

Date **20/05/2026**
Time **10:30 - 13:00**
Location **JO.1.447**
Present

Guild Special General Meeting

Edith Cowan University Student Guild

Agenda - 20 May 2026

-
- 1** **Supporting Documents**

 - 2** **Appointment of a Minute Taker**

 - 3** **Opening Address & Welcome**

 - 4** **Acknowledgement of Country**

 - 5** **Attendance**

 - 6** **Proxies**

 - 7** **Nominees for General Secretary Role**
 - 7.1** **Nominees**

 - 7.2** **Secret Ballot**

 - 7.3** **Outcome**

 - 8** **Special General Meeting Ends**

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1 - Supporting Documents

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

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) administrating 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.

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- 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 - 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 ECU Student Guild SGM.

Motion SGM2026/01:

Senate appoints _____ as the Minute Taker.

Mover:

Seconder:

Result:

3 - Opening Address & Welcome

4 - Acknowledgement of Country

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

5 - Attendance

6 - Proxies

7 - Nominees for General Secretary Role

About the Role – **General Secretary**

The General Secretary is a key student leadership position within the ECU Student Guild, responsible for supporting the effective governance and administration of the Guild.

Key responsibilities include:

Supporting the operations and governance of the Guild Senate

Assisting with meeting administration, records, and compliance obligations

Contributing to policy development and decision-making

Acting in the best interests of Guild Members and the student body

This role provides valuable experience in leadership, governance, compliance, and not-for-profit operations, while contributing directly to student representation.

Attachments

[Volunteer-Position-Duty-Statement-General-Secretary.pdf](#)



DUTY STATEMENT

Organisation: Edith Cowan University (ECU) Student Guild

Work Area: Guild Senate

Position Title: General Secretary

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Member of the Guild Secretariat;
- Responsible for ensuring that all meetings pursuant to Clauses 22(1), 26(1) and 44(1) of the Guild Constitution are scheduled, and held, in accordance with the Standing Orders;
- Responsible for ensuring that proper notice is given of the meetings of Senate, the Executive Board and Departments;
- Ensuring 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;
- Advising Guild Bodies on the Constitution, the Statute, the Rules, the Policies and related governance matters;
- Liaising with relevant Guild Operational Staff and the Senate on the finances of the Guild;
- Monitoring Department Budgets and Administration;
- Reporting at each scheduled meeting of the Secretariat and the Senate on the finances and administration of the Guild and Departments;
- Ensuring that other Guild Bodies are updated on the finances of the Guild as required;
- Ensuring the Guild's financial statements are prepared, audited and presented in accordance with the Constitution, the Statute and the Rules;
- Undertake the duties of the Executive Officer as specified in the Standing Orders.
- On behalf of the Guild Senate present:
 - a detailed report of the activities of the Guild during the previous year.
 - the balance sheet, auditors report and financial statements of the Guild for the previous year
 - the budgets of the Guild Senate for the current year.
- Presentation of an annual report as to the activities of the General Secretary in the previous year at the President's summit to new Senators in the 2 weeks preceding the end of their term;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate
- Operational Staff
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

5. Position - Organisational Dimensions

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit compliance.

For more information see: www.ecuguild.org.au (<http://www.ecuguild.org.au>)

6. ECU Guild Values

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

7. Acknowledgement

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.

SIGNED BY - ECU STUDENT GUILD OPERATIONS MANAGER

Superior first name Superior last name
Date of Letter

SIGNED BY - OFFICE BEARER

Recipient first name Recipient last name
Date of Letter

7.1

7.1 - Nominees

Each candidate will be given an opportunity to address the members at the SGM.

Attachments

[Nominee Statements and Photographs for Agenda.docx](#)

Nominee Details

Name	Tonima Tasnim Mouley
<p>I am nominating for the position of General Secretary of the ECU Student Guild because I believe student representation should be both strong in governance and deeply connected to the everyday student experience. The Guild is not just a governing body-it is the voice, support system, and advocate for every student at ECU. I want to help ensure that this voice is organised, transparent, and truly reflective of the student community.</p> <p>As a student currently studying at ECU, I understand the challenges many of us face-balancing studies, work, financial pressures, and settling into a new environment, especially for international students. I have personally experienced how important it is to feel heard, supported, and represented. This is what motivates me to step forward for this role.</p> <p>Professionally, I bring a background as a medical doctor along with administrative and organisational experience. These roles have required me to manage responsibilities with precision, maintain accurate documentation, and communicate effectively within teams-skills that are essential for the General Secretary. I am confident in handling the governance responsibilities of the Guild, including maintaining records, supporting meetings, ensuring compliance with the constitution, and facilitating clear communication between Guild members and the broader student body.</p> <p>However, governance alone is not enough. A well-run Guild must also be approachable, visible, and student-centred. If elected, I will work to ensure that Guild processes are more transparent and accessible so students understand how decisions are made and how they can be involved. I want to strengthen the connection between students and the Guild by promoting clearer communication, whether through meeting summaries, updates, or engagement initiatives.</p> <p>I am particularly passionate about supporting diverse and underrepresented student groups, including international students, who may sometimes feel disconnected from student leadership structures. I want to ensure that their voices are actively included in Guild discussions and decisions.</p> <p>My priorities as General Secretary will be:</p> <ul style="list-style-type: none">* Ensuring accurate, timely, and transparent documentation of all Guild activities* Strengthening communication between the Guild and students* Supporting efficient, well-structured meetings and governance processes* Promoting inclusivity and accessibility in student representation <p>I believe in leadership that is reliable, organised, and accountable, but also empathetic and student-focused. This role is not just about administration-it is about building trust, ensuring fairness, and helping create a Guild that students feel genuinely connected to.</p>	

Nominee Details

I am committed to serving with integrity and dedication, and to making a meaningful contribution to student life at ECU.

I respectfully ask for your support and the opportunity to represent you as General Secretary.



Name	Nawrin Zaman Nawrin
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I am applying for the position of General Secretary of the ECU Student Guild with a strong commitment to service, leadership, and effective communication. As a former Captain in the Bangladesh Army, I bring a high level of discipline, responsibility, and dedication to every role I undertake.

During my time in the military, I developed key skills in leadership, organization, and teamwork. I was responsible for managing people, coordinating tasks under pressure, and ensuring that objectives were achieved efficiently. These experiences have shaped me into a reliable and hardworking individual who can handle responsibility with confidence.

As General Secretary, I believe my strengths lie in organization, attention to detail, and clear communication. I understand the importance of maintaining accurate records, managing meetings, and ensuring smooth coordination between different members of the Guild. I am committed to supporting the team, listening to student concerns, and helping to create a positive and inclusive environment for all students.

I am also highly adaptable and open to learning. Being an international student, I understand the challenges faced by students from diverse backgrounds. This motivates me to work towards improving student engagement and ensuring that everyone feels heard and represented.

If elected, I will focus on maintaining transparency, improving communication within the Guild, and supporting initiatives that benefit students academically and socially. I will work closely with the team to ensure that all activities are well-organized and effectively executed.

Nominee Details

In conclusion, I believe my discipline, leadership experience, and strong work ethic make me a suitable candidate for the role of General Secretary. I am ready to contribute my skills and energy to serve the ECU student community.



Name	Matthew Brierley
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I am seeking election as ECU Guild General Secretary because I believe student organisations work best when they are well run, accountable and centred on the people they serve. The General Secretary role carries important responsibility in keeping records accurate, supporting meetings, maintaining sound processes and helping the Guild meet its obligations. I am putting myself forward because I have the experience, judgement and commitment to do that work properly.

I bring practical governance experience from several not-for-profit and community organisations. I am a graduate of the Australian Institute of Company Directors, which strengthened my knowledge of governance, compliance, risk and board responsibilities. I have served as a board member of the National Association of Women in Operations, REmida and Radio Fremantle. I have also held Secretary positions with REmida and Radio Fremantle. In those roles I prepared agendas, recorded minutes, managed correspondence, tracked actions and supported boards to make informed decisions. I understand that reliable administration is the backbone of any effective organisation.

My professional career spans more than 30 years in engineering, operations and maintenance leadership roles across several countries. I have led teams, managed budgets, improved systems and worked in environments where accuracy and accountability matter. I know how to organise competing priorities, meet deadlines and communicate clearly with people from different backgrounds. I would bring that same discipline and steady approach to the Guild.

I also bring a strong academic background. I hold bachelor degrees in Engineering, Economics and Arts, with majors in History and English, as well as a Master of Business Administration. I am currently completing an integrated PhD at Edith Cowan University researching men's support for gender equality. Being a current student gives me direct understanding of university life and the pressures students face. It also means I care deeply about the quality of the student experience at ECU.

Nominee Details

Service has always been important to me. I have mentored people through several organisations and have always tried to help others progress with confidence. I was honoured to receive the inaugural Women in Technology WA Outstanding Diversity Ally Award and to serve as the first male co-chair of the Woodside gender equality network. I have also written a book, *Please Don't Tell Me to Man Up*, which explores how people can become better allies.

If elected, I would approach the General Secretary role with care and professionalism. I would support open decision-making, maintain strong records and help ensure the Guild operates in a way students can trust. I would listen respectfully, work cooperatively and focus on what is best for the student community.

I am not seeking this role for status. I am seeking it because I have the skills to contribute, the experience to be useful and a genuine desire to give back to ECU.



Name	Abida Abida
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My name is Abida, and I am a first-year Health Science student (majoring in Biomedical Science). I am running for General Secretary because I believe a Student Union is only as strong as its foundation. In the world of science, precision and documentation are everything-I intend to bring that same level of accuracy and dedication to our university's administration.

My Vision & Goals:

As a first-year student, I offer a fresh perspective and the energy to ensure our systems work for everyone, from newcomers to seniors. If elected, I will focus on:
Streamlined Transparency:- Just as data must be clear in a lab, our governance must be clear to students. I will ensure meeting minutes and union decisions are published promptly and in an easy-to-read format so you stay informed.

Accessible Administration: I will simplify the communication channels between student clubs and the Union. My goal is to reduce paperwork and "red tape," making it easier for you to get approval for events and initiatives.

Accountable Advocacy: As a Biomedical Science student, I am trained to be detail-oriented. I will apply this to our constitution and policies, ensuring that student rights are protected and that the university administration is held accountable to our needs.

Nominee Details

Why Me?

My studies in Health Science have taught me how to manage high-pressure environments, organize complex information, and work effectively within a team. I am a firm believer that the best results come from careful planning and clear communication. I am ready to be the organized, reliable voice that ensures our Student Union runs smoothly behind the scenes.

I am committed to being a General Secretary who listens, documents, and delivers. Let's build a more efficient and transparent campus together.

Vote Abida for General Secretary - Precision, Integrity, and Progress.



Name	Erfan Berjisian
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I am currently a PhD candidate in Exercise Science at Edith Cowan University, with a strong academic background in sport and health sciences, as well as practical experience in teaching and team-based environments. I am applying for the General Secretary position within the ECU Student Guild because I am genuinely motivated to contribute to student representation, governance, and the effective day-to-day functioning of the Guild in a structured and professional way.

Throughout my PhD, I have developed strong organisational skills, attention to detail, and the ability to manage multiple responsibilities at once. My research requires coordinating several studies, managing large amounts of data, and communicating findings clearly—skills that translate well to ensuring accurate documentation, coordinating meetings, and supporting reporting processes within the Guild. I am comfortable working within structured systems and timelines, which I believe is essential for tasks such as scheduling meetings, preparing minutes, and maintaining compliance with governance requirements.

In my previous roles as a physical education teacher and a strength and conditioning coach, I worked closely with teams where communication, collaboration, and accountability were key. These experiences taught me the importance of clear and effective communication, particularly when working with people from different backgrounds and roles. I also learned how to adjust my communication style

Nominee Details

depending on the situation, which helps build understanding and maintain positive working relationships with a wide range of stakeholders.

I am especially interested in the governance and administrative side of this role. I enjoy working with structured systems, policies, and processes, and I see this position as a great opportunity to further develop my understanding of organisational governance. Being involved in advising on rules and procedures, as well as supporting financial oversight and reporting, is something I find both interesting and valuable for my professional development, while also contributing to the Guild's broader objectives.



Name	Sanjaysaravanan Nagappan
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I am nominating for the position of General Secretary because I genuinely want to contribute to making the ECU Student Guild more effective, transparent, and accountable for all students. I see this role as an important part of ensuring the Guild runs smoothly behind the scenes while supporting decisions that reflect student needs.

I'm someone who is organised, reliable, and pays attention to detail qualities that are essential for this role. The General Secretary is responsible for keeping accurate records, supporting Senate meetings, and making sure the Guild follows its Constitution and processes properly. I'm confident in my ability to stay on top of these responsibilities and approach them in a consistent and professional way.

I also value clear communication and teamwork. I want to help create an environment where information is easy to access and decisions are well documented. By ensuring agendas, minutes, and documents are prepared properly, I can support Senators in making informed decisions and help keep the Guild transparent for students.

One of my main goals is to support strong and practical governance. Good systems and clear processes make a big difference in how effectively an organisation runs. I want to contribute to meetings that are well organised and productive, and to documentation that is clear and useful.

At the same time, I understand that the Guild exists to represent and support students. Even though this role is largely administrative, it plays an important part in

Nominee Details

helping the Guild deliver services, advocate for students, and create a positive student experience. I care about inclusivity, engagement, and making sure students feel represented.

Overall, I am committed, dependable, and ready to contribute. If elected, I will work hard to support the Guild's operations and help ensure it continues to serve students with integrity, professionalism, and a clear sense of purpose.



Name	Aroona Saleem
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I am applying for the position of General Secretary with a strong commitment to student representation, transparent governance, and effective administrative leadership. My experience as the HDR Representative for the School of Science since 2024 has provided me with valuable insight into the operational and governance structures of the Guild, as well as the importance of clear communication between students, Schools, and the University.

During my time as an HDR Representative, I actively contributed to representing postgraduate research students, ensuring their concerns were communicated and addressed within appropriate forums. Although my tenure concluded due to procedural changes in the School Representative appointment process, my dedication to the Guild and its mission remains unchanged. I am highly motivated to continue serving the student community in a broader and more impactful capacity.

A key priority I bring to this role is transparency and accountability. I strongly believe that all official communications, meeting notices, and decisions should be documented through formal channels to ensure fairness, clarity, and proper record-keeping. Governance processes must be consistent and accessible, and I am committed to ensuring that all Guild activities align with the Constitution, policies, and best practices.

My previous leadership experience as a President during my Bachelor's studies has equipped me with the skills to manage responsibilities effectively, coordinate teams, and uphold organisational standards. Additionally, as a current PhD candidate, I have developed strong time management, organisational, and problem-solving skills, enabling me to handle high pressure situations while maintaining attention to detail; an essential quality for managing meeting schedules, minutes, and reporting obligations.

Nominee Details

I am particularly interested in strengthening collaboration between the Guild Senate, operational staff, and student bodies. I aim to ensure that meetings are well-structured, inclusive, and productive, and that accurate records are maintained to support informed decision-making. I also value fostering a professional yet approachable environment that reflects the Guild's core values of integrity, teamwork, and student-centred service.

Ultimately, I see the role of General Secretary as the backbone of effective governance within the Guild. I am confident that my experience, commitment to transparency, and passion for student advocacy will allow me to make a meaningful contribution. Being part of the Guild is not just a role for me, it is an opportunity to support students, uphold fairness, and create a positive and lasting impact within the ECU community.



Name	Koushik Dewri
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I am seeking election as General Secretary of the ECU Student Guild because I want to serve students with professionalism, integrity, and accountability. As a student living in Joondalup, close to the ECU Joondalup campus, I am well placed to stay connected with student concerns and campus life.

If elected, I will work to support the effective governance and administration of the Guild. I understand this role requires responsibility, organization, attention to detail, and a genuine commitment to acting in the best interests of Guild Members.

I believe the Guild should be transparent, approachable, and focused on outcomes that improve the student experience. I am ready to dedicate the time and effort required, and I would be honoured to serve ECU students as General Secretary.

Nominee Details



Name	Habibollah Fallah Mobarakeh
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I am nominating for the position of General Secretary because I would like to make a positive and meaningful contribution to the ECU student community. I believe a student representative should be responsible, committed, approachable, and focused on improving the university experience for all students. If elected, I will take this responsibility seriously and work hard to perform the role to the best of my ability.

I am an international student who recently moved to Perth and I am currently studying Project Management at Edith Cowan University. As a student adapting to a new country, new education system, and new environment, I understand some of the challenges that many students face. These can include balancing study and work, building confidence, understanding available services, and adjusting to life in a new place. Because of this, I would like to help support students and contribute to a welcoming and connected university community.

I also bring previous student leadership experience from my home country. During my undergraduate studies, I served as Secretary of a Documentary and Scientific Film Festival at my university, where I assisted with organisation, communication, and event coordination. I was also a member of the Scientific Association of the Faculty of Psychology for two years. Through these experiences, I learned the importance of teamwork, planning, responsibility, and listening to different perspectives.

In addition, I have nine years of professional work experience with Iran Central Iron Ore Company. Working in a large organisation helped me develop practical skills in communication, teamwork, organisation, problem solving, and working responsibly in structured environments. These are skills that I believe would also be valuable in this role.

If elected, I would aim to support the effective administration of the Guild, contribute positively to meetings and decision-making, and help improve communication between students and the Guild. I would also like to help international students better understand the services, opportunities, and support available to them at ECU, while representing the interests of all students fairly and respectfully.

I believe the ECU Student Guild plays an important role in student life by giving students a voice and helping create a stronger campus community. I would be

Nominee Details

grateful for the opportunity to contribute my time, experience, and commitment as General Secretary, and to work in the best interests of ECU students.



Name	Debora Fantinato
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Hello,

I am deeply motivated to contribute to a more inclusive, organized, and impactful student community at ECU.

Throughout my personal and professional journey, I have developed a strong interest in connecting with people from diverse backgrounds. I believe universities are unique environments where cultural exchange, collaboration, and mutual support can truly thrive. Being part of the Guild represents an opportunity to actively support this environment and ensure that all students feel represented and heard.

My background in the corporate sector has provided me with valuable experience in organization, communication, and accountability. I have worked in fast-paced environments where attention to detail, clear documentation, and effective coordination were essential. These are directly aligned with the responsibilities of a Guild Secretary, from managing records and communications to ensuring transparency and consistency in processes.

What differentiates me is my ability to bridge structured, professional practices with a people-centred mindset. I not only value efficiency and organization, but also the importance of empathy and inclusivity in decision-making. I see the Guild not just as an administrative body, but as a platform to empower students and strengthen community connections.

If elected, I aim to contribute by improving communication channels between the Guild and students, ensuring that information is accessible, clear, and timely. I am also interested in supporting initiatives that celebrate diversity and create opportunities for students from different backgrounds to engage with one another. Additionally, I would bring a proactive approach to maintaining accurate records and supporting the smooth operation of Guild activities.

Nominee Details

I am committed, reliable, and motivated to contribute meaningfully. I see this role as an opportunity not only to apply my existing skills, but also to grow while making a positive impact on the student community.

Thank you for considering my application.



Name	Rabeya Khatun
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I am honoured to nominate myself for the position of General Secretary. As a dedicated student, I am passionate about contributing to a more organised, transparent, and student-focused Guild.

I believe that strong communication and accountability are essential in representing student voices effectively. If elected, I will ensure that all Guild operations are conducted with clarity, proper documentation, and timely communication so that every student feels informed and included.

My priority will be to maintain accurate records, support smooth coordination between Guild members, and assist in creating a positive and collaborative environment. I am committed to ensuring that meetings, decisions, and activities are well-managed and accessible to all students.

I also aim to enhance student engagement by making information easier to access and encouraging more participation in Guild activities. Every student deserves to feel heard, valued, and supported during their university journey.

With a responsible mindset, attention to detail, and a strong willingness to serve, I am confident that I can contribute effectively to the Guild and support the team in achieving its goals.

Thank you for your consideration.

Nominee Details



Name	Basmah Awad
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My name is Basmah Awad and I'm an international PhD student, assistant lecturer, and a consultant in my spare time. I am very interested to join the Student Advisory Panel as I think it would be a meaningful opportunity to not only contribute, but also learn, grow and integrate more into the Australian higher education environment. As a student at the beginning of my journey in Australia, I see this role as a great opportunity to learn more about governance, quality assurance and how student voices can make a real difference, whilst reaffirming my sense of belonging and involvement within the sector.

I have always found myself in the space between systems and the people they are meant to serve.

My first experience of education reform was in high school when I was chosen as a student representative on the Saudi curriculum development committee during the transition to modern English-delivered curricula. To be part of that process opened my eyes to the gap that can exist between policy intent and student experience. It is a lesson that has paved my path ever since.

In Egypt I participated in leadership and representative roles through student unions and communication committees that brought student perspectives through positive dialogue. Being recognized as the best student at university level was a sign of academic excellence and a passion for service and impact.

Later I became an assistant lecturer and was actively involved in training, development and voluntary initiatives to improve the learning environment. Along with my academic background I have experience as a consultant for private sector organisations, which has given me an understanding of communication, systems improvement, behaviour and user experience.

My academic and research interests are in marketing, consumer behaviour and AI applications, in particular how people relate to intelligent systems, build trust and change. These issues are increasingly relevant to higher education where digital transformation, academic integrity, and student engagement are evolving.

More recently my education in European higher education systems and transition into the Australian context has given me a comparative perspective. As a new student in Australia, I can look at the system with fresh eyes, noticing onboarding, clarity of

Nominee Details

communication, inclusivity, and the alignment of institutional promises with lived experience.

I'm particularly interested in contributing to conversations around new technologies like AI, student engagement, and international students adjusting to new systems and cultures.

I would bring a wealth of lived experience across a variety of educational settings, excellent analytical and communication skills and a sincere commitment to the ongoing improvement. I would welcome the opportunity to contribute in a thoughtful way, and to learn from TEQSA, fellow panellists and the wider Australian higher education community.

Thank you for considering my application.



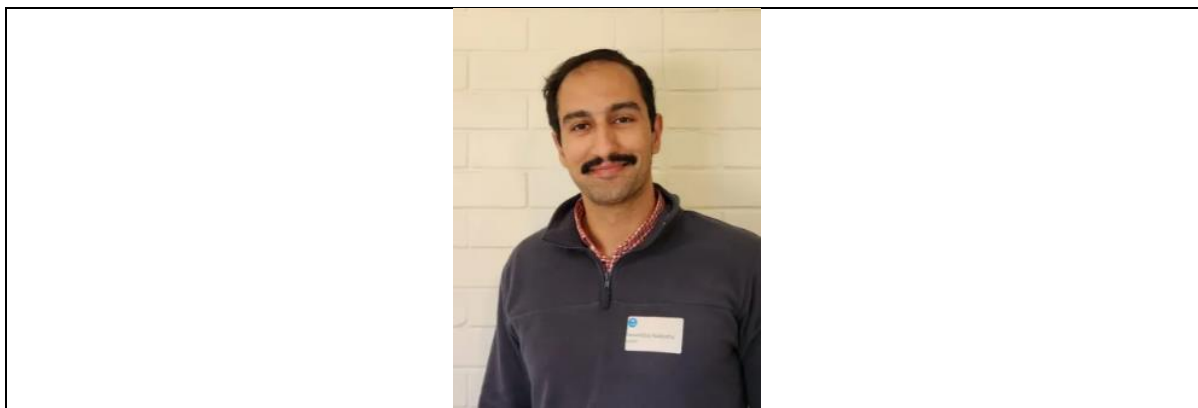
Name	Sia Naddaf, MbR, MS Naddafha
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My name is Siavash "Sia" Naddafha, and I am nominating for General Secretary to contribute to strong, transparent, and student-focused governance within the ECU Student Guild.

As an ECU HDR student with experience in research, leadership, health, wellbeing, academic writing, reporting, and working with diverse communities, I would bring a professional and reliable approach to meeting administration, records, compliance, policy support, and student representation.

If elected, I would aim to improve communication, support student wellbeing and inclusion, and represent the interests of Guild members with integrity, organisation, and commitment.

Nominee Details



Name	Darshan Baniya
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Dear Members of the ECU Student Guild,

My name is Darshan Baniya, and I am nominating for the position of General Secretary. As a Master of Data Science student with a professional background in Quality Assurance and Information Technology, I possess the technical rigor, attention to detail, and commitment to procedural integrity required to serve our student body effectively.

The role of General Secretary is the administrative backbone of the Guild. It requires more than just record-keeping; it demands an unwavering commitment to the Guild Constitution and a transparent approach to governance. My experience in Quality Assurance has trained me to operate within complex frameworks where precision is non-negotiable. I intend to bring this "compliance-first" mindset to the Senate, ensuring that every decision, meeting, and ballot is conducted with total transparency and in strict accordance with our internal statutes.

If elected as your General Secretary, my priorities will be:

Constitutional Integrity: I will ensure that all Guild operations remain compliant with the Constitution and that every student's voice is protected through fair, documented processes.

Administrative Efficiency: Leveraging my background in IT and data management, I aim to streamline Guild documentation and communication to make records more accessible to the general student body.

Clear Communication: Having worked as an instructor and support professional, I understand how to translate complex administrative requirements into clear, actionable information for students.

Accountability: I view the General Secretary as a steward of student trust. I will maintain meticulous records of our meetings and proceedings to ensure your representatives remain accountable to you.

Nominee Details

I am deeply invested in the success of the ECU community and am prepared to dedicate the analytical expertise necessary to uphold the high standards of this office. I respectfully ask for your support and your vote at the Special General Meeting on Wednesday, 20th May.

Sincerely,

Darshan Baniya



Name	Saina Shrivastava
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As a Master of Cyber Security student, I am writing to nominate for the position of General Secretary to contribute to the effective governance and transparency of the ECU Student Guild.

Coming from a professional background as a [Software/Security] Engineer, I bring a high level of organizational discipline and attention to detail-skills that are essential for managing the Guild's records, compliance, and meeting administrations. I am committed to ensuring that the Senate operates efficiently and that all policy developments are handled with the best interests of the student body at heart.

If elected, my goal is to support the Guild's mission through diligent administration and to be a reliable point of contact for all members. I look forward to the opportunity to serve the ECU community and uphold the standards of our Student Guild.



Name	Ipshita Maitra
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I am seeking the role of General Secretary of the ECU Student Guild with a commitment to strengthening governance, transparency, and effective administration

Nominee Details

in the best interests of students. This position plays a vital role in ensuring that the Guild operates in accordance with its Constitution, Rules, and Policies while maintaining accountability across all its functions.

If elected, I will ensure that all Guild meetings are properly scheduled, well-organised, and conducted in line with Standing Orders. I am committed to attend all the meetings and ensuring that I do not miss any because of my classes. Strong record-keeping is essential to organisational continuity, and I will uphold high standards to support informed decision-making within the Guild.

I will actively support the Guild Senate and Secretariat by providing clear and reliable advice on governance matters, including the interpretation and application of the Constitution, Statute, Rules, and Policies. By maintaining a strong understanding of these frameworks, I aim to ensure that all Guild processes are compliant, consistent, and transparent.

Financial oversight is another key responsibility of the General Secretary. I will work closely with operational staff and the Senate to monitor departmental budgets, support financial administration, and ensure that all financial statements are properly prepared, audited, and presented. I am committed to maintaining transparency and accountability in the use of student funds, and to providing regular, clear financial reports to relevant Guild bodies.

In addition, I will ensure that all required reports, including annual activity reports, financial statements, and budget presentations are delivered accurately and on time. I will also provide a comprehensive handover report to incoming Senators, supporting continuity and effective transition within the Guild.

Collaboration is central to this role. I will engage constructively with Guild members, ECU departments, other student organisations, and external stakeholders to support the Guild's objectives and strengthen its impact.

I am dedicated to upholding the Guild's core values of being student centered, inclusive, ethical, collaborative, and dynamic. As General Secretary, I will work to ensure a well-governed, transparent, and effective Guild that delivers meaningful outcomes for all students.



Nominee Details

Name	Ugyen Wangchuk
<p>I am honoured to nominate myself for the position of General Secretary at the Edith Cowan University Student Guild. I am currently pursuing a Master of Counselling at ECU, and as a student balancing academic commitments, part-time employment, and personal responsibilities, I understand the importance of a student body that is organised, transparent, and responsive to the needs of its members.</p> <p>I am motivated to apply for this role due to my leadership experience and commitment to student representation. During my undergraduate studies, I served as both Secretary and President of my department. These roles enabled me to develop strong organisational, communication, and leadership skills. As Secretary, I maintained records, documented meetings, and ensured effective coordination within the team. As President, I led initiatives, represented student voices, and worked collaboratively to achieve shared goals. These experiences have prepared me to take on the responsibilities of General Secretary at ECU.</p> <p>Additionally, I am currently a recipient of the Australia Awards, reflecting my academic dedication and commitment to making a positive impact. This opportunity has strengthened my sense of responsibility, discipline, and drive to contribute meaningfully to the student community.</p> <p>The role of General Secretary is central to the effective functioning of the Guild. It requires precision, consistency, and accountability. I am confident in my ability to manage key responsibilities such as preparing agendas, recording accurate meeting minutes, maintaining official documentation, and ensuring compliance with governance procedures. I am detail-oriented and reliable, and I recognise that these qualities are essential for maintaining the integrity of the Guild's operations.</p> <p>Beyond administrative duties, I believe the General Secretary should actively enhance communication and transparency. Many students are unaware of the decisions and opportunities within the Guild. If elected, I will work to make information more accessible by promoting clear communication, sharing regular updates, and encouraging greater student engagement.</p> <p>My experience as a working student has strengthened my time management and adaptability. Balancing multiple responsibilities has taught me to remain organised under pressure while maintaining high standards. I value teamwork and strive to foster a collaborative environment where diverse perspectives are respected and encouraged.</p> <p>If elected, I will:</p> <ul style="list-style-type: none">* Ensure accurate, timely, and well-organised documentation of all Guild proceedings* Promote transparency by making information accessible and easy to understand* Strengthen communication between the Guild and the student body* Support the executive team in delivering impactful and inclusive initiatives	

Nominee Details

I am committed to serving with integrity, dedication, and accountability. I believe an effective General Secretary plays a vital role in building an efficient, transparent, and student-focused Guild. It would be an honour to contribute to the continued growth and success of the student community at ECU.

Organised. Transparent. Accountable.



Name	Kuepper Davis
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I am an ambitious First year Commerce student with the aim of ending my university journey with a Bachelor of Law and Commerce. I am eager to help the ECU student guild members throughout my time as a university student and i would be extremely grateful to receive a position like this. I do have a certain level of experience including Student Representative Council in Highschool as well being captain of a Rugby team for multiple years. I am also heavily involved in running multiple Car Communities around Perth.



Name	Ritika Ritika
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As a student at ECU, I am passionate about creating a more supportive, inclusive, and engaging university experience for all students. I believe every student deserves to feel heard, represented, and confident that their concerns matter.

Coming from a diverse background and balancing study, work, and personal responsibilities, I understand the challenges many students face throughout

Nominee Details

university life. These experiences have helped me develop strong communication, leadership, and problem-solving skills, as well as the ability to connect with people from different cultures and perspectives.

Throughout my academic and personal journey, I have actively participated in leadership and public speaking opportunities that strengthened my confidence and ability to advocate for others. I am approachable, responsible, and genuinely committed to making a positive impact within the ECU community.

If elected, I will focus on improving student engagement, supporting student wellbeing, promoting inclusivity, and ensuring students feel comfortable voicing their concerns and ideas. I want to help create a university environment where students not only succeed academically but also feel supported socially and emotionally.

I am motivated to represent students with honesty, professionalism, and dedication, and I would be honoured to contribute positively to the ECU Student Guild Senate.



Name	Aneeba Ashraf
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Hi, I'm Aneeba Ashraf, and I'm proud to be running for General Secretary with Team INSPIRE for 2026. I'm passionate about making sure ECU students are heard, supported, and represented. I believe the Guild should be a place where every student feels welcomed, valued, and empowered to succeed. My goal is to strengthen the connection between students and the Guild by ensuring your voices lead to real action, meaningful support, and positive change across ECU campuses.

This year, I have had the privilege of serving as Vice President International at the ECU Student Guild. In this role, I worked to deliver events and initiatives that celebrate diversity, strengthen community connections, and encourage student engagement. These included the Eid Festival, Lunar New Year, Sri Lankan New Year, Bangladesh New Year celebrations, and immigration support initiatives. I also represented students at the Vice Chancellor's Student Advisory Forum, where I raised student concerns directly with university leadership to ensure student voices were included in important discussions and decisions.

Nominee Details

Before joining the Guild Senate, I served as Event Manager for the Pakistan Student Association in 2025, organising cultural events that brought students together and fostered a stronger sense of belonging on campus. I also helped establish the African Student Association as Vice President. In addition, I served as Treasurer for the An-Nisa Club, supporting Muslim women students and helping manage club activities and operations responsibly.

These experiences have strengthened my leadership, organisation, and communication skills while reinforcing the importance of listening to students and advocating for their needs.

If elected as your General Secretary, I will focus on delivering practical outcomes that improve student life, strengthen transparency, and ensure every student feels supported and represented at ECU.

As General Secretary, I will work towards:

- Establishing a permanent free Student Pantry, building on the success of the Guild Pop-Up Pantry, so students can access essential groceries and everyday necessities when needed.
- Improving transparency and accountability within the Guild by regularly informing students about Guild decisions, initiatives, and how student feedback is influencing outcomes.
- Expanding student support and employability initiatives through increased career development opportunities, academic guidance, and clearer support surrounding academic misconduct processes.
- Strengthening student advocacy by ensuring student voices are consistently represented in discussions and decisions that impact campus life.
- Introducing student roundtable discussions to create direct and open conversations between students and Guild representatives.
- Continuing to build an inclusive campus community through diverse cultural events, student activities, and initiatives that reflect the backgrounds and experiences of ECU students.
- Streamlining club affiliation and support processes, making it easier for students to establish and manage clubs so more communities and interests can thrive at ECU.

I believe the Guild should always remain student-focused, transparent, and action-driven. I am committed to listening to students, working collaboratively, and advocating for meaningful improvements that create a more inclusive, supportive, and connected ECU community for everyone.

Nominee Details



Name	Xavier Windsor
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Dear Members of the Guild,

My name is Xavier Windsor, and I am excited to announce my nomination for the position of Edith Cowan University (ECU) Student Guild General Secretary.

I am a mature age student currently studying a Bachelor of Engineering (Computer Systems) Honours and a Bachelor of Computer Science. Before joining the ECU student body, I was employed in the NDIS sector for 5 years where I honed my skills in person centred care, mental health first aid, and driving community engagement. During this time in the workforce, I progressed into more leadership roles where my scope of responsibility changed to corporate governance and administration. Here I learned firsthand the strengths and weaknesses of the systems businesses employ to grow and develop. As part of one of my leadership roles, I oversaw financial and progress reports to NDIS participant stakeholders. This has given me greater understanding of the financial and safeguarding processes within organisations. I seek to use my time at university and as General Secretary to refine my own entrepreneurial, professional, and problem-solving skills to benefit the student body I am part of, during times of change and uncertainty.

When reflecting on what I value most in a leader and the systems they are within, I have determined that they are

- Prioritising their team's wellbeing,
 - Acknowledging personal and professional faults and taking responsibility,
 - Enabling and encouraging the participation of all team members,
 - Following established code of conduct and company procedures,
 - Being patient of and mentoring team members where possible,
 - Fostering an inclusive and non-discriminatory environment within the team,
- and
- The ability to motivate others to through positive and enriching team culture

These value statements may seem obvious to the Members reading this, but from my experience within corporate governing bodies, there is often a disconnect between

Nominee Details

values stated and actual team culture values. These team values stem from my own personal values of justice, honesty, and conscientiousness which I aim to display in my day-to-day life and the community I am in.

If I am elected the position of General Secretary my plan is to;

1. Approach the roles and responsibilities as key deliverables of a project and establish a project management plan after taking office. This management plan will help me map out the elected position's commitments and integrate it into my own study, work, and life schedule. I will do this while taking great care not to jeopardise the ECU Guild, their stakeholders, and General Members.
2. If necessary, establish a standardised, streamlined, and Standing Orders compliant approach to enacting meetings pursuant to Clauses 22(1), 26(1) and 44(1) of the Guild Constitution. This is with the goal of reducing administrative burden of future General Secretaries that come after me.
3. Seek guidance and feedback from the Guild to sustain continuous improvement for delivering and executing my deliverables.

I will ensure Guild Members, Guild Senate, and all other guild stakeholders that my leadership values reflect what I have stated above, my competency in the General Secretary's roles and responsibilities, and I will consistently uphold the ECU Guild values through my actions as General Secretary as my pledge to all Guild Members and Non-Members.

Thank you for your attention and consideration for my nomination for ECU Student Guild Secretary.



Name	Ankur Saxena
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I am applying for the position of General Secretary at the ECU Guild with a strong commitment to student engagement, representation, and community-building. As a PhD researcher at WAAPA, my work centres on developing collaborative, inclusive, and practice-led environments, and I see the Guild as a vital platform where these values can be meaningfully extended.

Nominee Details

My academic and professional journey has been rooted in leadership, organisation, and working with diverse groups of people. Through my research in actor training and performance, I regularly design and facilitate workshops, manage collaborative projects, and coordinate with artists, students, and institutions. This has strengthened my ability to communicate clearly, organise effectively, and respond to the needs of a group with both structure and flexibility.

As General Secretary, I aim to bring clarity, efficiency, and responsiveness to Guild processes. I understand that this role requires attention to detail, timely communication, and accurate documentation, but beyond administration, it is also about ensuring that student voices are heard and represented in meaningful ways. I am particularly interested in strengthening the connection between postgraduate and undergraduate students, as well as bridging gaps between creative, academic, and international student communities.

My research has also shaped my understanding of participation and presence-how individuals feel included, engaged, and valued within a space. I would like to bring this perspective into the Guild by supporting initiatives that encourage active student involvement, not just as attendees but as contributors and collaborators. This could include facilitating more open forums, encouraging student-led initiatives, and creating spaces where diverse perspectives are welcomed and supported.

I also bring a strong sense of discipline and commitment. Alongside my academic work, I balance teaching, creative practice, and community engagement, which has taught me how to manage time, prioritise tasks, and work consistently toward long-term goals. I approach responsibilities with seriousness, but also with openness and adaptability, recognising that student needs are dynamic and evolving.

Importantly, I value collaboration. I do not see the role of General Secretary as an isolated administrative position, but as part of a collective effort within the Guild to serve the student body. I am keen to work closely with other Guild members, contribute to decision-making processes, and ensure that communication flows effectively across teams.

I believe my background, combined with my commitment to student engagement and organisational clarity, positions me well to contribute to the ECU Guild as General Secretary. I would bring both structure and sensitivity to the role-ensuring that processes run smoothly while also keeping the focus on the people those processes are meant to serve.

Thank you for considering my application.

Nominee Details



Name	Saeid Nosrati
<p>I am a postgraduate student at ECU with strong organisational and coordination skills, and I am applying for the position of General Secretary to contribute to a more transparent, accountable, and effective Student Guild.</p> <p>I am committed to strengthening transparency, accountability, and communication within student representation. As a postgraduate student, I understand the importance of a well-organised and responsive Guild that reflects and supports the diverse needs of its members.</p> <p>My academic journey has required strong organisational, analytical, and communication skills, all of which are directly relevant to the responsibilities of the General Secretary. I have experience managing complex tasks, coordinating with multiple stakeholders, and ensuring that information is accurately recorded and communicated. These skills position me well to maintain high-quality documentation, manage meeting procedures, and support the Guild's governance processes.</p> <p>If elected, my priorities will focus on three key areas. First, I will ensure transparency by maintaining clear, accessible, and timely records of Guild meetings and decisions. Students should be able to easily understand how decisions are made and how they impact the community. Second, I will enhance internal coordination by supporting efficient communication between Guild members, committees, and student representatives. Strong internal alignment leads to better outcomes for students. Third, I will contribute to a culture of accountability by ensuring that governance procedures are followed consistently and professionally.</p> <p>I also recognise that the Guild serves a highly diverse student population, including international and postgraduate students whose voices are sometimes underrepresented. I will actively support inclusive practices to ensure that all student perspectives are reflected in Guild discussions and decisions.</p> <p>I am a detail-oriented and reliable individual who values integrity and professionalism. I approach responsibilities with a strong sense of commitment and a focus on delivering high-quality outcomes. As General Secretary, I will work</p>	

Nominee Details

collaboratively with the Guild team to ensure that governance processes run smoothly and that the organisation operates with transparency and trust.

I am confident that my skills, experience, and dedication will allow me to make a meaningful contribution to the ECU Student Guild. I would be honoured to serve in this role and support a more effective, inclusive, and accountable student representation.



7.2

7.2 - Secret Ballot

7.3

7.3 - Outcome



8 - Special General Meeting Ends