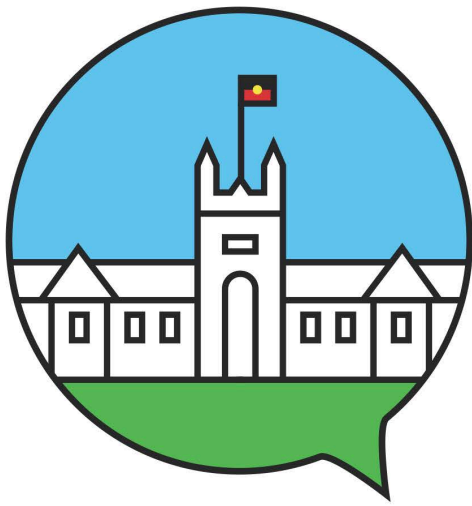


# Students' Representative Council



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## Constitution & Regulations

April 2019

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# Constitution

## SECTION ONE

### THE STUDENT BODY:

- (a) The Student Body of the University of Sydney shall consist of the whole number of students, whether matriculated or unmatriculated, who:
  - i. Enrol in a Bachelor's degree, an undergraduate diploma, or as a non degree student; and
  - ii. Who choose to be part of the Student Body for the purposes of this Constitution.
- (b) The Council may not charge a fee for membership of the student body.

## SECTION TWO

### THE COUNCIL:

- (a) The name of the Council shall be "The Students' Representative Council of the University of Sydney". The Sydney University Undergraduates' Association, the Sydney University Women Undergraduates' Association and the Sydney University Evening Students' Association are incorporated in the Council.
- (b) The Council shall consist of the Representatives, the President and other Officers of Council as specified in Section 4 hereof and as defined in the Regulations, the Presidents of the Faculty Societies listed in the First Schedule, or their nominees, and of the holders for the time being of such offices as the Council shall from time to time determine.
- (c) The Council may proceed to the despatch of business, notwithstanding that any electoral group is not represented on the Council.
- (d) The Council shall meet at least once every month during both Semesters.
- (e) The presence of at least fifty per cent (50%) of Representatives eligible to be present shall be necessary to constitute a meeting of the Council for the exercise of the powers of the Council.
- (f) Questions arising in the Council shall be determined by a majority of votes of the Representatives or their proxies present and voting. When the votes are equal, the question shall pass in the negative.
- (g) The President and Representatives shall take office on the first day of December following the Annual Elections and subject to Sections 3(h), 4(e), 9(l), and 18 shall hold office until the last day of November thereafter. Provided that in the case of a by-election, the person or persons elected shall take office from the time at which the Electoral Officer declares the result of the election.
- (h) A member of the Council ex-officio shall cease to be a member if s/he ceases to hold office by virtue of which s/he became a member.

## SECTION THREE

### REPRESENTATION:

- (a) The number of representatives shall be calculated by providing for one representative for every one thousand (1000), students enrolled in an undergraduate degree, or part thereof, and if the result is an even number by then raising that number to the next odd number, provided that the number of representatives shall be no less than twenty nine (29).
- (b) The Electoral Officer shall determine each year prior to the Annual Elections in September, the number of Representatives under subsection (a) above, and the number so determined shall remain unchanged until the next Annual Elections.
- (c) The election of representatives shall be conducted each year in September in such a manner as the Council may prescribe, subject to this constitution, by an Electoral Officer appointed by the Council.
- (d) The representatives shall be elected by the student body voting as one electorate under the system of proportional representation set out in the Second Schedule.
- (e) No person shall be eligible for election as a representative who is not at the time their election a member of the student body and has paid affiliation fees to the Council.
- (f) Subject to subsection (g) below, if the place of any representative becomes vacant, the Council shall fill the vacancy by appointing to the position an unelected person on that representative's group at the time of the election, as nominated by the vacating member, subject to such nominee's consent. Where Council is unable to obtain such a nomination, it shall appoint a member of the student body who was on the ballot paper in the most recent election, as nominated by the vacating member, subject to such nominee's consent. Where the Council is not able to obtain such a nomination, it shall appoint a member of the student body who has paid affiliation fees to the Council to fill the vacancy, subject to such appointee's consent.
- (g) Should the number of casual vacancies filled under the provisions of subsection (f) above at any time during the term of office of any one Council be equal to or greater than one-third of the number of Representatives elected, a by-election for all those positions shall be conducted unless the last vacancy occurs during the Second Semester. The appointments made by the Council under sub-section (f) shall become void from the time of opening of nominations for the by-election.
- (h) A representative shall be dismissed by one of the following procedures:
  - i. delivery to the President or General Secretary of a petition signed by five hundred (500) members of the student body calling for their dismissal; followed by a two thirds majority voting at a duly convened General Meeting of the Student Body in favour of their dismissal.
  - ii. failure to fulfil attendance obligations as outlined in the regulations; followed by a two-thirds majority vote of the Representatives present and voting at a meeting of the Council convened in accordance with this Constitution and the Regulations.
  - iii. failure to pay affiliation fees to the Council in accordance with this Constitution and Regulations, followed by a two-thirds majority vote of the Representatives present and voting at a meeting of the Council convened in accordance with this Constitution and the Regulations.
- (i) Deleted 22<sup>nd</sup> August 2006

## **SECTION FOUR**

### **THE PRESIDENT:**

- (a) There shall be a President who shall be the Chief Executive Officer of the Council.



- (b) The President shall be elected each year by secret ballot of the members of the Student Body at the same time as the election of the Representatives. A preferential method of counting the papers shall be used for electing the President.
- (c) The President shall at the time of their nomination and election be a member of the Student Body who has paid affiliation fees to the Council.
- (d) Before or during any absence of the President, Executive may appoint a member of Council to be Acting President for the duration of such absence, provided that the Council may otherwise direct.
- (e) The President shall be dismissed from office only when:
  - i. a petition calling for their dismissal from office signed by at least five hundred (500) members of the student body has been received by the General Secretary, and;
  - ii. a motion for their dismissal has been carried by a two thirds majority of General Meeting of the Student Body, the quorum of which shall be two hundred (200), and which shall be conducted in accordance with Section 17 (d) of this constitution.
- (f) In the event of a vacancy in the office of President, a by-election shall be conducted as soon as possible and the person elected shall hold office for the remainder of the term of their predecessor. Provided that should such vacancy occur during Second Semester, no by-election shall be held and the Council shall appoint an Acting President for the remainder of the term of office.

## SECTION FIVE

### THE EXECUTIVE:

- (a) The Executive shall consist of the President, the Vice-President, the General Secretary and five ordinary members who shall be elected in the manner provided for in Section 7(a).
- (b) The Executive shall be empowered to make decisions on behalf of and to carry out the policy of the Council, provided that no decision shall be inconsistent with the policy of the Council, and all acts and decisions shall be reported to the next regular meeting of the Council.
- (c) The quorum for a meeting of the Executive shall be four (4).
- (d) When the position of an ordinary Executive member becomes vacant, the Council shall elect a Representative to fill the vacancy.
- (e) Where any of the positions of President, Vice President and General Secretary are jointly held by two or more persons, they shall jointly hold one vote on the Executive.
- (f) The Executive shall:
  - i. oversee the Council's performance;
  - ii. approve and monitor the Council's policy and other aspects of its strategic direction;
  - iii. establish and monitor the Council's annual budget and annual business plan;
  - iv. oversee risk management and risk assessment within the Council;
  - v. establish and monitor the Council's systems of control and accountability; and
  - vi. regularly review its own performance (in light of its powers and obligations under this Constitution).
- (g) The Executive shall engage a person with an appropriate financial background who will be accountable for ensuring that the Council is properly managed from a financial

perspective and who will provide advice and reports to the Executive on financial management of the Council

## **SECTION SIX**

### **OFFICERS OF THE COUNCIL:**

- (a) The Council shall include the following Officers:
  - i. a Vice-President;
  - ii. a General Secretary;
  - iii. deleted 22 August 2006;  
and such other Officers as Council shall establish by Regulation.
- (b) Deleted (date unknown)
- (c) No officer of the Council shall be removed from office without the consent of the Representatives present and voting at a meeting of the Council convened in accordance with this Constitution and the Regulations.
- (d) An Officer of the Council shall be removed from office by the following procedure only:
  - i. ten days notice of motion to dismiss the Officer shall be given in writing;
  - ii. such a motion shall state clearly the reason for which the mover considers that the officer should be removed; and
  - iii. the motion shall be included in the Motions on Notice section of the Agenda for the next meeting of the Council.
- (e) The Council may elect two or more qualified persons to any office. Persons so elected shall be designated Co-Officers as appropriate; and provisions of Section 6 (c) and (d) shall apply to them.

## **SECTION SEVEN**

### **ELECTION OF OFFICERS AND THE EXECUTIVE:**

- (a) Notwithstanding Section 2(g), the Representatives elect shall, following the Annual Elections and prior to the last day of Second Semester, meet for the purpose of electing:
  - i. five ordinary members of the Executive from amongst themselves;
  - ii. the Officers of Council from amongst the members of the Student Body who have paid their affiliation fees to the Council; and
  - iii. the members of such Committees of Council as may be prescribed by Regulation providing they have paid their affiliation fees to the Council.
- (b) Only the Representatives elect or their proxies appointed in the manner prescribed by Regulation shall be eligible to vote in these elections.
- (c) Quorum for the meeting shall be half the number of Representatives elect.
- (d) The meeting and the elections shall be conducted in a manner prescribed by Regulation.
- (e) The Officers of Council elected pursuant to subsection (a) above, shall take office on the first day of December following the Annual Elections and subject to Sections 6(c) and 6(d) shall hold office until the last day of November thereafter.

- (f) The ordinary members of the Executive shall take office on the first day of December following the Annual Elections and provided they remain Representatives, shall hold office until the last day of November thereafter.
- (g) Except as otherwise provided in this Constitution, when an Office of Council becomes vacant, or remains unfilled on the first day of December, the Council shall elect a member of the Student Body who has paid their affiliation fees to the Council to fill the vacancy. A person so elected shall, subject to Sections 6(c) and 6(d) hold office from the declaration of the election result until the last day of November thereafter.
- (h) When an ordinary position on the Executive becomes vacant, or remains unfilled on the first day of December, the Council shall elect a Representative to fill the vacancy. A Representative so elected shall hold office from the declaration of the election until the last day of November thereafter.

## **SECTION EIGHT**

### **OBJECTS AND FUNCTIONS:**

- (a) The Objects of the Council shall be to defend and advance the interests of students at Sydney University and in the community.
- (b) The Council shall represent the Student body and conduct its affairs.
- (c) The Council shall encourage the development of organisations formed within the University by members of the Student Body and may assist them in the furtherance and attainment of their objectives.

## **SECTION NINE**

### **POWERS:**

The Council shall have power to do all such things as may be incidental or conducive to the attainment of any of its objects, and in particular:

- (a) To summon and conduct a General Meeting of the Student Body.
- (b) To submit a proposal or question to the Student Body, or any part thereof and to take a vote thereon in such manner as the Council thinks proper.
- (c) To make representations to the University authorities on behalf of the Student body or any member of or group within the Student Body.
- (d) To publish and authorise the publication of any magazine, newspaper or printed matter on behalf of the Student Body.
- (e) Deleted 22<sup>nd</sup> August 2006
- (f) To delegate to a Sub-Committee any matter for investigation and report.
- (g) To appoint and prescribe the duties of any officer of the Council, insofar as it does no conflict with Section 4 of this Constitution.
- (h) To enter into and make arrangements, and to employ persons on such terms as the Council deems proper.
- (i) To acquire, manage, deal with and dispose of any property.

- (j) To invest any money(s) in any investment in which trustees are authorised by law to invest, and to vary, transpose and realise any such investments.
- (k) To borrow money and to give security over any property of the Council
- (l) To make Regulations not inconsistent with the Constitution, providing for the dismissal from Office of any member of Council, including the Representatives upon that member's failing to attend to their obligations, including their obligation to attend meetings.
- (m) To maintain a register of clubs and societies and to extend financial or other assistance to such student organisations which have been registered for at least six months and whose activities and future plans have been explained to the satisfaction of the Council.
- (n) To make regulations, not inconsistent with this Constitution prescribing any matters necessary or convenient to be prescribed for giving effect to this Constitution.

## **SECTION TEN**

### **HONI SOIT:**

The Council shall publish a journal to be known as Honi Soit, which shall be the official journal of the Students Representative Council. The editor/s of Honi Soit shall be elected at the annual elections each year. Editor/s at the time of nomination shall be member(s) of the student body who have paid their affiliation fees to the Council.

## **SECTION ELEVEN**

### **ACCOUNTS:**

The Council shall keep proper accounts of property of the Council and of all moneys received and expended by the Council, and cause the accounts to be audited once at least every year.

## **SECTION TWELVE**

### **ANNUAL REPORTS:**

- (a) The Council shall cause to be published in first semester, its Annual Report and Audited Accounts and shall present them for noting to the first Council meeting following publication.
- (b) The Council shall forward each year to the Senate its Annual Report and Audited Accounts.

## **SECTION THIRTEEN**

### **MEMBERSHIP AND AFFILIATIONS:**

- (a) The Council may set a fee structure for affiliation to the Council.
- (b) Where the Council sets an affiliation fee equal to \$0, every member of the student body shall be considered to have paid the affiliation fee to the Council.
- (c) The Annual Fee for affiliation to the Council shall be no more than one hundred (\$100) in 2006 and this cap shall increase each year thereafter at the Annual Rate of the Consumer Price Index as calculated by the Australian Bureau of Statistics at the thirtieth (30th) day of June in the preceding year.

(d) Deleted 22<sup>nd</sup> August 2006

(e) Deleted 22<sup>nd</sup> August 2006

## **SECTION FOURTEEN**

### **OPERATION OF THE CONSTITUTION:**

This Constitution and all regulations and decisions made by the Council under this Constitution shall be binding on every member of the Student Body. Decisions of any Council shall bind its successors unless and until they are superseded or rescinded.

## **SECTION FIFTEEN**

### **REFERENDA:**

- (a) Notwithstanding anything in this Constitution, the Student Body may by petition signed by at least four hundred and fifty members (450) of the Student Body require the Council to submit any decision which the Council has made in pursuance with this Constitution to a referendum of the Student Body which must meet the following criteria in order for it to bind the Council:
- i. The petition is submitted to the General Secretary within fourteen (14) days of the decision which the petitioners wish to submit to a referendum has been made by the Council.
  - ii. The question put to the referendum must be the same as that contained on the petition stated above.
  - iii. At least three thousand members of the Student Body must vote in such a referendum.
  - iv. Two-thirds of those voting in the referendum must approve of the question put.
  - v. The receipt of such a petition by the General Secretary shall delay the operation of the decision of the Council until it has been voted upon as aforesaid.
- (b) Notwithstanding anything this Constitution contains the Student Body may:
- a. By a petition of initiation signed by at least four hundred and fifty (450) members thereof propose any Referendum motion in connection with the affairs of the Student Body.
  - b. Every such petition shall contain the full text of the Referendum motion proposed and shall be lodged with the General Secretary to the Council.
  - c. Upon receipt of any such petition the Council shall submit the Referendum motion proposed to a referendum by ballot.
  - d. If at least three thousand (3,000) of the members for the time being of the Student Body vote upon such referendum and if such Referendum motion is approved by a majority of at least two-thirds (2/3) of the members voting thereon the Referendum motion as approved as aforesaid shall be deemed to be a decision of the Student Body and shall be binding upon the Council accordingly.
- (c) The Council may submit such motions as it sees fit to the student body in the form of a Referendum. Referenda shall comply with the provisions of Part Twelve of the SRC Regulations.
- (d) The Council and every member thereof shall be indemnified by the Student Body and also from the funds of the Council from and against all losses and liabilities which one Council or members thereof or any of them may incur or become liable to either directly or indirectly by reason of any abrogation or amendment of any of its decisions by the Student Body in pursuance of Section 15(a) hereof, or by reason of any decision of the Student Body made in pursuance of Section 15(b).

## **SECTION SIXTEEN**

### **ALTERATION OF THE CONSTITUTION:**

- (a) This Constitution shall not be altered unless the proposed alteration is submitted by the Council to the Student Body either at a General Meeting under Section Seventeen hereof or at a referendum under Section 15 hereof, and is approved by two-thirds (2/3) of the members voting on this question.
- (b) Whenever so requested by a petition signed by at least two hundred (200) members of the Student body, the Council shall submit to the Student Body any alteration of the Constitution therein proposed.
- (c) The Council shall give at least twenty-one (21) days notice of its intention to submit any alteration proposed under this section.

## **SECTION SEVENTEEN**

### **GENERAL MEETINGS:**

- (a) A General Meeting of the Student Body shall be convened by the President, or in their absence, the General Secretary:
  - (i) when it is required by the Constitution, Regulations, or the Council, or
  - (ii) on receipt of a requisition signed by at least two hundred (200) members of the Student Body and stating the business to be put to the meeting.
- (b) A General Meeting may be held in two or more divisions meeting at different locations provided that all divisions meet at the same time. The decisions of such a meeting shall be determined by a total of the votes cast in all divisions.
- (c) The quorum for a General Meeting of the Student Body shall be two hundred (200) members of the Student Body.
- (d) Where a General Meeting of the Student Body has been convened as part of an investigation into the SRC under Section Eighteen hereof, or in order to dismiss from office any Officer or Representative, or to call for a by-election, the General Meeting may be convened by any student, so long as the petition which has called for such a meeting or investigation identifies the person who shall be convening the meeting.

## **SECTION EIGHTEEN**

### **RESERVE POWERS**

- (a) based on the results of such investigation a General Meeting of the Student Body to be called by the Senate or the Chancellor may, by two-thirds (2/3) majority, take the following actions:
  - i. carry out a By-Election of all or any Representatives or office bearers under the supervision of an Electoral Officer appointed by the General Meeting of the Student Body, or under the supervision of the administration of the University.
  - ii. appoint for a specified period an external auditor for ongoing monitoring and appraisal.
  - iii. Appoint and administrator for a specified, temporary period.
- (b) This constitution is subject to Senate Resolution 284/06.

## **SECTION NINETEEN**

### **INTERPRETATION:**

In this Constitution any period of days or weeks shall not include days or weeks which are part of a University vacation as listed in the current University Calendar.

## **SECTION TWENTY**

### **SAVING AND TRANSITIONAL:**

Section 6(a) shall have effect from 1 December 1995

Sections 2(f), 2(h), 3(g), 4(e), 5(a), 6(a), 7(a)(i), 9(l), 10, 12(a), 13(b), 13(e), 15 (a)(iv), 15(a)(v), 15(b), 15(c), 16(c), 19 were altered at a quorate General Meeting of the Student Body held on 26th August 1992.

Sections 1, 3(h), 6(a), 6(b), 13(a), 16(b), 19 and Schedule One were altered at a quorate General Meeting of the Student Body held on 22nd August 1995.

Section 17(c) was altered at a quorate General Meeting of the Student Body held on 12th August 2006.

Sections 1(a)(i), 1(a)(ii), 1(b), 2(g), 3(a), 3(e), 3(f), 3(h)(i), 3(h)(ii), 3(h)(iii) 3(i), 4(c), 4(d), 4(e)(i), 4(e)(ii), 5(a), 5(e), 5(f)(i), 5(f)(ii), 5(f)(iii), 5(f)(iv), 5(f)(v), 5(f)(vi), 5(g), 6(a)(ii), 6(a)(iii), 7(a)(i), 7(a)(ii), 7(a)(iii), 7(g), 8(a), 9(e), 10, 13(a), 13(b), 13(c), 13(d), 13(e), 15(a)(i), 15(a)(ii), 15(a)(iii), 15(a)(iv), 15(a)(v), 15(a)(vi), 15(b)(ii), 15(b)(iv), 16(a), 17(a), 17(d), 18(a), 18(b)(i), 18(b)(ii), 18(b)(iii), 18(c), 19, 20 were altered at a quorate General Meeting of the Student Body held on 22nd August 2006.

Sections 5(e), 5(f) and 18(c) were altered; and Schedule Three was added at a quorate General Meeting of the Student Body held in 24th October 2006.

## Schedule One to Constitution

Sydney University Agricultural Society  
Sydney University Architecture Society  
Undergraduate Arts Students Society  
Sydney University Dental Undergraduates Association  
Sydney University Economics Society  
Sydney University Education Society  
Sydney University Engineering Undergraduates Association  
Sydney University Law Society  
Sydney University Medical Society  
Sydney University Nursing Society  
Sydney University Pharmacy Association  
Sydney University Science Society  
Sydney Campus Undergraduate Law Society  
Sydney University Social Work Students' Association  
Sydney University Veterinary Society



## Schedule Two to Constitution

### PROPORTIONAL REPRESENTATION WITH THE SINGLE TRANSFERABLE VOTE METHOD OF COUNTING VOTES WHERE MORE THAN ONE POSITION IS TO BE FILLED:

1. The number of **first choices** recorded for each candidate shall be counted.
2. The aggregate number of such first choices shall be divided by one more than the number of candidates required to be elected and the quotient increased by one, disregarding any remainder, shall be the quota, and (except as hereinafter provided in Rule No. 9) no candidate shall be elected until he or she obtains a number of votes equal to or greater than **the quota**.
3. Any candidate who has, upon the **first choices** being counted, a number of such votes equal to **or greater than the quota** shall be declared elected.
4. Where the number of such votes obtained by anyone candidate is equal to the quota, **the proportion of votes in excess of the quota** shall be transferred to the other candidates not yet declared elected, next in order of the voters' preferences, in the following manner:-
  - (a) All the voting papers on which a first choice is recorded for the elected candidate shall be re-examined, and the number of second choices, or third or next consecutive choices recorded for each unelected candidate thereon shall be counted.
  - (b) The surplus of the elected candidate shall be divided by the total number of votes obtained by them on the counting of the first choice and the resulting fraction shall be the **transfer value**.
  - (c) The number of second or other choices ascertained in Rule 1., to be recorded for each unelected candidate, shall be multiplied by the transfer value.
  - (d) The resulting number shall be credited to each unelected candidate, and added to the number of votes obtained by them on the counting of the first choices.
5.
  - (a) Where, on the counting of the first choices, or on any transfer, more than one candidate has a surplus, the largest surplus shall be first dealt with. If then, more than one candidate has a surplus, the then largest surplus shall be first dealt with, and so on; provided that, if one candidate has obtained a surplus at a count or transfer previous to that at which another candidate obtains a surplus, the surplus of the former shall be first dealt with.
  - (b) Where two or more surpluses are equal, the surplus of the candidate who was the highest on the poll at the count or transfer which they last had an unequal number of votes shall be first dealt with, and if they have had an equal number of votes at all preceding counts or transfers, the Returning Officer shall decide by lot which candidate's surplus shall be first dealt with.
6.
  - (a) Where the number of votes obtained by a candidate is raised up to, or above, the quota by a transfer as aforesaid, he or she shall thereupon be declared elected; and in such case, notwithstanding the fact that he may have reached the quota, such transfer shall be completed, and all the votes to which he is entitled therefrom shall be transferred to her or him, but no votes of any other candidate shall be transferred to her or him.
  - (b) Where the number of votes obtained by a candidate is raised up to, but no above, the quota by a transfer as aforesaid, the whole of the voting papers on which such votes are recorded shall be set aside as finally dealt with.
  - (c) Where the number of votes obtained by a candidate is raised above the quota by a transfer as aforesaid, their surplus shall be transferred to the candidates next in order of the voters' respective preferences, in the following manner:-

- (i) The voting papers on which are recorded the votes obtained by the elected candidate in the last transfer shall be re-examined, and the number of third or, in the case provided for in Rule 11, next consecutive choices recorded for each unelected candidate thereon counted.
  - (ii) The surplus of the elected candidate shall be divided by the total number of voting papers mentioned in paragraph (i) and the resulting fraction shall be the transfer value.
  - (iii) The number of second, or other, choices, ascertained in paragraph (i) to be recorded for each unelected candidate shall be multiplied by the last mentioned transfer value.
  - (iv) The resulting number shall be credited to each unelected candidate, and added to the number of votes previously obtained by her or him.
7. (a) Where, after the first choices have been counted, and all surpluses (if any) have been transferred as herein before directed, no candidate or less than the number of candidates required to be elected, has or have obtained the quota, the candidate who is the lowest on the pool shall be excluded, and all votes obtained by her or him shall be transferred to the candidates next in the order of the voters' respective preferences, in the same manner as is directed in Rule 5.
- (b) The votes obtained by such excluded candidate as first choices shall be first transferred, the transfer value of each vote in this case being 1.
- (c) The other votes of such excluded candidates shall then be dealt with in the order of the transfers in which, and at the transfer value at which he or she obtained them.
- (d) Each of the transfers which takes place under the two previous clauses of this Rule shall be deemed for all purposes to be a separate transfer.
8. (a) Where the number of votes obtained by a candidate is raised up to or above the quota by any such transfer as aforesaid, he or she shall thereupon be declared as elected; and in such case, notwithstanding the fact that he or she may have reached the quota, such transfer shall be completed, and all the votes to which he or she is entitled therefrom be transferred to him or her, but no other votes shall be transferred to her or him.
- (b) Where the number of votes obtained by a candidate is raised up to, but not above, the quota, by any such transfer as aforesaid, the whole of the voting papers on which such votes are recorded shall be set aside as finally dealt with.
- (c) Where the number of votes obtained by a candidate is raised above the quota by any such transfer as aforesaid, their surplus shall be transferred to the candidate next in the order of the voters' respective preferences in the same manner as directed in Rule 6, Clause (c); provided that such surplus shall not be dealt with until all the votes of the excluded candidates have been transferred.
- (d) Where any surplus exists, it shall be dealt with before any other candidate is excluded.
9. The same process of excluding the candidate lowest on the poll and transferring to other candidates their votes, shall be repeated until all the candidates, except the number required to be elected, have been excluded, and the un-excluded candidates who have not already been so declared, shall then be declared elected.
10. Where at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, then whichever of such candidates was lowest on the poll at the last count or transfer at which they had an unequal number of votes shall be first excluded, and if they have had an equal number of votes at all preceding counts or transfers, the Returning Officer shall decide which candidate shall be first excluded.

11. In determining what candidate is next in the order of the voters' preferences, any candidates who have been declared elected shall not be considered, and the order of the voters' preferences shall be determined as if the names of such candidates had not been on the voting paper.
12. Votes shall be counted to the nearest hundredth part of a vote only, and transfer value calculated to the third decimal place only.

## Schedule Three to Constitution

Senate Resolution 284/06, states:

Senate Resolution for Reserve Powers for certain Student Organisations

Each of the following student organisations is a student organisation ('Student Organisation') to which this Resolution applies: the Sydney University Postgraduate Representative Association and the Students' Representative Council.

The Vice-Chancellor may recommend to Senate that the internal auditor of the University or an appropriately qualified external expert with experience in the not-for-profit or community sector ('Investigator') carry out an investigation ('Investigation') into alleged financial, electoral or other governance irregularities concerning a Student Organisation of which the Vice-Chancellor becomes aware and which the Vice-Chancellor believes may be of a serious nature.

Before making any such recommendation to Senate, the Vice-Chancellor will consult with the governing body of the relevant Student Organisation.

Senate will consider any such recommendation by the Vice-Chancellor and may, if it believes it is appropriate to do so, authorise an Investigation.

Any authorisation by Senate of an Investigation must be reported by the Registrar of the University to the governing body of the relevant Student Organisation and, unless the Registrar believes there is good reason not to do so, to the members of the relevant Student Organisation.

Members of the governing body, staff and members of the relevant Student Organisation must provide the Investigator with all such information and documentation as the Investigator may reasonably require.

Upon completion of the Investigation, the Investigator must report findings and any recommendations to the Vice-Chancellor or the Vice-Chancellor's nominee, who may take any one or more of the following actions having regard to that report and/or recommendations:

- appoint, for a specified temporary period, an administrator with power to do all things necessary or convenient to be done for or in connection with or incidental to the management of the affairs of the relevant Student Organisation;
- direct the carrying out of a fresh election of all or any office bearers under the supervision of the University and/or an independent firm of accountants or lawyers or other appropriately qualified expert;
- appoint, for a specified temporary period, an external auditor for ongoing monitoring and appraisal of the relevant Student Organisation;
- implement such other steps which take account of the findings or recommendation of the Investigation.

The Vice-Chancellor will report, in a timely way as required by Senate, on any action taken or proposed to be taken pursuant to this Resolution to Senate; and will recommend how and to whom further reports will be made.

*Note: It is not intended that the administrator, the Vice-Chancellor or the Vice-Chancellor's nominee have the capacity to determine the outcome of decisions about a Student Organisation's financial and operating policies.*

# Regulations

## Part One- The Council

### 1. DEFINITION:

The Council shall consist of the Members of the Council gathered together in the manner prescribed by the Constitution and Regulations.

### 2. MEMBERS OF THE COUNCIL:

The members of the Council shall be The President, The Representatives, The Officers established by the Constitution, such Officers as are appointed by Regulation to be Members of the Council, and such other persons who are appointed ex-officio by the Regulations to be members of the Council

### 3. OFFICERS:

(a) The following officers in addition to those established by the constitution shall be members of the Council:

- (i) Two Welfare Officers
- (ii) Two Ethno Cultural Officers
- (iii) Two Indigenous Students' Officers
- (iv) Two International Students' Officers
- (v) Two Environment Officers
- (vi) Two Global Solidarity Officers
- (vii) Two Inter-Campus Officers
- (viii) The Chairperson of the Standing Legal Committee
- (ix) Two Sexual Harassment Officers
- (x) The Women's Officers
- (xi) The Education Officer
- (xii) Two Queer Officers
- (xiii) Two Disabilities Officers
- (xiv) Two Mature-Age Student Officers
- (xv) Two Interfaith Officers
- (xvi) Two Social Justice Officers
- (xvii) Two Student Housing Officers
- (xviii) Two Residential College Officers
- (xix) Two Refugee Rights Officers

(b) The above Officers, the five ordinary members of the executive and all members of standing committees, shall be elected by proportional representation at the special Council meeting of Representatives-elect after the Annual Elections. If any position remains or becomes vacant, an election for the vacant position shall be put on notice for the next regular Council meeting.

- (c) All Officers must be at the time of their election members of the student body who have paid affiliation fees to the Council.
- (d) All Officer positions may only be split once and shared between two members of the student body.
  - (i) The following positions shall not be shared: the 5 general members of the Executive, Chair of the Standing Legal Committee, all members of Committees and the Directors of Student Publications.
  - (ii) No individual may hold more than two office bearer positions per term of council. For the purposes of this regulation, if a student holds a joint position, that position will count as one office bearer position.
- (e) Officers of Council, in their capacity as an Officer, may not provide advice to students (individually or in general) on matters pertaining to academic, welfare, legal, harassment, and/or discrimination matters. This is in order to avoid any unintended errors by an Officer and/or adverse consequences for a student recipient of the advice. To avoid doubt, students seeking advice from an Officer should be referred to the SRC Casework Department and/or Legal Service.

Similarly the content of campaigns, materials and publications published or distributed by an Officer pertaining to academic, welfare, legal, harassment, and/or discrimination matters should be fact checked and approved by the SRC Casework Department and/or Legal Service prior to publication or distribution in order to avoid any unintended errors and/or adverse effects on student recipients of that content.

Where general information is published and distributed by an Officer that may be misconstrued as advice, a disclaimer should be published with that information to the effect: "Disclaimer: The following is not intended as [financial, legal, policy] advice and is for general information only. You should obtain your own advice from a qualified person."

#### 4. AFFIRMATIVE ACTION PROVISIONS:

- (a) All elected Officers and positions of the SRC, (including those Officers set out in Part 1 Section 3 of the Regulations, Directors of Student Publications and members of Committees) excluding Representatives, shall be elected according to the principles of affirmative action where, for every two Officers elected to an Office or position, one must not identify as a cis-male.
- (b) Where an Officer position is split and shared between two members of the student body it shall only be considered held by a non-cis man, for the purposes of Part 1 Section 4 (a) of the Regulations, if both of the joining members of the student body do not identify as cis-males.
- (c) The Women's Officer shall be a woman.
- (d) The Indigenous Students' Officers shall be of Aboriginal and/or Torres Strait Islander descent.
- (e) The International Students' Officers shall be international students registered with the International Office.
- (f) The Queer Officers shall identify as lesbian, gay, bisexual, transgender, transsexual, intersex, intergender, genderqueer or queer.
- (g) The Ethno Cultural Affairs Officers shall identify either as a person of colour, Indigenous, or from a non-white or mixed-race ethnic or cultural background. The Ethno Cultural Affairs Officer position will not be available for white-identifying students of any race that have not experienced the lived realities of white supremacy and structural racism.

- (h) At least one Inter-Campus Officer shall be an affiliated campus student.
- (i) The Disabilities Officers shall be students who have a disability, defined by the UN Convention on the Rights of Persons with Disabilities (CRPD) as “those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.” This includes but is not limited to people with mental, chronic, or terminal illnesses; people who are neurodivergent; people who are blind or partially sighted; and people who are D/deaf or hard of hearing.
- (j) The Mature-Age Student Officers shall be enrolled as mature-age students in an undergraduate degree at the University.

## 5. COMPLAINT RESOLUTION PROCEDURE

- (a) A full description of the Complaint Resolution Procedure shall be set out in the SRC Policy document.
- (b) The SRC shall ensure that fair and due process is afforded to all parties.
- (c) The SRC shall ensure that complaints are treated with confidentiality.
- (d) Any fees associated with an external mediator shall be paid by the SRC.
- (e) Any person involved in a complaint shall not be involved in its resolution.
  - (i) Involvement in a complaint’s resolution refers to arbitration, mediation, recommendations, or similar acts.
  - (ii) Involvement in a complaint refers to the person(s) making the complaint and the person(s) the complaint is made about.
- (f) Any person with a conflict of interest or where there is an apprehension of bias may not be involved in the resolution of a complaint.

## 6. EX-OFFICIO MEMBERS:

The following persons shall be ex-officio members of the Council:

- (a) The Undergraduate Fellow of Senate
- (b) The Immediate Past President
- (c) Faculty Society Presidents
- (d) The undergraduate student member of Academic Board
- (e) The President of the following student representative organisations:
  - (i) Cumberland Student Guild
  - (ii) Students Association Sydney College of the Arts
  - (iii) Conservatorium of Music Students Association
- (f) A Faculty Society President or President of a student representative organisation as listed above may appoint a nominee.

## 7. ORIENTATION WEEK CONVENOR(S):

- (a) **The Orientation Committee shall be appointed by the Executive at the first executive meeting of its term.** The Orientation Committee shall be responsible, subject to the decisions of the Executive, the Council, or a General Meeting, for the convening of university Orientation weeks or periods (which may include Enrolment periods).
- (b) The Orientation Committee shall be comprised of at least four members from the student body.
- (c) At least two of the members of the Orientation Committee must identify as non-cis males.
- (d) The Orientation Committee shall have the President as an ex-officio member.
- (e) The Orientation Committee shall be chaired by the General Secretary and deputy-chaired by the President.
- (f) The Orientation Committee shall be in charge of producing the Orientation Handbook, organising the SRC activities for each Orientation week or period, running membership drives during Orientation periods and liaising with other SRC officer-bearers and *Honi Soit* editors about Orientation activities.

## 8. DIRECTORS OF STUDENT PUBLICATIONS:

Six Directors of Student Publications shall be elected by proportional representation at the meeting of Representatives-elect. If any position of DSP remains or becomes vacant, an election for the vacant position shall be put on notice for the next regular Council meeting. The duties of the DSPs are set out in Part Six s.1 of these Regulations.

## 9. COUNCIL MEETINGS:

- (a) Ordinary Meetings of the Council shall be held once every month except in December and January. Special Meetings of the Council shall be held on the written request of one third of the Representatives addressed to the Secretary to Council, the General Secretary, or the President.
- (b) No new agenda items shall be discussed after midnight.

## 10. NOTICE OF MEETINGS:

- (a) At least five working (5) days notice in writing of the meeting of the Council shall be given to each member thereof and the notice shall indicate the nature of the business intended to be brought forward at such meeting, provided that where in the opinion of the President it is expedient shorter notice may be given.
- (b) (The time and place of each meeting of the Council shall be advertised in *Honi Soit* and the SRC website. All motions of which due notice has been deemed to have been given under Section 13 of Part one of the Regulations, shall posted on the SRC website. These tasks shall be the responsibility of the Vice-President.

## 11. LAPSING OF MEETINGS:

- (a) **If quorum is not present thirty (30) minutes after the initial time for which the meeting is called, or if quorum is lost during the Meeting itself, the Secretary to Council will call for**



a vote by SRC Representatives or their proxies present to determine whether those present should continue to wait for quorum for a further thirty (30) minutes;

- (i) This may be extended, by a vote of the Representatives or their proxies, a further thirty (30) minutes indefinitely.

## 12. PROXIES:

- a) In the event of any representative being unable to attend any meeting or part thereof, of Council, they may, by notice in writing to the Secretary to Council or Chairperson, appoint a proxy for that meeting.
- b) A proxy is any person who would be eligible for election as representative, but cannot be an elected councillor. Proxies may only carry one vote.
- c) The appointing of a proxy shall be deemed to be valid when the representative concerned is not present at the meeting.
- d) The attendance of a proxy shall not be deemed to have been an attendance on the part of the representative concerned.

## 13. OPEN MEETINGS:

All meetings of the Council shall be open to members of the Student body provided that any matters which in the opinion of a majority of the Representatives or their proxies present and voting should be dealt with *in camera* shall be so dealt with.

## 14. CHAIRPERSON:

The chairperson for any meeting of the Council shall be the President. Should the President not be present, the chairperson shall be elected by the Council. The Deputy Chairperson shall be elected by the Representatives (or their proxies) present and voting.

## 15. NOTICE:

- (a) Due Notice shall be deemed to have been given when a written notice of the motion has been delivered seven days prior to the meeting to the President, the General Secretary, or the Secretary to Council.
- (b) Due Notice shall be required for rescission of any motion passed at a previous meeting.

## 16. ATTENDANCE AT MEETINGS:

- (a) Attendance at Council Meetings is compulsory for all members of Council.

### **FORMAL APOLOGIES:**

- (b) A member who is unable to attend either part or all of a meeting, may formally apologise for their absence, either:

- (i) By letter or email (or other written communication, at the discretion of Council), to the President or Secretary to Council, and in their absence the General Secretary or the Vice President, to be received prior to the meeting; or
- (ii) By appointing a proxy as defined in Part One Section 10; or
- (iii) In person, during the meeting.

(c) A member who formally apologises will not be deemed absent.

#### **ABSENCE:**

- (d) A member shall be deemed to be absent, unless they have signed the attendance book within thirty (30) minutes of the meeting being declared open.

#### **SUSPENSION:**

- (e) A member who is deemed to be absent at two (2) meetings shall be suspended from Council and forfeit their voting rights for the remainder of the term of the Council.
- (f) A suspended member may appeal their suspension before a meeting of Council, and have their suspension overturned by a two-thirds (2/3) majority.

#### **DISMISSAL:**

- (g) A member who is deemed to be absent at two (2) consecutive normal meetings of council or three (3) meetings across their term shall be eligible for dismissal from Council according to Section Three, 5. h. (ii) of the Constitution.

### **17. SPEAKING RIGHTS:**

- (a) Members of Staff shall have full speaking rights at Council meetings.
- (b) All members of the Student Body shall have full speaking rights at Council meetings.
- (c) Visitors may be granted speaking rights by leave of the meeting.
- (d) All members of the student body shall be entitled to move or second motions and/or amendments to motions.
- (e) Only representatives or their proxies on Council shall be entitled to voting rights.

### **18. NO SMOKING, NO ALCOHOL:**

- (a) Smoking shall not be permitted in the Council chamber during Council meetings.
- (b) No alcohol shall be permitted in the Council chamber during Council Meetings, except for the final scheduled meeting of the current council.

### **19. SRC LEGAL SERVICE:**

- (a) The Council shall establish, oversee and fund a wholly-owned proprietary limited-liability incorporated company named the "SRC Legal Service Pty Ltd" (the SRC Legal Service);

- (b) The directors of the SRC Legal Service shall include the Principal Solicitor of the SRC Legal Service (the Principal Solicitor), and the President and the General Secretary of Council of that Council year
- (c) The main business of the SRC Legal Service shall be providing legal assistance and/or representation, but not limited to,
  - (i) The members and associate members of the SRC, and;
  - (ii) The SRC as an organisation. The President, the Vice-President and the General Secretary of Council shall represent the interests of Council in the SLS Committee.
  - (iii) Any other party at the discretion of its board of directors. Council may override the decisions of the board of directors.

## Part Two – Officers of Council

### 1. THE PRESIDENT:

The duties of the President shall be: -

- (a) To represent and speak on behalf of the Council at such meetings, functions, hearings and inquiries as the Council or Executive deem fit
- (b) To counsel, advise, and where suitable make representations on behalf of members of the Student Body;
- (c) To consult regularly with the following, drawing to the attention of the Council matters of concern to the Council;
  - (i) Vice-Chancellor and other officers of the University
  - (ii) The Staff Association
  - (iii) SUPRA
  - (iv) The University branches of the H. & R.E.A. and any other Unions of non-academic staff,
  - (v) And student members of the Senate, the Academic Board and the Faculties,
- (d) To meet the Vice-Chancellor prior to each meeting of the Senate to discuss the Agenda for that meeting and any other matters of concern;
- (e) To act as Trustee of the Bursary and Assistance Fund, where it is operational;
- (f) To attend all meetings of the Council, the Executive, and to be concerned with the activities of the Council and its Committees in all areas;
- (g) To report regularly to the Student Body through such avenues as *Honi Soit*;
- (h) To prepare and submit on behalf of the Council its Annual Report to the Student body and the Senate;
- (i) To supervise arrangements for SRC activities including permits for processions and arrangements for bail monies;
- (j) To ensure that resources and information are provided to all relevant sections of the University such that students receive accurate information about the SRC via University publications. Such publication may include the University Calendar and Student Mail;
- (k) To supervise the regular updating of the printed copies of the Constitution, Regulations and Resolutions of the SRC, and their distribution;
- (l) To maintain an overall supervision of the administration and finances of the Council, by
  - (i) Acting as a joint signatory for the Council's monies
  - (ii) Consulting with the General Secretary in the preparation of the Annual Budget
  - (iii) Consulting with the General Secretary in the selection of investment opportunities for the Council's finances
  - (iv) Negotiating in consultation with the General Secretary and any other relevant officer any commercial contract involving the Council and to report such negotiations to the Executive and Council;

- (m) To present to each meeting of the Executive and the Council a report of decisions made between such meetings, for ratification where necessary, and on the activities of the President and the Council on matters of concern to the Council;
- (n) To maintain files on matters of importance to the Council and supervise the maintenance of the Council's filing system;
- (o) To carry out the decisions of the Council which are not the specific responsibility of any other officer of the Council;
- (p) To be a co-signatory (with the General Secretary) to any contract, deed or other document which is to be signed on behalf of the Council, provided always that approval for such signature has previously been given by Council;
- (q) To perform all other duties as may from time to time be determined by the Council
- (r) To present both a written and verbal report to each regular Council meeting.
- (s) To accede to the [SRC Legal Service Directors Agreement] and act as a Director of the SRC Legal Service, where it is operational;
- (t) To attend to all duties and responsibilities as required of the President from time to time as set out in the [SRC Legal Service Directors Agreement];
- (u) Actively arrange for the next Council's President Elect, within 6 weeks of the last day of SRC Elections, to accede as a director of the SRC Legal Service when the President Elect takes office;
- (v) To actively arrange for each of the Council's Vice President and General Secretary to accede as a director of the SRC Legal Service within 5 working days from the start of Council term. Should either position be vacated and replaced within the Council term, the President has to actively arrange for the incoming Vice President or/and General Secretary to accede as a director of the SRC Legal Service within 5 working days from the day they take office.
- (w) The President shall be entitled to be a member *ex-officio* of any committee or sub-committee of the Council, and shall have a deliberative vote on every such committee except that the President shall not be a member *ex-officio* of the Staff Committee.
- (x) The President may at any time delegate to the Vice-President, and in exceptional circumstances to any other member of the Executive or Council, any or all of the duties and functions of the President.
- (y) In the event of a vacancy in the office of President, and where a by-election has been called in order to fill that vacancy, Council may elect an Acting President to fill the office of President until declaration of the results of the by-election. At least five days notice in writing shall be given of any meeting of the Council at which an Acting President shall be elected.

## 2. THE VICE-PRESIDENT:

The duties of the Vice-President shall be:

- (a) To liaise with the Faculty Societies
- (b) To liaise with the Student Consultative Committee.
- (c) To liaise with Officers of Council and amalgamated colleges to co-ordinate the work of the Council.

- (d) To liaise with other officer bearers and help with the organisation and promotion of the campaigns and events.
- (e) To liaise with staff and help with the organisation and promotion of campaigns, events and services.
- (f) To promote and publicise the SRC and its services for undergraduate students by collating information and coordinating a publicity campaign for the SRC over the year.
- (g) With the General Secretary and Education Officer, help to promote campaigns from the National Union of Students.
- (h) With the President, General Secretary, Education officer and Women's officer organise SRC week and its activities.
- (i) With the General Secretary, to be one of the core organisers for the SRC's Enrolment and Orientation Week activities each year.
- (j) With the General Secretary, Education officer and Women's officer, assist and deputise for the President in any other matter requested by the President.
- (k) To present both a written and verbal report to each regular Council meeting."
- (l) To periodically review the job description of all Officers of Council as set out in the policies of Council and provide recommendations to council for their revision;
  - (i) Publications Committee
  - (ii) Intercampus Committee
  - (iii) SLS Committee
- (m) To ensure the Honi Soit publicise the time and of any meetings

### 3. THE GENERAL SECRETARY:

The duties of the General Secretary shall be:

- (a) To report to Council on meetings of standing and ad hoc committees at which the Secretary to Council is not present;
- (b) To assist the President and Vice-President in such matters as they may deem fit;
- (c) To ensure that office bearers are briefed on the operation of the Front Office and SRC facilities;
- (d) To use any other means to acquaint Officers of the Council with the SRC at the discretion of the General Secretary;
- (e) To liaise with the Secretary to Council regarding provision of due notice of meetings, correspondence of the Council, and maintenance of the Constitution and Regulations;
- (f) To oversee arrangements for General Student Meetings as required.
- (g) To be a co-signatory (with the President) to any contract, deed or other document which is to be signed on behalf of the Council, provided always that approval for such signature has previously been given by Council.

- (h) To present both a written and verbal report to each regular Council meeting.
- (i) To be a signatory to the following SRC Accounts:
  - i. The Secondhand Bookshop Account
  - ii. The Bursary and Assistant Fund Account
  - iii. All other general SRC Bank Accounts
- (j) To present both a written and verbal report to each ordinary council and Executive meeting
- (k) To ensure the implementation of motions adopted at Executive or Council.
- (l) To accede to the [SRC Legal Service Directors Agreement] and act as a Director of the SRC Legal Service, where it is operational;
- (m) To attend to all duties and responsibilities as required of the General Secretary from time to time as set out in the [SRC Legal Service Directors Agreement];
- (n) To direct and supervise the keeping of proper books of account of the finances and property of the Council;
- (o) To direct and supervise the receipt and payment of all monies payable to and by the Council, to supervise the collection of outstanding monies due to Council, to supervise the prompt banking of monies received and the prompt payments of accounts by the Council.
- (p) To supervise the preparation each year by the Auditors of a Balance Sheet and Statement of Income and Expenditure for inclusion in the Annual Report;
- (q) To prepare each year, in consultation with the President for submission to the earliest possible Council meeting, a draft Annual Budget stating that basis on which it is prepared and including detailed estimates for the year December to November;
- (r) To ensure that Portfolio Officers are briefed on the respective budget allocations to each portfolio.
- (s) With the Vice-President and Education Officer, help to promote campaigns from the National Union of Students.
- (t) To liaise with staff and help with the organisation and promotion of campaigns, events and services.
- (u) To promote and publicise the SRC and its services for undergraduate students by collating information and coordinating a publicity campaign for the SRC over the year.
- (v) To provide information and support to the President and all other SRC officers around marketing and membership issues.
- (w) To liaise with other student organisations, including the Unions, the Sports Union, and organisations on other campuses around membership and marketing issues.
- (x) With the President, Vice-President, Education officer and Women's officer organise SRC week and its activities.
- (y) With the President, Vice-President, Education officer and Women's Officer, liaise with Officers of Council and amalgamated colleges to co-ordinate the work of the Council.
- (z) With the Vice-President, Education officer and Women's officer, assist and deputise for the President in any other matter requested by the President.

(aa) With the Vice-President, to be one of the core organisers for the SRC's Enrolment and Orientation Week activities each year.

(bb) To be a member of the following committees:

- i. The Staff Selection Committee
- ii. The Publications Committee
- iii. The Inter Campus Committee
- iv. The SLS Committee
- v. The Standing Legal Committee
- vi. The Orientation Committee, as Chair

(cc) With the President, oversee the distribution and placement of offices within the SRC

(dd) With the Education Officers, organise and edit the SRC Counter Course Handbook

#### **4. WOMEN'S OFFICER:**

The duties of the Women's Officer shall be to:

- (a) Convene "Growing Strong" Collective organise production, solicit articles, facilitate Collective
- (b) Organise "Growing Strong" Launch
- (c) Organise celebration of IWD on campus (March)
- (d) Organise Women's Week
- (e) Publicise Health Issues on campus (e.g. Pap Smear)
- (f) Attend meetings such as Union Women's Committee and NUS State Women's Committee etc.
- (g) Liaise with Sexual Harassment officer
- (h) Convene the Wom\*n's Collective and maintain a contact list of wom\*n students interested in the collective and wom\*n's issues.
- (i) Liaise with the female Queer Officer/s in organisation of campaigns and events.
- (j) Act as organiser for all women on Council
- (k) Act as organiser for all women on campus
- (l) Organise NOWSA – either attendance, funding, travel to conference, or actual conference if to be held in Sydney
- (m) Act as contact/spokesperson on women's issues
- (n) Lobby around issues of Women and Education, Security on campus, "Right to Choose" campaigns
- (o) Organise "Reclaim the Night" activity and advertise on campus
- (p) Act to ensure that women and feminist issues are adequately represented on Council



- (q) Liaise and convene collective with the female editors of Honi Soit to produce the Women's edition of Honi Soit
- (r) Facilitate education and social activities on campus about women.
- (s) With the Education Officer and General Secretary assist and deputise for the President in any other matter requested by the President.
- (t) With the Education Officer and General Secretary liaise with Officers of Council and amalgamated colleges to co-ordinate the work of the Council.
- (u) Present both a written and verbal report to each regular Council meeting.
- (v) With the President, Education Officer and General Secretary organise Faculty Welcomes from the SRC during O-Week
- (w) With the President, Education Officer and General Secretary organise SRC week and its activities.
- (x) Attend all SRC executive meetings and give regular reports

## 5. EDUCATION OFFICER:

The duties of the Education Officer shall be:

- (a) Support and fight for quality free public Education and actively organise to defend the rights of students
- (b) Create material, campaigns, and collate information to improve the conditions, quality and access to education experienced by students.
- (c) To create and maintain contact with representatives and societies from faculties and departments helping them in campaigning for issues effecting students in their area of study.
- (d) To provide information and support to the president and all other SRC officers around education issues effecting their portfolio's
- (e) To convene the Education Action Group and maintain a contact list of students interested in the collective and Education issues
- (f) Publicise the Education Action Group as widely as possible. Advertising the group in Honi Soit, and via posters and leaflets (at O-Week as well as during the year)
- (g) Write regular articles for Honi Soit around university condition and changes to the higher education sector.
- (h) Attend cross-campus Education networks and establish links with Education Officers from the National Union of Students and other campuses
- (i) To help promote national and state campaigns, where applicable
- (j) Publicise and encourage students to run for Faculty boards
- (k) Promote the Students Representative Council and the benefits of universal membership to student organisations
- (l) Liaise with the Undergraduate Senator, the president and other members of the University senate to advocate for outcomes from the University Senate that benefit

students

- (m) Attend University Senate Meetings and write a report for council and Honi Soit about any changes that affect students or staff.
- (n) With the Women's Officer and General Secretary assist and deputise for the President in any other matter requested by the President.
- (o) With the Women's Officer and General Secretary liaise with Officers of Council and amalgamated colleges to co-ordinate the work of the Council.
- (p) Present both a written and verbal report to each regular Council meeting.
- (q) With the President, Women's Officer and General Secretary organise Faculty Welcomes from the SRC during O-Week
- (r) With the President, Women's Officer General Secretary organise SRC week and its activities.
- (s) Attend all SRC executive meetings and give regular reports.
- (t) Organise and edit the SRC Counter Course Handbook

## 6. OFFICERS:

- (a) The Officers (as defined in the Constitution and in Part One s.3 of these Regulations) shall act in accordance with job descriptions as set out in the policy of the Council
- (b) The duties of the Officers who are elected to act as convenors of Departments shall be as set out in Part Seven of these Regulations
- (c) Officers shall be required to attend all meetings of their Department. If an Officer fails to attend, without apology, two consecutive Department meetings or three Department meetings overall, there shall be grounds for complaint under the Complaint Resolution Procedure, in accordance with Part 1.5 of these Regulations.

## 7. STIPENDS:

Stipends shall be paid to the following officers of the SRC:

- (a) The President shall receive a stipend, which shall be the Federal Minimum Wage
- (b) The Education officer shall receive a stipend which shall be 1/2 of the President's stipend. Where the Education Officer position is shared between two persons, they shall jointly receive a stipend which shall be 2/3 of the President's stipend.
- (c) Where the Women's Officer position is shared between two, they shall jointly receive a stipend which shall be 2/3 of the President's stipend.
- (d) The General Secretary shall receive a stipend which shall be 1/2 of the President's stipend. Where the General Secretary position is shared between two or more persons, they shall jointly receive a stipend which shall be 2/3 of the President's stipend.
- (e) Stipends for other positions shall be set by Executive.

## **8. THE PRESIDENT-ELECT:**

The duties of the President Elect shall be:

- (a) To enter into the [SRC Legal Service Directors Agreement] as an Incoming Director [as defined in the SRC Legal Service Directors Agreement] within 6 weeks of the last day of SRC Elections. According to the [SRC Legal Service Directors Agreement] the President Elect shall accede as a Director to the SRC Legal Service on the first day of the new Council.

## Part Three – The Executive

### 1. FUNCTION:

The Executive shall conduct the business of the Council between meetings of the Council and subject to any decision of the Council to the contrary, may exercise the powers of the Council in accordance with the policy of the Council.

The duties of the General Executive shall be:

- (a) To promote the SRC within the University and to the wider community
- (b) To promote and publicise the SRC as the representative organisation of undergraduate students at the University of Sydney.
- (c) To promote the benefits of universal membership of student organisations.
- (d) To inform students of the services, welfare, advocacy and representation offered by the SRC.
- (e) With the President and General Secretary, assist in the day-to-day operations of the SRC
- (f) Be a point of contact for collectives and Office Bearers and assist them with their duties within SRC, including administration procedures and council attendance.
- (g) To liaise with Office Bearers and help with the organisation and promotion of campaigns and events.
- (h) Conduct mid-year consultations with all Office Bearers during June/July of each Council term and compile a report with findings, suggestions for change and any problems Office Bearers voice in these consultations. Minutes will be taken and passed onto the President.
- (i) Liaise with Officers of Council and to co-ordinate the work of the Council.
- (j) With the President & General Secretary, organise the SRC's presence at O-Week.
- (k) Attend all meetings of the Executive and Council.

### 2. MEETINGS OF THE EXECUTIVE:

- (a) The Executive shall meet regularly and if possible weekly during semester.
- (b) Any member of the Executive may summon a meeting of the Executive by giving to the Secretary to Council forty-eight (48) hours notice of the nature and the business to be brought forward at such meeting, and provided that where in the opinion of the President, or in their absence the Vice-President, it is expedient, shorter notice may be given. Members of the Executive shall be given written notice of the time and place of each Executive meeting.
- (c) The President shall chair every meeting of the Executive, in the absence of the President that the meeting shall be chaired from a person elected from among those members present.
- (d) A quorum for a meeting of the Executive shall be four (4) members of the Executive. If quorum be not present thirty (30) minutes after the time for which the meeting was called, the meeting shall be adjourned until such time as may be determined by the members present. Those not present shall be advised of the time and date of the

adjourned meeting.

- (e) A substantive motion shall require in order to be carried by the Executive in addition to a simple majority of members present and voting, the assent of at least four members.
- (f) The Agenda for meetings of the Executive shall be as follows:
  - 1. Acknowledgement of Country
  - 2. Attendance and Apologies
  - 3. Minutes of the last meeting of the Executive
  - 4. Business Arising from the Minutes being a report on further action on decisions of the last meeting;
  - 5. Workplace Health & Safety Report
  - 6. President's Report;
  - 7. Vice-President's Report
  - 8. General Secretary's Report
  - 9. Report of the Administration Manager
  - 10. Report of the Casework and Policy Manager
  - 11. SRC Legal Service Report
  - 12. Financial, including Approval of Payments
  - 13. Any Other Reports
  - 14. Other Business

### **3. MINUTES AND REPORTS OF THE EXECUTIVE:**

- (a) Full minutes of meetings of the Executive shall be kept and after adoption and signing at the next Executive meeting, shall be presented to the Council for noting.
- (b) Minutes of the Executive shall be signed by the President when they are confirmed by the Executive.
- (c) A full report of all decisions and recommendations of the Executive, including a report on matters currently under consideration by the Executive, and Proceedings of the Executive not otherwise reported on, shall be made to each ordinary meeting of the Council.

### **4. RESCISSION MOTIONS:**

The following procedures shall be observed in relation to notices of rescission of motions carried at Executive meetings:

- (i) Any member of the Executive may give notice to rescind a motion carried at an Executive meeting.
- (ii) Such notice must be received in writing within four (4) days of the Executive meeting by the President or General Secretary; or, during the meeting, by the Chairperson of that meeting; the rescission motion shall be placed on notice for the next meeting of the Executive.
- (iii) Except as provided in sub-section (iv) such notice of rescission shall not in any way affect the observance or carrying out of the motion in question.
- (iv) Where the notice in writing referred to in sub-sections (i) and (ii) contains the signatures of three (3) members of the Executive the motion that is placed on rescission shall not in any way be observed or acted upon unless and until the rescission motion is defeated.
- (v) A rescission motion may only be moved once, for any given motion.

## 5. NO SMOKING AND NO ALCOHOL:

- (a) Smoking shall not be permitted in the meeting room during Executive meetings.
- (b) No alcohol shall be permitted in the meeting room during Executive meetings

## 6. ATTENDANCE AT MEETINGS:

- (a) Attendance at Executive Meetings is compulsory for all members of the Executive

### ***FORMAL APOLOGIES:***

- (b) A member of the Executive who is unable to attend either part or all of a meeting, having not expressed their intention of resigning their membership, may formally apologise for their absence, either:
  - (i) By letter or email (or other written communication, at the discretion of the Executive Committee), to the President or Secretary to Council, and in their absence the General Secretary or the Vice President, to be received prior to the meeting; or
  - (ii) In person, during the meeting.
- (c) A member who formally apologises will not be deemed absent.

### ***ABSENCE:***

- (d) A member of the Executive shall be deemed to be absent, unless they have signed the attendance book both:
  - (i) Within fifteen (15) minutes of the meeting being declared open; and
  - (ii) During General Business.

### ***DISMISSAL:***

- (e) A member of the Executive who is deemed to be absent at two (2) consecutive Executive meetings or three (3) Executive meetings in total and where that member of the Executive received at least forty-eight (48) hours notice of all meetings where they have been deemed absent shall be eligible for dismissal from the Executive.
  - (i) Their dismissal takes effect upon the passing, via simple majority, of a motion calling for their dismissal.
  - (ii) Council shall then elect a representative to fill the vacancy according to Section 5 d of the Constitution.

## **Part Four – Staff**

### **1. GENERAL:**

- (a) In pursuance to Section 9 (g) of the Constitution, the Council shall be Council, to perform the duties of the staff prescribed below and of such other positions empowered to employ and discharge persons on conditions to be determined by the as the Council may from time to time establish.
- (b) At the time of appointment of a permanent or contract full- or part-time member of staff the full terms of appointment including conditions and duties shall be reduced into a written agreement between the Council and the appointee.

### **2. ADMINISTRATION MANAGER:**

- (a) There shall be a Administration Manager whose duty statement shall be kept in the records of Council.
- (b) The Administration Manager shall be responsible to the President when neither the Council nor Executive is meeting for the performance of their duties in accordance with the directions and policies of the Council.

### **3. SECRETARY TO COUNCIL:**

There shall be a Secretary to Council whose duty statement shall be kept in the records of Council.

### **4. BOOKSHOP MANAGER:**

There shall be a SRC Secondhand Bookshop Manager, whose duty statement shall be kept in the records of Council. The Bookshop Manager shall report to the Executive at least monthly with the Bookshop financial statements and any other relevant matters. The Bookshop Manager shall be responsible for the day-to-day administration of the Bookshop and shall liaise with the General Secretary and Executive where appropriate.

### **5. FRONT OFFICE STAFF:**

Council may appoint Front Office staff, whose duty statements shall be kept in the records of Council.

### **6. PUBLICATIONS MANAGER:**

The Council shall employ a Publications Manager, whose duty statement shall be kept in the records of Council.

### **7. CASEWORK & POLICY MANAGER:**

The Council shall employ a Casework and Policy Manager whose duty statement shall be kept in the records of Council.

## STAFF SELECTION PROCEDURE:

### 8. SELECTION COMMITTEE:

- (a) When the Council determines to fill a permanent or contract full- or part-time staff position, the Executive shall appoint a Selection Committee to consider Terms of Appointment, Advertisement and Selection for the position. The Committee shall consist of the President, General Secretary, one other member of the Executive, a member of the staff of the SRC (nominated by the Staff Committee) and one member of staff from each relevant department (nominated by the Head of Department). The Selection Committee shall report on
  - (i) Proposed duties of the appointee
  - (ii) Proposed conditions of appointment; and
  - (iii) Terms of advertisement.
- (b) In special circumstances, the Executive may decide to create a smaller Selection Committee of the President, General Secretary and one member of staff nominated by the Staff Committee. If the Staff Committee cannot meet in time, the Executive will automatically nominate a member of SRC staff.
- (c) Advertisements shall state in outline:
  - (i) The duties of the appointee;
  - (ii) The conditions of appointment; and
  - (iii) The qualifications and experience sought; and shall also state the time of closing of applications and the source for further information.
- (d) The following are guidelines for the procedure of the Committee:
  - (i) All applications shall be circulated to Committee members in confidence together with the report of the terms Committee;
  - (ii) The Committee shall first discuss general considerations for the position and then select candidates for interview;
  - (iii) After interviews, the Committee shall determine upon a short list and shall then, if necessary, conduct second interviews;
  - (iv) The Committee shall then determine upon its recommendation to the Council.
- (e) The Committee may appoint a subcommittee to conduct first interviews and report back to the Committee on such interviews as it conducts.
- (f) The Committee shall report to the Council stating:

### 9. STAFF COMMITTEE:

- (a) There shall be a Staff Committee which shall consist of the permanent members of the SRC Staff and which shall advise the Council and Executive on matters relating to staff conditions. Part Two Section 2 of the Regulations shall not apply to the Staff Committee.
- (b) The distribution and placement of offices within the SRC shall be jointly decided by the President, the Administration Manager, and the General Secretary in consultation with the Staff Committee.



## Part Five – Finance

### DIVISION ONE – GENERAL:

#### 1. ACCOUNTS:

The following banking accounts of the Council shall be maintained:

- (a) The General Account, which shall be used for all transactions not provided for in (b) and (c) below;
- (b) The Bursary and Assistance Fund Account, which shall be used solely for loans, payments and repayments to and from the Bursary and Assistance Fund;
- (c) The Secondhand Bookshop Account, which shall be used for the transactions of the Secondhand Bookshop, but the funds of which may be transferred from and to the General Account. At the end of each month, any funds in excess of \$5,000 shall be transferred from the Secondhand Bookshop Account to the General Account.
- (d) Any other accounts as Council shall from time to time determine.
- (e) Cheques will be kept and prepared only by the Administration Manager.
- (f) Only the Administration Manager shall have access to the SRC's Internet Banking facilities.

#### 2. SIGNATORIES:

The signatories to all SRC bank accounts except the Secondhand Bookshop account and the Bursary and Assistance Fund account shall be the President, Vice-President, General Secretary, Administration Manager and one member of the administrative staff as approved by the Executive.

- (a) Each cheque shall be signed by one of the Executive office-bearers listed in (a) above, plus one of the administrative staff as listed in (a) above, provided that in an emergency any two of the signatories may sign a cheque for a payment which has previously been approved by the Executive.
- (b) The signatories to the Secondhand Bookshop Account shall be the Bookshop Manager, the President, the Vice-President, the General Secretary, the Administration Manager and one member of the administrative staff as approved by the Executive. Cheques drawn on the Bookshop Account shall be signed by any two of the above signatories, *except that* the Executive may give authority for the Bookshop Manager to be sole signatory on cheques up to the value of \$250.
- (c) The signatories to the Bursary and Assistance Fund account shall be the President, the Vice-President, the General Secretary, the Administration Manager, the Administrative Officer responsible for the Bursary and Assistance Fund, and one member of the administrative staff as approved by the Executive. Each cheque shall be signed by one of the Executive office-bearers plus one of the administrative staff, as listed above.
- (d) Where these Regulations direct that any office-bearer shall be signatory for one of the Council's bank accounts, and the Council appoints co-office-bearers, then unless the Council otherwise directs, the Bank shall be given specimen signatures of both or all such co-office-bearers and instructed to accept as the signature of that office any one of these signatures.'

### 3. BOOKS OF ACCOUNT:

The following books of account shall be kept by the Administration Manager: Cash Receipts Book, Cash Payments Book and such other records as the Auditors, the Council.

### 4. THE AUDITORS:

- (a) The Auditors shall be appointed at the first meeting of each Council or as soon thereafter as possible and shall be eligible for re-appointment.
- (b) The financial records of the Council shall be inspected by the Auditors from time to time, who shall have access to the books, records or documents for this purpose and shall prepare financial statements each year for submission to the Council and Senate.
- (c) The Auditors may be requested by the Council to investigate and report on the financial position of the Council or any aspect of it at any time.

### 5. PAYMENTS:

- (a) No monies of the Council shall be expended without the specific approval of the Executive or of the Council. Any proposed payment which the Executive does not approve shall be submitted by it to the Council, whose decision shall be final. Payments shall be made by cheque, except as provided in Sections 6 (a) to (e) below.
- (b) At each ordinary meeting of the Executive, the General Secretary shall present a detailed list of all proposed payments together with supporting details, so that the Executive may either approve such payment or refer it to Council.
- (c) Any proposed payment shall be in the form which shall be kept in the Council Records, and signed by the officer requesting payment.
- (d) Notwithstanding Section 8 above, any two of the President, the General Secretary and the Administration Manager may on the grounds of urgency authorise an essential payment by cheque and report such payment and the reasons for it to the next meeting of the Executive.
- (e) The Council shall have sole power to approve grants.
- (f) Section 5 (a) and (b) above shall not apply to the salaries of the employees of the Council, which shall be paid by the Administration Manager when they fall due.

### 6. PETTY CASH:

- (a) There shall be a petty cash float of not more than \$100, payments from which shall be recorded in the Petty Cash Book.
- (b) Payments from Petty Cash shall be for the purpose of reimbursing a member of staff or Council for out-of-pocket expenses.
- (c) No payment from Petty Cash shall exceed \$20.
- (d) Payments from Petty Cash shall be authorised by the Administration Manager or the President.
- (e) Payment for reimbursement of the petty cash float shall be approved by the Executive.

## **7. SETTING ASIDE FUNDS:**

At the end of April each year, the Council shall set aside 20% of the funds received from the University in the financial year to date, to be held in a fixed term account to mature on the first day of the term of office of the next Council.

## **8. FINANCIAL YEAR:**

The financial year of the Council shall end on the Thirtieth (30th) day of November in each year.

## **DIVISION TWO – BURSARY AND ASSISTANCE FUND:**

### **9. GENERAL:**

- (a) There shall be a Bursary and Assistance Fund
- (b) The fund shall be managed by the Trustees, the Administration Manager, and the General Secretary. The Trustees shall be the President, the Chairman of the Academic Board, and one other member of the staff of the University nominated by the Council.
- (c) The SRC Administration Manager shall be Secretary of the Fund.
- (d) Subject to these Regulations, the Trustees may make resolutions for the operation of the Fund, which shall be tabled before the Council for approval
- (e) The Fund shall be used to provide financial assistance to students, who, in the opinion of the President, subject always to the opinion of the Trustees, are in sufficient need of such assistance.

## Part Six – Publications

### 1. DIRECTORS OF STUDENT PUBLICATIONS (DSP):

- (a) There shall be six Director of Student Publications (DSP) whose duties shall be:
  - (i) To act as Publisher of all publications of the Council;
  - (ii) To exercise a censorship over all publications issued by the Council, provided that such censorship shall be restricted to matters which in their opinion:
    - (1) May involve the Council in civil or criminal liability, (including but not limited to defamation, contempt, obscenity, indecency, pornography and copyright), or
    - (2) Are discriminatory on the basis of sex, sexuality, race and ethnicity or disability.
    - (3) Promote a candidate running in any student election at the University of Sydney, unless that candidate has been endorsed by Council.
  - (iii) To perform such other duties as may be determined from time to time by the Council.
- (b) The Letters to the Editor section of *Honi Soit* may be censored only in so far as it may involve the Council in breach of any legislation, or in civil or criminal liability.
- (c) If the DSPs censor any part of a publication of the Council under s.1 (a)(ii) above, the Editor of that publication may appeal to the President, who shall have final jurisdiction after consultation with the relevant parties.
- (d) The DSPs shall be indemnified by the Council for all liability incurred in that capacity as a result of their acts which are *bona fide* and without negligence.

### 2. PUBLICATIONS COMMITTEE:

- (a) There shall be a Publications Committee which shall consist of the Directors of Student Publications, who shall preside, the President, Vice-President, the General Secretary, the Publications staff, the Editors of *Honi Soit* and the Editor/s of any other publication then published by the Council.
- (b) The Publications Committee shall make recommendations to Council on any matters affecting the publications of the Council.

### 3. PUBLICATIONS MANAGER:

There shall be a Publications Manager who shall be employed by the Council on such terms as the Council may from time to time determine, and whose duties shall be to arrange and conduct the business of publications of the Council subject to decisions of the Council, the Publications Committee and the DSPs, including:

- (a) Arrangements for the printing of publications;
- (b) Obtaining and invoicing advertising in publications;
- (c) Delivery of publications;
- (d) Recording and despatching subscriptions to publications.

#### 4. HONI SOIT:

- (a) The Council shall publish not less than fortnightly during semester, a journal to be known as *Honi Soit*, which shall be the official Journal of the Students' Representative Council.
- (b) The Editor(s) of *Honi Soit*, comprising between one and ten persons, will be elected annually by the student body.
- (c) The Editor(s) shall be solely responsible for the production of *Honi Soit*, subject to any decision of the Executive or the Council.
- (d) The President shall present the editors of *Honi Soit* with a written report prior to the publication of each issue. The report shall be printed on a facing page within the first nine pages *Honi Soit*, and shall be a minimum of ten point typesetting.
- (e) One issue of *Honi Soit* each year shall be entitled the '*Honi Soit* Women's Edition' and shall be organised as follows:
  - (i) Women's edition of *Honi Soit* shall be organised, where possible, to coincide with Women's Week.
  - (ii) In the two editions prior to the copy deadline for the Women's edition, a notice advertising a place and time for meeting of any interested women to be involved in the writing, production and layout of the Women's Edition shall be placed in *Honi Soit*.
  - (iii) The issue shall be co-ordinated by the women editors of *Honi Soit* and edited by an open collective of interested women students.
  - (iv) Contributions, layout, design and production of material for the '*Honi Soit* Women's Edition' shall be done solely by women.
- (f) One issue of *Honi Soit* each year shall be titled *Honi Soit* Queer Edition and shall be organised as follows:
  - (i) The Queer edition of *Honi Soit* shall, where possible, be organised to coincide with Pride Festival.
  - (ii) In the two editions prior to the copy deadline for the Queer edition, a notice advertising a place and time for meeting of any interested queer-identified or questioning students to be involved in the writing, production and layout of the Queer Edition shall be placed in *Honi Soit*.
  - (iii) The issue shall be coordinated by the Queer Officers and edited by an open collective of interested queer-identifying or questioning students.
- (g) One issue of *Honi Soit* each year shall be titled *Honi Soit* Indigenous Edition and shall be organised as follows:
  - (i) The Indigenous edition of *Honi Soit* shall be organised, where possible, to coincide with Reconciliation Week.
  - (ii) In the two editions prior to the copy deadline for the Indigenous edition, a notice advertising a place and time for meeting of any interested students to be involved in the writing, production and layout of the Indigenous Edition shall be placed in *Honi Soit*.
  - (iii) The issue shall be coordinated by the Indigenous Officers and edited by an open collective of interested Indigenous students.

#### *Casual Vacancies:*

- (h) An *Honi Soit* editor will cease to hold office if the editor:
  - (i) Dies; OR
  - (ii) Resigns in writing to the President or Secretary to Council.

- (i) In cases of serious misconduct, Council may dismiss a sitting *Honi Soit* editor through the following procedure:
  - (i) Notice of motion to dismiss the editor shall be given in writing not less than ten (10) working days before a meeting of the Council;
  - (ii) The motion shall be included in the Motions on Notice section of the Agenda for the meeting of the Council;
  - (iii) A two-thirds majority shall be required for an editor to be dismissed.
  - (iv) The consent of at least two-thirds of *Honi Soit* editors shall be required for an editor to be dismissed.
  - (v) Council may appoint *Honi Soit* editors to fill casual vacancies in the *Honi Soit* editorial team through the following procedure:
    - (1) A majority of remaining *Honi Soit* editors must sign a motion calling for the appointment of a specified new *Honi Soit* editor to fill a casual vacancy;
    - (2) Council may choose to ratify or reject the motion through a simple majority vote;
    - (3) This motion may be moved at a Council meeting without prior notice.
  - (vi) *Honi Soit* editors appointed to fill casual vacancies will have the same rights and privileges as directly elected *Honi Soit* editors, including receipt of the shared stipend.
  
- (j) One issue of *Honi Soit* each year shall be titled *Honi Soit* Disabilities Edition (*Disabled Honi*) and shall be organised as follows:
  - (i) The Disabilities edition of *Honi Soit* shall, where possible, be organised to coincide with Disability Inclusion Week.
  - (ii) In the two editions prior to the copy deadline for the Disabilities edition, a notice advertising a place and time for meeting of any interested disabled students to be involved in the writing, production and layout of the Disabilities Edition shall be placed in *Honi Soit*.
  - (iii) The issue shall be coordinated by the Disabilities Officers and edited by an open collective of interested disabled students.

## 5. EDITORS:

- (a) The elected editors of *Honi Soit* shall be paid a stipend.
- (b) The Editor(s) shall be solely responsible for the production of *Honi Soit*, subject to any decision of the Executive or the Council.

## 6. OTHER PUBLICATIONS:

The Council shall publish other publications at such times as it deems fit, appointing an Editor at such times who shall be responsible for the production of those publications.

## 7. ORIENTATION HANDBOOK:

The Council shall publish each year before Orientation Week an 'SRC Orientation Handbook' which shall have the following functions:

- (a) Be organised and written by members of the Orientation Committee and other SRC office-bearers
- (b) Provide information to incoming students (both new and continuing) on various aspects of University life, including student organisations, financial assistance, students' rights, welfare, academic rights, and general information on the student experience

- (c) All office-bearers for that Council year must submit a report to the Orientation Committee to be included in the Orientation Handbook.

## **8. COUNTER-COURSE HANDBOOK:**

The Council shall publish each year before Enrolments at the beginning of the year an SRC 'Counter-Course Handbook' which shall have the following functions:

- (a) Be organised and written by the Education Officers of that Council year
- (b) Provide information on courses, units of study and more general information about education, teaching and learning at the University of Sydney that has been gathered from a survey of the student body at the conclusion of the previous Council year
- (c) The editors of the Counter-Course Handbook shall include the Education Officer(s), General Secretary(s), and the general members of the student body elected to be members of the Orientation Committee at the annual Reps-Elect meeting for the Council year.

## **9. COMPILING OF INFORMATION:**

The information for the Counter-Course Handbook shall be gained by circulating a questionnaire to all undergraduate students on students' perceptions of courses and units of study at the University of Sydney. The questionnaire shall be circulated via all-student email or through other means that the President, Executive or Council may deem appropriate. The President of the current year shall be responsible for circulating the survey, which shall be sent out no later than the beginning of Stuvac in Semester 2 of that year. The Education Officer(s) of the Council which takes office on December 1<sup>st</sup> of that year shall be responsible for compiling the information received from the survey into a Counter-Course Handbook for the new Council year.

## **10. DISTRIBUTION OF THE COUNTER COURSE-HANDBOOK:**

The Counter-Course Handbook shall be distributed to enrolling students at the time of their enrolment, and to all departments. The Counter-Course Handbook shall also be distributed to students during Orientation Week.

## Part Seven –Officers and Committees

### 1. FUNCTIONS AND DUTIES:

The function and duties of the Officers of the SRC shall be:

- (a) To promote the SRC within the University and to the wider community
- (b) To devise policy for adoption by Council and to assist in implementation of policy
- (c) To promote and work through democratic, participatory organisational structures
- (d) To organise campaigns in accordance with SRC policy and relevant to the officers portfolio
- (e) To work with NUS and cross campus networks where applicable
- (f) To liaise with other student organisations of Sydney University
- (g) To include affiliated campuses in collective activities, including attempting to rotate collective meetings between campuses
- (h) To publicise activities of the officer and collective in publications on main campus and on satellite campuses
- (i) To report to Council on activities of the department
- (j) To prepare, in consultation with the General Secretary, a budget for the department, and to report to the mid-year budget review
- (k) To comply with accountability measures as required by Council; in particular to ensure that funding from the department's budget is requested in a verbal or written report to Council or Executive, and that documentation is provided in relation to all funding received. Collectives can apply for budget funding and expenditure without the support of the relevant officer,
- (l) To promote the SRC in Orientation Week and SRC Week.
- (m) Where possible to convene an open collective of students around issues relevant to the portfolio
- (n) To publicise the collective and its activities in publications on main campus and on satellite campuses
- (o) To maintain contact lists of students interested in the collective and activism around issues relevant to the portfolio
- (p) To act as first point of contact for the Collective
- (q) To call Collective meetings, at least fortnightly during semester
- (r) To ensure written reports are provided to Council on a regular basis
- (s) To ensure members of the Collective attend Council meetings regularly



- (t) To ensure files are kept on issues relating to the Portfolio
- (u) To ensure information is passed on to incoming Officers from the next council.
- (v) To maintains regular contact with satellite campuses.

## 2. AD HOC COMMITTEES:

The Council may from time appoint Committees to consider such matters as the Council may direct by terms of reference. Details of membership and function of such committees shall be kept in the policy records of the Council. The Council may at any time decide, by majority vote, to dissolve such Committees.

- (a) **The Orientation Committee shall be created as an Ad Hoc Committee.**

## 3. OTHER STANDING COMMITTEES:

In addition to such other Committees as are established elsewhere in these Regulations, there shall be the following Standing Committees of the Council:

- (a) The **Faculty Societies Committee**, which shall advise the Council on matters of concern relating to the various Faculties and which shall consist of the Vice-President, who shall preside, the President and the General Secretary, and the Presidents of all Faculty Societies.
- (b) The **Inter Campus Committee**
  - (i) The membership of this Committee shall include:
    - (1) The Inter-Campus Officer(s) one of whom shall preside,
    - (2) The President,
    - (3) The Vice-President,
    - (4) The General Secretary
    - (5) Two other Representatives elected by the Council
    - (6) Ex Officio members of the committee including the Presidents associated listed in 7.3 (c) (ii).
  - (ii) The duties of this committee shall be to advise Council on matters affecting inter campus relations and activities and liaise with
    - (1) Cumberland Student Guild,
    - (2) Conservatorium of Music Students' Association,
    - (3) Students' Association of Sydney College of the Arts,
    - (4) Any other relevant Faculty- or Department-based Societies
  - (iii) The committee shall meet at least once per semester.
- (c) The SLS Committee, which shall consist of the President as chair, the Vice-President, the General Secretary and the Principal Solicitor. This committee shall oversee the running of the SRC Legal Service and provide the Executive and Council with regular reports
- (d) The Standing legal committee, which is described in Part 9
- (e) **The Orientation Committee, which is described in Part 1.6-A. (Deleted 03/02/16)**

#### **4. PROCEDURE:**

- (a) Decisions of a Standing Committee or an ad hoc Committee shall be made by a simple majority vote. Any member of a Standing or ad hoc Committee who is unable to attend any meeting of such Committee may, by notice in writing to the Secretary to Council or the President, appoint as a proxy for such meeting any member of the student body who has paid affiliation fees to the Council; provided that no person present at such meeting may hold more than one vote.
- (b) The quorum for a meeting of a Standing Committee or an ad hoc Committee shall be one half of the members of the Committee.
- (c) Procedures at Standing or ad hoc Committees shall follow the Standing Orders for Council so far as is applicable.
- (d) Reports of Committees shall be presented to the Council by the President or the Convenor as applicable.

#### **5. GENERAL:**

The Secretary to Council shall ensure that a complete list of membership of Management and other Standing Committees is available for Council at the earliest possible meeting of the Council following the appointment of all these Committees.

#### **6. NO SMOKING NO ALCOHOL:**

- (a) Smoking shall not be permitted in the meeting room during any Committee Meetings.
- (b) No Alcohol shall be permitted in the meeting room during and Committee Meetings.

## Part Eight – Elections

Below is Part Eight of the regulations adopted on the 3<sup>rd</sup> of April 2017.

### 1. ANNUAL ELECTIONS:

- (a) In Second Semester each year there shall be conducted, in conjunction, the following elections, hereinafter referred to as the Annual Elections:
  - (i) The election of Representatives to the SRC;
  - (ii) The election of the President of the SRC;
  - (iii) The election of the Editor(s) of Honi Soit;
  - (iv) The election of National Union of Students (NUS) delegates.
- (b) A day or period of days hereinafter referred to in this part of the Regulations shall not include Saturdays, Sundays or any day which is a University or Public Holiday.
- (c) Campaigning shall be understood as the assisting or engaging in the promotion of a candidate, ticket, or brand including but not limited to distributing leaflets, public endorsements, or wearing of campaign shirts.
- (d) A ticket refers to a group of candidates who, by mutual consent, agree to appear together on the Ballot Paper.
- (e) A brand refers to a group of tickets whose candidates, by mutual consent, agree to appear identifiably similar. Brands shall contain tickets that are identifiably similar by criteria determined by the Electoral Officer and published as a part of nomination guidelines. Each ticket for the election of the Editor(s) of Honi Soit shall be considered its own brand.

In these regulations, unless there be something in the subject matter or context inconsistent therewith, each gender shall include the other gender and words in the singular shall include the plural and vice versa.

### 2. ELECTORAL OFFICER:

The Annual Elections and any By-Elections for any of the above-mentioned positions shall be conducted under the personal supervision of the Electoral Officer, and, if they deem necessary, of Deputies appointed by them in writing whether in a general or specific purpose capacity.

### 3. ROLES AND DUTIES OF THE ELECTORAL OFFICER:

The Electoral Officer shall ensure the fair and efficient conduct of the Annual Elections, any By-Elections and any Referenda.

The Electoral Officer (hereafter, EO):

- (a) Shall be appointed by the Council at least fifty (50) days before the close of voting in the case of the Annual Elections and at least twenty (20) days in the case of By-Elections;
- (b) Shall not necessarily be employed by the Council, but shall be reimbursed for expenses incurred in the pursuit of the duties of the position of the EO provided that these have been carried out with due diligence, and shall be paid a stipend which shall be a quarter of the President's stipend;
- (c)
  - (i) Shall act in accordance with and apply the provisions of the Constitution and these Regulations as they stood at the time when nominations were called but otherwise shall not act on any direction of the Council or its office-bearers. The EO shall not

- be a member of Council;
  - (ii) With respect to the election of NUS delegates, shall act in accordance with these Regulations and with the relevant sections of the NUS Constitution and Regulations;
- (d) Shall table before the next meeting of Council after the declaration of the election, a report on each election he/she has conducted and any matters dealt with by the ELA as well as a copy of the declaration;
- (e) Shall not be a candidate, nominator or seconder of a candidate;
- (f) Shall not be eligible for election to an executive position after an election they have conducted until the next Annual Elections;
- (g) Shall hold office until (d) of this section has been fulfilled;
- (h) May submit observations to be included in future EOs' handbooks;
- (i) Shall be responsible for specifying the requirements for a space suitable to conduct the count;
- (j) Shall designate polling days, on which polling booths shall be open at locations in accordance with Part 8 section 15 of these regulations, and shall designate pre-poll voting days on which votes may be cast at a location notified by the EO;
- (k) Shall determine the format of nominations;
- (l) Shall specify requirements for non-partisan stickers to be produced by the SRC to be made available at all polling booths for all students who have voted.

#### 4. NOTICE OF ELECTION:

- (a) The EO shall publish a Notice of Elections which shall be printed in a full-page advertisement in Honi Soit, and displayed on the SRC website. This shall also include that the notice, where possible, be placed on the University of Sydney's official websites, and emailed to the entire undergraduate student body. The Notice of Elections shall be published at least seven (7) days before the close of nominations in the case of the Annual Elections and at least five (5) days before the close of nominations in the case of any By-Election. The Notice of Elections shall state:
  - (i) Where nomination forms may be obtained;
  - (ii) Where a copy of these Regulations may be obtained;
  - (iii) The addresses where nominations will be accepted (including the SRC post office box);
  - (iv) The date and time after which nominations will no longer be accepted.
- (b) In the case of the Annual Elections the EO shall name a day upon which the voting shall close and shall give at least fifteen (15) days notice of such a day, provided that there shall be at least fifteen (15) academic days from the closing of nominations until the opening of voting.
- (c) In the case of a By-Election the EO shall fix a day or days upon which such By-Election shall be held and shall give notice of such a day at least ten (10) days previously, provided that there shall be at least ten (10) days from the close of nominations until the opening of voting.
- (d) The EO shall give at least fifteen (15) days notice of the close of nominations for the Annual Elections and for By-Elections.

- (e) The Electoral Officer shall give at least fifteen (15) days notice of the close of nominations for the Annual Elections and for By-Elections.

## **5. NOMINATIONS:**

- (a) The lodged hard copy nomination of all candidates shall be an original document signed by members of the student body. A candidate for the position of President shall be nominated by ten students who are members of the student body.
- (b) All candidates must have paid any required affiliation or nomination fee to council by the close of nominations.
- (c) The EO may reject any nomination which has not been received by the date and time specified by the notice of election, or which does not comply with the regulations.
- (d) If the nomination complies and meets the form of a valid nomination and has been received on time but requires minor correction of information, the EO shall at once notify the affected party of the relevant issue. The affected party shall have three (3) days following notification from the EO to rectify the issue.
- (e) If the nomination does not comply with Section 5(b), the affected party shall have up to three (3) days after notification from the returning officer to rectify the issue.
- (f) As well as the original signed hard copy all nominations and policy statements must also be lodged online before the close of nomination time. All hard copy nominations forms must be filled in in block letters, except for the signature/s of candidate/s.
- (g) A brand shall submit a cover sheet indicating the name of that brand, the names of the tickets within that group, and up to two (2) campaign managers who shall be the primary contact/s for the brand with the EO. The cover sheet shall be in the form determined by the EO.

## **6. AFTER NOMINATIONS:**

- (a) As soon as possible after nominations have closed, the Electoral Officer shall cause to be displayed on at least one SRC noticeboard a list of candidates and their nominators, and a statement of any further checking to be undertaken.
- (b) A valid nomination may be withdrawn in writing by the candidate up to 48 hours after display of the list of candidates.

## **7. TICKET REQUIREMENTS:**

- (a) The maximum number of candidates that constitutes a ticket for each election are as follows:
  - (i) For a single ticket for the election of Representatives to the SRC, the maximum shall be eight (8);
  - (ii) For a single ticket for the election of NUS delegates, the maximum shall be seven (7);
  - (iii) For a single ticket for election of the Editor(s) of Honi Soit, the maximum shall be ten (10).
- (b) Candidates who do not indicate a wish to be grouped shall be treated as a group of one person. In this process no candidate or candidates shall be disadvantaged.

- (c) The name of any group shall not exceed thirty (30) characters in length.
- (d) The maximum number of 'Representative tickets' under the same brand or a derivative running for election is to be capped at seventeen (17).
- (e) The maximum number of 'NUS tickets' under the same brand or a derivative running for election is to be capped at five (5).
- (f) The maximum number of 'Honi Soit tickets' under the same brand or a derivative running for election is to be capped at one (1).
- (g) The EO shall reject the name, logo, or colour, chosen by any ticket or brand on the grounds that:
  - (i) it is the same as or is identifiably similar to the name of another ticket or brand;
  - (ii) it is for a Representative and/or NUS ticket, and is the same as or is identifiably similar to the name of a ticket for the Editor(s) of Honi Soit;
  - (iii) it is offensive on the grounds that it is sexist, racist, homophobic, transphobic, ableist, classist or vilifies a person or persons;
  - (iv) it is sufficiently similar to another group or organisation's name or promotional material, to confuse or take unfair advantage of that group's efforts or celebrity status.
- (h) The EO shall immediately notify all affected parties of a decision to reject the name, logo, or colour, of a ticket or brand.

## **8. VACENCIES AND FULLFILMENT OF POSITONS:**

- (a) If the number of valid nominations for any position is equal to the number of vacancies, the Electoral Officer shall declare the candidate or candidates so nominated duly elected.
- (b) A ballot shall be held for any position where the number of valid nominations exceeds the number of vacancies to be filled.
- (c) Where the number of valid nominations is less than the number of vacancies for any position, the candidate(s) nominated shall be declared elected and a By-Election be held to fill the remaining vacancies.

## **9. ELECTION HONI SOIT EDITION:**

- (a) For Annual Elections, the EO shall edit and supervise the layout by the current editors of a Special Election Issue of Honi Soit to be distributed to the Student Body no later than nine (9) days prior to the first polling day, and which shall contain:
  - (i) where submitted, a bona fide photograph of each candidate (not altered since the time it was taken), curriculum vitae and policy statement;
  - (ii) the full names of all nominators of Presidential candidates, alongside their faculty, degree name and degree year;
  - (iii) an explanation of the ordinary preferential and quota-preferential proportional representation voting systems;
  - (iv) the following sections of this Part of the Regulations: s. 2, s. 3, s. 5, s. 6, s. 7, s. 15, s. 27;
  - (v) polling places and times.
- (b) At a reasonable time determined by the EO, and with proper supervision, candidates may inspect all final copy before despatch to the printers.
- (c) For any election, the order of appearance of candidates in the Election Issue shall be the same as that on the ballot paper.

- (d) In the case of By-Elections there shall, in the last issue of Honi Soit before the election, be a supplement which adheres to the prescriptions set out in this section.
- (e) For the Special Election Issue of Honi Soit the Directors of Student Publications (DSPs) elected by Council shall act within their duties as prescribed in the Regulations. Where the DSPs are candidates in the election, Council may appoint DSPs to act for the Special Election Issue of Honi Soit.
- (f) The Special Election Issue of Honi Soit may also contain paid advertisements not related to the elections. It shall not contain:
  - (i) artwork which in any way comments favourably or unfavourably upon any candidate or group of candidates or which ridicules the election process;
  - (ii) editorial comment on the merits of candidates or issues.
- (g) The EO shall ensure that commentary provided on election candidates in Honi Soit between the publication of the Special Election Issue and the close of polling is not defamatory and does not endorse any particular candidate.
- (h) A current Editor or a reporter must declare a conflict of interest relating to the Annual Elections to the EO. For the avoidance of doubt, a conflict of interest shall be defined as any financial or political interest that supersedes the journalistic responsibility to be impartial with regard to Annual Elections or By-elections.
- (i) The reasonable apprehension of a conflict of interest shall be sufficient grounds for the EO to exclude an Editor or reporter from commenting on the Annual Elections. Evidence for such may be brought to the attention of the EO as necessary.
- (j) All conflicts of interest must be stated in a reasonable sized font, in a visible location, and listed on the contents page and the same page as election coverage.
- (k) Coverage will be exhaustive within each of the four covered elections (President, Council, NUS delegates, and editor(s) of Honi Soit); that is, if one ticket or candidate is reviewed, all within that election must be reviewed.

## 10. POLICY STATEMENTS:

Policy statements may be submitted by candidates and groups before the close of nominations as follows:

- (a) In the case of candidates for the office of President or of Editor(s), they shall not exceed five-hundred (500) words.
- (b) In the case of Representatives, they shall not exceed the number of candidates nominating in a group multiplied by two hundred (200) words. Where candidates are grouped by common consent, a group statement of no more than seven-hundred-and-fifty (750) words may precede statements by individual candidates. The remainder of the word allocation shall be available to the candidates as long as no individual statement exceeds one-hundred and fifty (150) words.
- (c) Candidates or groups shall specify the number of words claimed to be used either in the group or individual statements.

## 11. CURRICULUM VITAE:

Each candidate for the position of Representative, Honi Soit editor or NUS delegate may submit a curriculum vitae consisting of not more than fifteen items. The curriculum vitae of candidates

for the position of President shall not be limited.

## **12. NOTICE OF VOTING DATES TIMES AND LOCATIONS:**

- (a) The EO shall widely distribute a notice encouraging the student body to vote in the Annual Elections.
- (b) This notice shall be of a completely non-political, non-partisan nature.
- (c) This notice shall also bear the location of polling booths and the times during which they shall remain open.
- (d) The notice shall be published on the SRC website, the Honi Soit website homepage, a full-page advertisement of the print edition of Honi Soit, and, where possible, other online channels the SRC has access to.
- (e) These notices must be available and accessible to all students on all campuses. The EO shall follow the same procedures for any by-election.

## **13. AQUANTING ELECTORS:**

Online campaigning shall begin nine (9) days prior to the first polling day, and on-campus campaigning shall begin six (6) days prior to the first polling day. Online campaigning shall therefore begin on Wednesday two weeks prior to the commencement of polling; physical campaigning shall begin on Monday one week prior to the commencement of polling; pre-polling will be held on a Tuesday, and polling will be held on a Wednesday and Thursday.

## **14. VOTING:**

Voting shall be by secret ballot.

## **15. VOTING ANNUAL OR BY-ELECTIONS:**

- (a) At the Annual Elections or By-Election, voting shall remain open for at least one polling day. Pre-poll votes for the Annual Election and any By-Election and any concurrent Referenda may be cast at times designated by the EO during the period commencing not before the publication of the election issue of Honi Soit to not later than the day before the first polling day, and shall be held outside the Jane Foss Russell Building.
- (b) The EO shall determine, within the provisions of the remainder of this regulation, the location and hours of polling booths. Such polling booths shall be established in locations suitable for those eligible to vote in the election and which do not unduly affect the convenience of passers by.
- (c) For the Annual Elections, the following times will be adhered to:
  - (i) A polling booth shall be established outside Fisher Library between the hours of 8:45am and 5:15pm on both days of polling;
  - (ii) A polling booth shall be established outside the Jane Foss Russell Building between the hours of 8:45am and 5:15pm on both days of polling;
  - (iii) A polling booth shall be established at Manning House between the hours of 10:45am and 3:15pm on both days of polling;
  - (iv) A polling booth shall be established at the Cumberland College of Health Sciences between the hours of 9:45am and 2:15pm on both days of polling;
  - (v) A polling booth shall be established at the Conservatorium of Music between the hours of 9:45am and 2:15pm on the first day of polling;



- (vi) A polling booth shall be established at the Peter Nicol Russell (PNR) Building between the hours of 11:45am and 2:15pm on the first day of polling;
  - (vii) A polling booth shall be established at the Sydney College of the Arts between the hours of 9:45am and 2:15pm on the second day of polling.
- (d) The EO shall advertise the hours of opening and location of polling booths.
  - (e) At least six (6) copies of the Special Election Issue of Honi Soit shall be made available to voters at each polling booth during all days of voting.

## **16. BALLOT PAPERS:**

- (a) For any election, the Ballot Papers shall be substantially in the form determined by the EO.

## **17. COUNTING THE VOTE:**

- (a) The method of voting and counting the ballots shall be by the system of quota preferential proportional representation set out in the Second Schedule of the Constitution, with optional marking of preferences. Voters shall also be given the option of voting 'above the line' and preferencing a group or groups in the elections for Representative and NUS Delegate.
- (b) Voters may vote either above the line or below the line. In the event that a voter has recorded a formal vote both above and below the line, the ballot paper will be treated as though the voter has marked below the line only.
- (c) Preferences from 'above the line' votes for groups will be distributed to the group's candidates in the order in which the candidates appear on the ballot paper. Further preferences may be distributed to other group's candidates if the voter expresses further preferences for those groups 'above the line'.

## **18. RECORDING THE VOTE:**

- (a) If the Electoral Officer deems it necessary, they or a person authorised by the Electoral Officer shall initial each ballot paper or stamp it with the prescribed stamp of the SRC.
- (b) For the purposes of reconciling the numbers of ballot papers with the numbers of students claiming a vote, the Electoral Officer may instruct Polling Booth Attendants to place on the back of each ballot paper issues, a mark identifying the polling place.

## **19. POSTAL VOTING:**

- (a) Postal voting facilities shall be made available to any person eligible to vote who is unable to attend a polling booth on polling days or to cast a pre-poll vote.
- (b) A person applying for a postal vote shall lodge, in writing, with the EO or a designated Deputy EO, not less than nine (9) days prior to the first day of voting, an Application for a Postal Ballot. Such Applications shall be in the form determined by the EO, and shall state the name and student number of the person making the application, the grounds on which the application is being made, and the Australian domestic address to which the papers are to be sent. The template for such Applications shall be published on the SRC website, the online Honi Soit, the print edition of Honi Soit, and, where possible, other online channels the SRC has access to.

## 20. DETERMINING VALIDITY POSTAL VOTES:

- (a) If the EO is of the opinion that the grounds submitted do not justify the issue of a postal vote they shall immediately notify the applicant. An appeal shall lie to the Electoral Legal Arbitrer.
- (b) Where a postal vote is allowed, the EO shall cause to be posted to the address notified at least seven (7) days prior to the first day of voting:
  - (i) a ballot paper for each of the elections in which the applicant is entitled to vote;
  - (ii) the issue of Honi Soit containing the policy statements of candidates for the Annual Elections and any By-Elections;
  - (iii) a declaration, in the form determined by the EO;
  - (iv) a stamped, addressed envelope for return of the votes to the EO.

The ballot paper(s) shall be in typed form, stamped on the back with prescribed stamp of the SRC and initialled by the EO.

## 21. ACCEPTING POSTAL VOTES:

To be included in the scrutiny, postal votes must:

- (a) Be received by the Electoral Officer before the close of voting;
- (b) Contain a declaration stating that the voter is eligible to vote in the election(s) for which the ballot papers were despatched.

## 22. POLLING BOOTH ATTENDANTS:

- (a) The EO may appoint Polling Booth Attendants (hereafter, PBAs) who shall act under their personal supervision from the time they attend the meeting called by the EO to explain the manner in which duties shall be performed.
- (b) The PBAs are responsible to the EO for the conduct of voting and observance of the Regulations.
- (c) The EO shall ensure that the PBAs are conversant with their duties and shall issue to each PBA a sheet of instructions.
- (d) At the polling booth:
  - (i) the PBA shall initial each ballot paper which they issue, and may also be required to indicate on it the place of issue;
  - (ii) before handing a ballot paper to any voter, the PBA shall, where possible, mark distinctively the voter's Authority to Attend Classes;
  - (iii) the PBA may make any reasonable enquiry to establish the identity of any person claiming a vote. Where, for any reason, the eligibility of the person is in doubt, the PBA shall place the ballot paper in a sealed envelope, setting out the reasons for uncertainty on the outside, and later convey it to the EO;
  - (iv) the PBA shall, at the request of any voter, issue a fresh ballot paper in place of one spoiled by the voter. Having cancelled the spoiled paper by writing "CANCELLED" or "SPOILT" on the back, the PBA shall place the paper in a special envelope provided for that purpose and later convey such envelope(s) to the EO;
  - (v) locked ballot boxes shall be provided and be sealed immediately the voting closes;
  - (vi) at the close of voting on any polling day, the PBA shall do with the ballot boxes as ordered by the EO, who shall take all necessary measures to assure the security of the votes and the orderliness of all proceedings from that time forth until the declaration of the election.

### **23. MISADVENTURE:**

The EO shall be responsible for supplying voting facilities as published. Where through misadventure it is not possible to establish facilities exactly as advertised, the EO may issue such instructions as would afford those affected an opportunity to cast their vote.

### **24. SCRUTINEERS, CHALLENGES AND COUNTING OF VOTES:**

Each individual candidate, individual ticket, group or brand of tickets contesting any election shall be entitled to have present throughout the counting of the votes up to four (4) scrutineers, nominated in writing by their designated campaign managers to the EO.

- (a) The EO may announce a time for examination of postal vote declarations and the doubtful votes conveyed by PBAs, and in the presence of such scrutineers as desire to attend, determine whether these votes will be included. Where a scrutineer wishes to dispute a decision, the challenge shall be made in writing, sealed in an envelope signed by the scrutineer and submitted to the ELA for speedy resolution.
- (b) Once the ballot boxes has been opened, the EO shall forthwith cause to be counted the first preferences in each election conducted. Scrutineers may ask to see any ballot papers and may (as elsewhere in this Section) challenge in writing the inclusion or exclusion of any ballot paper but shall not physically handle or interfere with any paper nor cause any undue noise, disturbance or obstruction during the counting of the votes on pain of being excluded from the counting room for persistent contravention.
- (c) A ballot paper shall be accepted as formal if it has been initialled by a PBA and has a clear indication of the voter's first preference. Where instead of numbers a voter has used ticks, crosses or other markings the vote shall not necessarily be informal but shall be recognised to the extent that the voter's intention is clear.
- (d) The order in which the ballots shall be counted shall be:
  - (i) first, President, then;
  - (ii) Editors of Honi Soit, then;
  - (iii) Representatives, then;
  - (iv) NUS delegates.
- (e) Where in the course of a scrutiny a duplication or omission occurs on a ballot paper before the number opposite the candidate next in the order of the voter's preference, the paper shall be set aside without further transfer being made.
- (f) The EO shall devise a method of clearly labelling parcels of votes transferred at each count.
- (g) The EO shall take all steps to conclude all scrutinies within seven (7) days of their start.

### **25. ANNOUNCEMENT OF THE BALLOT:**

- (a) The EO shall provide to the SRC the provisional results and final vote tallies within two (2) days of the counting of the votes being completed. These results and final vote tallies shall be posted on the SRC website as soon as is possible following this. The EO shall announce the results in the next issue of Honi Soit provided that there is at least two (2) days between the completion of counting and the issue being sent to print.
- (b) A candidate or scrutineer may in writing ask the EO for a recount up to two (2) days after the completion of the counting of the votes and not thereafter. The petition setting

out the grounds for a recount must include allegations of specific error or wrongdoing. Within two (2) days of receiving a petition for a recount, the EO shall, in writing, either set out any reasons why a recount should not occur or announce the time of starting the recount. An appeal shall lie with the Electoral Legal Arbiter in the case of rejection.

## 26. CAMPAIGN EXPENDITURE:

- (a) The expenditure limit for any purpose in connection with the Annual Elections or By-Elections shall be calculated as follows:
  - (i) \$100 per candidate;
  - (ii) Up to \$400 per ticket in the Representative elections;
  - (iii) Up to \$100 per ticket in the Delegate elections;
  - (iv) Up to \$750 per Presidential candidate.
- (b) Brand expenditure limit for any purpose in connection with the Annual Elections or By-Elections shall be calculated as follows:
  - (i) Funding for up to five (5) tickets in the Representative elections;
  - (ii) Funding for up to three (3) tickets in the Delegate elections;
  - (iii) Funding for up to one (1) Presidential candidate;
  - (iv) Up to \$3 000 total.
- (c) A ticket in the Honi Soit Editor(s) election shall have an expenditure limit of \$1 500 for any purpose in connection with the Annual Elections or By-Elections.
- (d) Candidates must include all donations, contributions and gifts to them or their group (except labour) as expenditure by their group:
  - (i) All donations, contributions and gifts (except paper and printing) are to be valued at their cost of purchase in the general market.
  - (ii) Donations, contributions or gifts of paper and printing are deemed to cost the rate charged by the SRC, or if the service is not available at the SRC, then their cost of purchase in the general market.
- (e) The EO or Electoral Legal Arbiter may require a person to provide evidence that the total expenditure which they incurred or caused to be incurred did not exceed the relevant limit under this section.
- (f) The EO or Electoral Legal Arbiter may require the campaign manager of a brand to provide evidence that the total expenditure incurred by the members of that brand did not exceed the relevant limit under this section.
- (g) All material produced for or used in conjunction with the Annual Elections shall be considered at full value, no matter any other additional usage it has, had or will have.

## 27. PRACTICES FORBIDDEN:

- (a) No person shall engage in any dishonest practice in relation to an election.
- (b) No person shall, in relation to an election, print, publish or distribute (including via an electronic or internet source or medium), or cause, permit or authorise to be printed, published or distributed, any matter or thing containing a statement:
  - (i) That is untrue;
  - (ii) That is, or is likely to be, misleading or deceptive;
  - (iii) That is discriminatory on any grounds, including but not limited to gender, sexuality, race, ethnicity or disability;It shall be a defence to an allegation of breach of this subsection 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 (i) and (ii) above.

- (c) No person shall campaign in a language other than English, except for printed material following an EO approved third-party translation.
- (d) No person shall make or publish any false statement in relation to the personal character or conduct of a candidate.  
It shall be a defence to an allegation of breaching this subsection if the person proves that they had reasonable grounds for believing and did in fact believe the statement made or published by them to be true.
- (e) No person shall engage in the physical or verbal intimidation (particularly abuse of a racist, sexist or homophobic nature) or non-consensual physical contact of any person, including voters, candidates, campaigners and electoral staff during the election.
- (f) No person shall remove, cover, or otherwise interfere with promotional material of another candidate where it has been placed in accordance with these regulations and university regulations:
  - (i) Any brand may only cover up to twenty-five (25) per-cent of any notice board.
- (g) No person shall:
  - (i) Vote more than once in the same election;
  - (ii) Record a vote to which they are not entitled;
  - (iii) Interfere with any ballot paper without the consent of the EO;
  - (iv) Hinder the EO, a Deputy EO or any other person appointed to assist the EO in the execution of their duties.
- (h) No person shall campaign outside of the designated campaigning period (as defined by s.13).
- (i) All persons campaigning for a candidate or group of candidates must be members of the student body who may vote. No NUS National Office-Bearer shall campaign in any election.
  - (i) Any person campaigning for a candidate or group of candidates (as defined by s. 1 (c)) may be required by the EO or to present evidence that they are currently enrolled at the University of Sydney as a student.
  - (ii) A current and valid undergraduate student card shall be considered sufficient evidence for the purposes of s. 27(i)(i). The acceptance of any other forms of evidence shall be at the discretion of the EO.
  - (iii) For the purposes of the Regulations, and at the discretion of the EO, the candidate or group of candidates on whose behalf any prohibited person was campaigning (as defined by s. 1 (c)) may be held responsible for said actions.
  - (iv) In accordance with s. 27(q) and at the discretion of the EO, any breach of the present section may result in:
    - (1) The disqualification of a candidate or group of candidates from the election;
    - (2) Exclusion of a candidate or group of candidates from 'campaigning' for a designated period of time.
- (j) The EO shall be responsible for creating an exclusion zone of no less than a ten (10) metres radius from all ballot boxes, within which no person shall display any poster, distribute leaflets or solicit votes, or impede without just cause the conduct of the election. For the purpose of this regulation, impeding the conduct of the election will include physically blocking, or causing to be stopped, any potential voter immediately outside the exclusion zone.
- (k) Except for the wearing of campaign t-shirts, persons may not campaign in the University Library or any of its branches.
- (l) No election material relating to candidates may be stored (i.e. left unattended) on SRC premises. No election material may be made visible on SRC premises.

- (m) No SRC resources may be used in the production of candidates' election material: such resources shall include, but not be limited to, computers, photocopiers, duplicators, fax machines, telephones, stationery, bromides, in any of the SRC offices.
- (n) Any publication, including any material published electronically or on the internet, commenting in any way on any election held under these regulations shall carry on it the name and student number of the person authorising it and taking responsibility for it.
- (o) No person shall cause damage or defacement to any public or private property inside or outside the University. For the purpose of this section, damage or defacement shall be taken to include stickers and posters and chalking that cannot be removed with water on the inside or outside of buildings, steps, handrails, footpaths, trees, poles, bins, signs or any part of the University and its surrounds not specifically set aside for such purposes.
- (p) No Honi Soit ticket will cause to be produced any material that promotes any other ticket(s), candidate(s) or brand(s) that is running for another election within the Annual Elections. No candidate, group of candidates, ticket or brand in any other election or by election will print or cause to be printed any material that promotes any Honi Soit ticket in that Annual Election or By-Election.
  - (i) Any disputes between Honi Soit tickets and Representative and/or NUS tickets shall be resolved with the discretion of the EO.
- (q) Any person who commits or aids or abets a breach of any regulation in Part 8 may be liable to be disqualified from any election to any position or any office of the SRC for a period of up to eighteen (18) months following such a breach.
  - (i) With regard to regulations s. 27(b)(iii), s. 27(d), s. 27(e), or s. 27(g):
    - (1) In the event that the EO determines that a breach has occurred, a candidate shall be provisionally disqualified to the maximal extent outlined in s. 8(27)(q) at the EO's discretion on the basis of the severity, intent, damaged caused and past precedent.
    - (2) In the event that, on appeal, the Electoral Legal Arbiter upholds the determination of the EO, the EO's penalty shall be upheld.
  - (ii) With regard to any other regulation:
    - (1) In the event that the EO determines that a breach has occurred, a candidate, ticket, or brand shall be provisionally barred from campaigning for a period of time at the EO's discretion on the basis of the severity, intent, damaged caused and past precedent.
    - (2) In the event that, on appeal, the Electoral Legal Arbiter upholds the determination of the EO, a candidate, ticket, or brand shall be barred from campaigning for the period of time determined by the EO.
    - (3) For continued and egregious breaches, the EO may provisionally disqualify a candidate, ticket, or brand (and any members thereof) to the maximal extent outlined in s. 27(q).

## 28. THE ELECTORAL LEGAL ARBITER:

- (a) In First Semester of each year the Council shall appoint an Electoral Legal Arbiter (hereafter, ELA) who shall be a Barrister or Solicitor of the Supreme Court of NSW of at least three (3) years' standing.
- (b) Save for the case of resignation, an ELA shall hold office until a successor is appointed in some following year in accordance with this Section. The appointment of a successor shall not prevent the outgoing ELA acting in any matter in which hearings have commenced.
- (c) When nominations are called for any election, the EO shall despatch to the ELA notice thereof as well as notification of the days of polling.
- (d) If the ELA is unable to determine any appeal or similar matter, he or she may name an

alternative qualified in all respects as Arbiter to act for a fixed time.

- (e) In the event that an ELA resigns or cannot be contacted and has not named an alternative, a Special Meeting of the SRC shall forthwith appoint a successor.

### **29. COMPLAINTS, DISPUTES AND APPEALS:**

- (a) From the time when nominations are first called for, until seventy-two (72) hours after publication of the voting figures (as specified in Section 24 herein) any person may in writing allege to the EO that these regulations have been breached.
- (b) The EO may investigate any alleged offence with a view to establishing the facts of the matter. If in the course of such enquiries, written questions are put to any person, a written answer shall be submitted within forty-eight (48) hours of their receipt.
- (c) If, in the opinion of the EO, these regulations have been breached but no person has alleged the specific offence in question, the EO may personally in writing allege the offence.
- (d) Any student may lodge in writing an appeal to the ELA from any act or decision or nonfeasance of the EO.

### **30. REPORTING DISPUTES:**

- (a) The EO shall transmit to the ELA as soon as possible any appeal lodged before the close of polling. Disputes about the eligibility of votes and informal voting shall be settled forthwith. In other cases the ELA may convoke a hearing before the close of polling to determine a matter.
- (b) At the expiration of three (3) days after the publication of the voting figures, if there are any unresolved appeals or allegations of breaches of these regulations, the EO shall convoke the ELA as soon as possible and place before him or her all documents in connection with the disputes or allegations.
- (c) If no grounds exist for the notification of the ELA, the EO shall declare elected the person or persons successful by publishing a notice to that effect on at least one SRC noticeboard. A similar notice shall be published in the next two issues of Honi Soit.
- (d) If the ELA is to be convoked, the EO shall publish the names of those provisionally elected and an indication of the matters being referred for determination.
- (e) For the purposes only of calling Special or Ordinary Meetings of the SRC, those elected under this section of the regulations take office when seventy-two (72) hours after the completion of counting the EO makes the required declaration. In all other respects, the President and Representatives take office on 1st December and retain it for one year unless they resign or are subsequently disqualified.
- (f) In the event that fresh elections are ordered but cannot be concluded before 1st December, those assuming office shall retain purely a caretaker role for as long as is necessary to comply with the ELA's directives.

### **31. APPEALS AND DISPUTES:**

- (a) In deciding all matters referred to them, the ELA shall act in accordance with and apply the provisions of the Constitution and these Regulations.
- (b) The decisions and directives of the ELA shall be final and conclusive and binding on the

EO and Council.

- (c) Disputes about whether votes are ineligible or informal may be settled forthwith without public hearing.
- (d) Otherwise there shall be conducted a public hearing at which any person having a substantial interest in the matter in dispute may be heard.
- (e) The provisions of this section shall also apply to any Referendum conducted under the remit of the SRC, whether in conjunction with the Annual Elections or any By-Elections, or conducted separately.

### **32. POWERS OF THE ELCETOAL LEGAL ARBITER:**

- (a) The ELA shall have the following procedural powers:
  - (i) To prescribe time and place and order of business for the hearings;
  - (ii) To examine the appellant, the person alleging the breach of regulations and any other person he or she desires to examine and who consents to being examined;
  - (iii) To receive written depositions from any person;
  - (iv) To prescribe any other procedures for the just and expeditious disposal of the matter before him or her.

### **33. DECIDING CONSEQUENCES:**

- (a) The ELA shall not order a new election unless they are satisfied that the result of the election already held would be substantially different if the breach complained of had not occurred.
- (b) Subject to the Constitution and Regulations the ELA may take any action deemed just, including dismissal of the matter(s), disqualification of a candidate, or candidates for the election in question or any new election, and ordering a new election.
- (c) If fresh elections are ordered, the ELA shall specify a date by which they are to be concluded and announce any departures permissible from ordinary notice requirements.
- (d) If, without ordering fresh elections, the ELA disqualifies one or more candidates listed in the declaration under s. 26, the vacant place(s) shall be filled by the last unsuccessful candidate(s) to be excluded from the counting.
- (e) The provisions of this section except for (d) shall also apply to any Referendum conducted under the remit of the SRC, whether in conjunction with the Annual Elections or any By-Elections, or conducted separately.



## Part Nine – Law

### 1. STANDING LEGAL COMMITTEE:

There shall be a Standing Legal Committee whose powers shall be purely advisory, and which shall consider such matters as are referred to it by the Council and in particular shall report on proposed changes to the Constitution or to these Regulations.

- (a) The Committee shall consist of the Chairperson of the Committee, the President, Vice-President, and General Secretary *ex-officio*, and two members of Council elected at the special Council meeting of Representatives-elect, according to part one of these regulations s.3 (a), after the Annual Elections.

### 2. REPORTING BACK TO COUNCIL:

The Legal Committee shall report back to the Council on any matters referred to it within such a time as the Council may specify.

### 3. STANDING LEGAL MINUTES:

The minutes of meetings of the Legal Committee shall be tabled at meetings of the Council.

### 4. PROCEDURE FOR ALTERATION OF THE CONSTITUTION:

The Council shall give at least twenty-one (21) days notice of its intention to submit a proposed alteration to the Constitution to a General Meeting or a Referendum. Any student may submit to the General Meeting or the Referendum an amendment to the proposed alteration in accordance with the following procedure:

- (a) The student may present to the General Secretary a petition setting out the proposed amendment to the Council's proposed alteration to the Constitution. The petition must be signed by at least 300 students and contain each student's name, signature and student identification number, and must be presented not less than eight (8) days before the proposed General Meeting or Referendum.
- (b) Upon receipt of the petition the General Secretary shall give notice of the proposed amendment, and shall submit the proposed amendment to the General Meeting along with the Council's proposed alteration.
- (c) Such actions of the General Secretary shall be deemed to be the actions of the Council.

### 5. ALTERATION OF THE CONSTITUTION:

In connection with a proposed alteration to the Constitution the Legal Committee shall report on:

- (a) Whether the proposed alteration contradicts any other part of the Constitution.
- (b) The text of the proposed alteration.

It shall also recommend:

- (c) Any alterations to the motion which it considers desirable on account of its findings under sub-section (a) or (b) of this Section.

## **6. PROCEDURE FOR ALTERATION OF THE REGULATIONS:**

Notwithstanding all else contained in these Regulations, the procedure for the alteration of these Regulations shall be as follows:

- (a) The member of Council moving the alteration shall give the notice at least ten (10) working days before the next meeting of the Council;
- (b) The Secretary to Council shall refer the alteration to the Legal Committee for its consideration;
- (c) The General Secretary shall include the proposed alterations in the notice of the meeting sent to members of Council. For the purpose of this subsection it shall be sufficient for the Secretary to Council to give notice in terms in which they received the motion in the first instance;
- (d) The Secretary to Council shall make available at the appropriate meeting of the Council the reports of the Legal Committee on the proposed alteration.

## **7. ALTERATION OF THE REGULATIONS:**

In connection with a proposed alteration of Regulations the Committee shall report on:

- (a) Whether the proposed new Regulation (or amendment) is Constitutional;
- (b) Whether it contradicts existing Regulations;
- (c) The text of the proposed alteration;
- (d) Any alterations to the motions which it considers desirable on account of its findings under sub-sections (a), (b) and (c) of this Section.

## **8. POLICY OF THE SRC**

Council shall maintain a policy document that sets out the practices and positions of Council.

## **9. PROCEDURE FOR ALTERATION OF THE POLICY OF THE SRC**

Notwithstanding all else contained in these Regulations, the procedure for the alteration of Policy shall be as follows:

- (a) The member of Council moving the alteration shall give the notice at least ten (10) working days before the next meeting of the Council;
- (b) The Secretary to council shall refer the alteration to the Standing Legal Committee for its consideration;
- (c) The Secretary to Council shall include the proposed alterations in the notice of the meeting sent to members of Council. For the purpose of this clause it shall be sufficient for the Secretary to Council to give notice in terms in which they received the motion in the first instance;
- (d) The Secretary to Council shall make available at the appropriate meeting of the Council the reports of the Legal Committee on the proposed alteration.

## **10. ALTERATION OF THE POLICY OF THE SRC**

In connection with a proposed alteration of Policy the Committee shall report on:

- (a) Whether the proposed new Policy (or amendment) is Constitutional;
- (b) Whether it contradicts existing Regulations or Policy;
- (c) The text of the proposed alteration;
- (d) Any alterations to the motions which it considers desirable on account of its findings under sub-sections (a), (b) and (c) of this Section.

## **11. MISCELLANEOUS:**

If at any meeting of the Council a motion is passed appointing any new Officer or Standing Committee, the Secretary to Council shall without further direction from Council or the Executive refer the motion to the Standing Legal Committee who shall draw up an appropriate Regulation to be presented to the next meeting of the Council for adoption as part of those Regulations; for the purpose of these Regulations, the passing of the motion establishing the Office or Committee shall be sufficient notice for addition to the Regulations of such regulation prepared by the Standing Legal Committee to a subsequent meeting.

## **12. NO SMOKING NO ALCOHOL:**

- (a) Smoking shall not be permitted in the meeting room during Standing Legal Committee meetings.
- (b) The Consumption of alcohol shall not be permitted in the meeting room during Standing Legal Committee meeting

## **13. INTERPRETATION OF THE CONSTITUTION, REGULATIONS AND POLICY:**

The Chairperson of the Standing Legal Committee shall be the sole interpreter of the Constitution, Regulations, and Policy.

- (a) The Executive may overrule a decision of the Chairperson of the Standing Legal Committee on the interpretation of the Constitution, Regulations and Policy, provided that to overrule an interpretation, a majority of the members of the Executive present and voting shall be necessary in accordance with Part Three section 6 of the Regulations.
- (b) The Council may overrule a decision of the Chairperson of the Standing Legal Committee on the interpretation of the Constitution, Regulations and Policy, provided that to overrule an interpretation, a simple majority of the Representatives or their proxies present and voting shall be necessary.

## Part Ten - Standing Orders

### 1. ORDER OF BUSINESS:

The Agenda for any ordinary meeting of the Council shall be in the following form:

- A. **Election of Chairperson**
- B. **Acknowledgement of Country**
- C. **Apologies, Proxies and Leave of Absence**
- D. **Changes to Membership** Report on any changes to the membership of Council, including changes to voting rights.
- E. **Electoral Report**
  - 1. Report on any elections conducted
  - 2. Consideration of any resignations
  - 3. Election of the Electoral Officer for the SRC Annual Elections and Election of NUS Delegates
- F. **Minutes**
  - 1. Adoption and signing of the minutes of the last ordinary meeting of the Council
  - 2. Adoption and signing of the minutes of any special meeting of the Council
- G. **Business Arising from the Minutes**, being a report on action on the decisions of the last ordinary meeting and any special meeting of the Council.
- H. **Question Time**, of fifteen (15) minutes, which may be extended by resolution for a further fifteen (15) minutes.
- I. **Visitor's Business**, being business brought forward by any person not being a member of the Council, but not including debate on resolutions.
- J. **Report of the Undergraduate Senate Fellow**
- K. **Elections**
- L. **Report of the President and Executive**
  - 1. **Executive Minutes**, being the minutes of all meetings of the Executive.
  - 2. **Report of the Executive**, being the Executive's Report of its decisions and recommendations under Section 10 of Part Three of the Regulations.
  - 3. **President's Report**.
- M. **Report of the Vice-President**
- N. **Report of the General Secretary**
  - 1. Minutes of any General Meeting of the Student Body
  - 2. Report of the General Secretary
  - 3. Report of the Standing Legal Committee
  - 4. Correspondence, to be tabled at the meeting
  - 5. Statement of Income and Expenditure for the preceding month
- O. **Reports of other committees and officers**
  - 1. Report of the Education Officer(s)
  - 2. Reports of any other Committees and Officers in the order in which they are received by the Secretary to Council.
- P. **Special Business** appearing on the notice paper.
- Q. **Motions on Notice**, being motions for which seven (7) days notice has been given.
- R. **General Business**, being any other business.

### 2. ORDER OF BUSINESS FOR A SPECIAL MEETING

The Agenda for any Special Meeting of the Council shall be in the following form:

- A. Acknowledgement of Country
- B. Apologies, Proxies and Leave of Absence
- C. Business of which due notice has been given
- D. Any Other Business brought forward which the meeting chooses to discuss.

### 3. THE COUNCIL: - ADJOURNMENT

All Council proceedings shall be adjourned automatically for fifteen minutes after every two and a half hours of meeting, after all discussion on the current Agenda item has been completed.

### 4. THE COUNCIL: - MINUTES

Full minutes shall be kept for each meeting of the Council and shall be adopted and signed as a correct record, subject to any amendments, at the next regular meeting. The President shall sign the minutes when they are confirmed by the Council.

### 5. THE COUNCIL: - CHAIRPERSON

- (a) The Chairperson shall be heard without interruption.
- (b) The Chair may exclude any person at the meeting with or without forewarning for the following reasons:
  - (i) Being unruly
  - (ii) Making sexist, racist, homophobic, transphobic, ablist, classist, or suchlike remarks
  - (iii) Abusing another individual or individuals in the room

The Chair may give warning by 'naming' a person entitled by Regulation to speak at the meeting up to three times before exclusion. Any person not entitled by Regulation to speak at the meeting shall not be given warnings but shall be excluded forthwith.

- (c) Should the Chairperson decide to take part in the debate on any question they shall vacate the Chair and call upon the Deputy Chairperson until the conclusion of the debate and the vote (if any) thereon.
- (d) Subject to the provisions of Part One Section 16, persons desiring to speak shall address the Chair.
- (e) Where two or more persons desire to speak, the Chairperson shall either:
  - (i) Call upon the person who, in their opinion, first indicated such desire; or,
  - (ii) Employ a progressive speaking list, which prioritises those who have not spoken or spoken less
    - (1) 9(b) may not be employed should Council go to formal debate as per 10.10

### 6. THE COUNCIL: - SPEAKING RIGHTS

- (a) No person shall speak more than once on any motion without the permission of the Chairperson.
  - (i) The mover of any motion but a procedural motion shall have the right of reply before Council goes to vote.

### 7. THE COUNCIL: - MOTIONS

- (a) Motion shall be decided by show of hands.
  - (i) Any representative or their proxy may call for the vote to be retaken.
  - (ii) A recorded vote shall be taken on request of any representative or their proxy

provided that such request is made to the Chair prior to the motion being first put.

- (iii) If six members demand a secret ballot it shall be taken.
- (b) In cases where a recorded vote and a secret ballot are both called for, the request that was first made shall be put to the Chair as a procedural motion and voted upon. If it is lost, then the request which was made second shall be acted upon.
- (c) No person shall speak to any motion after it has been put by the Chairperson and the vote taken. Once the Chair has put a motion, any call for a quorum count shall not be considered until after the vote on that motion has been completed.
- (d) When a member has given notice of a motion and that member is not present at the meeting any member present may move such a motion.
- (e) A motion may be amended or withdrawn by the mover with the consent of the seconder. A motion may be withdrawn without the consent of a seconder but in such event the seconder shall have a primary option to move the motion as originally proposed.
- (f) A motion or amendment not seconded shall not be further discussed.
- (g) A motion shall be set aside on the motion 'That the Council proceed to the next business' being resolved in the affirmative and no further discussion shall be allowed on such motion set aside.
- (h) A motion shall not be voted on upon the motion 'That the previous question be not put' being resolved in the affirmative and no further discussion shall be allowed on such a motion not to be put.
- (i) A motion shall be stood over for further consideration on the motion 'That the motion lie on the table' being resolved in the affirmative.
- (j) A debate may be closed on the motion 'That the question be now put' being resolved in the affirmative. The Chairperson need not accept such a motion if they think that there has not been sufficient discussion on the question, but if it is accepted, it shall be put forthwith without debate. If that motion is carried, the motion on which debate was closed shall be put forthwith without debate provided however that the mover of the original motion shall retain the right of reply.

## 8. THE COUNCIL: - QUESTIONS

- (a) Should questions arise involving the procedure at Council meetings, the ruling of the Chairperson shall determine the matter provided.
  - (i) Any ruling of the Chairperson may be overruled by a motion moved and seconded: 'That the Council dissents from the Chairperson's ruling'.
  - (ii) On such motion being proposed and seconded the Chairperson shall vacate the Chair.
  - (iii) The mover of the motion shall speak in favour of it, followed by the Chairperson's reply, at which point the motion shall be put.
- (b) Motions to overrule the interpretations of the Constitution and Regulations by the Chairperson of the Standing Legal Committee shall as far as possible follow the same procedure outlined in s 10(20) without limit on the number of speakers, unless the Council otherwise directs.
- (c) Should questions arise which involve the decision by the Chairperson as to whether a motion is procedural motion the Chairperson shall use the following rules for guidance in making a decision thereon:

- (i) There is no general rule that a procedural motion must be voted on without discussion. Certain motions shall be put without debate:
  - (1) That a particular person should or should not be heard;
  - (2) That a person no longer be heard;
  - (3) That the question be now put;
  - (4) That we proceed to the next business.
  - (5) That the proxy be noted.
- (ii) The following notions shall, if members so wish, be debated:
  - (1) That the question be not put;
  - (2) That the debate be adjourned;
  - (3) That the meeting be adjourned;
  - (4) That the question lie on the table;
  - (5) That the matter be discussed;
  - (6) That a secret ballot be taken;
  - (7) That a recorded vote be taken;
  - (8) That the meeting move *in camera*.
- (iii) In the case of any motion whether set forth in clause (a) or (b) hereof, or otherwise the Chairperson shall use their discretion as to whether it is primarily of a substantive or of a procedural nature and in the latter case will put it to the vote without discussion subject always to the right of Council to dissent from their ruling.

## 9. THE COUNCIL: - SUSPENSION OF STANDING ORDERS

Any of the Standing Orders or any part of the Standing Orders may be suspended for the time being by a resolution of the Council 'That so much of Standing Orders be suspended as is necessary to allow....' (the latter part of the motion stating succinctly the purpose for which it is moved); EXCEPT THAT Standing Orders may not be suspended for the purpose of changing the position of an election on the Agenda

## 10. THE COUNCIL: - AMENDMENTS

Amendments shall be put in the order in which they are received by the Chair.

## 11. THE COUNCIL: - RESCISSION MOTIONS

The following procedures shall be observed in relation to notices of rescission of motions carried at SRC meetings:

- (a) Any member of Council may give notice to rescind a motion, carried at an SRC meeting;
- (b) Such notice must be received in writing within five (5) working days of the Council meeting by the Secretary to Council, President, or the General Secretary;
- (c) Notice may be given during a meeting to the Secretary to Council, President, or the General Secretary the rescission motion shall be placed on notice for the next meeting of the Council;
- (d) Such notice of rescission shall not in any way affect the observance or carrying out the motion in question, excepting the condition expressed in 10.11 (e)
- (e) Where the notice in writing referred to in 10.11 (a) – (c) contains the signatures of one third of SRC representatives, the motion that is placed on rescission shall not in any way be observed or acted upon unless and until the rescission is defeated.
- (f) A rescission motion may only be moved once, for any given motion.

## 12. ELECTIONS:

When Council proceeds to the election of persons to positions, the procedure laid down in the following regulations shall be followed.

- (a) Where the meeting in question is the Representatives-Elect meeting, the Returning Officer shall be the Electoral Officer appointed by Council to conduct that year's elections.
- (b) Where necessary, the Council shall appoint a Returning Officer or, if Council so determines, two co-Returning Officers.
  - (i) Such appointments shall be made by a motion in the form 'That X (and Y) be appointed Returning Officer(s)'.
  - (ii) Such Returning Officers may only hold office for the extent of that meeting.
- (c)
  - (i) Nominations for positions shall be called for by notice in at least one issue of *Honi Soit* within one week before the meeting at which the election is to be held.
  - (ii) Nominations for a position shall close immediately prior to the election for that position; the time of closing of nominations shall be included in the notice calling for nominations. The Returning Officer(s) shall declare nominations immediately after they have closed.
  - (iii) If there are fewer nominations received than there are vacancies, those persons nominated shall be declared elected. The Returning Officer(s) shall call for nominations to any remaining vacant positions for the next meeting of Council.
- (d) If the number of vacancies and the number of nominations received is equal, those persons nominated shall be declared elected.
- (e) If there are more nominations received than there are vacancies, then an election shall be held as laid down in section 10.12 (e) (i - ix)
  - (i) Before voting commences, each candidate, in alphabetical order, shall be entitled to speak to the meeting and answer questions from members of Council present for a period not exceeding five (5) minutes; except that Council may vary this time limit.
  - (ii) After the procedure in Section 33 has been completed, there may be one supporting speaker for each candidate, speaking in anti-alphabetical order of the candidates in whose support they are speaking, for a period not exceeding two (2) minutes, subject to variation by the Council.
  - (iii) No candidate shall remain in Chambers while any other candidate is speaking or answering questions, or when a supporting speech for them or any other candidate is being made.
  - (iv) After supporting speeches have been heard, the Returning Officer(s) shall distribute ballot papers initialed by them or them to each elector, who shall copy onto the ballot paper the names of all the candidates in alphabetical order, and place a number indicating their preferences beside each name. The Returning Officer(s) shall then collect and count the ballot papers.
  - (v) Each candidate shall be entitled to nominate one scrutineer.
  - (vi) If there is one vacancy only, the method of counting the ballot papers shall be preferential.



- (vii) If there is more than one vacancy, the method of voting and counting the papers shall be proportional representation as laid down in the Second Schedule to the Constitution.
- (viii) The Returning Officer(s) shall declare a poll as soon as counting has been completed, but this shall be subject to protest until the report of the Returning Officer(s) is adopted by Council, which shall be after all elections to be held at that meeting have been completed and declared, and all protests have been determined.
- (ix) Protests shall be determined by the Returning Officer(s). An appeal shall lie to the Chairperson of the Standing Legal Committee. Their decision shall be overruled by a simple majority of those representatives and proxies present and voting, in which case a re-election shall be held.

## Part Eleven – General Meetings

### 1. GENERAL:

The President, or in the President's absence, the Vice-President, shall convene a General Meeting of the Student Body in accordance with s.16-17 of the Constitution.

### 2. NOTICE:

The following notice shall be given of any General Meeting of the Student Body:

- (a) Written notice, including the motion(s) to be put to the meeting shall be posted not later than twenty-one (21) days prior to the meeting on SR notice Boards and the SRC Offices.
- (b) Notice shall be placed in one (1) issue of *Honi Soit* prior to the meeting. The notice in *Honi Soit* shall include in the full, the motions to be put to the meeting.
- (c) An electronic message of notice shall be sent to as many members of the student body as possible. For the purposes of this clause, such a message includes SRC and university email, website and social media communication channels.

### 3. LAPSE OF MEETING:

No General Meeting shall lapse for want of a quorum until at least thirty (30) minutes have passed from the time at which the meeting was to commence.

### 4. BUSINESS OF THE MEETING:

At any General Meeting of the Student Body no business other than that set out in the Notice of Meeting shall be discussed except that amendments to motions on notice may be accepted in accordance with the provisions of s.11 of Part Nine of the Regulations.

### 5. VOTING:

- (a) Voting on all matters at any General Meeting of the Student Body shall be done by show of hands.
- (b) If any twenty (20) members in any one location ask for a division of the vote shall be conducted at all locations by a secret ballot. In the case of a division, the production of a valid Student Card to vote.

### 6. MINUTES:

Minutes shall be taken for all General Meetings and shall be signed by the President and witnessed.

## **7. DIVISION OF MEETING:**

Where a General Meeting is held in separate divisions, the President shall appoint persons to preside at the various divisions, and shall not declare the results of any vote until those presiding officers have presented to them their reports in writing on the results of their respective divisions, which shall be included in the result of the meeting.

## Part Twelve – Referenda

### 1. GENERAL:

All Referenda whether called by the student body under Section 15 of the Constitution or called by the Council shall be conducted under the personal supervision of the Electoral Officer, and, if they deem necessary, of Deputies appointed by them in writing whether in a general or specific purpose capacity.

### 2. THE ELECTORAL OFFICER:

The Electoral Officer:

- (a) Shall be appointed by the Council at least twenty (20) days before the close of polling;
- (b) Shall hold office in accordance with Section 3(b), (c), (d), (g) and (h) of Part Eight.
- (c) Shall not be the mover or seconder of the Referendum motion.

### 3. REFERENDUM

Each Referendum motion submitted to a Referendum shall be accorded a title by the Electoral Officer, and the title shall reflect in a non-partisan manner the general substance of the Referendum motion.

### 4. PROMOTION OF REFERENDUM

There shall be printed in *Honi Soit* prior to the referendum cases submitted both supporting and opposing the proposed measure. In addition:

- (a) Equal maximum space shall be made available to both the supporting and opposing cases;
- (b) Editorial content alone shall be exempt from the aforesaid allocation; and
- (c) The Electoral Officer shall ensure the observance of sub-sections (a) and (b) by calling for submissions and choosing among them.

### 5. VOTING

Voting and the counting of votes shall be done by the Electoral Officer and their assistants in accordance with the provisions of sections 14 and 18 of Part Eight of the Regulations.

- (a) Polling booth attendants shall be chosen by the Electoral Officer, and shall have duties in accordance with the provisions of sections 22 and 23 of Part Eight of the Regulations.
- (b) Scrutineers, being the author of each case published in *Honi Soit* and/or up to eight nominees thereof, as nominated in writing to the Electoral Officer, shall be entitled to be present throughout the counting of votes.
- (c) Counting of votes shall be in accordance with Section 24 of Part Eight, except that votes shall be counted by the first-past-the-post method.
- (d)

- (i) Voting in a Referendum shall remain open for two days, unless the Referendum coincides with Annual Elections, in which case voting shall remain open for at least two days.
- (ii) Polling booths shall be in accordance with Section 15(b) to (d) inclusive of Part Eight as if a reference to Annual elections was a reference to the Referendum.

## 6. POSTAL VOTING

- (a) Postal voting shall be in accordance with Sections 19, 20(a) and 21 of Part Eight of the Regulations.
- (b) Where a postal vote is allowed, the Electoral Officer shall cause to be posted or delivered to the address notified not later than six (6) days prior to the close of the ballot:
  - (i) A ballot paper for the Referendum;
  - (ii) A photocopy of the *Honi Soit* articles supporting and opposing the Referendum question under Section 3 of this Part;
  - (iii) A declaration, in the form to be determined by the Electoral Officer;
  - (iv) A stamped, addressed envelope for return of the votes to the Electoral Officer.

The ballot paper shall be in typed form, stamped on the back with the prescribed stamp of the SRC and initialled by the Electoral Officer.

## 7. RESULTS

- (a) The result of the Referendum shall be announced in accordance with the provisions of Section 25(a) and (c) of Part Eight of the Regulations.
- (b) Any member of the student body may in writing ask the Electoral Officer for a recount up to 48 hours after the completion of the counting of the votes and not thereafter. The petition setting out the grounds for a recount must include allegations of specific error or wrongdoing.

## 8. COMPLAINTES

For the purposes of complaints, disputes and appeals, the Electoral Legal Arbiter as under Part Eight Section 27, shall deal with all matters arising.

## 9. CHALLENGES

- (a) From the time when the Referendum is first called, until seventy-two (72) hours after publication of the voting figures (as specified in Section 7(a) herein), any person may in writing allege to the Electoral Officer that these Regulations have been breached.
- (b) Section 28(b), (c) and (d) and Section 29(a) and (b) of Part Eight shall apply to Referenda.
- (c) Sections 30 and 31 of Part Eight shall apply to Referenda.
- (d) Sections 32(a) and 32(c) of Part Eight shall apply as if a reference to election(s) was a reference to Referendum (a).
- (e) Subject to the Constitution and Regulations, the ELA may take any action deemed just, including dismissal of the matter(s), calling for a new Referendum, disqualification of

offenders under Section 10(b) of this Part, and reporting to Council on the estimated impact of the matter(s) on the outcome.

## **10. PRACTICES FORBIDDEN**

- (a) Practices forbidden shall be in accordance with the following from Part Eight Section 26:
- (b) Except for (iii), (c), (d), (h);
- (c) Any person who commits or aids or abets a breach of this Section shall be liable to be disqualified from any election to any position or any office of the SRC for a period of up to eighteen (18) months following such a breach.

## Part Thirteen – Election of NUS Delegates

This section deals only with the election of delegates from the Sydney University student body to the National Union of Students, should it be necessary to so elect delegates

### 1. ELECTION

The election of delegates is to be run by the Electoral Officer in conjunction with the SRC Annual Elections.

### 2. ELECTORAL REGULATION

Unless otherwise stipulated here, the Regulations to govern the election of delegates shall be the same as for the election of Representatives to Council specified in Part Eight of these Regulations.

### 3. RECCOMENDATIONS

The Electoral Officer shall from time to time make recommendations to Council to ensure that the election of delegates is consistent with the National Union of Students constitution and regulations.

### 4. EXCEPTIONS

Exceptions to Part Eight for the purpose of election of delegates (as per (2) above) are:

- (a) Section 10 - Policy statements: Section 10(b) shall apply to the election of delegates except that the stipulations on policy statements shall read: [Policy statements] shall not exceed the lesser of the number of candidates nominating in a group multiplied by 100, or 1,000 words. Where candidates are grouped by common consent, a group statement of no more than 500 words may precede statements by individual candidates. The remainder of the word allocation shall be available to the candidates as long as no individual statement exceeds 100 words.
- (b) Section 7(d) - the number of candidates allowed to be grouped together for the election of delegates shall be the number of positions vacant.
- (c) Section 7(c) – the name of any group shall not exceed thirty letters in length.
- (d) Those eligible for election as NUS Delegates are members of the undergraduate student body who have paid affiliation fees to the Council and full-time office bearers of the SRC.

# Resolutions of Senate relating to student organisations

## SPORTS UNIONS, SRC, SUPRA AND THE UNIONS

There shall be the following societies which shall be governed by their respective constitutions subject to the Resolutions: The Students' Representative Council, the University of Sydney Union, the Sydney Postgraduate Representative Association, the Sydney University Sports Union, the Sydney University Women's Sports Association and the Cumberland College of Health Sciences Students' Union.

### 1. REGULATIONS

1. Except as provided in Section 3, the Senate requires a student, other than a student enrolled in the Faculty of Health Sciences, who seeks to enrol –
  - a. For a degree of Bachelor; or
  - b. As an undergraduate diploma or non-degree student;to be a member of the following organisations provided that the relevant society or societies remain on the list in Section 1:  
The student body that elects the Students' Representative Council, the University of Sydney Union and, for a male student, the Sydney University Sports Union, and, for a female student, the Sydney University Women's Sports Association.
2. Except as provided in Section 3 (1)(b) or (c), the Senate requires a student, other than a student enrolled in the Faculty of Health Sciences, who seeks to enrol –
  - a. For a degree or diploma other than those mentioned in Section 2 (1);
  - b. As a Master's Preliminary student; or
  - c. As a postgraduate non-degree or non-diploma student;to be a member of the following organisations provided that the relevant society or societies remain on the list in Section 1:  
The Sydney University Postgraduate Representative Association, the University of Sydney Union, and for a male student, the Sydney University Sports Union, and, for a female student, the Sydney University Women's Sports Association.
3. Except as provided in section 3(1)(b) or (c), the Senate requires a student in the Faculty of Health Sciences, who seeks to enrol –
  - a. For a degree of Bachelor; or
  - b. As an undergraduate diploma or non-degree student;to be a member of the following organisation provided that the relevant society or societies remain on the list in section 1:  
The student body that elects the Students' Representative Council and the Cumberland College of Health Sciences Students' Union.
4. Except as provided in section 3, the Senate requires a student in the Faculty of Health Sciences, who seeks to enrol –
  - a. For a degree or diploma other than those mentioned in section 2(3);
  - b. As a Master's Preliminary student; or (
  - c. As a postgraduate non-degree or non-diploma student;to be a member of the following organisations, provided that the relevant society or societies remain on the list in section 1:  
The Sydney University Postgraduate Representative Association and the Cumberland College of Health Sciences Students' Union.
5. A student required to be a member of any of the organisations listed in sections 2(1) – (4) shall, prior to the completion of enrolment, pay the subscriptions approved by the Senate in accordance with section 5.