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1. PRELIMINARIES

1.1. Name

1.1.1. The Association shall be known as the 'University of Wollongong Undergraduate Students' Association' (WUSA).

1.2. Definitions in this Constitution:

1.2.1. 'Council' shall refer to the governing body of the Association.

1.2.2. 'Representative' shall refer to any elected member of the Council.

1.2.3. 'Executive' shall refer to the Council executive.

1.2.4. 'Members' shall refer to the members of the Association.

1.2.5. 'University' shall refer to the University of Wollongong.

1.2.6. 'University Council' shall refer to the governing Council of the University of Wollongong.

1.2.7. 'Association Meeting' shall refer to all WUSA meetings.

1.2.8. 'General Meeting' shall refer to Annual General Meetings and Special General Meetings.

1.2.9. 'Council Meeting' shall refer to meetings of the Council at which voting is limited to Representatives.

1.2.10. 'Open Meeting' shall refer to any meeting not held in camera.

1.2.11. 'Simple Majority' shall refer to a half plus one when there is an even number of voters or more than half when there are an odd number of voters.

1.2.12. 'General Election' shall refer to an election of Representatives where all positions other than the Queer Representative and Indigenous Representative are available for nominations.

1.2.13. 'Referendum' shall refer to the process of a question being put to Members for direct decision outside of an Association Meeting.

1.2.14. 'Financial year' shall refer to a calendar year.

1.2.15. 'Association Collectives' shall refer to the collectives addressing events, education, media, welfare, women's, environment, queer, Indigenous, international, disabilities and global solidarity issues as facilitated by their respective representatives on Council.

1.3. Interpretation

1.3.1. The final interpreter of this Constitution and Regulations shall be the Honorary Solicitor of the Association.

2. OBJECTIVES

2.1. The purpose of the Association is to play an active role in defending and promoting the interest and welfare of its members and all students by:

(a) Providing advocacy for all students (limited to the resources provided by the University for this purpose).

(b) Campaigning to defend and extend the rights of its Members within the University and the community.

(c) Facilitating and nurturing existing and potential Association Collectives.

(d) Providing access for all students of the University, regardless of their Membership status, to Association Collectives, whilst recognising the right of collectives addressing women's, queer and Indigenous issues to restrict access to women, queer and Indigenous students respectively.

(e) Seeking to increase the Association's membership and build the environment and social justice movements through education and campaigning.

3. MEMBERSHIP

3.1. Admission to Membership

3.1.1. A person shall be eligible to be admitted as a member of the Association if and only if the person becomes a registered undergraduate student of the University.

3.1.2. All persons seeking membership of the Association may be required to pay a standard membership fee as determined by the Council.

3.1.3. The Council may determine other membership fee policies as required.

3.2. Cessation of Membership

3.2.1. A person ceases to be a Member of the Association if the person ceases to be a registered undergraduate student of the University.

3.2.2. A person ceases to be a Member of the Association if the person ceases to pay a required membership fee.

3.3. Membership entitlements

3.3.1. Members shall have the right to:

(a) Vote in any General Election.

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- (b) Nominate or second other members for candidature in any General Election.
- (c) Stand for a position or positions in any General Election. Candidature for any election is subject to the provisions of this Constitution and the Regulations Governing Elections.
- (d) Participate and vote in any Referendum.
- (e) Participate in, vote, move and second motions at any General Meeting of the Association.
- (f) Attend any Open Meeting of the Council.
- (g) Access Association facilities and services subject to this Constitution and Regulations.

3.4. Disputes between Members

3.4.1. In the event of a dispute arising between Members, in their capacity as Members, or between Representatives, each party will name representation, who are not involved in the dispute, to settle the dispute by negotiation.

3.4.2. If no resolution occurs within fourteen (14) days (or such other period as the representatives of each party may agree upon) the dispute shall be referred to a person mutually agreed upon for mediation.

3.4.3. In the event that no person can be agreed upon to mediate the dispute, it will be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

3.5. Register of Members

3.5.1. The Executive shall establish and maintain a register of Members specifying the name, address email address and student identification number of each Member.

3.5.2. The register of Members shall be kept at the principal place of administration of the Association and shall only be used to verify the membership status of people claiming membership entitlements and official correspondence between the Association and its membership.

3.5.3. The Executive shall comply with privacy legislation and the privacy policies of the University. The Executive shall ensure that the register is not used for any purpose other than that provided for by this Constitution and Regulations.

4. THE COUNCIL

4.1. Powers

4.1.1. The Council may act on the Association's behalf by:

- (a) Creating working groups and collectives to assist in carrying out its objectives.
- (b) Employing staff on behalf of the Association to assist in carrying out its objectives.
- (c) Entering into contracts for the duration of the financial year.
- (d) Doing all such things it considers necessary for the proper management of the affairs of the Association in accordance with the Association's objectives.

4.1.2. Further powers and responsibilities of the Council shall be defined in detail in the Council's Standing Orders, Regulations and Policies.

4.2. General responsibilities of representatives

4.2.1. Each representative shall be responsible for:

- (a) Following Council directions.
- (b) Reporting to the Council on issues faced by the Association specific to their position.
- (c) Liaising with the University and other bodies concerning issues specific to their position.
- (d) Assisting with the creation and review of Regulations and policies.
- (e) During session, assisting with the running of the Association offices and services as determined by Council.
- (f) Ensuring that their personal contact details are accurate.
- (g) Attending at least one (1) meeting per session of a collective for which they are not responsible.

4.2.2. Each representative shall be responsible to:

- (a) The Association.
- (b) The Council.

4.3. Composition and specific responsibilities

4.3.1. The Council shall consist of the following Representatives:

4.3.1.1. President who shall be responsible for:

- (a) At Association Meetings, chairing or ensuring that a replacement chair is elected by the meeting.
- (b) Being a signatory to the release of the Association's funds.
- (c) Presenting a report for all council meetings.
- (d) Keeping Association employees informed of Association activities.
- (e) Delegating responsibility to Association employees.

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- 4.3.1.2. Honorary Secretary who shall be responsible for:
 - (a) Acting as a minute secretary at all Association Meetings subject to the Standing Orders.
 - (b) Archiving accurate minutes for all Association Meetings.
 - (c) Distributing meeting notices, copies of the agenda and minutes to all Representatives by email.
 - (d) Distributing copies of the minutes and meeting notices on the Association's website.
 - (e) Distributing meeting notices on official notice boards.
 - (f) Distributing meeting notices of General Meetings to all Members.
 - (g) Tending to the Association's correspondence, as directed by the Council.
 - (h) Maintaining an accurate record of attendance of representatives for all Association meetings.
- 4.3.1.3. Honorary Treasurer who shall be responsible for:
 - (a) Overseeing and scrutinising financial reporting undertaken by the Association, the University or external bodies, on behalf of the Association.
 - (b) Ensuring that all funds can be accounted for and overseeing all financial matters relating to the Association.
 - (c) Ensuring that all financial records are available for inspection by members.
 - (d) Arranging audits of the financial records on an annual basis.
 - (e) Preparing an annual budget in consultation with Representatives and staff and presenting this budget at the first Council Meeting and the Annual General Meeting of the Association.
 - (f) Presenting a financial report to the Annual General Meeting of the Association.
 - (g) Being a signatory to the release of the Association's funds.
 - (h) Being responsible for the Association's financial correspondence.
- 4.3.1.4. Event Coordinator who shall be responsible for:
 - (a) Coordinating social, cultural, intellectual and professional activities for students.
 - (b) Convening a collective in accordance with Section 4.3.2 of this Constitution.
 - (c) Coordinating the Association's activities for University Orientation weeks in Autumn and Spring sessions.
- 4.3.1.5. Education Campaigns Coordinator who shall be responsible for:
 - (a) Coordinating campaigns that aim to influence University and Government policies affecting students in their capacity as students.
 - (b) Convening a collective in accordance with Section 4.3.2 of this Constitution.
- 4.3.1.6. Tertangala Coordinator who shall be responsible for:
 - (a) Coordinating the production of the student magazine, *Tertangala*.
 - (b) Convening a collective in accordance with Section 4.3.2 of this Constitution.
 - (c) Coordinating an online presence for the Tertangala.
- 4.3.1.7. Welfare Coordinator who shall be responsible for:
 - (a) Coordinating campaigns that aim to improve the circumstances and welfare of students.
 - (b) Convening a collective in accordance with Section 4.3.2 of this Constitution.
 - (c) Coordinating campaigns that aim to promote awareness of student poverty.
- 4.3.1.8. Women's Representative who shall be responsible for:
 - (a) Coordinating campaigns that seek to eradicate sexism.
 - (b) Maintaining and enhancing the Women's Space on campus.
 - (c) Convening a collective in accordance with Section 4.3.2 of this Constitution.
- 4.3.1.9. Environment Representative who shall be responsible for:
 - (a) Coordinating campaigns that aim to raise student awareness of and involvement in local, national and global environmental movements and initiatives.
 - (b) Convening a collective in accordance with Section 4.3.2 of this Constitution.
- 4.3.1.10. Queer Representative
 - (a) Coordinating campaigns that seek to eradicate queerphobia.
 - (b) Maintaining and enhancing the Queer Space on campus.
 - (c) Convening a collective in accordance with Section 4.3.2 of this Constitution.
- 4.3.1.11. Indigenous Representative who shall be responsible for:
 - (a) Coordinating campaigns that seek to improve conditions for Aboriginal and Torres Strait Islander students.
 - (b) Convening a collective in accordance with Section 4.3.2 of this Constitution.

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- 4.3.1.12. International Students Representative who shall be responsible for:
 - (a) Coordinating campaigns that seek to improve conditions for international students.
 - (b) Convening a collective in accordance with Section 4.3.2 of this Constitution.
 - (c) Liaising with organisations on campus that are relevant to International students.
- 4.3.1.13. Disabilities Representative who shall be responsible for:
 - (a) Coordinating campaigns that aim to improve the circumstances and welfare of students with disabilities.
 - (b) Convening a collective in accordance with Section 4.3.2 of this Constitution.
- 4.3.1.14. Social Justice Representative who shall be responsible for:
 - (a) Bringing issues of social justice on campus and in the broader community to the attention of the Association.
 - (b) Coordinating campaigns that aim to promote social equality and inclusion.
 - (c) Convening a collective in accordance with Section 4.3.2 of this Constitution.
- 4.3.1.15. External Students Representative who shall be responsible for:
 - (a) Establishing and maintaining regular contact with external campuses and students studying externally.
 - (b) Seeking to increase the Association's membership and active student participation, and build the environment and social justice movements on external campuses.
- 4.3.1.16. Ethno-Cultural Representative who shall be responsible for:
 - (a) Coordinating campaigns on campus and in the broader community that aim to counter any social exclusion or discrimination made on the basis of ethnicity, culture, language, and religion.
 - (b) Promoting awareness of cultural diversity on campus.
 - (c) Convening a collective in accordance with Section 4.3.2 of this Constitution.
- 4.3.1.17 Mature Age Students Representative who shall be responsible for:
 - (a) Coordinating campaigns that aim to promote the social and academic inclusion on campus of mature age students.
 - (b) Seeking to increase awareness of the Association's activities amongst mature age students.
- 4.3.1.18 Five (5) General Representatives who shall be responsible for:
 - (a) Assisting the other office bearers in their duties.
 - (b) Bringing issues of concern to the Council.
 - (c) Initiating projects and campaigns on behalf of the Association.
 - (d) Being responsible for assisting a designated office bearer with the running of their collective and any campaigns that may be relevant to the position.
- 4.3.2. Representatives responsible for convening Association Collectives shall:
 - (a) Convene the first meeting of the collective within three (3) weeks of the commencement of Autumn Session or, where the representative is filling a Casual Vacancy on Council, within the first three (3) weeks of the commencement of their term, during session.
 - (b) Create or moderate the collective's email list.
 - (c) Advertise collective meetings on official notice boards and to all Representatives by email.
 - (d) When the collective has adopted a position on a motion before Council, present that position at the Council Meeting and vote in accordance with it.
 - (e) Hold at least two (2) collective meetings per session.
 - (f) Maintain an accurate record of attendance for every collective meeting.
 - (g) Present a written report of the activities of the collective to at least one (1) edition of the Tertangala during the Representative's term.
- 4.3.3. Representatives Elected by Collectives
 - 4.3.3.1 The Queer Representative and Indigenous Representative will be elected by their respective collectives unless otherwise provided for in the Association's Regulations Governing Elections.
 - 4.3.3.2 The Queer and Indigenous collectives must nominate Representatives before the end of October of each year.
- 4.4. Removal of a Representative
 - 4.4.1. The Association in a General Meeting may remove any Representative before the end of their tenure by a 2/3 Majority of votes.
 - 4.4.2. The Representative shall be given two (2) weeks written notice of a motion calling for their removal by the Executive.
 - 4.4.3. The Representative has the right to make representation at the meeting.

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4.4.4. The eligible voting members shall vote on the motion by a secret ballot.

4.4.4.1. The Returning Officer shall be a staff member of the Association or if they are unable or unwilling, a Returning Officer shall be appointed by a motion at the meeting.

4.4.4.2. The Representative may appoint one (1) scrutineer to oversee the processes of the secret ballot.

4.4.4.3. The meeting may appoint one (1) scrutineer to oversee the processes of the secret ballot.

4.4.5. If the motion is carried, a casual vacancy shall be declared and the Executive shall serve a written notice of their removal and a copy of the minutes of the meeting.

4.4.5.1. The casual vacancy shall only be declared after the interpreters of this Constitution have deemed the processes of the removal as being constitutional.

4.5. Casual Vacancies

4.5.1. A Representative position shall be vacated if the Representative in that position:

(a) Dies;

(b) Submits a written resignation from their position to the Honorary Secretary;

(c) Ceases to be a Member;

(d) Fails to attend three (3) consecutive Council Meetings without apology or leave from the Council; or

(e) Is removed from the Council in accordance with Section 4.4 of this Constitution.

4.5.2. A casual vacancy will arise if a new position is created on Council through Constitutional alteration.

4.6. General Elections

4.6.1. General Elections shall ordinarily be completed before the end of October of each year as determined by the Council.

4.6.2. Tenures for all positions commence on the first day of December each year.

4.6.3. Elections shall be conducted in accordance with the Regulations Governing Elections.

4.6.4. The Secretary of the University Council will appoint a Returning Officer in consultation with the Council who will be responsible for receiving nominations, conducting the General Election in accordance with the Regulations Governing Elections and declaring results.

4.6.5. Where there are no nominations for a position, that position will be declared as a casual vacancy.

4.6.6. Nominations for some positions shall be restricted.

4.6.6.1. An Association employee shall not stand for any position in any election.

4.6.6.2. A Member may only serve in one (1) term as President.

4.6.6.3. A Member may only serve two (2) terms in the same office bearer position.

4.6.6.4. Only women Members may nominate for Women's Representative.

4.6.6.5. Only Indigenous Members may nominate for Indigenous Representative.

4.6.6.6. Only Members identifying as queer may nominate for Queer Representative.

4.6.6.7. Only Members over the age of 25 may nominate for Mature Age Students Representative.

4.6.6.8. Only Members who are international students may nominate for International Students Representative.

4.6.7. Position Sharing

4.6.7.1. Up to two (2) members may be elected to the same position, if a nomination form is completed and submitted jointly.

4.6.7.2. If two (2) people share a position, their title shall be changed to reflect this as Co-Representative or Co-Coordinator.

4.6.7.3. Representatives that share a position shall each be entitled to half a vote.

4.6.7.4. The Honorary Secretary shall consider Co-Representatives and Co-Coordinators as a single representative for the purposes of determining quorum, with each representative contributing half that of any other towards quorum during a meeting.

4.6.7.5. The position of President, Tertangala Coordinator, and General Representative may not be occupied by more than one (1) member.

4.7. Working groups of the Council

4.7.1. The Council may create working groups to assist in carrying out the objectives of the Association and the responsibilities of the Council.

4.7.2. A working group may only make recommendations to the Council who shall table the minutes of the working party meeting(s) and shall consider all recommendations of those minutes.

4.7.3. The Council may reject wholly or in part any recommendation of its working groups.

4.8. The Executive

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4.8.1. The Executive shall consist of the following Representatives:

- (a) President
- (b) Honorary Secretary
- (c) Honorary Treasurer
- (d) Education Campaigns Coordinator
- (e) Three (3) other Representatives elected by Council in accordance with the Standing Orders.

4.8.2. The Executive shall have the power to implement Association resolutions and conduct Association affairs between Council Meetings.

4.8.3. The Executive shall be responsible for ensuring that the actions of the Association are in accordance with this Constitution, and with the Regulations and policies of the Association.

4.8.4. At any meeting of the Executive:

- (a) Quorum at any meeting of the Executive shall be a Simple Majority of the members of the Executive, or three (3), which ever is greater.
- (b) All members of the Executive present shall have a vote.
- (c) No business shall be transacted unless a quorum is present.
- (d) The Honorary Secretary shall at all times monitor quorum and advise the chairperson immediately if the meeting becomes inquorate.
- (e) Voting shall be by a show of hands except in the case of a secret ballot.
- (f) All votes must be given personally; there is no voting by proxy.
- (g) Where more than one person holds the same office they shall share one vote.
- (h) If, within thirty (30) minutes of the time appointed for the meeting, quorum has not been reached, the meeting shall be abandoned. It shall stand adjourned for up to seven (7) days and will be reconvened at such time and place as the Executive may determine.
- (i) Motions will be decided on by a Simple Majority of votes cast by the eligible voters present. Tied votes will be lost; there is no casting vote.

4.8.5. The minutes of all meetings of the Executive shall be tabled at Council Meetings.

4.8.6. The Council may overturn any decision made by the Executive.

5. EMPLOYEES

5.1. Appointment of Association employees

5.1.1. The Association may create employment positions to assist in carrying out its objectives.

5.1.1.1. The Association may enter into Enterprise Bargaining Agreements with Association employees.

5.1.2. The Council shall create job descriptions to specify the responsibilities of each position and the terms and duration of employment.

5.1.2.1. The Council shall establish a working group responsible for selecting persons to fill vacant positions.

5.2. General responsibilities of Association employees

5.2.1. Association employees shall be responsible for their specific duties as outlined in their position description under the direction of the Council.

6. MEETINGS

6.1. Procedures for amending the Association's Constitution include:

- (a) AGM;
- (b) SGM;
- (c) Referendum.

6.1.2. Amendments will be decided by simple majority of votes cast by eligible voters. Tied votes will be lost; there is no casting vote.

6.2. Meeting procedures for all Association Meetings

6.2.1. The management of the Association is vested in Association meetings, subject to this Constitution and Regulations.

6.2.2. Meetings will be conducted in accordance with the Standing Orders.

6.2.3. Meetings shall only be conducted on University grounds.

6.2.4. Notice of Association Meetings shall be given through:

- (a) Notices on notice boards around the University;
- (b) Notices on the Association's website;
- (c) Electronic notices distributed to all eligible voters; and
- (d) Any other manner deemed appropriate by Council.

6.2.5. No business shall be transacted unless a quorum is present.

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- 6.2.6. The Honorary Secretary shall at all times monitor quorum and advise the chairperson immediately if the meeting becomes inquorate.
- 6.2.7. Voting shall be by a show of hands except in the case of a secret ballot.
- 6.2.8. All votes must be given personally; there is no voting by proxy.
- 6.2.9. Where more than one person holds the same office they shall share one vote.
- 6.2.10. The Council shall implement any motion passed by an Association Meeting.
- 6.2.11. If, within thirty (30) minutes of the time appointed for the meeting, quorum has not been reached, the meeting shall be abandoned. It shall stand adjourned for up to seven (7) days and will be reconvened at such time and place as the Executive may determine.
- 6.2.12. Motions will be decided on by a Simple Majority of votes cast by the eligible voters present. Tied votes will be lost; there is no casting vote.
- 6.2.13. Written apologies for non-attendance may be received by any attending Representative prior to the meeting.
- 6.2.14. Motions to be discussed at any meeting shall be submitted to the Honorary Secretary at least twenty-four (24) hours before the time the meeting is to commence.
 - 6.2.14.1. Compliance of motions with the requirements of the Standing Orders shall be at the discretion of a Simple Majority at any Association meeting.
- 6.2.15. The Honorary Secretary shall ensure that an agenda, including a list of the proposed motions and attachments is electronically distributed to all representatives at least twenty-four (24) hours before the commencement of the meeting.
- 6.2.16. Emergency motions may be heard at a meeting in the manner stipulated in the Standing Orders.
- 6.2.17. The Honorary Secretary shall ensure that the minutes of each meeting are posted on the Association's website, within seven (7) days of the ratification of those minutes.

6.3. Procedures for Referenda

- 6.3.1. The Council shall, on the requisition in writing of not less than ten (10) percent of members of the Association, in which the stated purpose of the requisition is a referendum, hold a referendum of members of the Association.
 - 6.3.1.1. A requisition by members of the Association shall:
 - (a) State the referendum question(s) relevant to the affairs of the Association, which are to be decided by referendum;
 - (b) Specify the date by which each referendum question shall be implemented;
 - (c) Be signed and dated by the members of the Association making such a requisition;
 - (d) Include student numbers to verify membership status;
 - (e) Be lodged with the Executive of the Association; and
 - (f) May consist of several documents in a similar form, each signed by one or more members of the Association making the requisition. Each of these documents shall state the referendum question(s) proposed and shall be accompanied by the names, student numbers and signatures of the mover and seconder of such a referendum item.
- 6.3.2. The Council may also initiate a referendum if the proposed changes are passed by a Council Meeting by a majority of Representatives present and voting.
- 6.3.3. Appointment of a Returning Officer (RO)
 - 6.3.3.1. The Secretary of the University Council will appoint a RO in consultation with the Council, who will be responsible for receiving nominations, and declaring results.
 - 6.3.3.2. The RO shall not be a member of the Association.
 - 6.3.3.3. The name of the appointed RO shall be advertised for five (5) academic days on Association notice boards. Students wishing to object to the proposed appointment may submit their concerns in writing to the Secretary of the University Council.
 - 6.3.3.4. Upon receipt of any objection in this period, the Secretary of the University Council will advise the Council in writing of the objection and adjudicate on the proposed appointment of said person in consultation with the Council.
- 6.3.4. Council Responsibilities
 - 6.3.4.1. The dates and times for polling shall be determined by the Council.
 - 6.3.4.2. The Council shall be responsible for notifying voters of:
 - (a) When the Referendum is to be held;
 - (b) The name of the RO; and
 - (c) The Referendum question(s).
 - 6.3.4.3. This information shall be distributed via SOLS mail and publicised on at least one notice board in each University faculty on A3 paper.
- 6.3.5. RO Responsibilities

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6.3.5.1. The RO shall be appointed by and responsible to the Secretary of the University Council for the conduct of the Referendum for which they are appointed and shall submit a written report to both the Council and the Secretary of the University Council upon declaration of Referendum results. This report will detail significant decisions made, problems encountered as well as the declaration of election results.

6.3.5.2. The RO shall adhere to the University's Code of Conduct.

6.3.5.3. The RO may interpret these regulations in consultation with the interpreters defined in section 1.3 of the Constitution.

6.3.6. At least fourteen (14) days notice must be given.

6.3.7. If the Council fails to hold a referendum within twenty-eight (28) days after the date of a constitutional lodgment, any one or more of the members of the Association who made the requisition may hold the referendum not later than fifty-six (56) days after the lodgment date and shall notify the Executive of the Association of their intention to do so.

6.3.8. Quorum for an Annual General Meeting shall be ten (10) percent of Members or 60 Members whichever is smaller.

6.3.9. The Council shall implement the decisions of a referendum.

6.3.9.1. If the Council fails to do this by the date specified in the referendum question(s), the Secretary of the University Council may declare all positions of the Council vacant and immediately call a General Election of the Association if requested by not less than five (5) percent of Members.

6.3.10. A referendum shall also have the power to dissolve the Association.

6.4. Specific meeting procedures for Annual General Meetings

6.4.1. The AGM will be held before the end of April each year.

6.4.2. At least fourteen (14) days notice must be given.

6.4.3. Quorum for an Annual General Meeting shall be ten (10) percent of Members.

6.4.4. The following business shall be transacted at each Annual General Meeting:

(a) The tabling of minutes from the previous Annual General Meeting and any Special General Meeting since that Annual General Meeting;

(b) The tabling of written reports of the previous year's Council on the activities of the Association during their term;

(c) The tabling of audited financial statements.

6.5. Specific Meeting procedures for Special General Meetings.

6.5.1. The Council shall conduct Special General Meetings at least three (3) times during the term of the Council, at any time in session.

6.5.2. The Council shall, on the requisition in writing of not less than five (5) percent of Members, hold a Special General Meeting.

6.5.3. A requisition by Members shall:

(a) State the motion(s) relevant to the affairs of the Association which are to be decided at the meeting;

(b) Be signed and dated by the Members making the requisition;

(c) Include student numbers to verify membership status;

(d) Be lodged with the Honorary Secretary.

6.5.4. The requisition may consist of several documents in a similar form, each signed by one or more Members. Each of these documents shall state the motion(s) proposed and shall be accompanied by the names, student numbers and signatures of the mover and seconder of the motion.

6.6. Meeting procedures for Council Meetings

6.6.1. The Council shall conduct Council Meetings at least ten (10) times during the term of the Council in a manner consistent with the Standing Orders.

6.6.2. At least seven (7) days notice must be given.

6.6.3. Quorum at a Council Meeting shall be a simple majority of eligible voters.

6.6.3.1. Only Representatives shall be eligible voters.

7. STANDING ORDERS, REGULATIONS AND POLICY

7.1. Order of Reference

7.1.1. The governance of the Association shall be determined with respective reference to the:

(a) Constitution;

(b) Standing Orders;

(c) Regulations;

(d) Policies.

7.2. Record Keeping

7.2.1. The Constitution, Standing Orders, Regulations and Policies shall be held at all times at the Association offices and on the Association's website.

7.3. Alterations

7.3.1. By motion at any Association Meeting, Standing Orders, Regulations and Policies may be created or amended, subject to approval by a General Meeting, Referendum or the University Council.

7.3.2. They shall operate from the time of the close of the meeting in which they were approved.

7.3.3. The Secretary of the University Council shall be notified of all alterations.

7.3.4. Changes to the Constitution are subject to the approval of the University Council.

8. FINANCE

8.1. Funds – Source

8.1.1. The Association's funds shall be derived from membership fees, donations, and any other sources, which the Council determines.

8.1.2. All funds received by the association will be credited as soon as is practical and without deduction to the Association accounts.

8.1.3. The Association shall, as soon as is practical after receiving any money, issue an appropriate receipt.

8.2. Funds – Management

8.2.1. The Association funds shall only be released by Association meetings.

8.2.2. All cheques, drafts bills of exchange, promissory notes and other instruments shall be signed by two (2) signatories authorised to do so by Council.

8.2.3. The Council must keep records of accounts dealing with Association finances and property and present an annual report as to the nature of these accounts at each Annual General Meeting.

8.2.4. The Council shall publish quarterly financial reports on the Association's website detailing income, expenditure and budgetary performance.

8.2.5. Representatives shall not enter into any commitment or expenditure without the Council's prior approval.

8.3. Auditing

8.3.1. The Council shall appoint a qualified auditor to conduct an annual audit of Association finances.

8.3.1.1. They shall be independent of the Association and the University and shall be a member of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practising Accountants.

8.3.2. The Council may audit specific Association events as it deems appropriate.

8.4. Honoraria.

8.4.1. An honorary reward for voluntary services of up to \$15, 000 may be paid to the President in fortnightly installments, at the discretion of the Council.

8.5. Insurance

8.5.1. The Association shall effect and maintain insurance.

8.6. Winding up and Distribution of Assets

8.6.1. It is intended that in the event that the Association is dissolved in a referendum, net assets or liabilities will be distributed to the Wollongong University Postgraduate Association.

9. MISCELLANEOUS

9.1. Non-Profit Association

9.1.1. The Association is a non-profit organisation. The income and property of the Association will be used only for promotion of the objects of the Association and will not be paid or transferred to members by way of dividend, bonus or profit.

9.2. Reporting

9.2.1. The Council shall also produce an annual report to describe the major accomplishments during their tenure.

9.2.2. The Council shall notify the Secretary of the University Council of any legal action or likely legal action taken against or by the Association.

9.3. Freedom of Information

9.3.1. Upon receipt of a request in writing, the Honorary Secretary shall supply within fourteen (14) days, to any member of the Association or to the Secretary of the University Council copies of:

(a) The current Constitution.

(b) The Standing Orders, Regulations, and Policies of the Association.

(c) The ratified minutes of any Association Meeting.

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(d) Audited financial statements and Treasurer's reports.

(e) The current operating budget.

9.3.2. Written requests for access to any other documents or record shall be considered by the Council, and a decision made within fourteen (14) days of the request having been received by the Honorary Secretary.

9.4. Code of Conduct

9.4.1. Representatives and Association employees shall abide by both the University's and the Association's Code of Conduct. Failure to comply may result in disciplinary action.

9.4.1.1 Any suspect or actual misuse of resources, corrupt, or criminal behaviour that Representatives or Association employees become aware of in relation to the Representatives or Association employees, shall be reported to the Council and the University Council for formal investigation.

9.4.1.1.1. Where action is reported, the Secretary of the University Council shall, in the first instance, refer to Representatives and Association employees for comment.

9.4.1.1.2. Where a University or Council investigation finds against a Representative, the penalty may include dismissal from their position on the Council.

9.4.1.1.3. The Representative may appeal any decision of the investigation through the University's appeal process.

9.5. Occupational Health and Safety

9.5.1. Representatives and Association employees shall abide by both the University's and the Association's Occupational Health and Safety Regulations. Failure to comply with these Regulations may result in disciplinary action.

9.5.2. Representatives and Association employees shall undertake occupational health and safety training upon commencing their tenure.

9.5.3. Representatives and Association employees shall abide by both then University's and the Association's Regulations Governing Occupational Health and Safety.

9.5.4. Representatives and Association employees shall undertake appropriate risk analyses and report any incidents to the Council and the University through existing Occupational Health and Safety mechanisms.

9.6. Privacy

9.6.1. Representatives and Association employees shall abide by both the University's and the Association's Privacy Regulations and Policies. Failure to comply with these Regulations may result in disciplinary action.

9.6.2. Representatives and Association employees shall undertake privacy training upon commencing their tenure.

9.6.3. Representatives and Association employees shall abide by both the University's and the Association's Regulations Governing Privacy.