

# REGULATIONS OF **Holme Annexe**

**ABN 73 818 179 759**

**AS OF MARCH 2026**

**Editorial note**

Holme Annexe was formerly known as University of Sydney Union. These Regulations are a consolidated version of the Regulations updated solely to reflect the change of name approved by members at the Special General Meeting held on 20 March 2026.

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## 1. THE BOARD

### 1.1. Meetings of the Board

1.1.1. The Board shall meet at least ten times in each calendar year.

1.1.2. Meetings of the Board and Committees shall be conducted in accordance with the Standing Orders, which form Appendix 3 to this document and have the force and effect of Regulations.

1.1.3. The standing orders shall be provided by the CEO to all Board Directors, Committee Members and Officers of the Union upon their induction.

1.1.4. Formal resolutions shall only be made in the course of a duly notified meeting of the Board, excepting that a formal resolution may be made where the proposed resolution is otherwise compliant with the requirements of an exercise of Board authority but is made and is in accordance with the Circular Resolutions Policy as in effect at the time of the motion being moved.

1.1.4.1 The Circular Resolutions Policy referred to in section 1.1.4 shall not be amended except in the same manner and with the same requirements that would attach to an amendment to these *Regulations*.

### 1.2. The Board Agenda

1.2.1. The business at meetings of the Board shall be determined by the Executive Committee. The Executive Committee shall make this determination and provide four clear days' notice of same. The agenda shall include, in the order determined by the Executive but subject to modification during the meeting by the Chair, but need not be limited to:

- (a) Apologies and leave of absence;
- (b) Minutes of previous meetings, Business arising from the minutes;
- (c) Open question time;
- (d) Motions of which due notice has been given;
- (e) Confidential business;
- (f) Reports of the President, Vice President, Honorary Secretary, Honorary Treasurer;
- (g) Reports of the Officers of the Union;
- (h) Other business.

1.2.2. The agenda must include any item of business referred to Executive Committee by another Committee or working party of the Board.

1.2.3. The agenda must include any item of business referred to the Executive Committee by a Director.

1.2.4. Substantive resolutions of all Committees shall be included with the agenda for Board Meetings as recommendations to the Board.

### 1.3. Intra-board disputes

- 1.3.1. In the event that there is a dispute between two or more Directors and informal means of resolution have been ineffectual, an External Mediator will be appointed by the Board to act upon the request of any Director pursuant to this section.2.3.1A. The Directors involved in the relevant dispute will not vote on the appointment of the Mediator, though may make representations to the Board as to the suitability of any suggested candidates.2.3.1B. If the Board are unwilling or unable to appoint a mediator under the mechanisms of clause 1.3, the Chair of the People & Culture Committee shall be empowered to do so.The External Mediator will not be a director, trustee, employee, committee member, committee chair, or agent of the University of Sydney Union. The Mediator must also confirm in writing to the Board that they do not possess a material conflict of interest with any Director involved in the relevant dispute. The independent Chair of P&C will be included in any mediation process.
- 1.3.2. Disputes which including but not limited to the following matters may be referred by any Board Director to the External Mediator for conciliation:
- (a) bullying
  - (b) assault
  - (c) harassment
  - (d) difficulties arising from allocation of workload
  - (e) difficulties arising from allocation of responsibilities as a Board Director; and
  - (f) any other difficulties arising in the performance of Board Director duties.
- 1.3.3. Upon receipt of such dispute the External Mediator will endeavour to conciliate the matter. Such mediation will be undertaken on a confidential basis as between the External Mediator and the Directors who are party to the dispute. Parties to the dispute will participate in mediation in good faith with a view to resolving the dispute. The relevant parties must act reasonably to ensure that they attend the mediation sessions and must make best efforts in their contributions. In the event mediation is unsuccessful after a minimum of five hours across no more than two weeks, the External Mediator shall refer the matter to an External Arbitrator approved by the Board in the same manner as the External Mediator in order to arbitrate the dispute. Any arbitral decision created by the External Arbitrator will be binding on the Board and Board Director who is party to the dispute or affected by the dispute.

## **2. DIRECTORS AND EXECUTIVE OF THE BOARD**

- 2.1. All Board Directors shall act in accordance with the Duty Statements for Board Directors, which form Appendix 1 to this document and constitute Regulations made pursuant to the Constitution.
- 2.2. All Executive Directors shall act in accordance with the Duty Statement for their specific Executive role, as contained in Appendix 1 to these Regulations.
- 2.3. The Duty Statements for Board Directors, and this section, shall not be modified or rescinded except by Special Resolution of the Board.
- 2.4. The Board may reprimand a Director by a motion of censure, or other measure, carried

by Special Resolution. Such a motion must be put on notice, excepting that such a motion may be moved during the course of a meeting of the board if it arises from conduct occurring during that meeting.

- 2.5. A motion of censure must be considered in circumstances where a Director believes on reasonable grounds that another Director:
  - 2.5.1. is in breach of their fiduciary duty to the Union;
  - 2.5.2. is in breach of a duty of confidentiality to the Union;
  - 2.5.3. has failed to remedy a conflict of interest;
  - 2.5.4. has engaged in serious misconduct in the exercise of their functions under the Constitution and the Regulations made pursuant to it.
    - (a) A motion of censure may be considered in circumstances where a Director believes on reasonable grounds that another Director: in breach of the Duty Statements for Board Directors;
    - (b) has improperly used their position to gain an advantage for themselves or for another person, group of persons, or student organisation, or to otherwise cause detriment to the Union;
    - (c) has defied or obstructed a duly adopted resolution of the Board;
    - (d) has repeatedly breached the Standing Orders for meeting procedure.
    - (e) has otherwise engaged in conduct or omitted to act such that the conduct or omission requires reprimand rising to the level of a formal censure.
- 2.6. A motion of censure is not a mechanism by which to silence dissent or vindicate a purely interpersonal dispute.
- 2.7. A motion of censure carried on any of the grounds listed in 2.4. may be followed by a further motion, which must be carried by Special Resolution, imposing any of the following consequences:
  - (a) the censured Director is removed from any office they hold, including Executive positions, Committee positions and portfolio positions but not their position as a Director unless otherwise considered under clause 2.7(d);
  - (b) any remuneration, privileges or special benefits afforded to the censured Director are suspended for a defined period;
  - (c) the Board formally requests the censured Director's resignation, formal apology and/or an undertaking to remedy the grounds upon which the censure was carried;
  - (d) the Board considers a further motion pursuant to Article 9.2F of the Constitution, whereby the censured Director may be expelled from Membership of the Union and consequently ceases to be a Director. In such a case, the censure motion carried by Special Resolution is followed by a motion, carried by Special Resolution, to consider an Article 9.2F motion at a subsequent Board meeting (which may be an extraordinary meeting). The passage of a censure motion and a subsequent motion to consider an Article 9.2F motion shall enliven Article 9.2G of the Constitution.

- 2.8. A motion of censure carried on any of the grounds listed in 2.5 may be followed by a further motion, which must be carried by Special Resolution, imposing any of the following consequences:
- (a) the censured Director is removed from any office they hold, including Executive positions, Committee positions and portfolio positions but not their position as a Director unless otherwise considered under the clause 2.7(d);
  - (b) any remuneration, privileges or special benefits afforded to the censured Director are suspended for a defined period;
  - (c) the Board formally requests the censured Director's formal apology and/or an undertaking to remedy the grounds upon which the censure was carried.
- 2.9. The powers and responsibilities of a Director pursuant to the Constitution and the Regulations made pursuant to it are unaffected by a censure motion, except as provided by 2.7 and 2.8.
- 2.10. No Board vote conducted pursuant to this Part may be conducted in camera, though relevant deliberations may be conducted in camera.
- 2.11. Where a position on the Board is vacated, the person entitled to fill that vacancy pursuant to the Constitution shall be notified in writing by the Chief Executive Officer and confirm their acceptance of the position or confirm their rejection of the position to the Chief Executive Officer by letter posted or in the same form as the notification was communicated not more than two (2) weeks after the original notification. If no reply within 2 weeks (ten working days) the offer lapses. For the purposes of this clause, the Chief Executive Officer must make best efforts to ensure and confirm receipt of the notification.

### **3. CONFLICTS OF INTEREST**

- 3.1. In meetings of the Board and its Committees
- 3.1.1. Directors and Officers of the Union must avoid material conflicts of interest or duty in the conduct of their functions under the Constitution and the Regulations made pursuant to it.
  - 3.1.2. Directors or Officers of the Union may avoid material conflicts of interest or duty by removing themselves from consideration of the business to which the conflict relates.
  - 3.1.3. The Board may, by special resolution, declare that a Director or Officer of the Union is encumbered by a material conflict of interest or duty and recuse them from consideration of the business to which the conflict relates.
  - 3.1.4. The Board shall maintain a public conflict register to be publicly available to all members. All members of the Board must list any real or perceived conflict that may exist or is likely to arise in the course of their duties on Board.
  - 3.1.5. A member of the Board must continually disclose any conflicts of interest which may arise over time generally or during the course of a discussion. Any such disclosure must be made at the time at which it arises or as soon as reasonably practicable.
- 3.2. On Selection Panels

- 3.2.1. A member of a Selection Panel will have a conflict of interest where the business of the Selection Panel relates in any way to a person with whom that member has a marital, de facto, close personal, familial or business relationship.
- 3.2.2. A member of a selection panel who has a conflict of interest must remove themselves from consideration of the relevant business of the selection panel. Failure to do so will constitute a breach of these regulations.
- 3.2.3. In the case of an Officer of the Union or a staff member, disciplinary action shall be governed by the relevant policies.
- 3.3. Generally
  - 3.3.1. A member of the Board must otherwise act in accordance with any policy implemented by the Union as in effect from time to time which deals with conflicts of interest.

#### **4. BOARD COMMITTEES**

- 4.1. The Board may create a Committee by ordinary resolution by adopting Terms of Reference. The Terms of Reference of any Committee presently existing shall form Appendix 2 of this document. These terms of reference shall set out:
  - (a) The purpose and duration of the Committee.
  - (b) The composition of the Committee
  - (c) Any special procedures of the Committee, including matters pertaining to its decision-making procedures, recruitment/appointment procedures and any other matter considered necessary.
  - (d) The responsibilities and powers of the Committee
- 4.2. In any Committee, women, or gender diverse people shall comprise no less than half the membership of a committee. In the case of a committee with an uneven number of members, women, or gender diverse people shall comprise not fewer than the number of members produced by dividing the number of committee members by two and subtracting one half. If this condition cannot be satisfied, the matter must be considered by the Board, which may alter the composition of the Committee in order to satisfy the requirement or choose to allow a temporary exemption to the requirement in respect of that Committee.
- 4.3. Every Committee shall have a Committee Chair appointed by Board. The Committee Chair shall be responsible for conducting the business of the Committee in pursuance of its Terms of Reference. The Committee chair shall also be responsible for ensuring minutes of the Committee's deliberations are produced and provided to the Board, and that all duly carried resolutions of the Committee are tabled at the next Ordinary Meeting of the Board following those Committee or Board deliberations.
- 4.4. A decision of a Committee contained in Appendix 2 of this document in pursuance of its Terms of Reference takes immediate effect provided only that the decision may be rescinded by the Board, said rescission taking only prospective effect.
- 4.5. A decision of a Committee that is determined by Board to be beyond the power conferred by its Terms of Reference is invalid from the time the decision was made and to the extent it is outside of the Committee's scope of authority.

- 4.6. In the event that a determination is made by the Board pursuant to clause 4.5, the Board may determine that the decision be binding retrospectively up until the time of the determination if it is satisfied that the historic consequences of the Committee's decision should not be disturbed.

## 5. STANDING COMMITTEES

- 5.1. A decision of a standing committee that is within its delegated authority takes effect as if it had been made by that authority.

- 5.2. There shall be a Committee known as Executive Committee. It shall comprise the Board Executive and the CEO. It shall meet at least one week before each Board meeting or as otherwise required for the purposes of:

- (a) Authorising expenditure of less than \$5,000.
- (b) Authorising expenditure on emergency capital replacements of less than \$10,000.
- (c) Considering day-to-day matters which are not necessary to bring to Board provided an accurate summary of such considerations are included for the Board's information at the following Board Meeting.
- (d) Preparing and reviewing the agenda for the next Board meeting..
- (e) Exercising where necessary powers incidental to the carrying out of the Executive positions listed in art 8 of the Constitution.

- 5.3. There shall be a committee known as Finance Committee. It shall comprise:

- (a) the President (ex-officio)
- (b) the Honorary Treasurer.
- (c) up to four external persons appointed by the Board, one of whom is appointed as Chair
- (d) one non-Executive Director, Deputy Chair
- (e) one University appointee
- (f) the Chief Executive Officer (ex officio)
- (g) The Chief Financial Officer
- (h) up to two Senate Appointed Directors appointed by the Board of Directors

The function of the Committee shall be to review the financial, audit, legal and risk management portfolios of the organisation and advise the Board in respect of these matters. The committee shall convene at least four times per year.

- 5.4. There shall be a People and Culture Committee comprising:

- (a) the President, Deputy Chair
- (b) the Vice President
- (c) the Honorary Treasurer
- (d) one non-Executive director

- (e) up to three external persons, one of whom will be appointed Chair
- (f) at least one Senate Appointed Board Director
- (g) the Immediate Past President of the Board of Directors
- (h) the Chief Executive Officer (ex officio)
- (i) the Human Resources Director (ex officio)

The committee shall advise the Board on all long term and short-term remuneration issues, including the target wages growth, and key processes and systems around remuneration for all staff and in particular non award staff and policies for the remuneration of senior staff.

The committee shall advise the Board on all Human Resources policies, including management systems, performance review systems, all major Industrial Relations instruments, and recruitment processes and strategies. The Committee shall advise the Board on the management structure of the Union, seeking best practice management structures for the Union.

The Committee shall review annually, or as necessary, the remuneration of the CEO and advise the Board. The Committee shall convene at least four times a year.

5.5. There shall be an Electoral Committee comprising:

- (a) the President (ex-officio), Chair
- (b) the Honorary Secretary (ex-officio), Deputy Chair
- (c) the Immediate Past President (ex-officio)
- (d) one non-Executive Director
- (e) the Immediate Past Returning Officer
- (f) the Chief Executive Officer, or their appointee (ex officio)
- (g) the Director of Student Programs (ex officio)
- (h) the Sales, marketing, and Infrastructure Director (ex officio)

The Committee shall consider matters pertaining to the conduct of the Holme Annexe’s Annual Elections, and specifically any recommendations made in the report of the Immediate Past Returning Officer. The Committee shall meet within the two months prior to the opening of nominations for Board, and again within the two months following the date of the election conducted each year, and at such other times as the Committee deems fit. The Committee shall review the regulations pertaining to the Holme Annexe’s Elections and shall make recommendations to the Board accordingly. The Electoral Committee shall not meet in the period after nominations open and before the declaration of results.

## 6. CONDUCT OF MEETINGS

- 6.1. Meetings of the Board and Committees shall be conducted in accordance with the Standing Orders, which shall form Appendix 3 of this document.
- 6.2. Minutes shall be kept of meetings of the Board, its Committees and all General Meetings of the Union, and the Board Secretary shall keep a register of these minutes.

- 6.3. Quorum for Board meetings shall be seven (7) Directors. If any meeting of the Union has not gained quorum within thirty minutes of the scheduled starting time, the Chair shall declare the meeting lapsed for the reason of lack of quorum.

## **7. APPOINTMENT OF STUDENT LEADERS & COORDINATORS**

- 7.1. The Board may appoint people to the following roles:
- (a) Two (2) Welcome Week Event Coordinators
  - (b) [Repealed]
  - (c) One (1) Director of Debates.
  - (d) At least three Pulp editors, of which at least one must be multi-lingual.
  - (e) [Repealed]
  - (f) Four (4) Campus Activity Coordinators.
  - (g) Up to one (1) Senior Pulp Editor or Editor-in-Chief.
- 7.2. In each case, the Selection Panel shall comprise:
- (a) At least one Executive Director
  - (b) At least one non-executive Director
  - (c) The relevant staff director (as determined by the CEO), or their appointee
  - (d) The Director of Human Resources Management or their appointee
- 7.3. The Board may, at its complete discretion from time to time choose to create additional student leadership and coordination roles.
- 7.4. The Board may from time to time and upon consulting the People & Culture Department appoint additional people to the interview panels.
- 7.5. Student leadership/coordination roles may be remunerated with any such remuneration to be reviewed annually by Board. Student leadership/coordination roles may be assigned a position description, which may be reviewed annually by Board. Any changes to the level of remuneration or honoraria or the content of a role description will take effect in the following year, or as determined by Board.

## **8. ELECTIONS**

### **8.1. Election Officials**

#### **8.1.1. Electoral Officer**

There shall be an Electoral Officer who is appointed by the Chief Executive Officer from amongst the employees of the Union. The Electoral Officer shall hold office until the Declaration of Final Results is issued for the Annual Elections.

- 8.1.2. The Electoral Officer is responsible for the administration of the Annual Elections and any referenda under the Constitution and Regulations. The Chief Executive Officer may appoint such deputy and assistant Electoral Officers as may be deemed necessary. The deputy Electoral Officer shall assume the

powers and duties of the Electoral Officer if the Electoral Officer becomes incapacitated or is otherwise unable to fulfil their role.

8.1.3. Returning Officer

There shall be a Returning Officer who is appointed by the Board of Directors pursuant to a recommendation made by the Electoral Committee. However, if the Electoral Committee does not make a recommendation at least one month prior to the opening of nominations, the Board of Directors must then appoint a Returning Officer. The Returning Officer shall hold office until the Declaration of Final Results is issued for the Special Meeting of the Incoming Board.

8.1.4. The Board of Directors may appoint a Reserve Returning Officer who shall assume the office of the Returning Officer if the Returning Officer becomes incapacitated or is otherwise unable to fulfil their role. If a Reserve Returning Officer has not been appointed or if the Reserve Returning Officer becomes incapacitated or is otherwise unable to fulfil their role, the Chief Executive Officer shall be the Acting Returning Officer until the Returning Officer or Reserve Returning Officer can resume their role.

8.1.5. The Returning Officer is responsible for the execution and conduct of the Annual Elections, any referenda and the Special Meeting of the Incoming Board under the Constitution and Regulations. The Returning Officer may, in consultation with the Chief Executive Officer, appoint assistant officers as may be deemed necessary.

8.1.6. The Returning Officer (and any assistant and Reserve Returning Officers) must not be a candidate, nominator, current member of a student political faction at the University of Sydney or one of its affiliated equivalents at another University, current Board Director, Holme Annexe committee Member (other than in their ex-officio capacity as Returning Officer), Holme Annexe employee or a person closely associated with any election candidate as reasonably determined by the Board of Directors.

8.1.7. The Returning Officer shall be paid such remuneration as the Board of Directors may from time to time prescribe.

8.1.8. Electoral Arbiter

There shall be an Electoral Arbiter who is appointed by the Board of Directors pursuant to a recommendation made by the Electoral Committee. However, if the Electoral Committee does not make a recommendation at least one month prior to the opening of nominations, the Board of Directors must then appoint an Electoral Arbiter. The Electoral Arbiter shall hold office until the Declaration of Final Results is issued for the Special Meeting of the Incoming Board.

8.1.9. The Board of Directors may appoint a Reserve Electoral Arbiter who shall assume the office of the Electoral Arbiter if the Electoral Arbiter becomes incapacitated or is otherwise unable to fulfil their role. If a Reserve Electoral Arbiter has not been appointed or if the Reserve Electoral Arbiter becomes incapacitated or is otherwise unable to fulfil their role, the Chief Executive Officer shall appoint a person who is eligible for appointment as Electoral Arbiter to be the Acting Electoral Arbiter until the Electoral Arbiter or Reserve Electoral Arbiter can resume their role.

- 8.1.10. The Electoral Arbiter (and any Reserve and Acting Electoral Arbiter) must be a barrister or solicitor of the Supreme Court of New South Wales, academic of the Sydney Law School, or judicial officer. The Electoral Arbiter (and any Reserve and Acting Electoral Arbiter) must not be a candidate, nominator, current Board Director, Holme Annexe employee or a person closely associated with any election candidate as determined by the Board of Directors.
- 8.1.11. The Electoral Arbiter shall have jurisdiction to deal with any matter under the Constitution and Regulations for the Annual Elections, any referenda and the Special Meeting of the Incoming Board.
- 8.1.12. Powers of Deputy, Reserve and Acting Election Officials
- 8.1.13. A deputy Electoral Officer, Reserve or Acting Returning Officer, or Reserve or Acting Electoral Arbiter shall have the same powers and duties as the Electoral Officer, Returning Officer and Electoral Arbiter, respectively.
- 8.1.14. Independence of Election Officials as a Limitation on the Board's Power to Appoint and Dismiss
- 8.1.15. The Returning Officer and Electoral Arbiter:
- (a) Must be appointed before the opening of nominations; and
  - (b) Between the opening of nominations and the Declaration of Final Results for the Special Meeting of the Incoming Board – must not be removed except by Special Resolution of the Board of Directors.

## 8.2. Administration

### 8.2.1. Election Dates

At least two weeks before the day that nominations open, the Chief Executive Officer shall determine the dates and times that voting opens and closes, provided that there must be at least 72 hours of valid voting.

### 8.2.2. Nominations

At least two weeks before the day that nominations open, the Electoral Committee shall determine the dates and times that nominations open and close, provided that:

- (a) Nominations must open at least five weeks before the first day of voting; and
- (b) Nominations must close at least four weeks before the first day of voting and not less than seven days after nominations open.

### 8.2.3. Campaigning

At least two weeks before the day that nominations open, the Electoral Committee shall determine the date and time that campaigning may commence.

### 8.2.4. Notice of Elections

At least two weeks before the day that nominations open, the Chief Executive Officer must publish a Notice of Elections by:

- (a) Emailing all Members;
- (b) Uploading on the Union website;
- (c) Posting visibly in the Holme and Manning buildings;
- (d) Posting visibly at or in at least five Union outlets;
- (e) Posting as reasonable on Union Social Media Platforms; and
- (f) Publishing where deemed necessary by other possible means

Stating the days and times that:

- (g) Nominations open and close;
- (h) Campaigning may commence; and
- (i) Voting opens and closes.

#### 8.2.5. Candidate Handbook

The Electoral Officer shall be responsible for creating a Candidate Handbook, which must be made available on the website before nominations open.

#### 8.2.6. Notice of Ballot

At least two weeks before the commencement of campaigning, the Chief Executive Officer must publish a Notice of Ballot by:

- (a) Emailing all Members
- (b) Uploading on the Union website
- (c) Posting visibly in the Holme and Manning buildings
- (d) Posting visibly at or in at least five Union outlets
- (e) Posting as reasonable on Union Social Media Platforms
- (f) Publishing where deemed necessary by other possible means

Stating:

- (g) The days and times that voting opens and closes;
- (h) How votes may be cast;
- (i) Where a person may find the policy statements of all candidates;
- (j) Where a person may find details of any referenda (if applicable);
- (k) How a person may become a member of the Union;
- (l) That a person needs to be a member of the Union to vote;
- (m) How a member may submit a complaint; and
- (n) Any other information which the Chief Executive Officer or Returning Officer considers to be appropriate.

#### 8.2.7. On the same day that the Notice of Elections is published, the Chief Executive

Officer must publish the most recent version of the Board Charter by:

- (a) Uploading on the Union website
- (b) Publishing where deemed necessary by other possible means

### 8.3. Nominations

#### 8.3.1. Eligibility

A person is eligible to be a candidate if, at the close of nominations, the person:

- (a) Is a member of the Union pursuant to Membership under clauses 5.1(f)-(i) of the Constitution or a Life Member; and
- (b) Has resigned from any paid employment at the Union and/or stood down their membership of a Union committee, with resignation from Committee positions pending successful election (if relevant). For the avoidance of doubt, these requirements do not apply to a member of the Board of Directors in the event that they seek re-election whilst still a Director.

#### 8.3.2. Nomination Procedure

A person who is eligible to be a candidate may nominate for election to be a Board Director. To be a valid nominee, a prospective candidate's nomination must:

- (a) Be in the form prescribed by the Electoral Officer, which must include, yet is not limited to:
  - (i) A declaration of all actual, potential, or perceived conflicts of interest; and
  - (ii) A signed statement of willingness to nominate for election and, if successful, to carry out the duties of a Board Director;
- (b) Be accompanied by any other information required by the Electoral Officer or Returning Officer, including, but not limited to:
  - (i) Any positions that a candidate has held at the Union, University of Sydney or in the community and the period for which it was held; and
  - (ii) A recent passport-style photograph;
- (c) Submit a statutory declaration affirming that:
  - (i) They will attend compulsory training sessions as prescribed by the Electoral Officer or Board of Directors from time to time;
  - (ii) They have read and will comply with the Constitution, Regulations and Candidate Handbook
  - (iii) They have read and will comply with the Duty Statements for Board Directors in the event that they are elected to the Board of Directors;
  - (iv) They understand that they are responsible for the conduct of

people who campaign for them and may be penalised accordingly; and

(v) All information contained in the nomination form and any other information submitted is correct and true; and

(d) Be supported by two nominators who:

(i) Are Members of the Union; and

(ii) Are not a Union Board Director or employee.

8.3.3. The nominations material specified in sections 8.3.2 must be submitted before the close of nominations. However, the Returning Officer may grant extensions to the close of nominations (either in general or on a case-by- case basis) if it is fair and reasonable to do so.

8.3.4. The Returning Officer shall consider all nominations received before the close of nominations. The Returning Officer must accept all valid nominations that satisfy the requirements of the Regulations.

8.3.5. No person may nominate more than five candidates for election to the Board of Directors in any one annual election.

#### 8.4. Campaigning

8.4.1. A person may campaign only after the date and time for commencement of campaigning pursuant to section 8.2.3.

8.4.2. All materials, including flyers, shirts, digital posts, digital stories, photos and videos, that comment on the election must be authorised by a member of the Union and contain the name and Union membership number of the member.

8.4.3. A person must not campaign verbally, distribute physical material (including, but not limited to, flyers or stickers), intentionally wear a campaign shirt for campaigning purposes, or display campaign material (including, but not limited to, posters or A-frames) in a campaign exclusion zone. In the Regulations, a campaign exclusion zone is any of the following areas and spaces:

(a) A library, study area, food court, food, or drink outlet, or Union building on any campus of the University of Sydney;

(b) A residential college or student accommodation facility;

(c) An area of at least three metres around the perimeter of a pollingplace or Union space (including temporary spaces, such as a membership pop-up), which shall be marked by the Electoral Officer or Returning Officer; and

(d) Any area or space (whether indoors or outdoors) designated under the Rules pursuant to section

8.4.4. Within 24 hours of creating:

(a) A social media application:

(i) Group or group chat with more than 20 users

- (ii) Page; or
    - (iii) Account; or
  - (b) A website; for the purposes of the election (other than a purely administrative platform for organising supporters), a person must provide the Returning Officer with a link to the group, page, account, or website.
- 8.4.5. The Returning Officer may prescribe Rules, not inconsistent with the Regulations, that give such directions as to campaigning that the Returning Officer considers fair and reasonable. This includes, but is not limited to:
  - (a) Prohibiting physical campaigning in designated areas or indesignated days and times; and
  - (b) Directions to ensure the health, safety and wellbeing of candidates, their supporters, and other individuals.
- 8.4.6. Any Rules or changes to the Rules must be communicated to all candidates as soon as practicable after it is made.
- 8.4.7. Each candidate must (and, by being a candidate, agrees and is under an obligation to) inform their supporters:
  - (a) About the requirements of the Regulations, Candidate Handbook, Rules and directions of any election official; and
  - (b) The necessity to observe these requirements at all times.
- 8.4.8. During the course of the election, candidates and their supporters must conduct themselves in a manner that does not compromise the fairness and integrity of the election process, including the conduct of a secret ballot.
- 8.5. Expenditure
  - 8.5.1. Expenditure Limits
 

The Electoral Committee shall determine the maximum expenditure that a candidate may incur or cause to be incurred. The Electoral Officer must communicate this determination to all candidates as soon as practicable.
  - 8.5.2. A candidate must declare the cost of all electoral expenses. This includes, but is not limited to:
    - (a) All items bought for the candidate’s electoral use;
    - (b) All items hired or borrowed for the candidate’s electoral use;
    - (c) All items donated, gifted, or given to the candidate for electoral use; and All services bought for the candidate’s electoral use. However, this excludes:
      - (d) Any item that an ordinary person would usually own;
      - (e) Any item that an ordinary person would easily be able to borrow; and
      - (f) Any service donated or given to the candidate.
  - 8.5.3. Subject to section 8.5.4, an item or service requiring costing must be costed at

market value. The market value shall be the purchase price stated in receipts produced by the candidate unless the Returning Officer determines that the purchase price is unreasonable. A candidate that benefits from a discount, such as one arising from a loyalty program, must price that item at regular market value as if the discount did not apply, for the purpose of auditing. The candidate will only be reimbursed for the actual amount spent on the discounted item, whilst the market price of the item will count towards the spending cap.

8.5.4. The Returning Officer or Electoral Committee may deem the cost of any item or service if it is fair and efficient to do so. If the cost is deemed:

- (a) The Returning Officer must communicate the deemed price to candidates as soon as practicable, which must be before the commencement of campaigning pursuant to section 8.2.3; and
- (b) A candidate must cost the item or service at the deemed cost irrespective of the actual purchase price.

8.5.5. First Audit

All candidates must submit, at least 48 hours before the opening of voting, to the Returning Officer:

- (a) A declaration of costings incurred up to the time of submission;
- (b) A copy of all receipts for costings in subsection (a);
- (c) A declaration of proposed costs to be incurred; and
- (d) A statutory declaration confirming the submission (and any attachments) are true and correct.

8.5.6. Final Audit

All candidates must submit, within 24 hours after the closing of voting, to the Returning Officer:

- (a) A declaration of costings incurred in the Annual Elections;
- (b) A copy of all receipts for costings in subsection (a); and
- (c) A statutory declaration confirming the submission (and any attachments) are true and correct.

8.5.7. For the avoidance of doubt, all costings must include Goods and Services Tax (if charged) but may, if the Returning Officer deems it fair and reasonable, exclude delivery costs for an item or service.

8.6. Voting

8.6.1. The Electoral Roll shall consist of all Members that are eligible to vote, in accordance with Article 5 of the Constitution, as of 4.00pm on the third day before the first day of voting.

8.6.2. Only persons on the Electoral Roll may vote.

8.6.3. No person may vote more than once in each election or referendum.

8.6.4. Votes shall be cast using an electronic voting system organised by the Electoral Officer from the opening of voting to the closing of voting.

8.6.5. Notwithstanding Section 8.2.1, the Chief Executive Officer, with the approval of the Returning Officer, may extend the closing of voting by no more than 48 hours if there are extraordinary circumstances and it is fair and expedient to do so. A decision of the Chief Executive Officer and Returning Officer under this section is final and shall not be appealed to any higher authority.

8.6.6. The position of candidates on all ballots shall be randomised.

## 8.7. Results

### 8.7.1. Counting Votes

After voting has closed, the Returning Officer shall proceed to count the votes.

8.7.2. If, on any count at which a candidate must be excluded, 2 or more candidates have an equal number of votes, the Returning Officer must draw lots to determine, from among those candidates whose votes are equal, who shall be excluded.

8.7.3. If, in a referendum, the count for 'For' and 'Against' are equal, the Returning Officer must declare that the vote is resolved in the negative.

### 8.7.4. Declaration of Provisional Results

Once the vote has been counted the Returning Officer shall announce and publish the Declaration of Provisional Results by:

- (a) Emailing all Members;
- (b) Uploading it on the website;
- (c) Announcing it in a public space or online; or
- (d) Publishing by other possible means.

8.7.5. In lieu of scrutineering, the Returning Officer shall, before issuing the Declaration of Final Results, publish information to the candidates and Board of Directors to confirm the validity of the count and allow reasonable time for a candidate to question the conduct of the count.

### 8.7.6. Declaration of Final Results

8.7.7. The Returning Officer shall make the Declaration of Final Results when (whichever later):

- (a) 24 hours after the Declaration of the Provisional Results was published, provided that:
  - (i) The Returning Officer is satisfied that no breaches of the Constitution and Regulations has occurred, or any breaches have been remedied and resolved; and
  - (ii) The final audit, pursuant to section 8.5.6, has been completed; and
  - (iii) No further complaint or appeal has been lodged; or
- (b) After the conclusion of any investigation conducted by the Returning Officer or determination of any appeal by the Electoral Arbiter.

8.7.8. The Returning Officer shall publish the Declaration of Final Results by:

- (a) Emailing all Members;
- (b) Uploading it on the website;
- (c) Posting on notice boards in the Holme, Manning, and Wentworth buildings; or
- (d) Publishing by other possible means.

8.7.9. The Declaration of Final Results shall be final and conclusive.

## 8.8. Prohibited Practices

8.8.1. A person must not campaign before the date and time designated for the commencement of campaigning.

Penalty guideline: Suspension of the candidate's campaign for (whichever is longer):

- (a) 24 hours; or
- (b) Twice the length of time of the breach.

8.8.2. A person must not campaign inside a campaign exclusion zone.

Penalty guideline:

- (a) For the first occurrence – suspension of the person from campaigning for 1 hour;
- (b) For the second and subsequent occurrence – suspension of the person from campaigning for 24 hours; or
- (c) However, notwithstanding subsections (a) and (b), for a widespread or significant breach – suspension of a candidate's campaign for 24 hours.

8.8.3. A person must not contravene:

- (a) Any Rules made by the Returning Officer pursuant to section 8.4.5; or
- (b) A prohibited practice contained in the Candidate Handbook; or
- (c) The Student Charter of the University of Sydney.

Penalty guideline: Suspension of the person or a candidate's campaign for 24 hours; or

8.8.4. For a widespread or significant breach – disqualification of a candidate.

A person must not vote when they are not entitled to do so. Penalty guideline:

- (a) Without intent – suspension of the person from campaigning for 1 hour;
- (b) With intent – suspension of the person from campaigning for 24 hours; or
- (c) If connected or directed by a candidate – disqualification of a candidate.

8.8.5. A person must not distribute material that comments on the election without an authorisation.

Penalty guideline:

- (a) For the first occurrence – formal warning;
- (b) For the second and subsequent occurrence – suspension of the person from campaigning for 3 hours; or
- (c) However, notwithstanding subsections (a) and (b), for a widespread or significant breach – suspension of a candidate’s campaign for 6 hours.

8.8.6. A person must not distribute, publish, or authorise to publish any written material (whether digitally or not) which comments on the election in a language other than English unless it is accompanied by an accurate English translation. Furthermore, candidates must not make verbal statements about the election in a language other than English unless they provide an accurate English translation when reasonable possible.

Reasonable circumstances include pre-recorded content and official candidate interviews, but not one-on-one or small group conversations where translation is impractical.

Penalty guideline: Suspension of candidate’s campaign for 6 hours.

8.8.7. A person must not use any Union or club or society resource in the campaign of any candidate. This includes, but is not limited to, staple guns, photocopiers, paper, telephones, faxes, computers, membership lists, storage space, emails, Union or club or society social media pages, internal groups and digital platforms.

Penalty guideline:

- (a) For the first occurrence – suspension of the person from campaigning for 3 hours; or
- (b) For the second or subsequent occurrence, or widespread or significant breach – suspension of a candidate’s campaign for 24 hours.

8.8.8. A person who holds an executive role of a club or society, or University student organisation or affiliated bodies, must not use the title, powers, or resources of their role to create the appearance of endorsing or supporting a candidate.

Penalty guideline:

- (a) Suspension of the person and/or the person who authorised a statement for 3 hours; or
- (b) However, notwithstanding subsection (a), for a widespread or significant breach – suspension of a candidate’s campaign for 24 hours.

8.8.9. A candidate must not use a social media group or group chat that are created by or for a corporation or government entity for the purposes of campaigning.

Penalty guideline:

- (a) Suspension of the campaign for 3 hours; or
- (b) However, notwithstanding subsection (a), for a widespread or significant breach – suspension of a candidate’s campaign for 24 hours.

8.8.10. A candidate must not engage in any dishonest practice in relation to an election. Penalties may be issued and remain the discretion of the Returning Officer

and/or Electoral Arbiter.

8.8.11. People other than Union members, university staff and students enrolled at the University of Sydney may not campaign for and on behalf of candidates.

Penalty guideline:

- (a) For the first occurrence – suspension of the person from campaigning for 3 hours; or
- (b) For the second or subsequent occurrence, or widespread or significant breach – suspension of a candidate’s campaign for 24 hours.

8.8.12. A candidate must not spend an amount that exceeds maximum expenditure pursuant to section 8.5.1.

Penalty guideline: Disqualification of the candidate.

8.8.13. A candidate must not falsify campaign-related expenditure. Candidates who are found to have falsified evidence of campaign-related expenditure must be automatically excluded and disqualified from the election.

8.8.14. A person must not:

- (a) Print, publish or distribute; or
- (b) Cause or authorise to be printed, published, or distributed;

Any matter or thing containing a statement in relation to a candidate, the Union, the election or any referenda that:

- (c) Is untrue or materially false; or
- (d) Is, or is likely to be, misleading or deceptive; or
- (e) Is discriminatory on the grounds of sex, sexuality, race, ethnicity, religion, or disability;

But it is a defence to an allegation of breach of this section if the person proves that they did not know and could not reasonably be expected to have known that the matter or thing contained a statement of the kind referred to in subsections (c) or (d).

Penalty guideline:

- (f) With intent – disqualification of candidate; or
- (g) Without intent – suspension of person or candidate’s campaign for 120 hours.

8.8.15. A person must not impersonate:

- (a) Any other person for the purpose of voting at any election;
- (b) An election official;
- (c) An employee or Board Director of the Union; or
- (d) The Union.

Penalty guideline:

- (e) Without intent – suspension of a candidate’s campaign for 3 hours; or
- (f) With intent – suspension of a candidate’s campaign for 24 hours.

8.8.16. A person must not engage in bribery, whether direct or indirect and whether before or after an election, by or on behalf of a candidate, or supporter of a candidate, of another candidate, voter(s) or election official. Bribery shall include the giving, procuring, promising, offering or endeavouring to give, procure, promise, or offer money, employment, position, or material resources in exchange for preferential treatment or to induce a voter to vote or to refrain from voting or to vote in a particular way and includes any threat or intimidation with a view to inducing preferential conduct and/or to induce a voter to vote or refrain from voting or to vote in a particular way.

Penalty guideline: Disqualification of a candidate.

8.8.17. A person must not engage or assist in engaging in conduct that compromises the fairness and integrity of the election process, including the conduct of a secret ballot.

Penalty guideline:

- (a) Without intent – suspension of a candidate’s campaign for 72 hours; or
- (b) With intent – disqualification of a candidate.

8.8.18. A person must not hinder or interfere with the free exercise, by any other person, of the person’s right to vote in an election.

Penalty guideline:

- (a) Without intent – suspension of a candidate’s campaign for 72 hours; or
- (b) With intent – disqualification of a candidate.

8.8.19. A person must not harass, intimidate, or coerce another person to vote for or against a candidate.

Penalty guideline: Disqualification of a candidate.

8.8.20. A person must not:

- (a) Provide another person with their voting link or password; or
- (b) Allow another person to vote on their behalf.

Penalty guideline: Warning.

8.8.21. A person must not:

- (a) Request another person for any confirmation or receipt of their vote, or a screenshot or evidence of any confirmation or receipt of their vote; or
- (b) Attempt to ascertain the way a person voted.

Penalty guideline:

- (c) Without intent – suspension of a candidate’s campaign for 3 hours; or
- (d) With intent – suspension of a candidate’s campaign for 24 hours.

8.8.22. Any person who becomes aware of how another person voted must not disclose that information to any other person.

Penalty guideline:

- (a) Without intent – suspension of the person from campaigning for 8 hours; or
- (b) With intent – suspension of a candidate’s campaign for 24 hours.

8.8.23. A person must not:

- (a) Request another person for their voting link or password;
- (b) Log in online with another person’s voting link or password; or
- (c) Use another person’s voting link or password to vote online on an electronic device.

Penalty guideline:

- (d) Without intent – suspension of a candidate’s campaign for 24 hours; or
- (e) With intent – disqualification of candidate.

8.8.24. A person must not cause damage or deface any public or private property inside or outside the University for the promotion of any candidate(s) in any election of Union. Damage and defacement includes, but is not limited to, stickers, posters, chalking and paint that cannot be removed with water, that is on the inside or outside of buildings, steps, handrails, footpaths, trees, poles, bins, signs or on any part of the University and/or the Union and its surrounds not specifically set aside for such purposes.

Penalty guideline: Disqualification of a candidate.

8.8.25. A person must not chalk on any part of any Union buildings or grounds, including, but not limited to, balconies, pathways, courtyards, walls and any other surfaces.

Penalty guideline:

- (a) If removable by water – suspension of a candidate’s campaign for 6 hours; or
- (b) If not removable by water – suspension of a candidate’s campaign for 24 hours.

8.8.26. A person must not contravene the policies of the University or Union on advertising on campus.

Penalty guideline: Suspension of a candidate’s campaign for 24 hours.

8.8.27. A person must not use any form of campaign material that contains an adhesive that is designed to secure the material to any surface unless the usage is:

- (a) Authorised by the Electoral Officer or Returning Officer; or
- (b) Allowed under the policies of the University or Union.

Penalty guideline: Suspension of a candidate’s campaign for 6 hours.

8.8.28. A person must not, without reasonable excuse, destroy or interfere with any

computer program, data file or electronic device used, or intended to be used, by the Electoral Officer, Returning Officer, or electoral staff for or in connection with the election or referendum.

Penalty guideline: Disqualification of a candidate.

8.8.29. A person must not sell or resell Union election materials.

8.8.30. A person must not wear any materials that may constitute a safety hazard to themselves or others.

8.8.31. A person must not hand out material that does not directly pertain to a company Board campaign when wearing a Union campaign shirt.

Penalty guideline: Suspension of a candidate's campaign for 6 hours.

#### 8.9. Complaints to the Returning Officer for Breaches of the Regulations

8.9.1. A member may make a complaint to the Returning Officer if they believe there is a breach of the Regulations pertaining to the Annual Elections or any referenda. Complaints must be lodged in writing before the closing of voting.

8.9.2. The Returning Officer may investigate any aspect of the electoral process without having received a formal complaint.

8.9.3. The Returning Officer shall deal with all complaints in a timely manner which must be no later than 5 working days from the receipt of the complaint.

8.9.4. The onus of proof lies with the complainant and all supporting material concerning the complaint must also be lodged at the time that the complaint is made.

8.9.5. Where the Returning Officer is of the opinion that, on the balance of probabilities, a breach of the Regulations, by a candidate, or by a supporter of a candidate or by a person on behalf of a candidate has occurred, they may do all or any of the following:

(a) Dismiss the breach;

(b) Make directions to remedy the breach, including, but not limited to:

(i) Directing that a thing cease to be removed or altered; or

(ii) If a cost is incurred, directing that the person shall be responsible for the costs incurred;

(c) Impose a penalty or penalties in the form of a formal warning, suspension of a person from campaigning, suspension of a candidate's campaign or disqualification, and/or repayment of issued or unspent grants.

8.9.6. The Returning Officer shall be responsible for communicating their decision regarding a breach of the Regulations. They may do so in a manner of their choosing. However, if the Returning Officer disqualifies a candidate, the decision must be communicated to all candidates.

#### 8.10. Appeals to the Returning Officer for the Count

8.10.1. A candidate may appeal against the Declaration of Provisional Results by making a written submission, giving details of the grounds for the complaint, to the Returning Officer within 24 hours of the publication of the Declaration of the

Provisional Results.

8.10.2. The onus of proof lies with the complainant and all supporting material concerning the complaint must also be lodged at the time that the appeal is lodged.

8.10.3. The Returning Officer shall deal with all complaints in a timely manner which must be no later than 5 working days from the receipt of the complaint.

8.10.4. Where the Returning Officer is of the opinion that, on the balance of probabilities, a breach of the Regulations, by a candidate, or by a supporter of a candidate or by a person on behalf of a candidate has occurred, they may do all or any of the following:

- (a) Dismiss the breach;
- (b) Make directions to remedy the breach, including, but not limited to:
  - (i) Directing that a thing cease be removed or altered; or
  - (ii) If a cost is incurred, directing that the person shall be responsible for the costs incurred;
- (c) Exclude a candidate from the ballot and disqualify a candidate from the election, provided that this may only be imposed if relevant provision in the Regulations explicitly provides that a disqualification may be imposed.

8.11. Appeals to the Electoral Arbiter

8.11.1. Subject to the Regulations, any candidate may appeal to the Electoral Arbiter against a decision made by the Returning Officer against that candidate.

8.11.2. Appeals to the Electoral Arbiter must be made in writing, directed to the Chief Executive Officer and must be lodged within 24 hours of the Returning Officer's decision.

8.11.3. The onus of proof lies with the complainant and all supporting material concerning the complaint must also be lodged at the time that the appeal is lodged.

8.11.4. The Electoral Arbiter shall have:

- (a) Any powers conferred to the Electoral Arbiter; and
- (b) The same powers as the Returning Officer.

8.11.5. The Electoral Arbiter shall act by way of a hearing according to their own discretion.

- (a) Remit the matter to the Returning Officer for review, management or a new decision;
- (b) Quash the decision of the Returning Officer, and:
  - (i) Take no action; or
  - (ii) Substitute a new decision;
- (c) Make any orders or directions that are fair and reasonable.

- 8.11.6. The Electoral Arbiter shall make a determination in a timely manner, which must be no longer than 14 calendar days from the date of the lodgement of the complaint with the Chief Executive Officer. If the appeal is lodged before the closing of voting, the Electoral Arbiter shall, where possible, rule within 48 hours.
- 8.11.7. The determination and orders of the Electoral Arbiter shall be final and conclusive.
- 8.12. Miscellaneous Provisions
  - 8.12.1. A Returning Officer or Electoral Arbiter, on their own motion or on receipt of a complaint, may require any person to come before them to submit to questioning.
  - 8.12.2. When imposing penalties, the Returning Officer and Electoral Arbiter shall have regard to whether or not a person (including a candidate) sought unfairly to influence the result of the ballot, or that candidates were unfairly prejudiced, or that voters were unfairly influenced by the prohibited practice found to have occurred.
  - 8.12.3. Any change to Part 8 made after the opening of nominations in any year shall take effect only after the Declaration of Final Results have been published in that year.
  - 8.12.4. After the 2021 Annual Elections, the Electoral Committee or Board of Directors shall conduct a comprehensive review of the election and this part of the Regulations.

## APPENDIX A – PENALTY GUIDELINES

OFFENCE	SUGGESTED PENALTY
Campaigning before the date designated commencement date and time	24 hours, or twice the length of time of the breach
Campaigning inside a campaign exclusion zone	Suspension of campaigning for 24 hours, unless in the case of a significant breach
Contravention of rules made by a Returning Officer, a prohibited practice in the Candidate Handbook, or the Student Charter of the University of Sydney	Suspensions for 24 hours, or in the case of a widespread or significant breach, disqualification
Voting when not entitled to do so	Suspension from 1 hour, to disqualification, depending on the severity of the breach
Distributing election material without an authorisation	Formal warning through to suspension for 6 hours, depending on the severity and frequency
Distributing election material in a foreign language without an accurate English translation	Suspension for 6 hours
Use of a Union, club, or society resource	Suspension of 3-24 hours depending on the severity and frequency of the breach
Endorsement or use of powers, influence or resources of an executive position within a Union club, society, University student organisation or affiliate	Suspension of 3-24 hours depending on the severity and frequency of the breach
Exceeding maximum expenditure	Disqualification
Engaging in any dishonest practice	At the discretion of the Returning Officer and/or Electoral Arbiter.
Use of a group or group chat created by or for a corporation or government entity	Suspension of 3-24 hours depending on the severity and frequency of the breach
Falsifying campaign expenditure	Immediate exclusion and disqualification
Publication, authorisation, or distribution of material that is untrue, materially false, misleading, deceptive, or discriminatory towards a candidate	With intent – disqualification Without intent – suspension for 72 hours
Impersonating a nominated individual at section 8.8.15	Without intent – suspension for 3 hours With intent – suspension for 24 hours
Engaging in bribery or otherwise to induce a vote	Disqualification
Compromise the fairness and integrity of the election	With intent – disqualification Without intent – suspension for 72 hours
Hinder or interfere with the free exercise of a person's right to vote	With intent – disqualification Without intent – suspension for 72 hours
Harass, intimidate, or coerce a vote	Disqualification
Use another to vote on their behalf, or provide access to their voting password	Warning
Request confirmation, evidence, or receipt of another's vote, or attempt to ascertain how another voted	Without intent – suspension for 3 hours With intent – suspension for 24 hours

Request another's voting password, log in online with another's password, or use another's voting link or password to vote	With intent – disqualification Without intent – suspension for 72 hours
Damage or deface any public or private property	Disqualification
Chalk on any part of Union buildings or grounds	Suspension from 6 hours through to 24 hours depending on severity
Contravention of Union or University policies on advertising	Suspension for 24 hours
Use of an unauthorised adhesive	Suspension for 6 hours
Destroy or interfere with any computer program, data file or electronic device used by Union in connection with elections	Disqualification

## 9. EXECUTIVE AND RELATED ELECTIONS

9.1. The Special Meeting of the Incoming Board, pursuant to article 10.3 of the Constitution, shall comprise the election of the Executive of the Board, as well as the members of any Union Committees and Director(s) of Student Publications. It shall further comprise the election of directors to the following areas of special responsibility:

- (a) The Wom\*n's Portfolio
- (b) The Queer Portfolio
- (c) The Environment Portfolio
- (d) The Ethnocultural Portfolio
- (e) The International Student Portfolio
- (f) The Disability Portfolio
- (g) The Equity and Accessibility Portfolio
- (h) The Student Accommodation and Colleges Portfolio; and
- (i) The First Nations Portfolio.

9.1.1. The following conditions apply to the Portfolios

- (a) The Director elected to the Wom\*n's Portfolio must be a woman, or gender diverse person.
- (b) The Director elected to the Queer Portfolio must be queeridentifying.
- (c) The Director elected to the Ethnocultural Portfolio must identify either as a person of colour, Indigenous, or from a non-white or mixed-race ethnic or cultural background.
- (d) The Director elected to the International Student Portfolio must be an international student.
- (e) The Director elected to the Disability Portfolio must identify as having a physical, mental, intellectual, or sensory disability.
- (f) The Director elected to the First Nations Portfolio must identify as a person from an Indigenous background.

9.1.2. In the case of each portfolio area:

- (a) in the event that no non-Executive Director is elected to the position, an Executive Director who fulfils the requirements of 9.1.1 may take the portfolio.
- (b) In the event that no Executive Director is elected, a Director will be appointed to hold the area of special responsibility.
- (c) In the event that these provisions are exhausted, the Directors who fulfill the requirements of 9.1.1 shall be collectively responsible for the relevant area of special responsibility.

9.1.3. The holder of a portfolio is responsible for:

- (a) Ensuring that the deliberations of the Board are fully informed by the considerations arising from that area.
- (b) Continuously consulting with the relevant stakeholders and proposing any actions necessary to accommodate their particular requirements. Relevant stakeholders include, but are not limited to, relevant collectives, relevant clubs and societies and members who fulfill the relevant requirements of 9.1.1.
- (c) Proactively raising with the Board issues and items which are relevant or related to the area of portfolio responsibility in the context of the Union.
- (d) In a manner approved by the Executive, engaging with members of the Union management team to support or propose initiatives which are relevant or related to the area of portfolio responsibility.
- (e) Doing any other thing that the portfolio holder deems appropriate in the interests of the relevant stakeholders, subject to the Constitution and the Regulations made pursuant to it.

9.1.4.

9.2. Dates and Notice of Special Meeting of the Incoming Board

- 9.2.1. The Special Meeting of the Incoming Board shall be held on a working day in June.
- 9.2.2. The date and time of this meeting should be determined by the Board or Electoral Committee no less than fourteen (14) days before the meeting is due to be held.
- 9.2.3. Alongside notice of the meeting, to be distributed no less than fourteen (14) days before the meeting is held, the CEO and/or Company Secretary shall ensure that a document containing descriptions of the positions to be elected, including but not limited to their responsibilities under the Constitution and Regulations, is provided at the same time.

9.3. Executive Positions

The Executive of the Board should comprise a President, a Vice-President, an Honorary Treasurer, and an Honorary Secretary.

#### 9.4. Eligibility

In the Special Meeting of the Incoming Board, all members of the Incoming Board, except for the incoming Immediate Past President, shall be a 'voting Director' in part 9 of these Regulations and be permitted to:

- (a) Vote in all elections; and
- (b) Nominate a Director elected under Article 10.2 of the Constitution for any election.

9.4.2. In an election conducted at the Board pursuant to article 10.3(c) of the Constitution, all Directors, except for the Immediate Past President, shall be a 'voting Director' in part 9 of these Regulations and be permitted to:

- (a) Vote in the election; and
- (b) Nominate a Director elected under article 10.2 of the Constitution for any election.

#### 9.5. Appointed Electoral Positions

9.5.1. The Returning Officer for the Special Meeting of the Incoming Board shall be the same person who acted as Returning Officer for the preceding Annual Election unless the Board determines that this person is no longer suitable to preside over the Special Meeting of the Incoming Board.

9.5.2. The Board shall appoint a suitable person to act as Returning Officer for any election at the Board under Article 10.3(c) of the Constitution.

9.5.3. The Returning Officer shall have the following powers and responsibilities:

- (a) Chairing the meeting;
- (b) Arbitrating on any disputes which may arise during the meeting;
- (c) Announcing the provisional result of each election;
- (d) Providing information about the voting procedure and rules of the election to all incoming Board Directors prior to the Special Meeting of the Incoming Board;
- (e) If necessary, appointing an assistant to help with the conduct of the meeting. This assistant shall not be a Union staff member, an incoming Board Director, a current Board Director, or a person closely associated with any voting Director.

9.5.4. The Electoral Arbiter for the Special Meeting of the Incoming Board shall be the same person who acted as Electoral Arbiter for the preceding Annual Election unless the Board determines that this person is no longer suitable to preside over the Special Meeting of the Incoming Board.

#### 9.6. Voting Procedure

9.6.1. The Executive of the Board should be elected in the following order: President, Vice-President, Honorary Treasurer, Honorary Secretary.

9.6.2. In the elections under Article 10.3 of the Constitution, the following procedure should be observed:

- (a) The Returning Officer shall open the nominations for the position.
- (b) Nominations shall be received. Each nominated candidate may accept or decline their nomination.
- (c) The Returning Officer shall read out the full list of accepted nominations.
- (d) Each nominated candidate shall be offered the opportunity to speak to their nomination for up to 3 minutes.
- (e) Where only one candidate is nominated for the position, that candidate shall be declared provisionally elected by the Returning Officer.
- (f) Where two or more candidates are nominated, a secret ballot shall be held. In such a secret ballot:
  - (i) The Returning Officer should remind the meeting that the Quota-Preferential Method of Proportional Representation (or Single Transferrable Vote) will be used to determine the outcome of the election.
  - (ii) The Returning Officer shall issue each voting Director with one voting paper.
  - (iii) The Returning Officer shall collect the voting paper of each voting Director in an enclosed ballot box.
  - (iv) Once all voting papers have been collected, the Returning Officer shall leave the room to commence counting the votes.
  - (v) Upon the conclusion of the count, the Returning Officer should make a Declaration of the Provisional Results of the election.

#### 9.7. The Count

- (a) The voting system to be employed in the elections under Article 10.3 of the Constitution is the Quota-Preferential Method of Proportional Representation (or Single Transferrable Vote) to be conducted according to the rules published by the Proportional Representation Society of Australia.
  - (b) Where two candidates receive an equal number of votes following the dissemination of all preferences, the winner shall be determined by the tossing of a coin by the Returning Officer. The Returning Officer shall allocate a side of the coin to each candidate and should toss it themselves. The candidate allocated the side which lands face-up on the ground shall be declared provisionally elected.
  - (c) Where three or more candidates receive an equal number of votes following dissemination of all preferences, the winner shall be determined by drawing the name of the candidate from a ballot box. The Electoral Officer shall write the names of all candidates on equally sized pieces of paper and place them in the box. The Returning Officer shall then draw one piece of paper from the box, and the candidate whose name is selected shall be declared provisionally elected.
- 9.7.1. (a) Each candidate may nominate a scrutineer by informing the Returning Officer following the announcement of a secret ballot and prior to the

counting of votes. Only one scrutineer may be nominated per candidate.

- (b) Scrutineers must not be current or incoming Board Directors, must remain physically separate from the area in which voting papers are counted and must abide by all instructions of the Returning Officer.

#### 9.8. Restrictions on Voting

9.8.1. No voting Director shall vote more than once in any election.

9.8.2. In the event of extraordinary circumstances, as interpreted by the Returning Officer, which preclude a voting Director's in-person attendance at the Special Meeting of the Incoming Board, the Director may:

- (a) forfeit their right to vote at the Special Meeting of the Incoming Board; or
- (b) seek permission from the Returning Officer to appoint a proxy.

9.8.3. The Returning Officer has sole authority to grant a voting Director the opportunity to appoint a proxy to vote on their behalf at the Special Meeting of the Incoming Board. The decision of the Returning Officer may be appealed to the Electoral Arbiter.

#### 9.9. Complaints After The Counting of the Vote

9.9.1. For the purpose of this section, 'candidate' refers to a Board Director who was a candidate in the election that is being appealed.

9.9.2. Candidates may appeal a provisional result on the grounds that an electoral regulation was breached during the conduct of the Special Meeting of the Incoming Board by making a written submission to the Returning Officer within 24 hours of the declaration of the provisional results giving details of the grounds for the complaint.

9.9.3. The onus of proof lies with the complainant and all supporting material concerning the complaint must be lodged simultaneously with the complaint.

9.9.4. The Returning Officer shall deal with all complaints within five (5) working days of receiving the complaint.

9.9.5. Where the Returning Officer is of the opinion that, on the balance of probabilities, a breach of the regulations outlined in this section has occurred during the course of the Special Meeting of the Incoming Board, they may take any of the following actions:

- (a) Dismiss the matter.
- (b) Declare the provisional results of the relevant election to be invalid and request that another election for the position in question be held. The Electoral Committee shall call a Special Meeting of the Incoming Board for the election of this position, providing no less than ten (10) working days' notice.

#### 9.10. Appeals Made to the Electoral Arbiter

9.10.1. Any candidate may elevate an appeal allowed in section 9.9 to the Electoral Arbiter.

9.10.2. Appeals to the Electoral Arbiter shall be made in writing, directed to the CEO of the University of Sydney Union, and must be lodged within 24 hours of the

Returning Officer's ruling.

9.10.3. The onus of proof lies with the complainant and all supporting material concerning the complaint must be lodged simultaneously with the complaint.

9.10.4. The Electoral Arbiter shall have the same powers as the Returning Officer.

9.10.5. The Electoral Arbiter shall act by way of a hearing according to their discretion.

9.10.6. The Electoral Arbiter shall make a determination within ten (10) working days from the date of the lodgement of the complaint with the Chief Executive Officer.

9.10.7. The decision of the Electoral Arbiter shall be final.

#### 9.11. Declaration of Final Results

9.11.1. The Declaration of Final Results shall be formally and finally declared upon:

(a) 24 hours after the Declaration of Provisional Results where:

(i) The Returning Officer is satisfied that no breaches of the regulations outlined in this section (section 9) have occurred, and

(ii) No further complaint or appeal has been lodged; or

(b) Within 24 hours of the conclusion of any investigation conducted by the Returning Officer or determination of any appeal by the Electoral Arbiter.

#### 9.12. Application of this section

9.12.1. Any election by and amongst the Directors to a position prescribed by the Constitution or the Regulations made pursuant to it shall be governed by sections 9.3 to 9.11 inclusive.

9.12.2. Any act, matter or thing that was in effect immediately before an amendment to part 9 of the Regulations is taken to have effect under the Regulations, as amended.

9.12.3. Nothing in any amendment to part 9 of the Regulations shall be taken to invalidate or otherwise alter any:

(a) Declaration of Final Results; or

(b) Declaration of the Returning Officer, Electoral Arbiter or Board of Directors that has final and conclusive effect;

issued prior to the amendment was carried.

## 10. USE OF UNION PREMISES

10.1. The Board may permit the use of Union premises to a group affiliated with or related to the Union, including, but not limited to, clubs and societies, SRC collectives and groups of students engaged in a Union program.

10.2. Any such permission must be set out in Appendix 4 to this document and shall have the force of Regulation made pursuant to the Constitution, but no other legal status. No such agreement shall give rise to enforceable rights/duties as against the Union, except through the operation of such provisions as Union Regulations.

## 11. ADMINISTRATION

### 11.1. Access to records

- 11.1.1. All records of the Union shall be open for inspection by any Board Director after reasonable notice has been given to the Chief Executive Officer with the exception of contracts and staffing information relating to staff other than the Chief Executive Officer.
- 11.1.2. The Board may, in exceptional circumstances, resolve to grant access to Board Directors to any record deemed an exception herein.
- 11.1.3. If any expenditure authorised by the Board is not incurred within six months from the date of authorisation, unless part of the Budget, the authorisation shall lapse.
- 11.1.4. Except by permission of the Board, no credit shall be given to members of the Union, nor shall any money be lent by the Union or its employees to any member.

### 11.2. Auditors

- 11.2.1. Auditors shall be appointed/re-appointed by the Board at a meeting of the Board prior to the Annual General Meeting with the terms and conditions of appointment/re-appointment to be then determined.
- 11.2.2. The appointment/re-appointment shall be confirmed at the Annual General Meeting with the proviso that in the absence of quorum the Board's recommendation shall stand.
- 11.2.3. The Board shall not appoint/re-appoint a person or firm as Auditor of The Union unless that person or firm has, prior to the appointment, confirmed the terms and conditions of appointment/re-appointment to act as Auditor, by notice in writing to The Union.
- 11.2.4. The Auditors shall be required to submit a comprehensive written report to the Board following the completion of the Annual Accounts.

### 11.3. Extraordinary Funding

- 11.3.1. The Union may provide additional funding or alternate forms of funding, or loans, to groups or individuals affiliated with the Union. Any such application for additional funding must satisfy the following conditions:
  - (a) The submission clearly falls outside the standing funding sources, or an extension to funding caps is deemed to be necessary
  - (b) The submission has confirmed other sources of funding
  - (c) The applicants have consulted with relevant Union staff
  - (d) The Board approves the submission by special resolution.
- 11.3.2. All applications for extraordinary funding are to be directed to the Vice President no later than a week prior to a meeting of the Board.

## **APPENDIX 1 – DUTY STATEMENTS FOR BOARD DIRECTORS**

The Duty Statements for Board Directors form part of the Regulations of the University of Sydney Union.

### **CONTENTS**

1. DIRECTORS
2. PRESIDENT
3. VICE PRESIDENT
4. HONORARY TREASURER
5. HONORARY SECRETARY
6. COMMITTEE CHAIRS
7. DEPUTY CHAIRS
8. PORTFOLIO HOLDERS
9. DIRECTOR OF STUDENT PUBLICATIONS

### **DUTY STATEMENTS OF NON-EXECUTIVE AND EXECUTIVE DIRECTORS**

#### **1. DIRECTORS**

- (a) Directors shall comply with their roles and responsibilities as prescribed by law and as outlined in the Institute of Company Directors Publication “Duties and Responsibilities of Company Directors” viz:
  - (i) Fiduciary duty to the Union and its members
  - (ii) Duty of care and diligence
  - (iii) Abuse of corporate opportunity
  - (iv) Improper use of information
  - (v) Personal liability.
- (b) Directors shall act in accordance with the Constitution, Regulations and Duty Statements.
- (c) Directors shall:
  - (i) show respect and courtesy for other members of the Board, members of the Union and staff
  - (ii) not allow personal preferences or differences to impede their work as Directors
  - (iii) not give directions to staff members to place them in a position that asksthem to disregard directions from their supervisors.

- (d) Directors shall attend:
  - (i) Annual and mid-year budget sessions
  - (ii) Board meetings
  - (iii) The Annual General Meeting
  - (iv) Committees of which they are members and other meetings and appointments at which their presence is required such as working parties
  - (v) The annual induction for Directors
  - (vi) All interviews as stipulated in the Regulations
  - (vii) Any Board Directors Training sessions that may arise provided four weeks' notice is given of the session.
- (e) Directors shall review the Constitution and Regulations on an on-going basis, and where necessary, in consultation with Committee members.
- (f) Directors shall:
  - (i) accurately and without distortion represent Board policy on any issue
  - (ii) communicate with and consult the President over the Board agenda
  - (iii) communicate regularly with the Chief Executive Officer and relevant Department Heads in order to understand the operational implications of proposed policies
  - (iv) participate annually in at least one tour of campuses and clinical sites conducted by the Union.
- (g) Directors shall not breach camera.
- (h) Directors shall declare all conflicts of interest.
- (i) Directors shall not claim expenses in excess of their entitlement for any one year.
- (j) Directors, on completing their term of Office, shall return any property of the company such as keys, files, phones, or other equipment that may be in their possession.

## **2. PRESIDENT**

- (a) The President shall act in accordance with 8.2 of the Constitution.
- (b) The President shall be vested with the Executive power of the Union.
- (c) Act as Chair of the Board.
- (d) The President shall, in consultation with the Chief Executive Officer, set the Executive Committee agenda.
- (e) The President shall attend:
  - (i) meetings of the Board, the Board Executive, and other meetings as required
  - (ii) meetings of Wentworth Annexe Limited
  - (iii) meetings of the Union Alumni and Friends Council
  - (iv) meetings of the University Senate as required

- (v) meetings of the Student Consultative Committee
  - (vi) meetings of University Executive: Student Life
  - (vii) meetings of the Safer Communities Advisory Group
  - (viii) any ad hoc University committees or working groups the President is invited to attend
- (f) The President shall prepare a report for monthly Board meetings on matters of relevance to their areas of organisational responsibility.
- (g) The President shall:
- (i) be familiar with the basic rules of meeting procedure
  - (ii) with the Honorary Treasurer, meet with the audit partner as soon as is practicable after the election of the said President and Honorary Treasurer
  - (iii) have at least six consultation hours per week either in the President's Office or in public locations within the Holme, Wentworth, or Manning buildings.
  - (iv) meet periodically with the Patron of the Union, and with representatives from the University, including the Vice-Chancellor and Registrar.
  - (v) invite, at their discretion, where relevant and appropriate, other members of the Executive and Board to meetings with external stakeholders, including those from the University.
  - (vi) meet periodically with the President or senior representative of the following organisations: Students' Representative Council, Sydney University Postgraduate Representative Association and Sydney University Sport and Fitness.
- (h) At the commencement of the term of the new President, the outgoing President shall induct the new President. This shall include:
- (i) A formal meeting with the Union's Chief Executive Officer
  - (ii) Furnishing the new President with copies of annual and mid-year budgets, annual performance plans, information about the Chief Executive Officer review process and other important material
  - (iii) Furnishing the new President with all documents relevant to matters topical at the time
  - (iv) Furnishing the new President with copies of all correspondence for the past year per the Correspondence File as well as important memoranda
  - (v) Identifying policies adopted by Board that the new President should specially oversee to ensure their implementation
  - (vi) Identifying processes of which the new President should be aware, such as agenda setting, cheque signing and expense reimbursement.
- (i) The President shall table at the ordinary December and June Board meetings a list of total expenses claimed by each Director.
- (j) The President shall, where the Director of Student Publications is unable or in need of clarification, inspect Union publications.

- (k) The President shall sign cheques or otherwise authorise financial transactions when called to do so.

### **3. VICE PRESIDENT**

- (a) The Vice President shall act in accordance with 8.3 of the Constitution.
- (b) Assume such responsibilities as required in the absence, unwillingness, or otherwise of the President in the manner contemplated by the Constitution.
- (c) Act, where necessary and approved by the President, with the delegated authority of the President.
- (d) Act as Deputy-Chair of the Board.
- (e) Exercise informal intra-board disciplinary and guidance functions as appropriate.
- (f) The Vice President shall attend:
  - (i) meetings of the Board, the Board Executive, and other meetings as required
  - (ii) Student Experience Committee meeting
  - (iii) meetings with other stakeholders as organised by the President
- (g) The Vice President shall prepare a report for monthly Board meetings on matters of relevance to their organisational responsibilities.
- (h) The Vice President shall:
  - (i) monitor the activities of Committee Chairs and assist Committee Chairs in fulfilling their role
  - (ii) maintain, review, and where necessary prepare skills matrices applicable to the Chair positions of each Committee
  - (iii) maintain, review, and where necessary prepare terms of reference for all Board Committees, working parties, and similar decision-making bodies
  - (iv) prepare a written report to the ordinary December and June Board meetings that shall, on matters of fact and not opinion, comment on the performance of Committee Chairs for the preceding six-month period
  - (v) co-ordinate the Committee induction process and Committee handovers
  - (vi) organise a comprehensive exit review of Committee members at the completion of the academic year and report to the Board on the feedback received.
  - (vii) attempt to be available for involvement in the following year's committee reviews
- (i) The Vice President, in conjunction with the other members of the Board Executive and where the Director of Student Publications is unable or in need of clarification inspects Union publications.
- (j) The Vice President shall sign cheques or otherwise authorise financial transactions when called to do so.
- (k) The Vice President shall exercise broad oversight over the formation and function of Committees, working parties, and other similar decision-making bodies.

#### **4. HONORARY TREASURER**

- (a) The Honorary Treasurer shall act in accordance with 8.4 of the Constitution.
- (b) The Honorary Treasurer shall:
  - (i) facilitate the Board's understanding of the financial performance and position of the Union by preparing a report for monthly Board meetings and organising regular financial training sessions with the Chief Financial Officer (or equivalent).
  - (ii) liaise weekly with the Chief Financial Officer (or equivalent).
  - (iii) with the President, meet with the audit partner as soon as is practicable after the election of the said President and Honorary Treasurer.
  - (iv) Oversee the maintenance by management of the Union's Risk Register
- (c) The Honorary Treasurer shall attend:
  - (i) meetings of the Board, the Board Executive, and other meetings as required
  - (ii) Specialist Committee meetings.
- (d) The Honorary Treasurer shall prepare a report for monthly Board meetings on matters of relevance to their organisational responsibilities.
- (e) The Honorary Treasurer, in conjunction with the other members of the Board Executive, shall inspect Union publications if called to do so, or as empowered by Union policy.
- (f) The Honorary Treasurer shall sign cheques or otherwise authorise financial transactions when called to do so.

#### **5. HONORARY SECRETARY**

- (a) The Honorary Secretary shall act in accordance with 8.5 of the Constitution.
- (b) The Honorary Secretary shall attend:
  - (i) meetings of the Board, the Board Executive, and other meetings as required
  - (ii) any ad hoc student forum meetings relating to student programs.
- (c) The Honorary Secretary shall prepare a report for monthly Board meetings on matters of relevance to their organisational responsibilities.
- (d) The Honorary Secretary shall hold the office of 'Director of Student Publications' and take on the title, duties, responsibilities, and powers of the position. In doing so, the Honorary Secretary shall oversee and lead the actions of the Directors of Student Publications, as well as organise defamation training for the incoming Directors of Student Publications.
- (e) The Honorary Secretary shall oversee the Union's public issues programs including internal events as well as developing and maintaining any strategic partnerships with third parties that may arise from time to time.
- (f) The Honorary Secretary shall oversee the co-ordination of the Union Annual Dinner and other Union public events.
- (g) The Honorary Secretary shall be responsible for the taking of minutes at meetings in the absence of the Board or Committee Secretary.

- (h) The Honorary Secretary shall oversee the Board's engagement with matters pertaining to Clubs & Societies and other initiatives relating to the student experience.
- (i) The Honorary Secretary will organise and oversee consultation initiatives with the membership.
- (j) The Honorary Secretary shall exercise a broad oversight over the performance and function of portfolio holders.
- (k) The Honorary Secretary shall sign cheques or otherwise authorise financial transactions when called to do so.

## **6. COMMITTEE CHAIRS AND DEPUTY CHAIRS**

- (a) Committee Chairs and Deputy Chairs shall:
  - (i) be familiar with the basic rules of meeting procedure
  - (ii) outline a meeting schedule for their Committee at the beginning of each Semester
  - (iii) prepare a detailed and appropriate Committee agenda for each Committee meeting that they Chair. This shall be sent out with the 'notice of Committee meeting'. In the event that extenuating circumstances prevent this, responsibility for agenda preparation and timely distribution shall be passed to other elected Director(s) to the Committee in question, and then to the Vice President
  - (iv) consult the Vice President, other elected Director(s) to the Committee in question as well as its ordinary members when setting Committee agendas
  - (v) maintain regular contact with all Committee members
  - (vi) at each Committee meeting, inform the Committee as to whether or not resolutions of the previous Committee meeting were adopted by the Board, and provide adequate reasoning thereto
  - (vii) report to Board on the Committee's current activities if requested and draw relevant matters to the Board's attention
  - (viii) inspect minutes of Committee meetings prior to their distribution with the next 'notice of Committee meeting'
  - (ix) where appropriate, be responsible for the running of working parties. At the conclusion of the working party's activities, the Chair shall produce a written report to the Committee concerned outlining the findings and recommendations of the working party
  - (x) where appropriate, be responsible for convening Selection Panels. The Chair shall consult the appropriate staff member in arranging a time for the Selection Panel to meet and shall contact Committee members to request and confirm their participation, as necessary
  - (xi) record and inform members of the financial position of the Committee
  - (xii) the Deputy Chair shall deputise accordingly to the Chair.
  - (xiii) Provide the Vice President with a brief summary of the discussion and decisions

of each meeting of the Committee within a reasonable timeframe after the conclusion of the meeting.

## **7. PORTFOLIO HOLDERS**

- (a) The holder of a Portfolio shall:
  - (i) be familiar with meeting procedure
  - (ii) be available to talk to students on issues relevant to their portfolio
  - (iii) be in regular contact with the relevant stakeholders, including other student organisations, collectives, Union and University staff
  - (iv) report to Board on current issues within their portfolio when required and draw relevant matters to Board's attention
  - (v) where appropriate, be responsible for the running of working parties
  - (vi) where appropriate, be responsible for convening Selection Panels
  - (vii) where relevant, speak at the opening of events on behalf of the Union

## **8. DIRECTORS OF STUDENT PUBLICATIONS**

- (a) The Directors of Student Publications (DSP) shall be the Honorary Secretary and two non-Executive Directors. In the event that the Honorary Secretary is not woman, or gender diverse person, at least one of the additional DSPs elected by the Board must be a woman, or gender diverse person.
- (b) [Repealed]
- (c) [Repealed]
- (d) The DSP(s) will check all Union and joint Union publications for defamatory material breaches of copyright and any other material that in the opinion of the DSP(s), in any way contravenes the Constitution, Regulations, or Policies of the Union.
- (e) [Repealed]
- (f) The DSP(s) shall ensure that no article of any Union publication, between the close of nominations and the declaration of the results of the Union election, passes biased judgment on any candidate or their policies.
- (g) The DSP(s) shall otherwise act in accordance with the Union's Director of Student Publications Policy.

## **APPENDIX 2 – BOARD COMMITTEES**

### **The Terms of Reference of the Committees currently constituted by the Board**

#### **CONTENTS**

Awards Committee

Governance Committee

Debates Committee

Work Health and Safety Committee

#### **A2.1 Awards Committee**

A2.1.1 There shall be an Awards Committee comprising:

- (a) the President (ex-officio), or their appointee, Chair
- (b) the Vice-President (ex officio)
- (c) one first year director
- (d) the Chief Executive Officer, or their appointee
- (f) the Director of Student Programs, or their appointee
- (g) the Director of Sales and Marketing
- (h) the Clubs and Societies Manager, or their appointee

A2.1.2 The Committee shall determine the allocation of the Union's prizes, being the Cultural Blue and Honorary Life Membership, and others as necessary. The Committee shall ratify the recommendations made by other nominations panels, as necessary. The Committee shall consider applications for new awards and the modification of existing awards and prizes, including terms and conditions, for approval.

A2.1.3 The Committee, or its delegate, shall source funding for awards in the form of:

- (a) Personal donations
- (b) Industry donations
- (c) Bequests
- (d) Union Funding

A2.1.4 The quorum for meetings of this Committee will be four voting members, including at least the President or Vice-President of the Union.

A2.1.5 The Committee shall convene at least once a year and may meet more often if necessary.

#### **A2.2 Clubs & Societies Committee**

A2.2.1 There shall be a Clubs & Societies Committee comprising:

- (a) the President (ex-officio)
- (b) the Vice President (ex-officio)
- (c) the Honorary Secretary (Chair)
- (d) one (1) non-executive director appointed by the Board (deputy chair)
- (e) up to two (2) ordinary members appointed by the Board.

Union Staff in attendance:

- (f) the Director of Student Programs,
- (g) the Clubs & Societies Manager

- A2.2.2 The Committee shall have oversight of the Clubs and Societies Program including, but not limited to policy, governance, compliance, strategy, regulation and risk mitigation.
- A2.2.3 The C&S Office shall be empowered to approve all clubs and societies funding.
- A2.2.4 The Committee shall operate in accordance with the Clubs & Societies Regulations, which the committee shall review at least annually to ensure their accordance with the broad and changing needs of clubs and societies.
- A2.2.5 Except by Special Resolution of the Board, no change made to the Clubs and Societies Regulations shall take effect until the beginning of the next academic year following the date of the Board meeting adopting the change.
- A2.2.6 The Committee shall make recommendations regarding the involvement of clubs and societies in Union Festivals and events, especially the Welcome and Orientation events
- A2.2.7 In the event of a disagreement or contention regarding a decision made by the C&S Office the matter will be referred directly to the Committee.
- A2.2.8 In the event of a disagreement or contention regarding an application at Committee, it will be referred directly to the Board for a final decision.
- A2.2.9 In the event of a disagreement or contention regarding interpretation of the Clubs & Societies Regulation not being resolved by the C&S Office or the Committee, it will be referred directly to the Board.
- A2.2.10 The Committee shall oversee that annual training schedule of C&S Executives, which shall include as a minimum including financial training, bullying and sexual harassment/assault, bystander, service of alcohol, meeting management, safe food handling, risk mitigation, event management, sponsorship, records management and electoral procedures.
- A2.2.11 The Committee shall oversee the strict compliance of clubs and societies with the requirements set out in the Union/University Affiliation Agreement.
- A2.2.12 The Committee shall oversee the Union's annual award of prizes to its clubs and societies.
- A2.2.13 The Committee shall oversee the application of new clubs and societies
- A2.2.14 Notwithstanding A2.3.12 and A2.3.14 the Committee may, upon the adoption of Terms of Reference, create sub-committees, panels or working parties to conduct specific

tasks, such as the selection of award recipients, the formulation of training modules and the approval of new clubs.

A2.2.15 The Committee shall meet, where practical, within the two weeks prior to the ordinary meetings of the Board.

### **A2.3 Governance Committee**

A2.3.1 There shall be a Governance Committee comprising:

- (a) the President (ex-officio)
- (b) one member of the Executive appointed by the Executive Committee
- (c) one non-Executive Director elected by the Board of Directors;
- (d) Chief Executive Officer or their appointee
- (e) Director of People and Culture
- (f) Director of Student Programs;
- (g) up to two external members appointed by the Executive Committee; and
- (h) up to two Senate Appointed Directors appointed by the Board of Directors.

A2.3.2 The Executive Committee shall appoint an Executive Director as Chair of the Committee.

A2.3.3 The Executive Committee shall appoint an external member as Deputy Chair of the Committee.

A2.3.4 The Committee shall conduct an annual review of the Constitution and Regulations, and the Chair shall present a report and any recommendations to the Board of Directors by 30 May each year.

A2.3.5 The Committee is responsible for advising the Board on effective governance by:

- (a) reviewing and monitoring the Constitution, Regulations, policies and procedures to ensure operational and legal compliance;
- (b) deliberating on the induction and professional development of Directors ;
- (c) considering and recommending any amendment or alteration to the Constitution, Regulations or policies of the Union; and
- (d) introducing and developing new policies of the Union.

A2.3.6 The Committee shall meet at least once every two months.

A2.3.7 All Directors, Heads of Department and the Board Secretary may attend and speak at the Committee.

A 2.3.8 The Chair of the Governance Committee shall serve as the primary interpreter of the Union Constitution and Regulations. In fulfilling this duty, the Chair is responsible for providing official interpretations and clarifications regarding the application and meaning of the constitutional and regulatory provisions.

## **A2.4 Debates Committee**

A2.3.1 There shall be a Debates Committee comprising:

- (a) the President (ex-officio)
- (b) the Vice President (ex-officio)
- (c) up to two other Directors of the Board
- (d) the Director of Debates (Deputy Chair)
- (e) up to twelve ordinary members appointed by the Board
- (f) up to two new members appointed by the Board

Union Staff in attendance (non-voting):

- (g) the Director of Programs, or their appointee.

A2.3.2 The Executive shall appoint a Director as Chair of the Committee.

A2.3.3 The Committee shall be responsible for the organisation of the Union's Debates programs and activities as articulated in the Debates Committee Guidelines & Procedures.

A2.3.4 The activities of the Debates Committee including selections, duty statements of Committee members, and intervarsity event funding will be governed by and is subject to the procedures outlined in the Debates Committee Guidelines & Procedures.

A2.3.5 All amendments to the Debates Committee Guidelines and Procedures will require Board endorsement by Special Resolution prior to coming into effect.

A2.3.6 The Committee shall meet monthly although it may meet less frequently during the Long Vacation.

## **A2.5 Work Health and Safety Committee**

A2.5.1 There shall be a Work Health and Safety Committee comprising:

- (a) The President (ex-officio);
- (b) The Director of People and Culture or their appointee (Chair);
- (c) The Facilities Manager or their appointee (Deputy Chair);
- (d) The Chief Executive Officer or their appointee;
- (e) Up to one Health and Safety Representative of the Student Programs Department;
- (f) Up to three Health and Safety Representatives of the Operations Department;
- (g) Up to one Health and Safety Representative of the Finance and IT Department;  
and
- (h) Up to one Health and Safety Representative of the Sales, Marketing and Membership Department.

A2.5.2 The Health and Safety Representatives under clauses A2.5.1(e)—(h) shall be elected by the staff of the respective departments under the supervision of the respective Head of Department.

A2.5.3 The Committee shall:

- (a) monitor implementation of the safety management systems and policies;
- (b) regularly review the safety management system for compliance with legislation and identifies opportunities for continuous improvement;
- (c) develop work health and safety standards, rules, procedures and performance targets for the Union;
- (d) consider and advise on organisation wide work health and safety issues;
- (e) receive work health and safety reports from members of staff;
- (f) conduct or review quarterly safety inspections;
- (g) make recommendations to the Board of Directors ensuring an appropriate level of resourcing and management is given to mitigating health and safety risk across the organisation; and
- (h) make management decisions to resolve the WHS issues it considers appropriate for the Committee to make, or if not considered within its terms, will decide further action.

A2.5.4 The Committee shall meet at least once every three months, as determined by the Chair.<sup>1</sup>

A2.5.5 The Committee shall nominate one of its own members each year to be a representative of the Union on the University Executive Work Health and Safety Committee.

A2.5.6 No business except adjournment shall be conducted at this Committee unless a quorum of at least four of the committee's members, including the Chair or Deputy Chair, is present. Clause 1.3.1 of appendix 3 of the Regulations shall not apply to this Committee.

## **A2.6 COVID-19 Response Committee**

[Repealed]

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<sup>1</sup> Sections 75(1) and 78 of the Work Health and Safety Act 2011 (Cth) prescribe meetings of the committee.

## **APPENDIX 3 – STANDING ORDERS**

In the course of each year, the Union holds a variety of meetings, ranging from the Annual General Meeting, through Board and Committee meetings, to informal working parties. These Standing Orders provide details about the procedures governing the conduct of those meetings.

### **PART A: GENERAL MEETINGS OF THE Union AND THE ANNUAL GENERAL MEETING**

The procedures relating to General Meetings of the Union are to be found in the Constitution. In addition, the following requirements apply:

1. The Chief Executive Officer shall give notice of a General Meeting of the Union within seven days after receipt of a requisition pursuant to the Constitution, stating the business to be transacted.
2. No General Meeting of the Union shall be held during vacation or on Saturday, Sunday or any Public or University holiday or commenced between the hours of 11.00 pm and 9.00 am the following day, or held on any premises other than the Union. For the purpose of reckoning the period of notice, any University vacation shall not be included.
3. Wherever practicable, notice of a General Meeting shall appear by an advertisement in any suitable Union publications.
4. The President shall chair General Meetings of the Union provided that the President shall not retain the chair during motions of dissent from the President's ruling.
5. The Vice-President shall chair General Meetings in the absence of the President provided that the Vice-President shall not retain the chair during motions of dissent from the Vice-President's ruling.
6. If the President and Vice-President are absent after fifteen minutes from the appointed time of commencement the meeting may elect a Chairperson from amongst its number provided that the Chairperson shall not retain the chair during motions of dissent from the Chairperson's ruling, and the President or Vice-President shall take the chair on arrival at that General Meeting.
7. At any General Meeting of the Union, a resolution put to the vote may be decided on the voices, but if any two Members ask for a show of hands, or any 30 Members ask for a ballot, the vote shall be so taken.

### **PART B: MEETINGS OF THE BOARD AND ITS COMMITTEES**

Meetings of the Board and Union Committees shall be conducted in accordance with the Constitution and the following Standing Orders, unless suspended from time to time in accordance with these Standing Orders.

#### **1. Committee Meetings, Subcommittees, Working Parties**

##### **1.1. Composition**

1.1.1. The Board shall elect or appoint a chair of each pursuant to the compositional requirements of the Constitution or the Regulations.

1.1.2. The Board shall conduct any election necessary to fill any vacancy that may from time to time arise on a Committee constituted by the Constitution or the Regulations made pursuant to it.

##### **1.2. Chairing**

- 1.2.1. The chair of any Committee shall not retain the chair during motions of dissent from that Director's ruling.
- 1.2.2. During motions of dissent from the Chair's ruling, the Deputy Chair, and in their absence or unwillingness a Director present on the Committee shall take the chair.
- 1.2.3. During motions of dissent from the Chair's ruling, in the absence of the Deputy Chair and another willing Director, the Committee may elect a Chairperson from amongst its Members.
- 1.2.4. The occupant of the Chair shall be bound by the decision of the meeting.
- 1.3. Limitations on the conduct of meetings
  - 1.3.1. No business except adjournment shall be conducted at any Union Committee meeting unless a quorum of at least either five (5) of the Committee's Members or at least half the Committee's Members, whichever is the less, including at least one Director, is present.
  - 1.3.2. No meeting of a Committee shall be held and no business conducted between the hours of midnight and 9.00 am except with and by the unanimous written consent of all members of that committee.
  - 1.3.3. A Board or Union Committee meeting shall be validly called when Notice has been given. All Notices of meeting shall specify day, date, time and place of the meeting, as well as the business proposed to be transacted at that meeting.
  - 1.3.4. A committee meeting shall not go beyond two hours after its scheduled commencement time, provided that the meeting may resolved to extend the time for thirty minutes and, at the expiry of that extension, a further period of thirty minutes.
- 1.4. Subcommittees and Working Parties
  - 1.4.1. All Union Committees shall have the power to appoint sub-committees from their Members.
  - 1.4.2. Committees may, where necessary, form working parties on specific projects, and these groups shall report back to the full committee.
  - 1.4.3. The Chair of the Committee shall be responsible for the running of the working parties.
  - 1.4.4. The purpose of a sub-committee or working party is to consider a specific item without involving the whole Committee, such as preparing a draft policy for consideration by the full Committee. Meetings are usually informal. Sub-committees are working parties can make recommendations to the full Committee, which may then pass a resolution to be considered by the Board.
  - 1.4.5. [Repealed].
- 1.5. Voting
  - 1.5.1. All matters shall be decided by the vote of a majority of those present and voting at the meeting.

- 1.5.2. Voting may be decided on by a show of hands, or if at least three Members ask for a secret ballot, the vote shall be so taken.
- 1.5.3. When a vote is taken by secret ballot, the Chair shall announce the number of votes for and against the motion.

## 1.6. General

- 1.6.1. The Clubs and Societies Committee are held in camera when applications for funding and registration are being considered due to the confidential nature of those items. Visitors are therefore not allowed to attend these meetings, unless they are invited to do so in relation to an application for funding.
- 1.6.2. Any Union member may attend Board or Committee meetings as an observer (except where items on funding are being discussed by the Clubs and Societies). However, only members of the Committee are allowed to vote. As a courtesy, members wishing to attend a meeting should try to let the Chair, Committee Secretary, or Board Secretary know in advance so that the seating and catering arrangements can be adjusted if necessary.
- 1.6.3. If an ordinary Committee member fails to attend two consecutive meetings without an apology or valid excuse, the Vice President in consultation with the relevant Chair, may advise the Board to replace the Committee member.
- 1.6.4. The agenda, minutes, and all papers for the Committee and Working Party meetings shall be made available upon request to any Board Director in any manner reasonably requested, unless specifically prohibited prior to the request itself by the Chair for a specific agenda item where absolutely necessary. This shall include the 'in camera' portions of each document.

## 2. Board Meetings

### 2.1. Substantive Motions and Amendments

- 2.1.1. No substantive motion or amendment may be proposed at the same meeting of the Board as is in substance the same as a motion or amendment previously proposed and disposed of at the meeting.
- 2.1.2. An amendment may be proposed to any substantive motion by addition to and/or deletion from the motion.
- 2.1.3. An amendment shall not oppose the intention of the original motion.
- 2.1.4. The proposer of a motion may amend or withdraw their motion with the consent of the seconder. Where such consent is not obtained, amendment shall be permissible, though the seconder may propose the original motion.
- 2.1.5. Where the proposer of a substantive motion accepts any proposed amendment, the amendment shall become the motion, whereupon the proposer of the original motion shall be deemed the proposer of the new motion.
- 2.1.6. Where the proposer of a substantive motion does not accept a proposed amendment, the amendment shall be debated and put, and if carried shall become the new substantive motion.
- 2.1.7. Should a proposed amendment be put and lost, and no further amendment be

proposed, the original motion shall again be open to debate.

2.1.8. A subsequent proposed amendment shall not be submitted until the first received proposed amendment is disposed of, though any speaker may foreshadow further proposals for amendment. These shall be dealt with in the order in which they are received.

2.1.9. A second substantive motion shall not be accepted until the motion under debate has been disposed of provided that notwithstanding anything in these Standing Orders, two or more motions dealing with the same subject matter may be considered in cognate form, except where the intention of motions are opposing, whereupon one motion shall be declared to be substantive and the others as foreshadowed.

The order of debate shall then be:

- (a) Mover of the substantive motion
- (b) Secunder of the substantive motion
- (c) Mover of the foreshadowed motion
- (d) Secunder of the foreshadowed motion
- (e) Speakers for the substantive motion and the foreshadowed motion alternately
- (f) Right of reply for the foreshadowed motion
- (g) Right of reply for the substantive motion

2.1.10. The substantive motion shall be put and, if carried, other motions shall lapse. Where the substantive motion is lost, any foreshadowed motions shall be put without further debate.

2.1.11. A motion shall lapse if, when the motion is put to a vote, there is no seconder.

2.1.12. A report or statement of accounts may be:

- (a) received by the meeting by formal motion, or
- (b) debated with or without amendment by formal motion.

## 2.2. Procedural Motions

2.2.1. A motion shall be set aside on the affirmative resolution of the motion "That the meeting proceed to the next item of business", whereupon no further debate shall be allowed on this item during the meeting.

2.2.2. Debate on a motion shall be stood over at least until the next meeting on the affirmative resolution of the motion "That the motion lie on the table."

2.2.3. Debate on a motion shall be closed on the affirmative resolution of the motion "That the motion be not now put", and no further debate shall be allowed on that item during the meeting.

2.2.4. Debate on a motion shall be closed on the affirmative resolution of the motion "That the motion be now put", whereupon the substantive motion shall be put

without further debate or amendment but allowing the proposer their right of reply.

- 2.2.5. On the affirmative resolution of the motion “That the motion be not now put”, the meeting shall proceed to the next item of business, no further debate being allowed on the motion so disposed of. On the negative resolution of the motion, the substantive motion shall be put without further debate or amendment but allowing the proposer their right of reply.
- 2.2.6. The Chair need not accept procedural motions if, in their opinion, there has not been sufficient debate on the question.
- 2.2.7. A procedural motion shall take precedence over any substantive motion or proposed amendment to such motion.
- 2.2.8. Should any question arise which requires a decision by the Chair as to whether a motion is procedural, the Chair shall use the following rules in making their decision:
  - (a) The following motions shall be considered, subject to the discretion of the Chair, as procedural motions, to be put to the meeting without debate:
    - (i) That a person should or should not be heard
    - (ii) That a person should not be further heard
    - (iii) That strict order of debate be followed
    - (iv) That the motion now be put
  - (b) The following motions shall be considered, subject to the discretion of the Chair, as procedural motions which may be debated:
    - (i) That the motion be not now put
    - (ii) That the meeting be adjourned
    - (iii) That the motion lies on the table
    - (iv) That the debate be adjourned
    - (v) That the meeting proceeds to the next item of business.
- 2.2.9. Where the Chair rules upon any point of procedure, their ruling shall determine the matter, save that the meeting may entertain any motion of dissent from such ruling. The motion of dissent shall be in the form “That the meeting dissents from the Chair’s ruling.”, and upon that resolution, the Chair’s ruling shall be of no effect. When the dissent motion is proposed the Chair shall vacate the Chair. The proposer and the Chair, in whose ruling the dissent was moved, only shall speak, after which the motion shall be put. The motion shall be carried by a simple majority.

### 2.3. Speaking

- 2.3.1. A Director desiring to speak shall address the Chair.
- 2.3.2. No speech, other than the report of a member of the Executive of the Board,

shall be permitted to save a distinct motion either already submitted to the meeting for deliberation or by way of an amendment of a substantive motion.

- 2.3.3. Where two or more members desire to speak, the Chair shall call upon the member who, in the Chair's opinion, first indicated such intention.
- 2.3.4. [Repealed].
- 2.3.5. Procedural motions or motions for amendment shall be considered new questions, and persons who have spoken on the substantive matter may speak again after the procedural motion, or after an amendment has been proposed and seconded.
- 2.3.6. In all cases the right of reply shall be allowed to the proposer of a motion other than a procedural motion, after which the motion shall be put forthwith.
- 2.3.7. No member shall speak to any motion after it has been put.
- 2.3.8. The seconder of a proposed motion or amendment may speak after the proposer or may reserve their right to speak until later in any debate where speakers, if any, oppose the motion. Where there is no opposition to the proposed motion, the seconder's reserved right shall not be exercised.
- 2.3.9. Upon the procedural motion "That strict order of debate be followed" being put and affirmatively resolved, the Chair shall permit only one speech per speaker, except to allow the proposer to present a right of reply, nor shall they permit consecutive speeches either in favour of, or opposing, the motion.
- 2.3.10. At the discretion of the Chair, no member shall speak to a motion for more than five minutes.
- 2.3.11. Subject to these Standing Orders, any member addressing the meeting shall be heard in silence.
- 2.3.12. [Repealed].
- 2.3.13. A Director may take a point of order at any time. On the taking of such a point of order, all debate shall be suspended until such time as the Chair rules on the point of order. A point of order shall be clearly and succinctly stated, shall contain no irrelevancy, and shall not seek to debate any motion before the Chair.

A point of order shall show that the speaker was:

- (a) using unseemly language
- (b) not speaking on the question
- (c) infringing on the provisions of the Constitution, Regulations or these Standing Orders, and insofar as they do not provide, the Common Law of Meetings.

#### 2.4. Limitations on the conduct of meetings

- 2.4.1. A Board meeting shall be adjourned after four hours of its commencement, provided that the meeting may resolve to extend the time for thirty minutes and, at expiry of that extension, a further period of thirty minutes.
- 2.4.2. A meeting is not validly constituted, and no business except adjournment can be conducted, unless a quorum of 7 Directors is reached.

- 2.5. Rescission Motions
- 2.6. [Repealed]
- 2.7. Suspension of Standing Orders
  - 2.7.1. Any of these Standing Orders, or any part of any Standing Order, may be suspended from time to time upon the affirmative resolution of the motion, “That so much of Standing Orders be suspended as would prevent...”. The latter part of the motion shall state succinctly the purpose for which such a suspension is intended. The motion shall be carried by a simple majority.
- 2.8. In Camera
  - 2.8.1. The Board may request staff to leave if the meeting moves in camera.
  - 2.8.2. In camera minutes are tabled at each meeting of the Board. They are not therefore available for general circulation. They are available for reading by any person who was entitled to be present at the meeting, even if they did not in fact attend.
  - 2.8.3. Resolutions from in camera sections of Board meetings form part of the official minutes, but the discussion remains confidential.
  - 2.8.4. The procedure for in camera sessions is as follows:
    - (a) The meeting resolves “that the meeting move *in camera*”.
    - (b) The discussion and any resolutions are minuted.
    - (c) A resolution is passed “that the meeting moves *ex camera*”.
  - 2.8.5. While the Board considers and resolves to approve/amend in camera minutes at each subsequent Board meeting, they are not circulated for reasons of confidentiality. Any Director or Committee member may read a copy of the in camera minutes of a meeting to which they were entitled to be present, even if they did not attend the meeting. No other person is entitled to see the minutes.
- 2.9. General
  - 2.9.1. The Board is required by the Regulations to meet at least ten times in each year. Meetings are usually held on the last Friday in each month, except when some special circumstance arises.
  - 2.9.2. Special Meetings may be convened to discuss issues that need urgent resolution. Four members of the Board may request a Special Meeting by delivery of a signed request to the President.
  - 2.9.3. Board meetings are chaired by the President, or in their absence, by the Vice-President.
  - 2.9.4. Board meetings are open to all members of the Union.
  - 2.9.5. There is an Agenda item being Open Question Time, at which Directors and members may bring to Board’s attention any matter relating to Union affairs and ask questions of Directors and staff.
  - 2.9.6. Members are free to remain throughout the meeting but will be asked to leave if the meeting moves in camera.

- 2.9.7. In attendance at every Board meeting are the CEO, Board Secretary, and members of the senior management team. The staff members are present in an advisory capacity and have speaking rights, but they are not allowed to vote.
  - 2.9.8. Retrospective apologies and apologies given through a third party are not accepted.
  - 2.9.9. Apologies should be conveyed directly to the Board Secretary, the Committee Secretary, the President (in the case of Board meetings) or the Committee Chair.
- 2.10. Voting by Proxy
- 2.10.1. Members of the Board may vote by proxy at any meeting of the Board, or any meeting of a Committee or Working Party, subject to the procedure in these standing orders.
  - 2.10.2. A Board Director seeking to vote by proxy must provide the Chair of the relevant voting body with a document nominating another voting member of that body to act as their proxy. This document must contain the signatures of both the assignor and assignee.
  - 2.10.3. For the avoidance of doubt, an electronic document may satisfy the requirements of standing order 2.9.2
  - 2.10.4. A vote assigned by proxy may only be exercised in a formal vote of the voting body, the results of which are to be counted in order to ascertain its passing, or in any vote which requires unanimity.
  - 2.10.5. A proxy may be withdrawn at any time in writing by the assignor if communicated to the Chair. For the avoidance of doubt, this includes electronic communication.
  - 2.10.6. If a proxy has been withdrawn under standing order 2.9.5 and yet exercised nonetheless, the result of that vote may be challenged if the proxy vote being exercised invalidly will have affected the outcome of the vote. For the avoidance of doubt, a withdrawal effected but not read, noticed, or acknowledged by the Chair will still be an effective withdrawal for the purposes of this standing order.
  - 2.10.7. A proxy may be altered at any time in writing to the chair by the assignor, but requires the assent of the assignee to be effective. If the assignee does not approve the alteration in writing to the chair, then the proxy will be taken as withdrawn in the manner contemplated by standing order 2.9.5.
  - 2.10.8. Directors who have assigned their votes to a proxy may not themselves vote at the relevant meeting unless they have withdrawn their proxy.
  - 2.10.9. Any proxy allocated under these standing orders may be directed or undirected. That is, it may mandate the vote be exercised in a manner predetermined by the assignor, or it may be left to the discretion of the assignee.

## APPENDIX 4 – USE OF UNION SPACE PERMISSIONS

The terms upon which Union spaces may be used by particular groups affiliated with the Union

### CONTENTS

The Cellar Theatre

#### A4.1 The Cellar Theatre: The University of Sydney Union Students' Performance Space

- A4.1.1 The theatre beneath the Holme Building, facing Science Road, commonly known as THE CELLAR shall be officially titled THE CELLAR THEATRE: THE UNIVERSITY OF SYDNEY UNION STUDENTS' PERFORMANCE SPACE. There shall be a sign displaying this name, with the ADDENDUM "HOME OF SUDS – AUSTRALIA'S OLDEST CONTINUOUS THEATRE COMPANY."
- A4.1.2 The Cellar Theatre: The University of Sydney Union Students' Performance Space, shall be available to SUDS throughout the year for the purposes of auditions, productions, workshops, rehearsals, meetings, and guest speakers.
- A4.1.3 The use of The Cellar is based on the concept of mutual responsibility. The University of Sydney Union Facilities Department shall be responsible for the maintenance and safety of The Cellar Theatre in terms of hygiene, drainage, and safety requirements; whilst the user, as outlined in THE CELLAR THEATRE: THE UNIVERSITY OF SYDNEY UNION STUDENTS' PERFORMANCE SPACE USAGE AGREEMENT document will abide by any staff directions in terms of health and safety issues.
- A4.1.4 An annual safety inspection of the space will be conducted by a representative of the Union Facilities Department.

This shall include the checking and testing of:

- (a) All lanterns and their power cords, including earth continuity
- (b) All power cords, including earth continuity
- (c) Light dimmers
- (d) All racks Outlets, including earth continuity
- (e) Sound equipment
- (f) General power outlets
- (g) Drainage
- (h) Wall and ceiling lamps - including illuminated exit signs
- (i) Fire equipment
- (j) Crash doors
- (k) All essential services

The University of Sydney Union will notify the SUDS Executive of the time and date of the annual inspection two weeks in advance of the inspection being carried out. Further, the University of Sydney Union will invite the SUDS President (or representative) to be present at the inspection and will provide the SUDS Executive with a written report detailing the results of the inspection no later than two weeks after the conclusion of the inspection.

- A4.1.5 Any safety or maintenance problems occurring throughout the year shall be reported immediately to the Programs Manager in Student Programs Department.
- A4.1.6 Subject to Board approval, the upkeep of Union-owned equipment in The Cellar shall be maintained through R&M budgets. Funding for the replacement of consumables - such as light bulbs and gels - may be applied for through the C&S Committee.
- A4.1.7 The space is to be maintained as a dedicated space for student theatrical and performance activities.

The following is to be understood:

- (a) Access to The Cellar shall comply with the objectives laid down in the Constitution, Regulations and policies of The University of Sydney Union (particularly, in this context, article 3.1 (b) of the Holme Annexe Constitution, “to work towards creating an environment free from all forms of discrimination and harassment”, and ACT5/00 of the Union’s Policy Document, which prohibits “any performance or activity on Union premises that demeans or degrades Union members on the basis of their gender, sexuality, ethnicity or religion.”);
- (b) Any current member of the Union may join SUDS and make a proposal for the use of the space. Such usage shall be determined by general meetings of SUDS, at which all SUDS members have equal voting rights.

## APPENDIX 5 – MANAGEMENT OF CLUBS AND SOCIETIES

### 1. Clubs and Societies Office

- (1) There shall be a Clubs and Societies Office (known as the C&S Office, or equivalent), for the administration and management of the Clubs and Societies Program.
- (2) The C&S Office shall be led by a Clubs and Societies Manager, who shall report to the Head of Department appointed by the Chief Executive Officer.
- (3) The relevant Head of Department shall provide regular reports on the activities of the C&S Office to the Board of Directors.
- (4) Only the following documents are binding on the C&S Office for clubs and societies:
  - (a) The Holme Annexe Constitution and Regulations;
  - (b) The C&S Handbook; and
  - (c) Duly carried, formal resolutions or policies of the Board of Directors or C&S Committee.
- (5) Board Directors must not seek to influence particular decisions of the C&S Office through any special access to Holme Annexe employees.
- (6) Subject to subclause (7) and the binding documents listed in subclause (4), the powers and responsibilities of the C&S Office include, but is not limited to:
  - (a) Providing general governance of clubs and societies, including strategy and risk mitigation;
  - (b) Managing and approving funding (including discretionary funding) for clubs and societies;
  - (c) Managing and approving events organised by clubs and societies;
  - (d) Reviewing and approving proposed amendments of constitutions of clubs and societies;
  - (e) Organising training for executive members of clubs and societies, including financial training, bullying, sexual harassment/assault, bystander, service of alcohol, meeting management, safe food handling, risk mitigation, event management, sponsorship, records management, and electoral procedures;
  - (f) Facilitating the participation of clubs and societies in Union festivals, activations, and events, including Welcome Fest;
  - (g) Overseeing the strict compliance of clubs and societies with the requirements set out in the Holme Annexe/University Affiliation Agreement;
  - (h) Determining and resolving any disputes and complaints arising from clubs and societies, including the power to penalise, or suspend clubs and societies for misconduct; and
  - (i) Making systems and policies for the management of clubs and societies.
- (7) However, the C&S Office does not have the power to:
  - (a) Approve or reject an application to register a club or society;
  - (b) Amend the C&S Handbook.

## **2. Clubs and Societies Committee**

- (1) There shall be a Clubs and Societies Committee (known as the C&S Committee), which shall be composed of:
  - (a) The Honorary Secretary (ex-officio), who shall be the Chair and also hold a casting vote in the event of a 50:50 vote split;
  - (b) One non-Executive Director, who shall be the Deputy Chair;
  - (c) The President (ex-officio);
  - (d) The Vice President (ex-officio);
  - (e) One ordinary member appointed by the Board of Directors;
  - (f) The relevant Head of Department; and
  - (g) The Clubs and Societies Manager.
- (2) The functions of the C&S Committee are as follows:
  - (a) To Monitor and review the exercise by the C&S Office of its powers and responsibilities;
  - (b) To interpret, review and amend the C&S Handbook in accordance with clause 3;
  - (c) To approve or reject applications to register new clubs and societies; and
  - (d) To make recommendations to the Board of Directors and C&S Office on matters pertaining to clubs and societies, including the deregistration of clubs.
  - (e) Notwithstanding 2(d), for the avoidance of doubt, only the Holme Annexe Board of Directors may authorise the deregistration of a Holme Annexe club or society.
- (3) The C&S Committee may refer any matter to the Board of Directors with or without a recommendation.

## **3. C&S Handbook**

- (1) The C&S Handbook shall contain the policies for clubs and societies.
- (2) The C&S Handbook shall not be amended unless the amendment has been approved by a simple majority of the C&S Committee.
- (3) In the case of any conflict between the C&S Handbook and the Holme Annexe Constitution and Regulations, the Holme Annexe Constitution and Regulations shall prevail.
- (4) In the case of any conflict between the C&S Handbook and policies made by the C&S Office, the C&S Handbook shall prevail.

## **4. Dispute and Complaint Resolution**

- (1) Upon receiving a dispute or complaint arising from clubs and societies, the C&S Office shall either:
  - (a) Resolve the dispute or complaint in accordance with the Holme Annexe Constitution and Regulations, C&S Handbook and policies made by the C&S Office; or

- (b) Refer the dispute or complaint to the C&S Committee or Board of Directors with or without a recommendation.
- (2) A Member, club or society may appeal a decision of the C&S Office to the C&S Committee in writing.
- (3) A Member, club or society may appeal a decision of the C&S Committee to the Board of Directors in writing.
- (4) If an application to register a new club or society was rejected by the C&S Committee, a Member who made the application may appeal the decision to the Board of Directors in writing.