

**LA TROBE UNIVERSITY**  
**GUILD OF STUDENTS REGULATIONS 2009**

The Council of La Trobe University makes these Regulations under the Guild of Students Statute 2009.

**1. Name**

These Regulations are the **Guild of Students Regulations 2009**.

**2. Interpretation**

In these Regulations—

*Guild* means the La Trobe University Guild of Students;

*Statute* means the **Guild of Students Statute 2009**.

**3. Constitution of the Guild**

For the purposes of section 3(1)(a) of the Statute, the constitution of the Guild is set out in the Schedule.

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## **SCHEDULE—CONSTITUTION OF THE GUILD**

### **1. Interpretation**

In this Constitution, unless the contrary intention appears:

“Academic Day” means any day during first or second semester, not being a Saturday, Sunday, University holiday, or any day during the inter semester or mid semester period.

“Current Membership” means the total of filled Voting Positions on the Guild Board.

“The Guild” means the La Trobe University Guild of Students.

“The Guild Board” means the La Trobe University Guild of Students Board.

“Members of the University” for the purposes of this Constitution means the enrolled students of the University; the staff employed at all campuses of the University whether or not the University is the employer; members of the La Trobe University Alumni Association; and non-student and non-staff members of the Sports Clubs of the University.

“The Student Services Committee” means the La Trobe University Student Services Committee constituted and appointed by Council under section 24 of the Act.

### **2. Aims and objectives of the Guild**

The objectives of the Guild are:

- (1) to provide opportunities for social and sports interaction between all Members of the University;
- (2) to sponsor and promote social, cultural, sporting, educational and recreational activities among Members of the University; and
- (3) to sponsor and promote welfare, welfare services and programs for Members of the University.

### **3. Membership of the Guild**

#### **3.1 Membership by Subscription**

- (1) All Members of the University shall be eligible to apply for subscribing membership of the Guild.

- (2) An application for membership of the Guild shall be in the form prescribed by the Guild Board and shall include payment of such fees (if any) as shall be determined by Council from time to time as recommended by the Student Services Committee.

### **3.2 Honorary Life Membership**

- (1) The Guild Board may offer Honorary Life membership to any person.
- (2) The life members of the former Union and the former Sports and Recreation Association shall be accorded life membership of the Guild.
- (3) An Honorary Life member shall have no right to vote at elections and shall not be eligible for election to the Guild Board.

### **3.3 Suspension of Membership**

Membership of the Guild may be suspended in any of the following events:

- (a) A member's failure to pay by the due date any subscription fee prescribed for membership in accordance with section 3.1(2) above.
- (b) A member's failure to discharge any financial obligation to the Guild, within such time as may be prescribed or approved by the Guild Board.

## **4. Composition of the Guild Board**

The Guild Board shall consist of:

- (a) the Director of Student Services of the University who shall be the Chief Executive Officer of the Guild;
- (b) the President of the International Students Association;
- (c) two subscribing members of the Guild who shall be appointed by the Sports Clubs Committee one of whom shall be also an enrolled student of the University;
- (d) one person appointed by Council; and

- (e) eight subscribing members of the Guild who shall be enrolled students of the University elected by subscribing members of the Guild.

**5. Term of office of members of the Guild Board**

- (1) The representatives of the Sports Clubs Committee appointed under section 4(c) shall hold office on the Guild Board for a period to be determined by the Sports Clubs Committee.
- (2) A person appointed by Council under section 4(d) may be removed from office at any time by Council and replaced with a new appointment.
- (3) The subscribing members elected under section 4(e) shall hold office for two years and are eligible for re-election.

**6. Powers and duties of the Guild Board**

- (1) The Guild Board shall make recommendations to the Director of Student Services and be subject to the overriding authority of the Pro Vice-Chancellor (Equity and Student Services).
- (2) The Guild Board shall hold a meeting at least three times each semester in each year.
- (3) The Guild Board shall submit an annual report on the activities of the Guild for the previous year to the Council no later than the last day of February each year.

**7. Office bearers of the Guild Board**

- (1) The Guild Board, in the meeting immediately preceding the annual election of the subscribing members, shall elect a President and Deputy President of the Guild and the Chairpersons of the Student Life Committee and the Finance and Development Committee. These persons together with one of the representatives of the Sports Clubs Committee on the Guild Board as nominated by the Sports Clubs Committee shall, together with the Director of Student Services form the Office Bearers of the Guild Board.
- (2) The Office Bearers shall form the Executive of the Guild and shall consider matters of urgency in between meetings of the Guild Board.
- (3) The Guild Board may authorise the payment of an honorarium to the President of the Guild, which shall be in accordance with rules made by the Guild Board.

**8. Quorum**

No question will be decided at any meeting of the Guild Board unless at least half the current membership of the Guild Board is present.

**9. Elections**

Elections will be held each year to replace the members elected under section 4(e) whose term of office expire in that year, subject to sections 10 to 13 inclusive. The elections shall be held in accordance with rules made by the Guild Board.

**10. Notice for nominations and returning officers**

- (1) The Returning Officer shall be the Director of Students Services or his or her nominee.
- (2) Notices calling for nominations for the annual elections shall be placed on official noticeboards and will in that notice specify a date for the closure of nominations being a date at least ten Academic Days after the date the notice is posted.
- (3) A copy of the notice posted under section 10(2) will be made available to every member of the Guild whose name appears on the membership roll on the day preceding that on which the notice is posted and only the members listed on the roll on that day will be entitled to vote at that election.

**11. Nominations**

- (1) Each nomination must contain the written consent of the candidate to nomination.
- (2) If after the close of nominations the number nominated equals or is less than the available positions those nominated shall be deemed elected.
- (3) If, after deeming those nominated to be elected, there are still available positions then the Guild Board may fill the vacancy by co-option.

**12. Elected members of the Guild Board**

- (1) A member of the Guild Board elected under section 4(e) shall cease to be a member of the Guild Board upon:
  - (a) submitting a resignation to the Director, Student Services; or

- (b) ceasing to be a Member of the University; or
- (c) ceasing to be a subscribing member of Guild.

Provided always that where at the end of the second semester in any year an elected member who is an enrolled student ceases to be a Member of the University by reason only of the completion of studies for the course or subject for which enrolled, that student shall remain an elected member of the Guild Board until the first day of the first semester in the following year.

- (2) An elected member shall cease to be a member of the Guild Board if absent during a term of office without apology or leave of absence from the Guild Board or the standing committees for:
  - (a) three meetings of the Guild Board; or
  - (b) three meetings of a standing committee.

### **13. Vacancy of office of elected members**

- (1) If the office of any member elected to the Guild Board under section 4(e) becomes vacant for any reason other than the expiration of the term of office, notice of such vacancy shall be posted on the official Guild noticeboard at least ten academic days before filling the vacancy calling for nominations from subscribing members of the Guild. The vacancy shall be filled by:
  - (a) an election conducted in accordance with the election rules if the vacancy occurs twelve months or more before the expiry of the said member's term, or
  - (b) co-option from the subscribing members of the Guild who are also enrolled students of the University if the vacancy occurs within twelve months of the expiry of the said member's term.
- (2) Where an election is held for two or more vacancies with differing term expiry dates, the vacancies to be filled by those declared elected shall be determined by the order in which they were elected.

**14. Standing committees**

- (1) The Guild Board may appoint standing committees or working groups as it sees fit with such powers and duties as the Guild Board shall decide provided that each such committee or working group shall have a quorum of two members of the Guild Board.
- (2) All members of the Guild Board shall designate one standing committee, which they will be obliged to attend. An elected member may alter their choice of their designated standing committee at any Guild Board meeting during their term of office.
- (3) The following standing committees are established by this Constitution:

**(a) Finance and Development Committee**

The Finance and Development Committee shall advise the Guild Board on matters relating to:

- (i) all trading operations including functions, the bar and bottleshop, the sports centre and tenancies;
- (ii) financial reporting, budgeting and capital planning and implementation; and
- (iii) strategic planning.

**(b) Sports Clubs Committee**

A Sports Clubs Committee which shall advise the Guild Board on matters relating to:

- (i) funding for the various sports clubs of the University on all campuses;
- (ii) affiliation or disaffiliation of any sports club in accordance with its rules; and
- (iii) the up keep and maintenance of sports club facilities.

The Sports Clubs Committee shall operate under its rules. The Sports Clubs Committee shall also determine those who shall be awarded Sports Blues.

**(c) Student Life Committee**

A Student Life Committee, whose members shall include the Presidents of the Shepparton Students Association the Mildura Students Association and PEMSO, which shall advise the Guild Board on matters pertaining to:

- (i) Student programs including student theatre and film, orientation, entertainment and events, recreational activities and publications; and
- (ii) Student services including legal services, the information and referral hub and student welfare.

**15. Associations and organisations**

- (1) The following associations and organisations shall be part of the Guild and shall report to the Student Life Committee on their activities, aims and issues:
  - (a) International Students' Association;
  - (b) Shepparton Students' Association;
  - (c) Mildura Students' Association; and
  - (d) Part Time, Evening and Mature Aged Students Organisation (PEMSO).
- (2) The associations and organisations shall operate under their own Terms of Reference and be subject to the overriding authority of the Guild Board and if necessary the Pro Vice-Chancellor (Equity and Student Services).

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Approved by the Council on 7 September 2009

Promulgated on 8 September 2009