CHAIRPERSON

- 11.1. The chairing of Guild AGMs and SGMs shall be in accordance with the Constitution.
- 11.2. The Chairperson's ruling on all points of order and procedure will be final unless a motion is moved, seconded and carried, "That the chairperson's ruling be disagreed with". The mover may speak for two minutes in support of the motion and the Chairperson can respond by explaining why the ruling was given.
- 11.3. The Chairperson will put all motions to the vote.

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11.4. The Chairperson will have a deliberative and a casting vote, but is not bound to exercise their casting vote.

11.5. If a casting vote is not exercised, the motion will be declared “not carried” but will not prohibit the motion from being debated again at the next meeting.

12. NOTICE OF MOTION

12.1. Motions relating to the amendment of a Guild Body’s Constitution/Rules, that requires membership approval, can only be discussed under notice at an AGM, or SGM(s) convened for that specific purpose.

12.2. Motions relating to the amendment of policy, rescission of resolutions or disbursement of funds over budget, of a Guild Body, will only be considered under Notice of Motion.

12.3. Furthermore, amendments to motions on notice must be received in writing, by the Executive Officer, not less than 48 hours before the date of the meeting at which the notices of motion are to be heard.

12.4. Such amendments cannot directly negate or change the motions intent, nor can they exceed the scope of the notice, or involve the body in a greater obligation than the notice specifies.

12.5. Subject to Clauses 28.6 and 28.7 of the Constitution, if a motion to amend is to be adopted, it requires the same vote that applies to the original or substantive motion.

12.6. Notices of motion cannot be presented to a meeting in the absence of the mover and seconder unless written authorisation is received by the Executive Officer of the Guild Body 48 hours prior to the meeting time, nominating another member(s) to move and/or second the motion.

12.7. Motions cannot be accepted from the floor at an AGM or SGM; for all other meetings they can be raised from the floor at the discretion of the Chairperson.

12.8. The President may determine that any matter of urgent business, requiring approval between meetings, can be decided by circular resolution, all such motions and their outcome must be recorded in the minutes of the next scheduled meeting of the Guild Body, in the same manner as a motion would be at a scheduled meeting. All Circular Motions will be compiled and distributed by the General Secretary.

13. PROCEDURAL MOTIONS

13.1. Procedural motions are a special class of motions that can be moved in the course of debate; examples, and the relevant rules and provisions that apply to each, are listed

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as follows. With the exception of procedural motion 13.7, a simple majority is required.

13.2. That the question now be put

- 13.2.1.** Can be moved at any time during debate but not by a member who has already spoken to the original or substantive motion; the motion can interrupt a speaker and is the only motion that does not require a seconder.
- 13.2.2.** The Chairperson, at their sole discretion, may reject the procedural motion on the grounds the motion has not been sufficiently debated or, the speaker has not been fairly heard.
- 13.2.3.** If accepted, no further debate is permitted and the question will immediately be put. However, the mover of the original or substantive motion, has a right of reply before the vote is taken.

13.3. That the meeting proceeds to the next item of business

- 13.3.1.** Can be moved and seconded at any time during debate, but not by any member who has already spoken to the original or substantive motion; the motion cannot interrupt a speaker.
- 13.3.2.** There is no debate allowed on this motion.
- 13.3.3.** If carried, it suspends any further debate on the motion that was being considered, but means it can be raised again at the next meeting.
- 13.3.4.** If, however, this motion is raised and carried in respect to an amendment under consideration, then the amendment will lapse and the next item of business will be the original or substantive motion the amendment related to.

13.4. That the debate be adjourned

- 13.4.1.** Can be moved and seconded at any time during debate, but not by any member who has already spoken to the original or substantive motion or related amendment, and it can interrupt a speaker.
- 13.4.2.** If carried, the debate is adjourned and the only debate allowed is to determine the period of time that debate is to be adjourned.

13.5. That the speaker no longer be heard

- 13.5.1.** Can be moved and seconded at any time during debate, but not by any member(s) who has already spoken to the original or substantive motion, and is moved to interrupt a speaker.

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13.5.2. This motion can be debated and, if carried, prevents the speaker from speaking again during further debate about the particular motion being considered.

13.6. That the Chairperson's ruling be disagreed with

13.6.1. Can only be moved immediately after the Chairperson has made a ruling, and only in respect to rulings not covered by mandatory rules cited in the Guild Body's Constitution/Rules and/or Standing orders.

13.6.2. This motion can be debated and the Chairperson has a right of reply in the explanation of the ruling.

13.6.3. If carried the, Chairperson's ruling will be reversed.

13.7. That the Chairperson's lack the confidence of the meeting

13.7.1. Can be moved by any member at any time.

13.7.2. Once moved and seconded, the Chairperson will call for a substitute Chairperson to conduct debate on this procedural motion and, if carried, that substitute will seek approval from the meeting to continue in the Chairperson's place for that meeting.

13.7.3. In the case of a Guild AGM or SGM the Chairperson will call on the members of the Senate present to elect a Senate member by simple majority to act as substitute Chairperson and that person will act as Chairperson for the balance of that meeting.

13.7.4. Debate can take place with the challenged Chairperson having the right to speak.

13.7.5. The motion must be carried by a Special majority.

13.8. That the meeting resolve into committee

13.8.1. Can be moved and seconded at any time but cannot interrupt a speaker.

13.8.2. If carried, it allows for rules of debate to be suspended and for free discussion to occur and is useful for discussing complex matters.

13.8.3. Debate does not occur on this type of procedural motion.

13.8.4. Cannot be moved at a Guild AGM or SGM.

13.9. That the meeting resolve to move in camera

13.9.1. Can be moved and seconded at any time but cannot interrupt a speaker.

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13.9.2. Used where the Guild Body needs to discuss a matter in confidence and, if carried, allows minute taking to cease for the purposes of debate/discussion on that item only.

13.9.3. A counter motion to move out of camera is required when the confidential discussion has concluded.

13.9.4. Cannot be moved at a Guild AGM or SGM.

14. POINT OF ORDER

14.1. Any member can raise a point of order, at any time, as to the validity of a Guild Body's Constitution/Rules and/or these Standing Orders.

14.2. The Chairperson, at their sole discretion, will rule on the point of order.

15. RULES OF DEBATE AND CONDUCT

15.1. In respect to AGM's and SGM's held by a Guild Body, the Chairperson will exercise meeting procedure in strict accordance with these Standing orders.

15.2. With the exception of AGMs and SGMs, the Chairperson –will have discretionary power to conduct debate as they see fit or, as a given meeting resolves to by motion.

15.3. All business before a meeting will be in the form of motions.

15.4. All motions require a mover and a seconder, with the exception of the closure i.e. 'that the question now be put' and, unless previously nominating in writing another member to move and speak on their behalf, must be present at the meeting at which the motion is debated.

15.5. If no seconder is found for a motion, or amendment, the motion lapses and will not be considered again at that meeting.

15.6. All motions must be in writing and forwarded to the Guild Body's Executive Officer in accordance with these Standing Orders.

15.7. For meetings other than an AGM or SGM, and at the sole discretion of the Chairperson, motions can be accepted from the floor.

15.8. No motion or amendment that has been moved and seconded can be withdrawn without consent of the meeting passed by Special Majority.

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- 15.9. Subject to Clause 12, if an amendment is moved to an original motion, no further amendment can be taken or discussed until the first amendment is resolved.
- 15.10. Notwithstanding 15.9, an amendment to an amendment can be accepted from the floor, at the sole discretion of the Chairperson, but only one such amendment can be considered at any one time.
- 15.11. Amendments must be relevant to the question and framed so, as to form a sensible and consistent proposal; an amendment cannot be a direct negation of the original motion.
- 15.12. Debate on an amendment is restricted to the pros and cons of the amendment only and not whether the main motion has merit.
- 15.13. Where a motion is capable of amendment in different ways, the Chairperson can ask for all proposed amendments to be handed up in writing to ensure they are heard in the right order. An amendment relating to the first part of a motion cannot be accepted if the second, or subsequent parts, of a motion have already been amended.
- 15.14. No person can move or second more than one amendment to an original or substantive motion.
- 15.15. An amendment cannot be moved or seconded by any person who has already spoken to an original or substantive motion, or a previous amendment, but they can speak to subsequent amendments.
- 15.16. The mover of an original or substantive motion has a right of reply before each motion is put.
- 15.17. The mover of an amendment does not have a right of reply.
- 15.18. If the first amendment fails, the original motion becomes open to debate, and amendment, again.
- 15.19. If the first amendment is carried, the original motion becomes the substantive motion and is again open to debate and amendment.
- 15.20. When an original or substantive motion is put to the vote, and carried, it becomes the resolution.
- 15.21. No person can move an amendment to a motion after it has been put to the vote.

- 15.22. If a resolution is passed inadvertently in contravention of the Statute, Rules, Constitution or other governance instrument, it will be declared null and void at that meeting, or subsequent meeting.
- 15.23. All remarks and questions from the floor must be addressed to the Chairperson.
- 15.24. No interruption of a speaker is allowed except by a member moving a relevant procedural motion or, a Point of Order. The Chairperson must accept and rule on these immediately.
- 15.25. Members wishing to speak will indicate such to the Chairperson by voice or raising their hand; the Chairperson will call on the first observed and so on in the order in which they have been noticed.
- 15.26. Where practicable the Chairperson will endeavour to choose speakers alternately in support and opposition of a motion.
- 15.27. All speakers must keep to the question before the meeting; digressions will be called to order by the Chairperson.
- 15.28. Speakers will be limited to a maximum of three (3) minutes during debate, with the right of reply given a further 3 minutes.
- 15.29. No person may speak twice to the same question, except in direct explanation, unless that person is the mover of the original motion, or substantive motion, exercising their right of reply.
- 15.30. The Chairperson can exercise the right to close debate on any question, by extending the right of reply to the mover of the motion, before putting the question to the vote.
- 15.31. In giving the Right of Reply, the mover can address arguments raised but cannot introduce any new information or other matter.
- 15.32. The right of reply as offered by the Chairperson, whether exercised by the mover or not, will conclude debate on the question before the meeting.
- 15.33. The Chairperson will call to order any Member(s) or accredited or guest observer(s), if they believe their behaviour is offensive, disorderly or disruptive; the person(s) will refrain from the behaviour and remain silent unless permitted by the chair to explain their conduct.
- 15.34. The Chairperson can direct a Member or accredited or guest observer(s), behaving in any such manner, to leave the meeting.

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15.35. If, in the opinion of the Chairperson, through reasons of serious disruptive conduct the business of the meeting cannot effectively continue, the Chairperson may declare an adjournment of the meeting for a period of time of not less than fifteen (15) minutes.

15.36. A meeting that reconvenes following an adjournment, as prescribed in Clause 15.35, may be closed by the Chairperson if they feel the remaining business of the meeting still cannot be effectively conducted.

16. VOTING

16.1. Voting shall be by voice or show of hands.

16.2. In accordance with Clause 19.1 and Clause 37 and 45.2 of the Constitution, Guild Bodies will allow members to vote by proxy, by submission of the relevant completed form to the Executive Officer no later than 48 hours prior to the commencement of a meeting.

16.3. At a Guild AGM or SGM, a secret ballot may be used at the request of any ten (10) voting members submitted in writing to the Executive Officer prior to, or during, a meeting.

16.4. For all other Guild Body meetings, a secret ballot may be used at the request of any four (4) voting members.

16.5. Subject to Clause 16.4 all votes at Secretariat and Senate will not be recorded in name with the exception of abstentions unless the member requests their name be recorded.

16.6. Notwithstanding Clause 16.5, abstentions will not be reckoned in the total count of members able to vote, when determining the outcome of a vote.

17. ACCREDITED OBSERVERS

17.1. Subject to sub-clause 17.2, at the first meeting for its given term, the Guild Body will determine which person(s) are Accredited Observers for its meetings.

17.2. Further to Clause 17.1 the Executive Officer may invite students on Council, the WAAPA Advisory Board and South West Council to meetings.

17.3. The Guild's Operations Manager and Finance & Business Manager will be invited to all Senate meetings during each Senate term.

17.4. The Operations Manager will be invited to the scheduled Secretariat Meetings.

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17.5. Accredited Observers of a Guild Body are invited to every meeting of that Guild Body by the Executive Officer.

17.6. Accredited Observers are entitled to speak to any of the agenda items as though they were a member, but cannot vote.

17.7. Subject to Clause 17.3 and 17.4, a meeting may resolve, by special majority, to exclude any or all Accredited Observers for any item(s) of business.

18. OBSERVER GUESTS

18.1. Persons wishing to attend any meeting as an Observer Guest must request such in writing to the Executive Officer not less than 48 hours before the date of the meeting.

18.2. Persons not meeting that deadline can still attend a meeting pending approval by the meeting, as called upon by the Chairperson, before the first item of business commences.

18.3. Observer Guests are not entitled to speak to any of the agenda items unless invited to do so by the meeting or the Chairperson.

18.4. The meeting may resolve to exclude any or all Observer Guests for any item of business.

19. LEAVE OF ABSENCE

19.1. Subject to Clause 6.1, it is mandatory for all elected Officers to attend all scheduled meetings of the relevant Guild Body. Subject to Clause 58 of the Constitution, Senators in all cases must seek a leave of absence in writing, no less than 4 hours prior to a meeting, to the Executive Officer, such notice must:

19.1.1. succinctly describe the reason for the absence;

19.1.2. nominate another Senator to act as their proxy for that meeting; and

19.1.3. if required, define how their proxy will vote on a motion(s).

19.2. Subject to Clause 35.5 of the Constitution, it is the Senator's responsibility to confirm the availability of the Senator they want to nominate as their proxy for a given meeting.

19.3. Failure to submit the above will result in the instance being recorded as being absent without leave.

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19.4. Excluding practicums or work placement, scheduled compulsory lectures; labs; tutorials or assessments, work and/or study commitments will not be accepted as legitimate reasons for seeking a leave of absence.

19.5. The Executive Officer will, in good faith, consider the request for leave of absence based on the assessment measures defined in the Senator Attendance Register and, following determination, respond in writing to the Senator granting or denying the leave of absence.

19.6. If a Senator is absent from a scheduled meeting without first obtaining a leave of absence, they can retrospectively seek leave in writing to the Executive Officer within 48 hours of the meeting. Such a request must:

19.6.1. succinctly describe the reason for the absence;

19.6.2. provide any available documentation to support this reason (e.g. medical certificate);

19.6.3. describe the reason for failing to apply for a leave of absence as per 19.1.

19.7. The Executive Officer will, in good faith, consider the request detailed in 19.4 based on the assessment measures defined in the Senator Attendance Register and its merits, and, following determination, respond in writing to the Senator granting or denying the retrospective request.

19.8. If leave has been denied, an absence will be recorded for that Senator and if the Senator has accumulated 3 absences, they shall automatically vacate their office in accordance with Clause 58.2 of the Constitution.

19.9. If there is disagreement between the Executive Officer and the Senator requesting leave as to whether there is a valid reason for granting a leave of absence, and this dispute is unable to be resolved through mediation either party may choose to refer the matter to the Discipline Committee.

19.9.1. The referral must be made within 10 business days of the meeting from which the Senator was absent occurring.

19.9.2. The referral to the Discipline Committee will not limit the scope for any ensuing investigation and the Discipline Committee may, at its discretion, investigate any Senator directly involved in the dispute over any aspect of their conduct.

19.10. If a referral to the Discipline Committee has been made in regards to the validity of an absence, and this absence would lead to that office being automatically vacated

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pursuant to Clause 58.2 of the Constitution, it will not take effect until the validity of the absence is determined by the Discipline Committee.

- 19.11. If the Executive Officer is the Senator requesting a leave of absence, then they must send their request to the President, following the same process laid out above.

20. CIRCULAR MOTIONS

- 20.1. With the exception of a Guild Body's AGM or an SGM, where a Motion of business is to be voted upon urgently, the Executive Officer may elect to hold a Circular Motion, whereby voting is permitted to take place via email on a particular matter.

- 20.2. Senators may abstain from voting on a Circular Motion but must declare their abstention via email to the Executive Officer.

- 20.3. Where a Senator does not declare an abstention to the Executive Officer and a vote on the Circular Motion has not been made by the designated deadline, the Senator will be recorded as absent from the vote.

- 20.3.1. A Senator that has been absent from a vote on a circular motion on more than 3 occasions will be referred to the Guild Disciplinary Committee.

21. SUSPENSION OF STANDING ORDERS

- 21.1. With the exception of a Guild Body's AGM or an SGM, a Member may, at any time, move that the operation of one or more of the provisions of these Standing Orders be suspended. A resolution to suspend Standing Orders requires a Special Majority of the Members present.

22. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">Senate Code of Conduct
Related Procedure	<ul style="list-style-type: none">
Other Related Documents	<ul style="list-style-type: none">Edith Cowan University Student Guild Constitution
Related Legislation	<ul style="list-style-type: none">

23. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Operations Manager
All Enquiries Contact	Lisa Dwyer

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Telephone	08 6304 5915
Email address	l.dwyer@ecuguild.org.au

24. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	25/10/2016
Original Motion	SM1610/02
Revision History	<ul style="list-style-type: none"> • 002 - May 2017 - SM1705/02 • 003 - December 2017 - SM1712/09 • 004 - December 2018 - SM1812/05 • 005 - January 2019 - SM1901/03 • 006 - August 2020 - SM2008/15 • 007 - April 2023 - SM2304/03
Revised by	President/Operations Manager
Next Revision Date	April 2024

2 - Motion for the appointment of a Chair

As the role of President is vacant, the Senate will nominate and appoint a Chair to facilitate the conduct of the 2025 ECU Student Guild AGM.

DECISION: Motion AGM2025/01: The XXX is appointed as Chair for the 2025 Guild AGM

Moved:

Seconded:

Result:

| For Decision

3 - Motion for the appointment of a Minute Taker

As the role of General Secretary is vacant, the Senate will nominate and appoint a Minute Taker to facilitate the recording of minutes for the 2025 ECU Student Guild AGM.

DECISION: Motion AGM 2025/02: The XXX is appointed as Minute Taker for the 2025 Guild AGM

Moved:

Seconded:

Result:

For Decision

4 - Opening Address & Welcome

For Information

5 - Acknowledgement of Country

The Guild acknowledges that we are meeting on Whadjuk Nyoongar land, and acknowledges their elders, both past and present. We recognise that the land was stolen and never ceded, and always was and always will be an Aboriginal land.

For Information

6 - Attendance

Attendees to be noted

For Information

7 - Proxies

Proxies to be listed

For Information

8 - Approval of Past AGM Minutes

Preamble: The 2025 student members of the ECU Student Guild AGM shall pass the AGM minutes for the year 2024.

DECISION: MOTION AGM2025/03: The Guild's members approve the minutes from the 2024 AGM as read and accurate.

Moved:

Seconded:

Result:

| For Decision

Attachments

[2024-04-30-Guild-AGM-Minutes.pdf](#)

30 Apr 2024 - GUILD AGM MINUTES

Date: 30/04/2024

Time: 10:30 AM - 12:30 PM

Location: JO.1.447

Agenda

[Update](#)

#	Topic	Files	Presenter	Minutes
1	ECU Student Guild AGM 2024	Files (0)	President	<p>ECU Student Guild 2024 Annual General Meeting</p> <p>Note: The meeting will lock at 10:30am, members please arrive by 10:20am to ensure a timely and smooth start.</p> <p>Senators, please be on campus as requested by the Guild.</p> <p>Members, please register for Teams access via: https://ecustudentguild2015.formstack.com/forms/agm</p> <p>When: 30 - 04 - 2024 at 10:30 am</p> <p>Location: JO.1.447, Teams</p> <p>Chairperson: Sarah Rizwan</p> <p>Minute taker: Rizly Abdue</p>
2	Opening Address	Files (0)	President	Meeting Starts: 10:52 AM
3	Acknowledgment of Country	Files (0)	President	The Guild acknowledges that we are meeting on Whadjuk Nyoongar land, and acknowledges their elders, both past and present. We recognise that the land was stolen and never ceded, and always was and always will be an Aboriginal land.
4	Attendance	Files (0)	President	<p>Senators:</p> <p>President - Sarah Rizwan</p> <p>General Secretary - Rizly Abdue</p> <p>Vice President Social Responsibility - Joanne Lucks</p> <p>Vice President Academic - Taqi Razvi</p> <p>Vice President International - Siti Azkatya</p> <p>Vice President Activities & South West - Nikhil Howal</p> <p>Equity Officer - Gangamini Chandrasiri</p> <p>First Nations Officer - (Vacant)</p> <p>Undergraduate Officer - Johnny Thor</p> <p>Postgraduate Officer - Asad Ali</p> <p>International Officer - Minhajul Arefin (Online)</p> <p>Social Officer - Ali Haider</p> <p>Sports Officer - Vimal Hemnani</p> <p>South West Officer 2 - (Vacant)</p> <p>Student Members:.</p> <p>Hamed Karimam</p> <p>Nyamal Thok</p> <p>Anish Karsan Pindoria</p> <p>Tibin Alex Mendez</p> <p>Abdulla Al Noman</p> <p>Online Attendance (Teams):</p> <p>Sanjay Tenzin</p> <p>Sadaf Vahabli</p> <p>Hammad Saleem</p> <p>Ayan Abbasi</p> <p>Devaki Gupta</p> <p>Nishant Jahajeeah</p> <p>Sheharyar Sahi</p> <p>Kawshan Amunugama</p> <p>Ammar Asif</p> <p>Sithumina Dambarawe Ihalage</p> <p>Muhammad Ali</p> <p>Faisal Khan</p> <p>Julie Kaitse</p> <p>Kashif Javed</p> <p>Ashik Nafiz</p> <p>Kusal Walliwala Gamage</p> <p>Munira Takia</p> <p>Tanvir Abeer</p> <p>Shaksham Jolly</p> <p>Devansh Trivedi</p> <p>Ruba Zaheer</p> <p>Hiruni Pitagampola</p> <p>Accredited Observers:</p> <p>Operations Manager - Lisa Dwyer</p> <p>Financial Controller: Michael Agostini</p> <p>Observers:</p> <p>Event and Marketing Coordinator - Lauren Reed</p> <p>Apologies:</p> <p>Environmental Officer - Alice Broadhead</p> <p>South West Officer 1 - Sarah Mephram</p>

5	Proxies	Files (0)	President	Siti Azkatya holds Alice Broadhead's proxy
6	Conflict Of Interest	Files (0)	President	NIL
7	Approval of Past AGM Minutes	Files (1)	President	<p>Preamble: The 2024 student members of the ECU Student Guild AGM shall pass the AGM minutes for the year 2023.</p> <p>MOTION AGM2024/01: The Guild's members approve the minutes form the 2023 AGM as read and accurate. Moved: Rizly Abdue Seconded: Sarah Rizwan Results: Motion passed unanimously.</p>
8	Reports	Files (0)	President, Lisa Dwyer, Michael Agostini, Lauren Reed	<p>1. President's Annual Report Verbal report to be presented on the day of AGM for the year 2024. President: Sarah Rizwan</p> <p>It is with great honour and pride that I present an overview of ECU Student Guild's activities for the year 2023 in this Annual Report. Despite the challenges we faced, our dedicated team at the Guild remained steadfast in our commitment to serving the student body and enhancing the quality of student life on campus. In this report, we will highlight the significant achievements, initiatives, and contributions made by the Guild throughout the year.</p> <p>In 2023, the ECU Student Guild witnessed remarkable growth, both in membership and in the scope of services offered. One of the most notable accomplishments was the expansion of our facilities on the Joondalup campus. With the addition of new space, including a larger student lounge, we were able to accommodate the growing number of members accessing our services. In total, approximately 9,831 members utilised the Guild facility, benefiting from amenities such as free snacks and beverages during office hours, which proved invaluable amidst the prevailing cost of living crisis.</p> <p>Recognising the importance of engaging with our diverse student body, the Guild launched various initiatives aimed at fostering a sense of community and inclusivity on campus. Weekly events like the "Chillout" sessions provided students with valuable information about Guild services in a fun and interactive manner. Moreover, we organised a total of 140 events throughout the year, with over 12,000 attendees, including popular gatherings such as the Guild fairs, Multicultural Festival, Guild Ball, cultural dinners, and more.</p> <p>In addition to organising events, the Guild actively engaged in advocacy efforts at both the state and university levels. We participated in the WA Sector Review and advocated on important issues such as accommodation, ensuring that student voices were heard and represented. Our Senate worked tirelessly to address student concerns and needs, collaborating closely with university administration to enact positive change. Furthermore, our Guild Advisory Service provided invaluable support to students facing financial, academic, and welfare challenges, assisting a total of 1,375 students through various issues.</p> <p>Throughout the year, the ECU Student Guild remained steadfast in upholding its core values of Diversity, Student-centeredness, Integrity, Fun, and Teamwork. Looking ahead, we recognise that there is still much work to be done. We are committed to continuing our efforts to address the challenges faced by students, including financial difficulties, mental health issues, and academic stress. By fostering a safe and inclusive environment that supports every student's needs, we aim to ensure that all students have an equal opportunity to succeed.</p> <p>Lastly, as the President of the ECU Student Guild, I am deeply grateful for the dedication and hard work of all Senators, Staff, Clubs, Volunteers, and Casuals. Your contributions have made a significant impact on the ECU community, and I am committed to continuing this important work on behalf of our student body. Thank you for your unwavering support and for being an integral part of the ECU Student Guild.</p> <p>2. Operations Manager's Annual Report Verbal report to be presented on the day of AGM for the year 2024. Operations Manager: Lisa Dwyer</p> <p>The Annual Report for 2023 encapsulates the endeavours and accomplishments of the ECU Guild, showcasing our commitment to serving the ECU student community. This report reflects on the various services, initiatives, and strategic advancements undertaken throughout the year.</p> <p>Membership of the Guild continued to flourish, with a notable 17% increase in student members, reaching 30,743 by September 2023. The Guild's primary objective of delivering tailored services was met, evidenced by an 86% engagement rate among members accessing Guild services. Noteworthy is the Guild's support for academic and health-related matters, with international students, representing 59% of all Guild Advisory Service appointments.</p> <p>The Guild Advisory Services saw a transformation in 2023, rebranding to enhance clarity for students seeking academic and wellbeing assistance. Despite a decrease in appointments due to staffing adjustments, the Guild remained steadfast in providing essential support, including financial aid amounting to \$11,000, a significant increase from the previous year.</p> <p>The Bookshop witnessed a remarkable recovery in sales, marking a profitable year amidst the rising popularity of online texts. Notable events, numbering 140 in total, captivated the student community, ranging from cultural celebrations to sports events, further fostering campus engagement.</p> <p>Although club affiliation saw a decline, with 39 clubs in 2023, the Guild's focus remained on bolstering support structures for existing and prospective clubs. Noteworthy club initiatives, such as the Ahlulbyte Humanity Club's Peace Walk and fundraising efforts by various clubs, underscored their impactful contributions to campus life.</p> <p>Dircksey, the Guild's student publication, transitioned towards digital distribution, amplifying student voices and creative expressions. In the South West, initiatives like the Guild Fair and lounge renovations underscored the Guild's commitment to enhancing student experiences beyond the main campus.</p> <p>The Guild's strategic plan emphasised organisational excellence, reflected in staff development initiatives and infrastructure enhancements. While staff training targets were met, turnover rates remained a challenge. Policy reviews and IT improvements underscored the Guild's commitment to operational efficiency and sustainability.</p> <p>The Guild made significant strides in achieving its strategic goals, from membership growth to service enhancements. Notable successes include improved data management systems, robust communication strategies, and collaborative partnerships across the university.</p> <p>The ECU Guild's Annual Report for 2023 highlights a year of growth, resilience, and service to the student community. Despite challenges, the Guild's unwavering dedication to student welfare and campus vibrancy shines through its diverse array of services, events, and strategic advancements. Looking ahead, the Guild remains steadfast in its mission to enrich student experiences and foster a thriving campus community.</p> <p>3. Finance Controllers' Annual Report</p>

				<p>Verbal report to be presented on the day of AGM for the year 2024. Finance Controller: Michael Agostini</p> <p>The Guild has reported a net surplus for the 2023 financial year of \$71,556. This is a significant improvement from the 2022 deficit of \$247,026. The 2022 deficit was due to return of unspent grant funds and a reduction in SSAF funding.</p> <p>In 2023, SSAF funds of \$2m were budgeted, however the university subsequently advised that SSAF funding would be reduced down to \$1.865m. Whilst SSAF funding had reduced, funding received was a \$20K increase from 2022. Furthermore, the Guild has reallocated some of the SSAF funding across the respective SSAF categories (as compared to the original SSAF budget allocation) as noted on the 'Spending Program by SSAF Category' report, attached to the annual report. This reallocation was primarily due to a change in the allocation method for Guild operational staff salaries to SSAF programs</p> <p>The Guild reduced its uncommitted expenditure in 2023 to cover off the reduction in SSAF funding. The 2023 surplus result is particularly impressive due to the fact SSAF funding had reduced.</p> <p>Indirect expenditure has reduced significantly from last year. Key items to note include a reduction in insurance premiums, legal spend and no grant refunds required in 2023. The Guild's balance sheet has strengthened in 2023, with the capitalisation of assets for the Joondalup and Bunbury ECU Student Guild lounge and student kitchen renovations.</p> <p>These Guild spaces are for students to enjoy some refreshments and a space to relax between classes. As part of the renovations, these spaces have expanded and have also been modernised. The Guild has maintained a strong cash balance, with some funds held in a high interest account and term deposit in order to accumulate a return on cash held. The Financial Statements are attached in the annual report, and have been audited by SW Accountants & Advisors. The Guild has been issued with an unqualified audit report, meaning no material misstatements have been identified in the Guild's financial statements.</p> <p>The Guild is in a strong financial position to continue to operate in the future. The Guild will continue to provide services and support for all our students in 2024 and beyond.</p> <p>4. Auditor's Report Verbal report on behalf of Guild Auditors by Michael Agostini. Refer the Annual Report on the Guild's website via: https://ecuguild.org.au/wp-content/uploads/2024/04/Annual-Report-2023-web-sml.pdf</p> <p>5. Dircksey Editor's Report Verbal report on behalf of Dircksey Editor by Lauren Reed.</p> <p>Over 2023, Dircksey produced 2 End of Semester editions, as well as 2 media pieces at in the opening half of each semester, featuring numerous works from over 15 talented student contributors.</p> <p>In April of 2023, current Editor, Evan Smith, joined the publication, and Sub-Editor, Izabelle French, following the departure of previous editor, Elizabeth Harris.</p> <p>2023 for Dircksey saw a shift from the traditional print-media realm, focusing more on the publication's digital distribution and online capabilities, having redesigned its website to accommodate more immediate opportunities for students to showcase their works, as well as to reserve budget with printing to allocate additional funds to contributor payments.</p> <p>The first edition "The Campus Cut: Volume 1" was about all things ECU and detailed the experiences and opportunities for students starting their studies. The second edition "The Campus Cut: Volume 2" featured poetry, codebreakers, artworks and a heartfelt message from ECU student Nour Seif on living through and after the 2020 Beirut tragedy.</p> <p>6. Annual Financial Report Refer the Annual Report on the Guild's website via: https://ecuguild.org.au/wp-content/uploads/2024/04/Annual-Report-2023-web-sml.pdf</p>
9	Priority Items	Files (1)	President	<p>1. Approval of the Annual Financial Report Preamble: Please refer to the Annual Financial Report in Item 8.6</p> <p>MOTION AGM2024/02: The Guild members to approve the Annual Financial Report as accurate and correct. Moved: Rizly Abdue Seconded: Sarah Rizwan Results: Motion passed unanimously</p>
10	Other Items	Files (0)	President	NIL
11	Annual General Meeting ends	Files (0)	President	Meeting ends at: 11:04 AM

Sync tasks and decisions

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Tasks

[View all](#)

Task
No tasks created for this meeting Learn more

Decisions

[View all](#)


Decision
No decisions recorded for this meeting Learn more

9 - Reports

For Information

9.1

9.1 - President's Report for the year 2024

 For Information

9.2

9.2 - Operations Manager Report for the year 2024

Lisa Dwyer

For Information

9.3

9.3 - Financial Controller Report for the year 2024

Lisa Dwyer

To be provided by Lisa Dwyer, Operations Manager.

For Information

9.4

9.4 - Auditor's Report for the year 2024

Lisa Dwyer

For Information

Attachments

[ECU Student Guild Final FS 2024 FINAL.pdf](#)

Annual Financial Report

Edith Cowan University Student Guild
For the year ended 31 December 2024

ABN 87 081 487 187

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Secretariat Report

Edith Cowan University Student Guild For the year ended 31 December 2024

Your secretariat members submit the financial report of Edith Cowan University Student Guild for the financial year ended 31 December 2024.

Senate Members

The names of senate members who have been in office from 1st December 2023 to 30th November 2024 are:

Committee Member	Position	Dates
Sarah Rizwan	President	Commenced term 1 st December 2023 Completed term 30 th November 2024
Rizly Abdue	General Secretary	Commenced term 1 st December 2023 Completed term 30 th November 2024
Syed Taqi Abbas Razvi	Vice President (Academic)	Commenced term 1 st December 2023 Completed term 30 th November 2024
Joanne Lucks	Vice President (Social Responsibility)	Commenced term 1 st December 2023 Completed term 30 th November 2024
Siti Azkatya	Vice President (Social Responsibility)	Commenced term 1 st December 2023 Completed term (graduated) 10th July 2024
Nikhil Howal	Vice President (Activities & South West)	Co-opted term 6 th December 2023 Resigned 31 th October 2024
Asad Ali	Postgraduate Officer	Commenced term 1 st December 2023 Completed term 30 th November 2024
Ngunar (John) Ngunar	Undergraduate Officer	Commenced term 1 st December 2023 Completed term (graduated) 29th July 2024
Alice Broadhead	Environmental Officer	Commenced term 1 st December 2023 Completed term 30 th November 2024
Gangamini Chandrasiri	Equity Officer	Commenced term 1 st December 2023 Completed term 30 th November 2024
Vimal Hemnani	Sports Officer	Commenced term 1 st December 2023 Completed term 30th November 2024
Ali Haider	Social Officer	Commenced term 1 st December 2023 Completed term (graduated) 10th July 2024
Claan Coenraad	Social Officer	Commenced term 28 th August 2024 Completed term 30 th November 2024
Sarah Mephram	South West Officer	Commenced term 24 th April 2024 Terminated 24 th July 2024
MD Minhajul Arefin	International Officer	Commenced term 1st December 2023 Completed term 30th November 2024

Secretariat Report

The names of senate members who have been in office from 1st December 2024 and at the date of this report are:

Committee Member	Position	Dates
Pema Chentsho	President	Commenced term 1 st December 2024
Sarah Rizwan	General Secretary	Commenced term 1 st December 2024
Syed Taqi Abbas Razvi	Vice President (Academic)	Commenced term 1 st December 2024
Joanne Lucks	Vice President (Social Responsibility)	Commenced term 1 st December 2024
Vimal Hemnani	Vice President (Activities and South West)	Elected unopposed Commenced term 1 st December 2024
MD Minhajul Arefin	Vice President (International)	Commenced term 1 st December 2024
Imtiaz Ali	Postgraduate Officer	Commenced term 1 st December 2024
Sheharyar Sahi	Undergraduate Officer	Commenced term 1 st December 2024
Alice Broadhead	Environmental Officer	Commenced term 1 st December 2024
Gangamini Chandrasiri	Equity Officer	Commenced term 1 st December 2024
	First Nation Officer	Vacant – No Nominations
Austin George	Sports Officer	Commenced term 1 st December 2024
Mohak Gakhreja	Social Officer	Commenced term 1 st December 2024
	South West Officer 1	Vacant – No Nominations
	South west Officer 2	Vacant – No Nominations
Cliaan Coenraad	International Officer	Commenced term 1 st December 2024

Meetings of Senate Members

During the financial year, a number of Senate meetings were held. Attendances by each of Senate member during the year were as follows:

Senate Members Name	Number Eligible to Attend	Number Attended
2024 Senate (Full Term 1/12/2023-30/11/2024)		
Sarah Rizwan	11	11
Rizly Abdue	11	11
Syed Taqi Abbas Razvi	11	10, 1 proxy
Joanne Lucks	11	11
Siti Azkatya	6	6
Nikhil Howal	10	10
Asad Ali	11	11
Ngunar (John) Ngunar	7	6, 1 proxy
Alice Broadhead	11	10, 1 proxy
Gangamini Chandrasiri	11	10, 1 proxy
Vimal Hemnani	11	11
Ali Haider	6	6
Cliaan Coenraad	3	3
Sarah Mephram	3	0
MD Minhajul Arefin	11	10
2025 Senate (commence 1/12/2024)		
Pema Chentsho	3	3
Sarah Rizwan	3	3
Syed Taqi Abbas Razvi	3	3
Joanne Lucks	3	3
Vimal Hemnani	3	3
MD Minhajul Arefin	3	3
Imtiaz Ali	3	3
Sheharyar Sahi	3	3
Alice Broadhead	3	2
Gangamini Chandrasiri	3	3
Austin George	3	2, 1 proxy
Mohak Gakhreja	3	3
Cliaan Coenraad	3	3

Principal Activities

The Guild undertakes to provide student support services to students enrolled at Edith Cowan University. The services provided range from welfare, financial support and academic guidance to social, academic and equity clubs, social events and activities.

Going Concern

This financial report has been prepared on a going concern basis which contemplates continuity of normal business activities and the realisation of assets and settlement of liabilities in the ordinary course of business. The ability of the Guild to continue to operate as a going concern is dependent upon the ability of the Guild to generate sufficient cashflows from operations to meet its liabilities. The members of the Senate believe that the going concern assumption is appropriate.

Signed in accordance with a resolution of the Members of the Senate on:



Pema Chentsho
(President)

Date: 28/03/2025



Sarah Rizwan
(General Secretary)

Date: 28/03/2025

Statement of Profit or Loss and other Comprehensive Income

Edith Cowan University Student Guild
For the year ended 31 December 2024

	Notes	2024 \$	2023 \$
Income			
SSAF funding	2	2,051,112	1,865,180
Other revenue	2	199,531	165,091
Total income		2,250,643	2,030,271
Direct Costs			
Student support program costs		304,917	312,926
Total direct costs		304,917	312,926
Gross surplus		1,945,726	1,717,345
Indirect Costs			
Administrative overheads		128,519	118,663
Depreciation		40,228	63,006
Infrastructure overheads		176,242	166,644
Salaries & wages		1,347,617	1,163,702
Salary on-costs		127,305	123,356
Interest & investment costs		139	71
Fair value (gain) / loss on investments – fair value through profit or loss		-	(6,694)
Election costs		29,773	17,041
Total indirect costs		1,849,823	1,645,789
Surplus before income tax expense		95,903	71,556
Income tax expense		-	-
Surplus after income tax expense attributable to the members of Edith Cowan University Student Guild		95,903	71,556
Other comprehensive income for the year, net of tax		-	-
Total comprehensive income for the year attributable to the members of Edith Cowan University Student Guild		95,903	71,556

The statement of profit or loss and other comprehensive income is to be read in conjunction with the notes accompanying the financial statements.

Statement of Financial Position

Edith Cowan University Student Guild

As at 31 December 2024

	Notes	2024 \$	2023 \$
Assets			
Current Assets			
Cash and cash equivalents	4	664,885	1,219,901
Trade and other receivables	5	609,177	410,381
Inventory		16,024	17,325
Financial assets – at amortised cost	7	750,000	500,000
Prepayments	6	58,730	65,142
Total Current Assets		2,098,816	2,212,749
Non-Current Assets			
Property, plant and equipment	8	183,432	208,006
Total Non-Current Assets		183,432	208,006
Total Assets		2,282,248	2,420,755
Liabilities			
Current Liabilities			
Trade and other payables	9	216,859	447,989
Provisions	10	102,514	108,754
Borrowings	11	22,412	22,412
Total Current Liabilities		341,785	579,155
Non-Current Liabilities			
Provisions	10	12,888	9,928
Total Non-Current Liabilities		12,888	9,928
Total Liabilities		354,673	589,083
Net Assets		1,927,575	1,831,672
Equity			
Retained earnings		1,750,232	1,730,116
Non SSAF reserve		177,343	101,556
Total Equity		1,927,575	1,831,672

The statement of financial position is to be read in conjunction with the notes accompanying the financial statements.

Statement of Changes in Equity

Edith Cowan University Student Guild
For the year ended 31 December 2024

2024	Retained Earnings \$	Non SSAF Reserve \$	Total Equity \$
Balance as at 31 December 2023	1,730,116	101,556	1,831,672
Surplus for the period	95,903	-	95,903
Other comprehensive income for the year	-	-	-
Total comprehensive income for the year	95,903	-	95,903
Transfers to/from reserves	(75,787)	75,787	-
Balance as at 31 December 2024	1,750,232	177,343	1,927,575

2023	Retained Earnings \$	Non SSAF Reserve \$	Total Equity \$
Balance as at 31 December 2022	1,756,729	3,387	1,760,116
Surplus for the period	71,556	-	71,556
Other comprehensive income for the year	-	-	-
Total comprehensive income for the year	71,556	-	71,556
Transfers to/from reserves	(98,169)	98,169	-
Balance as at 31 December 2023	1,730,116	101,556	1,831,672

The statement of changes in equity is to be read in conjunction with the notes accompanying the financial statements.

Statement of Cash Flows

Edith Cowan University Student Guild
For the year ended 31 December 2024

	Notes	2024 \$	2023 \$
<u>Cash flows from operating activities</u>			
Receipts from SSAF grants		1,865,180	2,402,700
Receipts from customers and federal government subsidies		154,714	155,951
Interest paid		(138)	-
Payments to suppliers and employees		(2,117,582)	(1,830,539)
Total cash from / (used in) operating activities		(97,826)	728,112
<u>Cash flows from investing activities</u>			
Proceeds from financial assets		-	494,307
Interest received		31,952	19,469
Payment for property, plant and equipment		(239,142)	(15,246)
Payments for investments at amortised costs		(250,000)	(247,418)
Total cash from investing activities		(457,190)	251,112
<u>Cash flows from financing activities</u>			
Repayment of borrowings		-	-
Total cash used in financing activities		-	-
Net increase/(decrease) in cash & cash equivalents		(555,016)	979,224
Cash and cash equivalents at the beginning of the financial year	4	1,219,901	240,677
Cash and cash equivalents at the end of the financial year	4	664,885	1,219,901

The statement of cash flows is to be read in conjunction with the notes accompanying the financial statements.

Notes to the Financial Statements

Edith Cowan University Student Guild For the year ended 31 December 2024

1. Material Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

New, Revised and Amended Accounting Standards and Interpretations not yet Mandatory or early adopted by the Guild

The Guild has not early adopted any new, revised and amended accounting standards and interpretations for the annual reporting period ended 31 December 2024.

Basis of preparation

In the Senate opinion, the Guild is not a reporting entity because there are no users dependent on general purpose financial statements.

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements under the Australian Charities and Not-for-profits Commission Act 2012 and the Edith Cowan University Act 1984.

The Senate have determined that the accounting policies adopted are appropriate to meet the needs of the members of Edith Cowan University Student Guild.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

Historical cost convention

The financial statements have been prepared under the historical cost convention.

Critical accounting estimates

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Guild's accounting policies.

There are no areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are material to the financial statements.

Notes to the Financial Statements

Edith Cowan University Student Guild For the year ended 31 December 2024

1. Material Accounting Policies (continued)

Revenue recognition

Revenue is recognised when it is probable that the economic benefit will flow to the Guild and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

SSAF Funding

Revenue is recognised in accordance with a fee allocation deed between the Edith Cowan University (the University) and the Guild, pursuant to section 41A(3) of the Edith Cowan University Act 1984, the University must pay the Guild an amount that is not less than 50% of the total amount of the annual amenities and services fees collected.

Sales revenue

Events, fundraising and raffles are recognised when received or receivable.

Other revenue

Other revenue is recognised when it is received or when the right to receive payment is established.

Income tax

As the Guild is a charitable institution in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the Guild's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the Guild's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

Inventories

Inventories are valued at the lower of cost and net realizable value. Inventories are accounted for at purchase cost on a weighted average basis.

Notes to the Financial Statements

Edith Cowan University Student Guild For the year ended 31 December 2024

1. Material Accounting Policies (continued)

Property, plant and equipment

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a diminishing value basis to write off the net cost of each item of property, plant and equipment (excluding land) over their expected useful lives as follows:

Freehold improvements	15 years
Plant and equipment	3-10 years
Office equipment	3-5 years

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the Guild. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

Impairment of non-financial assets

Non-financial assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

Recoverable amount is the higher of an asset's fair value less costs of disposal and value-in-use. The value-in-use is the present value of the estimated future cash flows relating to the asset using a pre-tax discount rate specific to the asset or cash-generating unit to which the asset belongs. Assets that do not have independent cash flows are grouped together to form a cash-generating unit.

Employee benefits

Short-term employee benefits

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled wholly within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled.

Other long-term employee benefits

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

Defined contribution superannuation expense

Contributions to defined contribution superannuation plans are expensed in the period in which they are incurred.

Notes to the Financial Statements

Edith Cowan University Student Guild For the year ended 31 December 2024

1. Material Accounting Policies (continued)

Financial instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Guild becomes a party to the contractual provisions of the instrument. For financial assets, this is equivalent to the date that the Guild commits itself to either purchase or sell the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transactions cost except where the instrument is classified 'at fair value through profit or loss' in which case transactions costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at either fair value, amortised cost using the effective interest rate method, or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as (i) the amount at which the financial asset or financial liability is measured at initial recognition, (ii) less principal repayments, (iii) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest method, and (iv) less any reduction or impairment. The effective interest method is used to allocate interest income or interest expenses over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs or other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss are either: i) held for trading, where they are acquired for the purpose of selling in the short-term with an intention of making a profit; or ii) designated as such upon initial recognition, where they are managed on a fair value basis or to eliminate or significantly reduce an accounting mismatch. Except for effective hedging instruments, derivatives are also categorised as fair value through profit or loss. Fair value movements are recognised in profit or loss.

Goods and Services Tax ('GST') and other similar taxes

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

Notes to the Financial Statements

Edith Cowan University Student Guild
For the year ended 31 December 2024

	2024 \$	2023 \$
2. Revenue		
SSAF funding	2,051,112	1,865,180
Other revenue		
Book sales	1,653	2,804
Interest income	31,952	19,469
Merchandise sales	1,874	4,244
Other revenue	36,147	28,579
ECU University grants	94,457	67,815
Ticket sales	33,448	42,180
Total other revenue	199,531	165,091
Total Revenue	2,250,643	1,975,108
3. Expenses		
Deficit before income tax includes the following specific expenses:		
Depreciation	40,228	63,006
Superannuation	128,076	135,125
4. Cash and cash equivalents		
Cash at bank	664,885	1,219,901
Total cash and cash equivalents	664,885	1,219,901

Notes to the Financial Statements

Edith Cowan University Student Guild
For the year ended 31 December 2024

	2024 \$	2023 \$
5. Trade and other receivables		
Accounts receivables	606,848	403,559
Other debtors - student loans	227	227
Less: allowances for expected credit losses	(227)	(227)
Accrued income	2,329	5,055
GST	-	1,767
Total trade and other receivables	609,177	410,381
6. Prepayments		
Prepayments – other	27,230	41,914
Prepayments – insurance	31,500	23,228
Total prepayments	58,730	65,142
7. Financial assets – at amortised cost		
Current Asset		
Term Deposits	750,000	500,000
Total financial assets – at amortised cost	750,000	500,000
8. Property plant and equipment		
Low Value Assets (\$300-\$1000) – at cost	92,252	90,355
Low Value Assets - acc dep	(90,252)	(90,355)
Total Plant and Equipment (Low Value Pool) at cost	-	-
P & E - ML - at cost	21,641	21,641
P & E - ML - acc dep	(20,147)	(19,421)
Total Plant and Equipment (ML) at cost	1,494	2,220
P & E - BU - at cost	22,764	22,764
P & E - BU - acc dep	(9,280)	(7,153)
Total Plant and Equipment (BU) at cost	13,484	15,611
P & E - JO - at cost	323,895	315,550
P & E - JO - acc dep	(155,441)	(125,375)
Total Plant and Equipment (JO) at cost	168,454	190,175
Total Property, Plant and Equipment	183,432	208,006

Notes to the Financial Statements

Edith Cowan University Student Guild
For the year ended 31 December 2024

	2024 \$	2023 \$
9. Trade and other payables		
Trade creditors	9,840	296,503
General accruals	10,227	55,938
Payroll accruals	151,251	85,738
GST	37,063	-
Credit Cards	8,478	9,810
Total trade and other payables	216,859	447,989
10. Provisions		
Current		
Long service leave	40,246	35,842
Annual leave	62,268	72,912
	102,514	108,754
Non-current		
Long service leave	12,888	9,928
	12,888	9,928
Total provisions	115,402	118,682
11. Borrowings		
Current		
BAL Global Finance (UK) Limited	22,412	22,412
Total	22,412	22,412
12. Remuneration of auditors		
The following fees were paid or payable for services provided by SW Accountants & Advisors for 2024 and 2023 for the auditor of the Guild:		
Audit services	5,850	5,850
Total remuneration of auditors	5,850	5,850

Notes to the Financial Statements

Edith Cowan University Student Guild

For the year ended 31 December 2024

13. Contingent liabilities

The Guild had no contingent liabilities as at 31 December 2024.

14. Commitments

The Guild had no capital commitments for expenditure as at 31 December 2024 and 31 December 2023.

15. Events after the reporting period

The Guild's financial statements have been prepared based upon conditions existing as at 31 December 2024 and considering those events occurring subsequent to that date, that provide evidence of conditions that existed at the end of the reporting period.

16. Economic Dependence

The Guild is dependent on the Edith Cowan University for the majority of its revenue used to operate the business. At the date of this report, the Senate has no reason to believe the Edith Cowan University will not continue to support the Association for the next 12 months.

Statement by Senate

Edith Cowan University Student Guild For the year ended 31 December 2024

In the opinion of the Senate members:

- the Edith Cowan University Student Guild is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in Note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and the Edith Cowan University Act 1984 and associated regulations;
- the attached financial statements and notes comply with the Accounting Standards as described in Note 1 to the financial statements;
- the attached financial statements and notes give a true and fair view of the Edith Cowan University Student Guild's financial position as at 31 December 2024 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the Edith Cowan University Student Guild will be able to pay its debts as and when they become due and payable.



Pema Chentsho
President

Date: 18/03/2025
Perth, WA

AUDITOR'S INDEPENDENCE DECLARATION TO THE DIRECTORS OF EDITH COWAN UNIVERSITY STUDENT GUILD

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2024 there have been:

- i. No contraventions of the auditor independence requirements as set out in *the Australian Charities and Not-for-profits Commission Act 2012*, in relation to the audit, and
- ii. No contraventions of any applicable code of professional conduct in relation to the audit.

SW Audit
Chartered Accountants

Hayley Underwood
Partner

Melbourne, 28 March 2025

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INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF EDITH COWAN UNIVERSITY STUDENT GUILD

Opinion

We have audited the financial report of Edith Cowan University Student Guild (the Guild) which comprises the statement of financial position as at 31 December 2024, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including material accounting policy information, and the statement by members of the Senate.

In our opinion, the accompanying financial report of Edith Cowan University Student Guild is in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and the *Edith Cowan University Act 1984*, including:

- giving a true and fair view of the Guild's financial position as at 31 December 2024 and of its financial performance for the year then ended, and
- complying with Australian Accounting Standards to the extent described in the Note 1, the Edith Cowan University Act 1984 and Division 60 of the Australian Charities and Not-for-profits Commission Regulations 2022.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Guild in accordance with the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and the ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Guild's financial reporting responsibilities under the *Edith Cowan University Act 1984* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

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Responsibilities of the Senate of the Guild for the Financial Report

The Senate is responsible for the preparation of the financial report that gives a true and fair view and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*, and Division 60 of the Australian Charities and Not-for-profit Commission Regulations 2022 and is appropriate to meet the needs of the members. The Senate's responsibility also includes such internal control as the Senate determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Senate is responsible for assessing the Guild's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Senate either intends to liquidate the Guild or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Guild's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Guild's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Senate.
- Conclude on the appropriateness of the Senate's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Guild's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Guild to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

SW Audit

Chartered Accountants

Hayley Underwood
Partner

Melbourne, 28 March 2025

Spending Program by SSAF Category

Edith Cowan University Student Guild


For the 12 months ended 31 December 2024

	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 YTD Actuals	2024 ANNUAL SSAF Budget	2024 Budget vs Actuals (\$)	2024 Budget vs Actuals (%)	FY 2023	2024 vs 2023 ACTUAL OVER/(UNDER)
Income										
SSAF Funding	500,000	500,000	500,000	551,112	2,051,112	2,000,000	51,112	3%	1,865,180	185,932
Total Income	500,000	500,000	500,000	551,112	2,051,112	2,000,000	51,112	3%	1,865,180	185,932
Expenditure										
Student Support Program Costs										
A - Provision of Food & Drink	18,959	18,611	25,736	17,660	80,966	91,642	(10,676)	-12%	117,969	(37,003)
B - Supporting Sporting & Recreational Activity	112,335	125,480	113,426	132,237	483,478	483,313	165	0%	487,605	(4,127)
C - Club Administration Support	79,855	91,975	98,412	90,936	361,177	410,580	(49,403)	-12%	377,374	(16,197)
F - Health & Welfare of Students	53,403	54,387	72,312	77,889	257,992	275,016	(17,024)	-6%	352,208	(94,216)
I - Helping Students with their Financial Affairs	17,840	19,669	26,003	39,821	103,332	104,254	(922)	-1%	61,459	41,874
N - Supporting Production & Dissemination of Student Media	16,563	17,908	18,327	20,807	73,605	79,709	(6,104)	-8%	52,701	20,903
O - Helping Students Develop Study Skills	34,492	36,707	39,250	52,022	162,471	180,283	(17,812)	-10%	134,605	27,866
P/Q - Student Advocacy re University Rules	42,755	43,290	58,107	70,190	214,342	213,477	865	0%	186,002	28,340
R - Information to help students through Orientation	74,759	23,570	29,931	28,991	157,251	161,726	(4,475)	-3%	139,666	17,585
Total Student Support Program Costs	450,962	431,597	481,503	530,553	1,894,614	2,000,000	(105,386)	-5%	1,909,588	(14,974)
Total Expenditure	450,962	431,597	481,503	530,553	1,894,614	2,000,000	(105,386)	-5%	1,909,588	(14,974)
Gross SSAF Surplus/(Deficit)	49,038	68,403	18,497	20,559	156,498	0	156,498	0%	(44,408)	200,906
Indirect Costs										
Indirect Costs	-	0	0	0	0	0	0	0%	0	0
Total Indirect Costs	0	0	0	0	0	0	0	0%	0	0
SSAF Surplus/(Deficit)	49,038	68,403	18,497	20,559	156,498	0	156,498	0%	(44,408)	200,906
SSAF Reserve Summary										
Redundancy - Reserve Spend	0	0	0	(113,836)	(113,836)	0	(113,836)	0%	0	113,836
Records Project	0	0	(22,545)	0	(22,545)	0	(22,545)	0%	(24,385)	(1,840)
Total SSAF Reserve Summary	0	0	(22,545)	(113,836)	(136,381)	0	(136,381)	0%	(24,385)	111,997

	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 YTD Actuals	2024 ANNUAL SSAF Budget	2024 Budget vs Actuals (\$)	2024 Budget vs Actuals (%)	FY 2023	2024 vs 2023 ACTUAL OVER/(UNDER)
Non-SSAF										
Income										
Non SSAF Program Income	10,820	672	86,300	17,232	115,024	0	115,024	0%	83,190	31,834
Interest & Investment Income	6,360	7,180	7,466	10,947	31,952	0	31,952	0%	26,163	5,789
Other Income	12,679	2,222	3,169	1,037	19,108	0	19,108	0%	62,432	(43,324)
Total Income	29,859	10,075	96,935	29,215	166,084	0	166,084	0%	171,785	(5,701)
Expenses										
Interest & Investment Costs	0	0	0	0	0	0	0	0%	71	(71)
Unisports & Non SSAF Grants Paid	7,690	1,875	12,535	(3,679)	18,421	0	18,421	0%	7,815	10,606
Events (Non-SSAF)	1,225	249	4,207	2,595	8,276	0	8,276	0%	0	8,276
Food & Drink (Non-SSAF)	419	205	234	22	880	0	880	0%	0	880
Helping Overseas students	13,009	11,642	15,531	21,139	61,322	0	61,322	0%	0	61,322
ECU Emu's Merchandise Costs	0	1,970	0	(571)	1,399	0	1,399	0%	5,742	(4,343)
Other Expenses	0	0	0	0	0	0	0	0%	17,808	(17,808)
Total Expenses	22,343	15,941	32,507	19,507	90,297	0	90,297	0%	31,436	58,861
Total Non-SSAF	7,516	(5,866)	64,429	9,708	75,786	0	75,786	0%	140,349	64,563
Combined SSAF/Non-SSAF Surplus/(Deficit)	56,554	62,537	82,926	30,267	232,284	0	232,284	0%	95,941	136,344
Net P&L Result Including Reserve Spend	56,554	62,537	60,381	(83,569)	95,903	0	95,903	0%	71,556	24,347

9.5

9.5 - Dircksey Editor Report

 For Information

10 - Approval of the Annual Financial Report

Preamble: The Annual Financial report accurately reflects the financial position, results of operations, and cash flows of the ECU Student Guild for the past year, and has been reviewed and recommended for approval.

DECISION: Motion AGM2025/04: The Guild members approve the Annual Financial Report as accurate and correct.

Moved:

Seconded:

Result:

For Decision

Attachments

[ECU Student Guild Final FS 2024 FINAL.pdf](#)

Annual Financial Report

Edith Cowan University Student Guild
For the year ended 31 December 2024

ABN 87 081 487 187

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Secretariat Report

Edith Cowan University Student Guild For the year ended 31 December 2024

Your secretariat members submit the financial report of Edith Cowan University Student Guild for the financial year ended 31 December 2024.

Senate Members

The names of senate members who have been in office from 1st December 2023 to 30th November 2024 are:

Committee Member	Position	Dates
Sarah Rizwan	President	Commenced term 1 st December 2023 Completed term 30 th November 2024
Rizly Abdue	General Secretary	Commenced term 1 st December 2023 Completed term 30 th November 2024
Syed Taqi Abbas Razvi	Vice President (Academic)	Commenced term 1 st December 2023 Completed term 30 th November 2024
Joanne Lucks	Vice President (Social Responsibility)	Commenced term 1 st December 2023 Completed term 30 th November 2024
Siti Azkatya	Vice President (Social Responsibility)	Commenced term 1 st December 2023 Completed term (graduated) 10th July 2024
Nikhil Howal	Vice President (Activities & South West)	Co-opted term 6 th December 2023 Resigned 31 th October 2024
Asad Ali	Postgraduate Officer	Commenced term 1 st December 2023 Completed term 30 th November 2024
Ngunar (John) Ngunar	Undergraduate Officer	Commenced term 1 st December 2023 Completed term (graduated) 29th July 2024
Alice Broadhead	Environmental Officer	Commenced term 1 st December 2023 Completed term 30 th November 2024
Gangamini Chandrasiri	Equity Officer	Commenced term 1 st December 2023 Completed term 30 th November 2024
Vimal Hemnani	Sports Officer	Commenced term 1 st December 2023 Completed term 30th November 2024
Ali Haider	Social Officer	Commenced term 1 st December 2023 Completed term (graduated) 10th July 2024
Claan Coenraad	Social Officer	Commenced term 28 th August 2024 Completed term 30 th November 2024
Sarah Mephram	South West Officer	Commenced term 24 th April 2024 Terminated 24 th July 2024
MD Minhajul Arefin	International Officer	Commenced term 1st December 2023 Completed term 30th November 2024

Secretariat Report

The names of senate members who have been in office from 1st December 2024 and at the date of this report are:

Committee Member	Position	Dates
Pema Chentsho	President	Commenced term 1 st December 2024
Sarah Rizwan	General Secretary	Commenced term 1 st December 2024
Syed Taqi Abbas Razvi	Vice President (Academic)	Commenced term 1 st December 2024
Joanne Lucks	Vice President (Social Responsibility)	Commenced term 1 st December 2024
Vimal Hemnani	Vice President (Activities and South West)	Elected unopposed Commenced term 1 st December 2024
MD Minhajul Arefin	Vice President (International)	Commenced term 1 st December 2024
Imtiaz Ali	Postgraduate Officer	Commenced term 1 st December 2024
Sheharyar Sahi	Undergraduate Officer	Commenced term 1 st December 2024
Alice Broadhead	Environmental Officer	Commenced term 1 st December 2024
Gangamini Chandrasiri	Equity Officer	Commenced term 1 st December 2024
	First Nation Officer	Vacant – No Nominations
Austin George	Sports Officer	Commenced term 1 st December 2024
Mohak Gakhreja	Social Officer	Commenced term 1 st December 2024
	South West Officer 1	Vacant – No Nominations
	South west Officer 2	Vacant – No Nominations
Cliaan Coenraad	International Officer	Commenced term 1 st December 2024

Meetings of Senate Members

During the financial year, a number of Senate meetings were held. Attendances by each of Senate member during the year were as follows:

Senate Members Name	Number Eligible to Attend	Number Attended
2024 Senate (Full Term 1/12/2023-30/11/2024)		
Sarah Rizwan	11	11
Rizly Abdue	11	11
Syed Taqi Abbas Razvi	11	10, 1 proxy
Joanne Lucks	11	11
Siti Azkatya	6	6
Nikhil Howal	10	10
Asad Ali	11	11
Ngunar (John) Ngunar	7	6, 1 proxy
Alice Broadhead	11	10, 1 proxy
Gangamini Chandrasiri	11	10, 1 proxy
Vimal Hemnani	11	11
Ali Haider	6	6
Cliaan Coenraad	3	3
Sarah Mephram	3	0
MD Minhajul Arefin	11	10
2025 Senate (commence 1/12/2024)		
Pema Chentsho	3	3
Sarah Rizwan	3	3
Syed Taqi Abbas Razvi	3	3
Joanne Lucks	3	3
Vimal Hemnani	3	3
MD Minhajul Arefin	3	3
Imtiaz Ali	3	3
Sheharyar Sahi	3	3
Alice Broadhead	3	2
Gangamini Chandrasiri	3	3
Austin George	3	2, 1 proxy
Mohak Gakhreja	3	3
Cliaan Coenraad	3	3

Principal Activities

The Guild undertakes to provide student support services to students enrolled at Edith Cowan University. The services provided range from welfare, financial support and academic guidance to social, academic and equity clubs, social events and activities.

Going Concern

This financial report has been prepared on a going concern basis which contemplates continuity of normal business activities and the realisation of assets and settlement of liabilities in the ordinary course of business. The ability of the Guild to continue to operate as a going concern is dependent upon the ability of the Guild to generate sufficient cashflows from operations to meet its liabilities. The members of the Senate believe that the going concern assumption is appropriate.

Signed in accordance with a resolution of the Members of the Senate on:



Pema Chentsho
(President)

Date: 28/03/2025



Sarah Rizwan
(General Secretary)

Date: 28/03/2025

Statement of Profit or Loss and other Comprehensive Income

Edith Cowan University Student Guild
For the year ended 31 December 2024

	Notes	2024 \$	2023 \$
Income			
SSAF funding	2	2,051,112	1,865,180
Other revenue	2	199,531	165,091
Total income		2,250,643	2,030,271
Direct Costs			
Student support program costs		304,917	312,926
Total direct costs		304,917	312,926
Gross surplus		1,945,726	1,717,345
Indirect Costs			
Administrative overheads		128,519	118,663
Depreciation		40,228	63,006
Infrastructure overheads		176,242	166,644
Salaries & wages		1,347,617	1,163,702
Salary on-costs		127,305	123,356
Interest & investment costs		139	71
Fair value (gain) / loss on investments – fair value through profit or loss		-	(6,694)
Election costs		29,773	17,041
Total indirect costs		1,849,823	1,645,789
Surplus before income tax expense		95,903	71,556
Income tax expense		-	-
Surplus after income tax expense attributable to the members of Edith Cowan University Student Guild		95,903	71,556
Other comprehensive income for the year, net of tax		-	-
Total comprehensive income for the year attributable to the members of Edith Cowan University Student Guild		95,903	71,556

The statement of profit or loss and other comprehensive income is to be read in conjunction with the notes accompanying the financial statements.

Statement of Financial Position

Edith Cowan University Student Guild

As at 31 December 2024

	Notes	2024 \$	2023 \$
Assets			
Current Assets			
Cash and cash equivalents	4	664,885	1,219,901
Trade and other receivables	5	609,177	410,381
Inventory		16,024	17,325
Financial assets – at amortised cost	7	750,000	500,000
Prepayments	6	58,730	65,142
Total Current Assets		2,098,816	2,212,749
Non-Current Assets			
Property, plant and equipment	8	183,432	208,006
Total Non-Current Assets		183,432	208,006
Total Assets		2,282,248	2,420,755
Liabilities			
Current Liabilities			
Trade and other payables	9	216,859	447,989
Provisions	10	102,514	108,754
Borrowings	11	22,412	22,412
Total Current Liabilities		341,785	579,155
Non-Current Liabilities			
Provisions	10	12,888	9,928
Total Non-Current Liabilities		12,888	9,928
Total Liabilities		354,673	589,083
Net Assets		1,927,575	1,831,672
Equity			
Retained earnings		1,750,232	1,730,116
Non SSAF reserve		177,343	101,556
Total Equity		1,927,575	1,831,672

The statement of financial position is to be read in conjunction with the notes accompanying the financial statements.

Statement of Changes in Equity

Edith Cowan University Student Guild
For the year ended 31 December 2024

2024	Retained Earnings \$	Non SSAF Reserve \$	Total Equity \$
Balance as at 31 December 2023	1,730,116	101,556	1,831,672
Surplus for the period	95,903	-	95,903
Other comprehensive income for the year	-	-	-
Total comprehensive income for the year	95,903	-	95,903
Transfers to/from reserves	(75,787)	75,787	-
Balance as at 31 December 2024	1,750,232	177,343	1,927,575

2023	Retained Earnings \$	Non SSAF Reserve \$	Total Equity \$
Balance as at 31 December 2022	1,756,729	3,387	1,760,116
Surplus for the period	71,556	-	71,556
Other comprehensive income for the year	-	-	-
Total comprehensive income for the year	71,556	-	71,556
Transfers to/from reserves	(98,169)	98,169	-
Balance as at 31 December 2023	1,730,116	101,556	1,831,672

The statement of changes in equity is to be read in conjunction with the notes accompanying the financial statements.

Statement of Cash Flows

Edith Cowan University Student Guild
For the year ended 31 December 2024

	Notes	2024 \$	2023 \$
<u>Cash flows from operating activities</u>			
Receipts from SSAF grants		1,865,180	2,402,700
Receipts from customers and federal government subsidies		154,714	155,951
Interest paid		(138)	-
Payments to suppliers and employees		(2,117,582)	(1,830,539)
Total cash from / (used in) operating activities		(97,826)	728,112
<u>Cash flows from investing activities</u>			
Proceeds from financial assets		-	494,307
Interest received		31,952	19,469
Payment for property, plant and equipment		(239,142)	(15,246)
Payments for investments at amortised costs		(250,000)	(247,418)
Total cash from investing activities		(457,190)	251,112
<u>Cash flows from financing activities</u>			
Repayment of borrowings		-	-
Total cash used in financing activities		-	-
Net increase/(decrease) in cash & cash equivalents		(555,016)	979,224
Cash and cash equivalents at the beginning of the financial year	4	1,219,901	240,677
Cash and cash equivalents at the end of the financial year	4	664,885	1,219,901

The statement of cash flows is to be read in conjunction with the notes accompanying the financial statements.

Notes to the Financial Statements

Edith Cowan University Student Guild For the year ended 31 December 2024

1. Material Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

New, Revised and Amended Accounting Standards and Interpretations not yet Mandatory or early adopted by the Guild

The Guild has not early adopted any new, revised and amended accounting standards and interpretations for the annual reporting period ended 31 December 2024.

Basis of preparation

In the Senate opinion, the Guild is not a reporting entity because there are no users dependent on general purpose financial statements.

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements under the Australian Charities and Not-for-profits Commission Act 2012 and the Edith Cowan University Act 1984.

The Senate have determined that the accounting policies adopted are appropriate to meet the needs of the members of Edith Cowan University Student Guild.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

Historical cost convention

The financial statements have been prepared under the historical cost convention.

Critical accounting estimates

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Guild's accounting policies.

There are no areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are material to the financial statements.

Notes to the Financial Statements

Edith Cowan University Student Guild For the year ended 31 December 2024

1. Material Accounting Policies (continued)

Revenue recognition

Revenue is recognised when it is probable that the economic benefit will flow to the Guild and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

SSAF Funding

Revenue is recognised in accordance with a fee allocation deed between the Edith Cowan University (the University) and the Guild, pursuant to section 41A(3) of the Edith Cowan University Act 1984, the University must pay the Guild an amount that is not less than 50% of the total amount of the annual amenities and services fees collected.

Sales revenue

Events, fundraising and raffles are recognised when received or receivable.

Other revenue

Other revenue is recognised when it is received or when the right to receive payment is established.

Income tax

As the Guild is a charitable institution in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the Guild's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the Guild's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

Inventories

Inventories are valued at the lower of cost and net realizable value. Inventories are accounted for at purchase cost on a weighted average basis.

Notes to the Financial Statements

Edith Cowan University Student Guild For the year ended 31 December 2024

1. Material Accounting Policies (continued)

Property, plant and equipment

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a diminishing value basis to write off the net cost of each item of property, plant and equipment (excluding land) over their expected useful lives as follows:

Freehold improvements	15 years
Plant and equipment	3-10 years
Office equipment	3-5 years

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the Guild. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

Impairment of non-financial assets

Non-financial assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

Recoverable amount is the higher of an asset's fair value less costs of disposal and value-in-use. The value-in-use is the present value of the estimated future cash flows relating to the asset using a pre-tax discount rate specific to the asset or cash-generating unit to which the asset belongs. Assets that do not have independent cash flows are grouped together to form a cash-generating unit.

Employee benefits

Short-term employee benefits

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled wholly within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled.

Other long-term employee benefits

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

Defined contribution superannuation expense

Contributions to defined contribution superannuation plans are expensed in the period in which they are incurred.

Notes to the Financial Statements

Edith Cowan University Student Guild For the year ended 31 December 2024

1. Material Accounting Policies (continued)

Financial instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Guild becomes a party to the contractual provisions of the instrument. For financial assets, this is equivalent to the date that the Guild commits itself to either purchase or sell the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transactions cost except where the instrument is classified 'at fair value through profit or loss' in which case transactions costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at either fair value, amortised cost using the effective interest rate method, or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as (i) the amount at which the financial asset or financial liability is measured at initial recognition, (ii) less principal repayments, (iii) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest method, and (iv) less any reduction or impairment. The effective interest method is used to allocate interest income or interest expenses over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs or other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss are either: i) held for trading, where they are acquired for the purpose of selling in the short-term with an intention of making a profit; or ii) designated as such upon initial recognition, where they are managed on a fair value basis or to eliminate or significantly reduce an accounting mismatch. Except for effective hedging instruments, derivatives are also categorised as fair value through profit or loss. Fair value movements are recognised in profit or loss.

Goods and Services Tax ('GST') and other similar taxes

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

Notes to the Financial Statements

Edith Cowan University Student Guild
For the year ended 31 December 2024

	2024 \$	2023 \$
2. Revenue		
SSAF funding	2,051,112	1,865,180
Other revenue		
Book sales	1,653	2,804
Interest income	31,952	19,469
Merchandise sales	1,874	4,244
Other revenue	36,147	28,579
ECU University grants	94,457	67,815
Ticket sales	33,448	42,180
Total other revenue	199,531	165,091
Total Revenue	2,250,643	1,975,108
3. Expenses		
Deficit before income tax includes the following specific expenses:		
Depreciation	40,228	63,006
Superannuation	128,076	135,125
4. Cash and cash equivalents		
Cash at bank	664,885	1,219,901
Total cash and cash equivalents	664,885	1,219,901

Notes to the Financial Statements

Edith Cowan University Student Guild
For the year ended 31 December 2024

	2024 \$	2023 \$
5. Trade and other receivables		
Accounts receivables	606,848	403,559
Other debtors - student loans	227	227
Less: allowances for expected credit losses	(227)	(227)
Accrued income	2,329	5,055
GST	-	1,767
Total trade and other receivables	609,177	410,381
6. Prepayments		
Prepayments – other	27,230	41,914
Prepayments – insurance	31,500	23,228
Total prepayments	58,730	65,142
7. Financial assets – at amortised cost		
Current Asset		
Term Deposits	750,000	500,000
Total financial assets – at amortised cost	750,000	500,000
8. Property plant and equipment		
Low Value Assets (\$300-\$1000) – at cost	92,252	90,355
Low Value Assets - acc dep	(90,252)	(90,355)
Total Plant and Equipment (Low Value Pool) at cost	-	-
P & E - ML - at cost	21,641	21,641
P & E - ML - acc dep	(20,147)	(19,421)
Total Plant and Equipment (ML) at cost	1,494	2,220
P & E - BU - at cost	22,764	22,764
P & E - BU - acc dep	(9,280)	(7,153)
Total Plant and Equipment (BU) at cost	13,484	15,611
P & E - JO - at cost	323,895	315,550
P & E - JO - acc dep	(155,441)	(125,375)
Total Plant and Equipment (JO) at cost	168,454	190,175
Total Property, Plant and Equipment	183,432	208,006

Notes to the Financial Statements

Edith Cowan University Student Guild
For the year ended 31 December 2024

	2024 \$	2023 \$
9. Trade and other payables		
Trade creditors	9,840	296,503
General accruals	10,227	55,938
Payroll accruals	151,251	85,738
GST	37,063	-
Credit Cards	8,478	9,810
Total trade and other payables	216,859	447,989
10. Provisions		
Current		
Long service leave	40,246	35,842
Annual leave	62,268	72,912
	102,514	108,754
Non-current		
Long service leave	12,888	9,928
	12,888	9,928
Total provisions	115,402	118,682
11. Borrowings		
Current		
BAL Global Finance (UK) Limited	22,412	22,412
Total	22,412	22,412
12. Remuneration of auditors		
The following fees were paid or payable for services provided by SW Accountants & Advisors for 2024 and 2023 for the auditor of the Guild:		
Audit services	5,850	5,850
Total remuneration of auditors	5,850	5,850

Notes to the Financial Statements

Edith Cowan University Student Guild

For the year ended 31 December 2024

13. Contingent liabilities

The Guild had no contingent liabilities as at 31 December 2024.

14. Commitments

The Guild had no capital commitments for expenditure as at 31 December 2024 and 31 December 2023.

15. Events after the reporting period

The Guild's financial statements have been prepared based upon conditions existing as at 31 December 2024 and considering those events occurring subsequent to that date, that provide evidence of conditions that existed at the end of the reporting period.

16. Economic Dependence

The Guild is dependent on the Edith Cowan University for the majority of its revenue used to operate the business. At the date of this report, the Senate has no reason to believe the Edith Cowan University will not continue to support the Association for the next 12 months.

Statement by Senate

Edith Cowan University Student Guild For the year ended 31 December 2024

In the opinion of the Senate members:

- the Edith Cowan University Student Guild is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in Note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and the Edith Cowan University Act 1984 and associated regulations;
- the attached financial statements and notes comply with the Accounting Standards as described in Note 1 to the financial statements;
- the attached financial statements and notes give a true and fair view of the Edith Cowan University Student Guild's financial position as at 31 December 2024 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the Edith Cowan University Student Guild will be able to pay its debts as and when they become due and payable.



Pema Chentsho
President

Date: 18/03/2025
Perth, WA

AUDITOR'S INDEPENDENCE DECLARATION TO THE DIRECTORS OF EDITH COWAN UNIVERSITY STUDENT GUILD

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2024 there have been:

- i. No contraventions of the auditor independence requirements as set out in *the Australian Charities and Not-for-profits Commission Act 2012*, in relation to the audit, and
- ii. No contraventions of any applicable code of professional conduct in relation to the audit.

SW Audit
Chartered Accountants

Hayley Underwood
Partner

Melbourne, 28 March 2025

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INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF EDITH COWAN UNIVERSITY STUDENT GUILD

Opinion

We have audited the financial report of Edith Cowan University Student Guild (the Guild) which comprises the statement of financial position as at 31 December 2024, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including material accounting policy information, and the statement by members of the Senate.

In our opinion, the accompanying financial report of Edith Cowan University Student Guild is in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and the *Edith Cowan University Act 1984*, including:

- giving a true and fair view of the Guild's financial position as at 31 December 2024 and of its financial performance for the year then ended, and
- complying with Australian Accounting Standards to the extent described in the Note 1, the Edith Cowan University Act 1984 and Division 60 of the Australian Charities and Not-for-profits Commission Regulations 2022.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Guild in accordance with the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and the ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Guild's financial reporting responsibilities under the *Edith Cowan University Act 1984* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

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Responsibilities of the Senate of the Guild for the Financial Report

The Senate is responsible for the preparation of the financial report that gives a true and fair view and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*, and Division 60 of the Australian Charities and Not-for-profit Commission Regulations 2022 and is appropriate to meet the needs of the members. The Senate's responsibility also includes such internal control as the Senate determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Senate is responsible for assessing the Guild's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Senate either intends to liquidate the Guild or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Guild's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Guild's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Senate.
- Conclude on the appropriateness of the Senate's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Guild's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Guild to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

SW Audit

Chartered Accountants

Hayley Underwood
Partner

Melbourne, 28 March 2025

Spending Program by SSAF Category

Edith Cowan University Student Guild

For the 12 months ended 31 December 2024

	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 YTD Actuals	2024 ANNUAL SSAF Budget	2024 Budget vs Actuals (\$)	2024 Budget vs Actuals (%)	FY 2023	2024 vs 2023 ACTUAL OVER/(UNDER)
Income										
SSAF Funding	500,000	500,000	500,000	551,112	2,051,112	2,000,000	51,112	3%	1,865,180	185,932
Total Income	500,000	500,000	500,000	551,112	2,051,112	2,000,000	51,112	3%	1,865,180	185,932
Expenditure										
Student Support Program Costs										
A - Provision of Food & Drink	18,959	18,611	25,736	17,660	80,966	91,642	(10,676)	-12%	117,969	(37,003)
B - Supporting Sporting & Recreational Activity	112,335	125,480	113,426	132,237	483,478	483,313	165	0%	487,605	(4,127)
C - Club Administration Support	79,855	91,975	98,412	90,936	361,177	410,580	(49,403)	-12%	377,374	(16,197)
F - Health & Welfare of Students	53,403	54,387	72,312	77,889	257,992	275,016	(17,024)	-6%	352,208	(94,216)
I - Helping Students with their Financial Affairs	17,840	19,669	26,003	39,821	103,332	104,254	(922)	-1%	61,459	41,874
N - Supporting Production & Dissemination of Student Media	16,563	17,908	18,327	20,807	73,605	79,709	(6,104)	-8%	52,701	20,903
O - Helping Students Develop Study Skills	34,492	36,707	39,250	52,022	162,471	180,283	(17,812)	-10%	134,605	27,866
P/Q - Student Advocacy re University Rules	42,755	43,290	58,107	70,190	214,342	213,477	865	0%	186,002	28,340
R - Information to help students through Orientation	74,759	23,570	29,931	28,991	157,251	161,726	(4,475)	-3%	139,666	17,585
Total Student Support Program Costs	450,962	431,597	481,503	530,553	1,894,614	2,000,000	(105,386)	-5%	1,909,588	(14,974)
Total Expenditure	450,962	431,597	481,503	530,553	1,894,614	2,000,000	(105,386)	-5%	1,909,588	(14,974)
Gross SSAF Surplus/(Deficit)	49,038	68,403	18,497	20,559	156,498	0	156,498	0%	(44,408)	200,906
Indirect Costs										
Indirect Costs	-	0	0	0	0	0	0	0%	0	0
Total Indirect Costs	0	0	0	0	0	0	0	0%	0	0
SSAF Surplus/(Deficit)	49,038	68,403	18,497	20,559	156,498	0	156,498	0%	(44,408)	200,906
SSAF Reserve Summary										
Redundancy - Reserve Spend	0	0	0	(113,836)	(113,836)	0	(113,836)	0%	0	113,836
Records Project	0	0	(22,545)	0	(22,545)	0	(22,545)	0%	(24,385)	(1,840)
Total SSAF Reserve Summary	0	0	(22,545)	(113,836)	(136,381)	0	(136,381)	0%	(24,385)	111,997

	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 YTD Actuals	2024 ANNUAL SSAF Budget	2024 Budget vs Actuals (\$)	2024 Budget vs Actuals (%)	FY 2023	2024 vs 2023 ACTUAL OVER/(UNDER)
Non-SSAF										
Income										
Non SSAF Program Income	10,820	672	86,300	17,232	115,024	0	115,024	0%	83,190	31,834
Interest & Investment Income	6,360	7,180	7,466	10,947	31,952	0	31,952	0%	26,163	5,789
Other Income	12,679	2,222	3,169	1,037	19,108	0	19,108	0%	62,432	(43,324)
Total Income	29,859	10,075	96,935	29,215	166,084	0	166,084	0%	171,785	(5,701)
Expenses										
Interest & Investment Costs	0	0	0	0	0	0	0	0%	71	(71)
Unisports & Non SSAF Grants Paid	7,690	1,875	12,535	(3,679)	18,421	0	18,421	0%	7,815	10,606
Events (Non-SSAF)	1,225	249	4,207	2,595	8,276	0	8,276	0%	0	8,276
Food & Drink (Non-SSAF)	419	205	234	22	880	0	880	0%	0	880
Helping Overseas students	13,009	11,642	15,531	21,139	61,322	0	61,322	0%	0	61,322
ECU Emu's Merchandise Costs	0	1,970	0	(571)	1,399	0	1,399	0%	5,742	(4,343)
Other Expenses	0	0	0	0	0	0	0	0%	17,808	(17,808)
Total Expenses	22,343	15,941	32,507	19,507	90,297	0	90,297	0%	31,436	58,861
Total Non-SSAF	7,516	(5,866)	64,429	9,708	75,786	0	75,786	0%	140,349	64,563
Combined SSAF/Non-SSAF Surplus/(Deficit)	56,554	62,537	82,926	30,267	232,284	0	232,284	0%	95,941	136,344
Net P&L Result Including Reserve Spend	56,554	62,537	60,381	(83,569)	95,903	0	95,903	0%	71,556	24,347

11 - Other Items

For Discussion

11.1

11.1 - Motion of No Confidence - For Noting by Members

This agenda item involves the formal acknowledgment and noting of a motion of no confidence submitted regarding the General Secretary. The motion will be received and recorded for the purpose of discussion, in light of the resignation of Sarah Rizwan, the Guild General Secretary and subject of the motion no vote will be undertaken.

For Discussion

Attachments

[Motion of No Confidence .pdf](#)

[Statement - Sarah Rizwan.pdf](#)

MOTION OF NO CONFIDENCE

ECU Student Guild AGM 2025

Date: 15/04/2025

We, the undersigned members of the guild, hereby submit this Motion of No Confidence in accordance with the constitution and governance procedures of the organisation.

Subject of the Motion:

Sarah Rizwan, the current General Secretary.

Reason(s) for the Motion:

This motion has been submitted due to a serious and ongoing breakdown in leadership, conduct, and communication by the current General Secretary, Sarah Rizwan. Concerns raised include:

- Multiple breaches of the Guild's Code of Conduct.
- Unnecessary delays in the club affiliation process, which resulted in:
 - Missed club training opportunities.
 - Cancellations of events during the critical first weeks of the semester.
 - Disruption to club momentum and student engagement.

More concerning are the reports of:

- Verbal abuse, harassment, and threats directed at general members and senators.
- Continuous bullying behaviour that led to the resignation of the Guild President and another senator, both citing mental and emotional harm caused by the General Secretary.
- A growing culture of fear, where senators are believed to be agreeing out of fear of retaliation, leaving the Guild without true democratic representation.

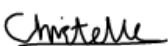
There is growing concern that the Guild now reflects the views and decisions of one person rather than a collective student voice.

Several clubs and individual members have come forward with similar experiences. These issues, compounded by the emotionally unsafe environment that has been created, demand immediate and decisive action.


We, the undersigned, believe the actions and behaviours demonstrated by the General Secretary are incompatible with the responsibilities of the role and are detrimental to the wellbeing, integrity and function of the Guild.

Accordingly, we call for a vote of no confidence in Sarah Rizwan and request that the vote be conducted via a secret ballot to ensure the safety and freedom of all participating members.

Motioned:













Full Name	Student ID	Signature	Date
Christelle Robbetze	10556910		15/04/2025

Seconded by:

Full Name	Student ID	Signature	Date
Tyler Schwehr	1032 5932		15/4/2025

Signatories:

No.	Full Name	Student ID	Signature	Date
1	Siddharth Bhatia	10645358		15/04/25
2	Eddie Mwenda	10495670		15/4/2025
3	Joshua Finlayson	10692485		15/04/2025
4	Chelsea Pritchard	10395484		15/04/2025
5	Keelan Panizza	10666924		15/04/2025
6	David Thomas	10575941		15/04/2025
7	Michaela Lindqvist	10603596		15/04/2025
8	Adelia Widyasari	10671409		15/04/25
9	Pema Chentsho	10639896		15/04/2025
10	Lachlan Marshall	10585363		15/04/2025
11	Cheten Tshering	10620373		15/04/2025
12	Laith J. STRIEGHER	10692344		15/04/2025
13	Isaac Davies	10644781		15/04/2025
14	Meriam M. De Guzman	10630482		15/04/2025
15	Tenzin Tsheltrim	10646130		15/04/25
16	Bianca April Olenjin	10616500		15/04/2025
17	Kimberley Northcott	10579381		15/04/2025
18	Jeremy Karagania	10636579		15/04/2025

19	Kelly Kallane	10583293		15/04/2025
20	Monique Cornall	10652254		15/4/2025
21	Zach Newton	10572856		15/04/2025
22	NINA IVANOV	10684227		15/04/2025
23	Thinley Gyeltshen	10654055		15/04/2025
24	Tashi Wangchuk	10591478		15/04/2025
25	Passang Tshering	10618091		15/04/2025
26	Cléo Lucas	10535723		15/04/2025
27	Si Chen	10650858		15/04/2025
28	Anusha Revindran	10641761		15/04/2025
29	Sonam Gyeltshen	10607823		15/4/2025
30	Kinley Rinchen	10589557		April 15, 2025
31	Yeshey Dorji	10656579		15/04/25
32	Tegan B. Maisey	10618104		16/04/25

To the members of the ECU Student Guild,

I hereby formally resign from my position as General Secretary of the ECU Student Guild, effective immediately.

After years of continuous service to the Guild — including terms as President, General Secretary, and other Senate positions — I leave with pride in my contributions and clarity in my decision.

I was elected repeatedly by students who recognised not just my capability, but my conviction. In each role, I carried out my responsibilities with diligence, transparency, and integrity — even when those responsibilities were uncomfortable or challenged the status quo.

As General Secretary, I operated strictly within the constitutional responsibilities assigned to me. Every decision I made, every correction I delivered, and every concern I raised was aligned with this duty. I was targeted not because I failed my duties — but because I fulfilled them too well for some people's comfort.

What I have witnessed in recent weeks is not simply disagreement. It is a pattern of political manoeuvring, a willingness to cast aside process, and a tolerance for unsubstantiated accusations when they serve a narrative. That is not leadership. That is opportunism.

It is alarming that motions can be advanced without formal complaints, without investigation, and without regard for procedural fairness. We speak of member rights — and rightly so — but we must also speak of duty of care to our elected Senators. No individual should be placed in a position where their work is publicly questioned without evidence, and their leadership devalued based on who they are rather than what they've done.

To proceed in this manner is not an expression of democracy. It is the erosion of due process. And it sends a message that targeting those in office is acceptable — so long as it's politically convenient.

Let me be unequivocal: I was not removed. I was not defeated. I am leaving because I will not lend my name or my values to an environment that undermines professionalism, rewards disruption, and tolerates personal agendas at the expense of collective integrity.

I intended to serve until 30 April. But where duty is politicised, and leadership is reduced to convenience, I see no reason to remain a moment longer. This resignation is not an act of resignation, but of principle.

To those who supported me: thank you. To those who did not: I hope, in time, you will reflect on not just what was said — but what was allowed.

I leave this role with my record intact, my work transparent, and my legacy not shaped by the noise — but by the standards I refused to compromise.

Thank you for the honour!

Respectfully,

Sarah Rizwan

12 - Annual General Meeting End

Time Noted:

For Information