

UNIVERSITY OF WOLLONGONG UNDERGRADUATE STUDENTS' ASSOCIATION

REGULATIONS GOVERNING COMMITTEES

1. By virtue of Section 7, sub-section 7.1.1(c) Constitution of the University of Wollongong Undergraduate Students' Association (WUSA), these Regulations shall be known as the Regulations Governing Committees and all actions of such Committees and Sub-Committees shall be carried out in accordance with the Constitution and Regulations of WUSA

2. Interpretation:

In addition to Section 1.2 of the Constitution the following terms shall have the meanings assigned thereto:

2.1 Standing Committee - A Committee of WUSA members elected by the Association or WUSA Council in accordance with the Regulations Governing Elections at the first Ordinary Meeting of WUSA in each year.

2.2 There shall be an Executive Standing Committee, Finance Standing Committee and an Editorial Standing Committee of WUSA.

2.3 Sub-Committee - A Committee of WUSA members and students elected by WUSA Council or the Association in accordance with the Regulations Governing Elections with such powers and duties as WUSA Council may from time to time determine.

3. Committee Meetings:

3.1 The President shall be a member ex-officio (voting) of all Standing Committees and Sub-Committees, the President may nominate the Vice-President to act in this capacity from time to time.

3.2 The Honorary Secretary shall be a member ex-officio (voting) of all Standing Committees and Sub-Committees.

3.3 The minutes of all Standing Committees and Sub-Committees shall be recorded by the Honorary Secretary and shall be presented at the next Ordinary Meeting of WUSA for consideration and action where appropriate.

3.4 The quorum for all Standing Committees and Sub-Committees shall be a simple majority of the membership of that Committee.

3.5 Notice for each meeting of a Standing Committee or Sub-Committee shall be displayed on the official WUSA noticeboard at least seven (7) days before the meeting takes place. Notice shall contain the full agenda, specifying time, place, and all specific business of the meeting, and must be mailed to the contact address of all committee members.

4. Composition, Powers and Duties of Standing Committees:

4.1 The following Committees shall be established and shall be Standing Committees of WUSA:

4.1.1 The Executive

4.1.2 The Finance Committee

4.1.3 The Hiring Committee

4.1.4 The Occupational Health and Safety Workplace Advisory Committee (WAC)

4.1.5 Other Standing Committees as established by WUSA and given terms of reference upon being enacted.

4.2 The Executive

4.2.1 The Executive shall consist of:

(i) The President, who shall be Chairperson and Convenor of the Executive;

(ii) The Executive office bearers of WUSA.

4.2.2 The Executive shall meet at least monthly during the academic year where possible at regular intervals between WUSA meetings.

4.2.3 A quorum for an Executive Meeting shall be a simple majority of the Executive.

4.2.4 The Executive shall prepare a report on the activities of WUSA including the recommendations for every Ordinary Meeting of WUSA.

4.2.5 The Executive shall be the publisher of the student journal and any

other publications that WUSA may from time to time direct to be published.

- 4.2.6 The Executive shall have the power to grant student loans of up to \$25 if a simple majority of the Executive so determine by motion, subject to the Regulations Governing Student Loans.
- 4.2.7 The Executive shall act for the WUSA, but shall submit any decisions for ratification at the next Ordinary Meeting of WUSA. The Executive may not act against WUSA policy or rescind an WUSA motion.

#### 4.3 The Finance Committee

- 4.3.1 The Finance Committee shall consist of:
  - (i) The Honorary Treasurer, who shall be Chairperson and Convenor of the Finance Committee;
  - (ii) The President and Honorary Secretary, who shall be members ex-officio;
  - (iii) Four (4) members of WUSA elected by the WUSA Council in accordance with the Regulations Governing Elections;
  - (iv) The WUSA Accountant, who shall be a non-voting member.
  - (v) The Activities Officer shall be required to attend meetings of the Finance Committee concerning Clubs and Societies.
- 4.3.2 The Finance Committee shall meet at least twice during each session of the academic year and once during Summer Session.
- 4.3.3 A quorum for a Finance Committee Meeting shall be a simple majority of the Finance Committee.
- 4.3.4 The Finance Committee shall prepare the annual budget of WUSA, and shall review this budget, from time to time, as required by WUSA.
- 4.3.5 The Finance Committee shall prepare a report on the finances of WUSA, including recommendations for the next Ordinary Meeting of WUSA.

- 4.3.6 The Finance Committee shall make recommendations, in accordance with the Regulations Governing Affiliation, to WUSA on the eligibility or ineligibility of Clubs and Societies for affiliation with WUSA and on the provision of financial grants to Clubs and Societies affiliated with WUSA.

#### 4.4 The Hiring Committee

- 4.4.1 The Hiring Committee shall consist of:

- (i) The Media Officer;
- (ii) The President;
- (iii) One (1) staff representative; and
- (iv) One (1) relevant union representative

- 4.4.2 There will be a gender balance in the construction of the committee.

#### 4.5 The Occupational Health and Safety Workplace Advisory Committee (WAC)

- 4.5.1 The WAC shall consist of

- (i) The student member on the University's OH&S committee, (the WUSA President or their nominee), who shall be Chairperson and Convenor of the committee;
- (ii) The WUSA President, who shall be non-voting;
- (iii) One other WUSA member elected by the WUSA;
- (iv) Two members of staff, elected by staff. Staff members consist of -
  - a) At least one full-time staff member or a union delegate representing them;
  - b) At least one permanent part-time or casual staff member or a union delegate representing them.
- (v) The University's OH&S officer, who shall be non-voting.

- 4.5.2 The WAC shall meet at least once during each of the Autumn,

Spring and Summer sessions

- 4.5.3 Quorum shall be a simple majority of voting members, with at least one WUSA representative and one staff representative present
- 4.5.4 The WAC shall make recommendations to WUSA on improving the OH&S standards in the WUSA offices
- 4.5.5 The WAC shall make recommendations or bring concerns to the University OH&S committee regarding OH&S issues for students on campus
- 4.5.6 The WAC shall cause -
  - (i) the WUSA office to hold a fully stocked First Aid Kit
  - (ii) The training of one full-time staff member in a workcover approved first aid course
  - (iii) The training of at least one fire warden for the WUSA offices and student lounge
  - (iv) The WUSA offices to be closed if the WAC deems them to be unsafe for work and/or student use, until such time as WUSA rectifies the situation

5. Composition, Powers and Duties of Standing Sub-Committees

- 5.1 The following Sub-Committees may be established at the discretion of the WUSA Council:
  - 5.1.1 The Inter-Campus Activities Sub-Committee.
  - 5.1.2 The Education Sub-Committee.
  - 5.1.3 The Environment Sub-Committee.
  - 5.1.4 The Activities Sub-Committee.
  - 5.1.5 The Welfare Sub-Committee.
  - 5.1.6 The Women's Sub-Committee.
  - 5.1.7 The Overseas Students' Sub-Committee.

- 5.1.8 The Postgraduate Students' Sub-Committee.
  - 5.1.9 The Mature Age Students' Sub-Committee.
  - 5.1.10 The Equal Education Opportunity Sub-Committee.
  - 5.1.11 The Media Sub-Committee.
  - 5.1.12 The Sexuality Sub-Committee.
  - 5.1.13 The Aboriginal & Torres Strait Islander Sub-Committee.
  - 5.1.14 The Students with Disabilities Sub-Committee.
- 5.2 A Sub-Committee shall consist of:
- (i) The relevant officer with portfolio, who shall be Chairperson and Convenor of the Sub-Committee (voting);
  - (ii) The President and Honorary Secretary, who shall be members ex-officio;
  - (iii) Two (2) members of WUSA elected by WUSA in accordance with the Regulations Governing Elections;
  - (iv) Two (2) students elected by WUSA in accordance with the Regulations Governing Elections.
- 5.3 The Chairperson of a Sub-Committee shall convene the Sub-Committee at the request of WUSA to consider business forwarded to it by WUSA and at any other time that the Chairperson may deem necessary in order to discharge its functions.
- 5.4 A Sub-Committee shall assist in the formation of WUSA policy relevant to its portfolio, and generate proposals for action upon that policy for consideration by WUSA.
- 5.5 The relevant officer with portfolio shall submit to the first meeting of WUSA specific terms of reference for that committee, provided that subsequent meetings of WUSA may alter the terms of reference for that committee.
- 5.6 The Sub-Committee shall have the authority to co-opt up to two members (non-voting) to the Sub-Committee shall have the authority

to change co-opted members from time to time with seven (7) days notice in writing been given to the co-opted member/s.

- 5.7 A Sub-Committee shall have such other powers and duties as WUSA may from time to time determine in accordance with sections 65-71 of the Constitution, if a two thirds majority of members present and eligible to vote at an Ordinary Meeting of WUSA so determine by motion.
6. Where these Regulations appear to be inconsistent with the Constitution, the Constitution shall be the authoritative source and that section of the Regulations which is inconsistent with the Constitution shall be null and void on a ruling according to Section 122.