

JAMES COOK UNIVERSITY STUDENT ASSOCIATION REGULATIONS

Updated as approved at a Meeting of the James Cook University
Student Association Council on 19th October 2020

PART 1 - PRELIMINARY

- 1.1 This document shall be cited as the Regulations of the James Cook University Student Association.
- 1.2 This document shall contain all the Regulations created by the Association Council of the James Cook University Student Association under Part 11 of the Constitution of the James Cook University Student Association.
- 1.3 These Regulations are divided into Parts as follows;
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| Part | 3 | Standing Orders |
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PART 2 - INTERPRETATION

- 2.1 In these Regulations, unless the contrary appears -
- "Academic Year" means the calendar year from 1 January through to 31 December (inclusive).
- "Annual Election" means the Association Election conducted annually in accordance with the Constitution and these Regulations.
- "Association" means the James Cook University Student Association.
- "Association Council" means the Council of the James Cook University Student Association constituted under the Constitution
- "Constitution" means the Constitution of the Association as approved by the University Council.
- "Days" includes weekends and public holidays. If a period of days beginning on a given day, act or event is provided or allowed for a purpose by these Regulations, the period is calculated by excluding the day upon which the act or event occurs and by excluding the day upon which the purpose is to be fulfilled.
- "Elections" includes a paper based and electronic election.
- "Finance Department Representative" – means the officer, appointed by the General Manager, with responsibility for the financial management of the Association.
- "General Manager" – means the officer(s) with responsibility for the overall general management of the Association.
- "Office Bearers" means the elected, appointed and ex-officio members of the Association Council under clause 6.2 of the Constitution.
- "Student" means a person who has been admitted and enrolled in a course or subject at the James Cook University, and whose enrolment for that course or subject has not lapsed or been cancelled.
- "University" means the James Cook University as established under the *James Cook University Act 1997*.

“University Council” means the Council of the James Cook University as established under the *James Cook University Act 1997*.

PART 3 - STANDING ORDERS

3.1 Application

- 3.1.1 Subject to the Constitution and the Regulations, these standing orders apply to all Association Council, General and Committee meetings.
- 3.1.2 These standing orders can be suspended by a two-thirds (2/3) majority vote of Meeting Members who are eligible to vote at the meeting.
- 3.1.3 Any matter not dealt with in these standing orders will be determined by the relevant Chair in accordance with the customary procedure at meetings.

3.2 Meeting Members

- 3.2.1 In this part, a ‘Meeting Member’ means any person who is an eligible elected, appointed or ex-officio member of the Association Council or a Committee of the Association Council and includes both voting and non-voting Meeting Members.
- 3.2.2 Unless otherwise indicated all Meeting Members have the right to attend, be heard, to move and second motions and amendments at a meeting and any other rights bestowed in this part.
- 3.2.3 Unless otherwise indicated any other Ordinary or Associate Member has the right to attend, be heard, to move and second motions and amendments at a meeting.

3.3 Notice of Meeting

- 3.3.1 The Secretary is responsible for giving a Notice of Meeting.
- 3.3.2 With the exception of Part 11 and Part 13 of the Constitution dealing with amendments to the Regulations and Constitution of the Association respectively, where there is a seven (7) day notice period required, a notice of Meeting must be given to all Meeting Members five (5) clear days before the date of the meeting.
- 3.3.3 Notice must specify the time, date and place of the meeting.
- 3.3.4 Notice must be published on the official Association Notice board and website at least five (5) days before the date of the meeting.

3.4 Agenda

- 3.4.1 An agenda of the meeting must be included with the notice of the meeting.
- 3.4.2 The agenda must list all matters to be considered by the meeting and the order in which they are to be considered.
- 3.4.3 Meeting agenda papers will be circulated to Meeting Members five (5) business day in advance of the meeting unless or as otherwise approved by the Chair.
- 3.4.4 The agenda cannot be amended, including the order of the agenda, without the consent of a majority of those Meeting Members present and entitled to vote at the meeting.

3.5 Minutes

- 3.5.1 The minutes of a meeting must detail all business dealt with at the meeting and should include all motions and amendments, whether substantive or procedural, all points of order and a summary of the debate identifying all speakers and outlining their arguments.
- 3.5.2 It is the duty of the Secretary to ensure that minutes of proceedings are recorded.
- 3.5.3 It is the duty of the Chair to ensure that minutes of proceedings recorded by the Secretary are reviewed, confirmed and signed. The Minutes should be considered at the subsequent ordinary meeting and subject to any amendment, adopted as a true and accurate record of the proceedings. Any amendment to the Minutes at the subsequent meeting becomes a decision of that subsequent meeting.

3.6 Quorum

- 3.6.1 A quorum for a meeting of the Association Council or a Committee of the Association Council will be half plus one of the voting Meeting Members
- 3.6.2 If a quorum is not present within thirty minutes of the time specified in the notice of the meeting, the meeting shall not proceed.
- 3.6.3 If the Chair becomes aware at any stage of the meeting that a quorum is no longer present, the Chair must stop the meeting and unless a quorum is restored within fifteen (15) minutes, the meeting will lapse.
- 3.6.4 All unfinished business on the agenda at the time of the lapsed meeting, shall be included on the agenda of the next meeting and will take precedence over new business.

3.7 Chair

- 3.7.1 The Chair will be heard in silence and can only be interrupted by a point of order or a call for quorum.
- 3.7.2 The Chair can name any person who disrupts the meeting.
- 3.7.3 Any person named by the Chair three times during a meeting will no longer be heard by the meeting and must immediately leave the meeting.
- 3.7.4 The Chair must rule out of order any motion or amendment, which he/she considers to be:
 - (a) inconsistent with the Association's Constitution or the Regulations;
 - (b) substantially restating a resolution previously adopted;
 - (c) substantially restating a motion previously put to the vote and lost at the same meeting; or
 - (d) ambiguous or incorrect in form.
- 3.7.5 Meeting Members will respect the authority of the Chair and must address all remarks through the Chair.

3.8 Dissent in the Chair's ruling

- 3.8.1 Any Meeting Member disagreeing with a ruling from the Chair may move 'that the Chair's ruling be dissented from'.
 - 3.8.1.1 The Chair must immediately vacate the Chair and a temporary Chair should take the Chair during the debate.

3.8.1.2 The question is put in the form 'that the Chair's ruling be upheld'.

3.8.1.3 A two-thirds (2/3) majority of Meeting Members is required to overturn the Chair's ruling.

3.9 Attendance

3.9.1 The Secretary of a Meeting is required to ensure all persons participating in a Meeting have the length of their participation recorded along with the capacity in which they attended, the manner in which they participated and details to enable confirmation of which parts they attended if not for the entire meeting.

3.9.2 A Meeting Member is not 'in attendance' according to these Regulations unless they remain present for at least half the duration of the meeting or for at least 2 hours, whichever is less.

3.10 Order of Debate

3.10.1 The order of debate is:

- (a) the mover;
- (b) the seconder;
- (c) alternate speakers for and against the matter; and
- (d) the mover's right of reply.

3.11 Time Limits

3.11.1 Time limits for speaking in formal debate are:

- (a) mover two (2) minutes;
- (b) seconder two (2) minutes;
- (c) speakers for and against two (2) minutes; and
- (d) right of reply two (2) minutes;

3.11.2 Extensions of time may be granted by the Chair.

3.12 Motions and Amendments

3.12.1 All motions, except procedural motions, must be handed to the Chair in writing before they are debated

3.12.2 All motions and amendments must have a mover and a seconder unless they are specifically mentioned as an exception to this requirement in another part of these standing orders.

3.12.3 If the mover or seconder of a motion or amendment is not present or withdraws their moving or seconding, another Meeting Member may take up the moving or seconding.

3.12.4 Movers and seconders of motions and amendments may reserve their speaking rights.

3.12.5 A motion or amendment may be withdrawn at any time by the mover of the motion subject to leave of the meeting.

3.12.6 If a motion is withdrawn by the mover, another Meeting Member present may take up moving rights.

3.12.7 A motion or amendment before the meeting may be reworded by the mover subject to leave of the meeting.

3.13 Motions

3.13.1 A motion:

- (a) must commence with 'that';
- (b) must be specific;
- (c) must be unambiguous;
- (d) must not be worded in the first person;
- (e) may be in parts;
- (f) may incorporate an explanation by way of preamble;
- (g) may be in the negative;
- (h) must not attempt to revive a motion previously rejected;
- (i) must be duly moved and seconded;
- (j) may be amended;
- (k) may be altered by leave;
- (l) may be withdrawn by leave;
- (m) gives a right of reply, thereby closing the debate; and
- (n) may be rescinded.

3.14 Amendments

3.14.1 An amendment:

- (a) must commence with 'that';
- (b) must be specific;
- (c) must be unambiguous;
- (d) must be relevant to the motion;
- (e) must not contradict the motion or any amendment previously adopted;
- (f) must be duly moved and seconded;
- (g) may not be amended;
- (h) may be withdrawn by leave; and
- (i) gives no right of reply.

3.15 Foreshadowed motions

3.15.1 If two or more motions relate to the same matter and are inconsistent with each other, they can be considered together.

3.15.2 The Chair will rule on the order the motions are to be moved.

3.16 Procedural motions

3.16.1 Table 1 outlines the way in which procedural motions will be dealt with.

3.16.2 Procedural motions need not be in writing and do not give right of reply to the mover.

3.16.3 A procedural motion "that the motion now be put" may be moved at any time after, and not before, two (2) speakers have spoken for and two (2) speakers have spoken against the motion.

3.17 Points of order

3.17.1 A Meeting Member can at any time draw the Chair's attention to a breach of procedure or irregularity in the proceedings.

3.17.2 A point of order takes precedence over all other business.

3.17.3 The Meeting Member must state the alleged breach or irregularity and any ruling desired.

3.17.4 The Chair will then rule on the point of order.

3.18 Personal Explanation

3.18.1 A Meeting Member who claims to have been misrepresented during the meeting is entitled to make a personal explanation.

3.18.2 The explanation must be confined to the alleged misrepresentation and must not introduce any new matter.

3.19 Adjournment of meetings

3.19.1 If a meeting is adjourned the Chair must make clear to all those present the time and place the meeting will be reconvened.

3.19.2 The Chair must attempt to notify in writing, or if that is not practicable, by telephone or fax any Meeting Member not present of the time and place the meeting will be reconvened.

3.20 In Camera meetings

3.20.1 A meeting of the Association Council or a Committee can only resolve to proceed in camera to consider business relating to legal, personal or staffing matters or matters that are "commercial in confidence".

3.20.2 No motions can be passed during an in camera meeting, except to leave the in camera session or procedural motions. Any proposed motion pertaining to the in camera discussions must be moved and passed immediately after the in camera session has concluded and the motion will then be recorded in the minutes.

3.20.3 Subject to clauses 3.20.3 and 3.20.4 once a meeting of the Association Council or Committee has resolved to proceed in camera, any person who is not a Meeting Member of the Association Council or that Committee, as the case may be, must immediately leave the meeting.

3.20.4 Subject to clause 3.20.4 a Meeting Member of the Association Council or a Committee, as the case may be, is entitled to remain present during the meeting unless matters to be discussed in camera directly involve, concern or relate to that Meeting Member.

3.20.5 Notwithstanding clauses 3.20.3 and 3.20.4, the Meeting Members at a Meeting of the Association Council or a Committee, as the case may be, may resolve to grant leave to any person to remain present or be present for the meeting.

JAMES COOK UNIVERSITY STUDENT ASSOCIATION - REGULATIONS

Table 1						
Motion	Effect of the motion if carried	Chair has discretion to refuse the motion?	Is a seconder required?	Is discussion in order?	Can be moved by persons who have previously participated in the debate?	Can a speaker be interrupted by the mover of this motion?
That the question now be put	Motion must be immediately put to the vote	Yes	No	No	No	Yes
That the speaker no longer be heard	The speaker must immediately cease and cannot participate in the debate any further	Yes	No	No	No	Yes
That the question not be put	The motion lapses and cannot be considered further	No	No	No	No	No
That the motion be laid on the table	The motion cannot be considered further until it is resolved 'that the motion be taken from the table'	Yes	No	No	No	No
That the meeting proceed to the next business	The meeting proceeds to the next item on the agenda	Yes	No	No	No	No
That the meeting be adjourned	Meeting must cease until resumed at a time determined by the meeting	No	Yes	Yes	Yes	No
Other procedural motions		No	Yes	Yes, but should be brief	Yes	Yes

PART 4 – ASSOCIATION COUNCIL MEETINGS

4.1 Timing

- 4.1.1 The Association Council will meet at Ordinary Meetings at least once each month during the period between March and October of each year, unless the Association Council determines that it is not practicable to do so, however it must meet at least seven (7) times during the year.
- 4.1.2 The Association Secretary in consultation with the President and General Manager will, at the beginning of the Academic Year, issue a list of dates and times for all Ordinary Meetings of the Association Council.

4.2 Chair

- 4.2.1 The Chair of the Association Council will be the President, unless the President is unwilling to be Chair and the Association Council resolves by a two-thirds (2/3) majority to appoint an alternate Chair from the Meeting Members.
- 4.2.2 The Chair will preside at all meetings of the Association Council at which the Chair is present.
- 4.2.3 At any meeting of the Association Council where the Chair is not present, the Vice President will act as Chair. If the President and the Vice President are both absent another Meeting Member of the Association Council will be appointed.
- 4.2.4 The role of the Chair is to chair the meeting and impartially uphold the standing orders.

4.3 Proxies

- 4.3.1 An appointed voting Meeting Member as specified under 6.2.2 of the Constitution of the Association Council with the exception of the Vice Chancellor's nominee who is unable to attend a meeting of the Association Council may delegate their voting rights to any voting Meeting Member(s) of the Association Council or an alternative individual within their organisation by proxy in writing.
- 4.3.2 The proxy must be signed and dated by the voting Meeting Member granting it and must specify its duration and the person or persons it is being granted to in preferred order.
- 4.3.3 The proxy must be received by the Secretary prior to the commencement of the meeting, any reconvened meeting or prior to deliberations on a particular agenda item.
- 4.3.4 If there is evidence to suggest that a proxy has been obtained by fraud, bribery or intimidation the Chair can rule the proxy invalid. The ruling may be dissented from, but the person whose proxy the Chair has ruled invalid will not be eligible to participate in the vote.

- 4.3.5 Unless expressly indicated otherwise, a proxy will be a general proxy and the powers of the voting Meeting Member holding the proxy are the same as those of the voting Meeting Member of the Association Council.
- 4.3.6 The voting Meeting Member may grant a conditional proxy by expressly stating in the written document that the proxy is subject to specific listed conditions.
- 4.3.7 No voting Meeting Member can exercise more than two (2) votes.
- 4.3.8 In determination of whether a quorum exists proxies shall not be counted.
- 4.3.9 A proxy lapses when the voting Meeting Member is present at the meeting, or any reconvened meeting, for which the proxy was given.

4.4 Meetings

- 4.4.1 The Secretary will call special meetings of the Association Council when the President considers it necessary or as required by written notice addressed to the Association's Secretary from not less than fifty (50) percent of the voting Meeting Members of the Association Council or from not less than one (1) percent of the Ordinary Members of the Association.
- 4.4.2 The Association Council may adopt a resolution that creates policy either on its own initiative or if it is recommended to the Association Council by a standing committee.
- 4.4.3 All meetings by the Association Council and Committee shall include an 'Acknowledgement of Country' of the traditional owners and shall be undertaken by the chairperson at the commencement of each meeting

4.5 Voting

- 4.5.1 Unless conducting an appointment of Office Bearers (4.6 of these Regulations), voting will be by show of hands.
- 4.5.2 Where a simple majority of the voting Meeting Members of the Association Council vote in favor of a motion the Chair must call the vote carried.
- 4.5.3 Where a simple majority of the voting Meeting Members of the Association Council vote against a motion the Chair must call the vote lost.
- 4.5.4 Where the vote of the voting Meeting Members of the Association Council on a motion is tied, the Chair must call the vote lost.
- 4.5.5 The Meeting may decide that the number of votes for and against are to be recorded in the minutes.

4.6 Appointment of Office Bearers by Council

4.6.1 The following Regulations apply whenever the Association Council is required to appoint a person to fill a vacancy under Section 6.5 of the Constitution.

4.6.2 The Secretary or a nominee will act as Returning Officer.

4.6.3 Nominations for the appointments will be called for on the Association's Website and on the Association's Official Notice Board fourteen (14) days before the date of the Association Council meeting at which the positions are to be filled.

4.6.3.1 Nominations for the appointments may only be called for during teaching weeks of Study Periods 1 & 2 as defined by the JCU Academic Calendar.

4.6.4 The nominations must be in the form required by Part 8 of the Regulations.

4.6.5 Candidates may attend the Association Council meeting at which the election is to take place and must be given the opportunity to present verbal and/or written submissions to the Association Council.

4.6.6 Meeting Members of the Association Council may ask questions of the candidate through the Chair.

4.6.7 Elections must be held by secret ballot (see 4.7.1).

4.6.8 When a casual vacancy must be filled, appointment by the Association council must only be voted on by student elected representatives.

4.7 Secret Ballot

4.7.1 A vote conducted by Secret Ballot, including appointments by the Association Council, will be held via an electronic system of voting where votes are received by the Secretary of the Association and votes remain confidential.

4.8 Conflict of Interest

4.8.1 If a Meeting Member of the Association Council becomes aware of any conflict of interests between his/her own personal interests or those of an associate and the interests of the Association and/or has a pecuniary interest in any matter directly or indirectly involving or concerning the Association, that Meeting Member must as soon as that conflict of interests or pecuniary interest becomes apparent, disclose the nature and extent of his/her interest to the Association.

4.8.2 If the conflict of interests or pecuniary interest becomes apparent in advance of a meeting of the Association Council, the Meeting Member is to disclose his/her interest at the commencement of the meeting of the Association Council.

4.8.3 If the conflict of interests or pecuniary interest becomes apparent during a meeting of the Association Council, the Meeting Member

is to disclose his/her interest immediately.

- 4.8.4 If the conflict of interests or pecuniary interest becomes apparent after a meeting of the Association Council, the Meeting Member is to disclose his/her interest immediately to the Association.
- 4.8.5 A disclosure of a conflict of interests or pecuniary interest must be recorded in the Minutes of the meeting of the Association Council or in the case of a disclosure pursuant to clause 4.8.4, in the Minutes of the next meeting of the Association Council.
- 4.8.6 A Meeting Member of the Association Council who has a conflict of interests or a pecuniary interest in any matter directly or indirectly involving or concerning the Association:
- 4.8.6.1 must not, without the prior approval of a majority of the Association Council, be involved in any discussion on the matter.
 - 4.8.6.2 must not, without the prior approval of a majority of the Association Council, participate in deliberations regarding the matter
 - 4.8.6.3 must not seek to lobby or influence other Meeting Members.
 - 4.8.6.4 must not, without the prior approval of a majority of the Association Council, vote on any motion regarding the matter.
 - 4.8.6.5 must leave the meeting of the Association Council for the duration of the deliberations regarding the matter if a majority of the Association Council so resolves, having regard to the nature of the conflict of interests or pecuniary interest.

PART 5 – COMMITTEES

5.1 Standing Committees

The standing Committees of the Association will be:

- (a) Management Committee;
- (b) Joint Consultative Committee;
- (c) Finance and Audit Committee;
- (d) Remuneration and Review Committee; and
- (e) Clubs and Societies Committee.

In addition, the Association Council may also establish, from year to year, a number of portfolio Committees including:

- (f) International Students Committee;
- (g) Townsville Campus Committee;
- (h) Cairns Campus Committee;
- (i) Postgraduate Committee; and
- (j) Equity and Diversity Committee.

5.2 Management Committee

5.2.1 There will be a Management Committee which will consist of the following ex-officio voting Meeting Members:

- (a) The President, (Chair);
- (b) The Vice-President;
- (c) The International Officer;
- (d) The Cairns Campus Officer;
- (e) The Townsville Campus Officer;
- (f) The Postgraduate Officer;

- (g) The Equity and Diversity Officer; and
- (h) The General Manager;

5.2.2 The duties of the Management Committee are:

- (a) to facilitate the ongoing operation of the Association;
- (b) to determine matters which cannot be reasonably deferred until the following meeting of the Association Council;
- (c) to discuss agenda items for meetings of the Association Council;
- (d) to determine matters referred to it by the Association Council;
- (e) to implement the resolutions of the Association Council;
- (f) to act as a forum for exchange of information on the activities and current issues in each area of the Association;
- (g) to make policy recommendations to the Association Council; and
- (h) to act in accordance with the Association's General Operation's Policy.

5.2.3 Motions carried at meetings of the Management Committee must be reported to the next Ordinary Meeting of the Association Council for ratification by the Association Council.

5.2.4 The President or the General Manager will call meetings of the Management Committee when he/she considers it necessary or as required in writing by fifty (50) percent of the voting Meeting Members of the Management Committee.

5.3 Joint Consultative Committee (JCC)

5.3.1 There will be a Joint Consultative Committee which will consist of the following voting Meeting Members:

- (a) The Association President (ex-officio);
- (b) The Vice President;
- (c) The General Manager; and
- (d) Three (3) representatives from the staff of James Cook University Student Association appointed by the General Manager

The JCC will meet in accordance with the requirements of the Enterprise Bargaining Agreement and operate under a Terms of Reference.

5.3.2 The duties of the Joint Consultative Committee are:

- (a) To oversee the implementation of the Enterprise Bargaining Agreement;
- (b) To seek to conclude all matters expressly provided for in the Agreement;
- (c) To act as a forum for Staff-Employer consultations on all matters covered by the agreement affecting the conduct of employment at the James Cook University Student Association; and
- (d) Other matters as mutually agreed that are related to employment conditions.

5.4 Remuneration Committee

5.4.1 There will be a Remuneration and Review Committee which will consist of the following voting Meeting Members:

- (a) The President (ex-officio)(Chair);
- (b) The Vice President;
- (c) An Appointed Office Bearer– Special Expertise;
- (d) A JCU Human Resource Advisor; and
- (e) A Union Representative if requested by the General Manager for all points excluding 5.4.3 (g).
- (f) General Manager for point 5.4.3 (g) only;

5.4.2 The non-voting Meeting Membership shall be:

- (a) A Finance Department Representative

5.4.3 The duties of the Remuneration Committee are:

- (a) to review and set the contracts for the General Manager;
- (b) to set the Key Performance Indicators for the General Manager, in consultation with the General Manager;
- (c) to conduct the performance reviews of the General Manager;
- (d) to review and set the remuneration of the General Manager;
- (e) to act as the appointment panel for the General Manager;
- (f) to review the job description of the General Manager;
- (g) to advise on honorariums to be paid to the Elected Office Bearers; and
- (h) to operate under a Terms of Reference.

5.5 Finance and Audit Committee

5.5.1 There will a Finance and Audit Committee which will consist of the following voting members:

- (a) the President (ex-officio);
- (b) A Finance Department Representative (Chair);
- (c) the General Manager;
- (d) an Appointed Office Bearer who has financial management skills; and
- (e) one additional Elected Office Bearer appointed by the Association Council.

5.5.2 The duties of the Finance and Audit Committee are;

- (a) recommend to the Association Council the annual budget

- for approval;
- (b) to review the accounts of the Association each month and report any anomalies to the Association Council at the next Council meeting;
- (c) to assess and recommend capital expenditure proposals to the Association Council;
- (d) to review the commercial services of the Association;
- (e) to monitor and review the budgets of the commercial services of the Association on a monthly basis;
- (f) to make recommendations to the Association Council regarding commercial services; and

- (g) to ensure that all staff and Meeting Members act in accordance with the Association's General Operations Policy and to report any anomalies to the Association Council at the next Council meeting.

5.5.3 A Finance Department Representative will call meetings of the Finance and Audit Committee when considered necessary or as required in writing by fifty (50) percent of the voting Meeting Members of the Committee.

5.6 Cairns Campus Committee

5.6.1 There will be a Cairns Campus Committee which will consist of the following voting Meeting Members:

- a) the President (ex-officio);
- b) the Cairns Campus Officer (Chair);
- c) a minimum of five (5) members who must be Ordinary members enrolled at the Cairns Campus; and
- d) a support member of Association staff.

5.6.2 The duties of the Cairns Campus Committee are:

- a) to assist in the promotion of the student representation and advocacy services of the Association;
- b) to assist with development of relevant campus events, activities, entertainment and sporting functions for the benefit of all Cairns Campus students;
- c) to bring forward to the Association Council campus issues regarding the development of plans and concepts for additional services and facilities for Cairns Campus students;
- d) to convey organisational information to students of the Cairns Campus;
- e) to meet regularly with senior executive staff on the Cairns Campus;
- f) to act as localised Student Representatives in matters of concern to Cairns Campus students;
- g) to make recommendations to the Association Council;
- h) to act in accordance with the Association's General Operations Policy; and
- i) to operate under a Terms of Reference.

5.7 Townsville Campus Committee

5.7.1 There will be a Townsville Campus Committee which will consist of the following voting Meeting Members:

- a) the President (ex-officio);
- b) the Townsville Campus Officer, (Chair);
- c) a minimum of five (5) members who must be Ordinary members enrolled at the Townsville Campus; and
- d) a support member of Association staff.

5.7.2 The duties of the Townsville Campus Committee are:

- a) to assist in the promotion of the student representation and advocacy services of the Association;
- b) to assist with development of relevant campus events, activities, entertainment and sporting functions for the benefit of all Townsville Campus students;
- c) to bring forward to the Association Council campus issues regarding the development of plans and concepts for additional services and facilities for Townsville Campus students;
- d) to convey organisational information to students of the Townsville Campus;
- e) to meet regularly with senior executive staff of the Townsville Campus;
- f) to act as localised Student Representatives in matters of concern to Townsville students;
- g) to make recommendations to the Association Council;
- h) to act in accordance with the Association's General Operations Policy; and
- i) to operate under a Terms of Reference.

5.8 Postgraduate Committee

5.8.1 There will be a Postgraduate Committee which will consist of the following voting Meeting Members:

- (a) the President (ex-officio);
- (b) the Postgraduate Officer, (Chair);
- (c) a minimum of four (4) members who must be Ordinary members enrolled as Postgraduates; and
- (d) a support member of Association staff.

5.8.2 The duties of the Postgraduate Committee are:

- (a) to assist in the promotion of the student representation and advocacy services of the Association;
- (b) to assist with development of relevant campus events, activities, entertainment and sporting functions for the benefit of all Postgraduate students;
- (c) to bring forward to the Association Council campus issues regarding the development of plans and concepts for additional services and facilities for Postgraduate students;
- (d) to convey organisational information to Postgraduate Students;
- (e) to meet regularly with appropriate senior executive staff of the University;
- (f) to act as localised Student Representatives in matters of concern to Postgraduate students;
- (g) to make recommendations to the Association Council;

- (h) to act in accordance with the Association's General Operations Policy; and
- (i) to operate under a Terms of Reference.

5.9 International Students Committee

5.9.1 There will be an International Students Committee which will consist of the following voting Meeting Members:

- (a) the President (ex-officio);
- (b) the International Student's Officer, (Chair);

- (c) a minimum of four (4) members who must be Ordinary members enrolled as International students, one of which must be an undergraduate and one of which a postgraduate; and
- (d) a support member of Association staff.

5.9.2 The duties of the International Students Committee are:

- (a) to assist in the promotion of the student representation and advocacy services of the Association;
- (b) to assist with development of relevant campus events, activities, entertainment and sporting functions for the benefit of all International Students;
- (c) to bring forward to the Association Council campus issues regarding the development of plans and concepts for additional services and facilities for International Students;
- (d) to convey organisational information to International Students;
- (e) to meet regularly with the International Students Centre staff;
- (f) to act as localised Student Representatives in matters of concern to International Students;
- (g) to make recommendations to the Association Council;
- (h) to act in accordance with the Association's General Operations Policy; and
- (i) to operate under a Terms of Reference.

5.10 Equity and Diversity Committee

5.10.1 There will be an Equity and Diversity Committee which will consist of the following voting Meeting Members:

- (a) the President (ex-officio);
- (b) the Equity and Diversity Officer (Chair);
- (c) minimum of four (4) members who must be Ordinary members of which must be an undergraduate and one of which a postgraduate; and
- (d) an Advocacy Officer of the Association.

5.10.2 The duties of the Equity and Diversity Committee are:

- (a) to assist in the promotion of the student representation and advocacy services of the Association;
- (b) to assist with development of relevant campus events, activities, entertainment and sporting functions for the benefit of all Postgraduate students;

- (c) to bring forward to the Association Council campus issues regarding the development of plans and concepts for additional services and facilities for students;
- (d) to convey organisational information to students;
- (e) to act as localised Student Representatives in matters of concern to students;
- (f) to make recommendations to the Association Council;
- (g) to act in accordance with the Association's General Operations Policy; and
- (i) to operate under a Terms of Reference.

5.11 Clubs and Societies Committee

5.11.1 There will be a Clubs and Societies Committee which will consist of the following voting Meeting Members:

- (a) Vice President (Chair)
- (b) the President (ex-officio);
- (c) General Manager
- (d) one (1) Sport and Recreation Officer
- (e) Townsville Campus Officer;
- (f) Cairns Campus Officer

5.11.2 The non-voting Meeting Membership shall be:

- (a) A Finance Department Representative

5.11.3 The duties of the Clubs and Societies Committee are:

- (a) to review and approve/disapprove funding applications based on a set criteria approved by the committee;
- (b) to review the acquittal of expenditure of Clubs and Societies to ensure the expenditure of funding complies with the JCU Student Association Policy;
- (c) to ensure Clubs and Societies remain compliant with the policy that constitutes an affiliated Club or Society;
- (d) to maintain a register of registered Clubs and Societies;
- (e) to impose penalties on Clubs and Societies who fail to comply with policy;
- (f) to report to Council on all issues in a timely manner;
- (g) to ensure requests for the use of the University's name or initials by an affiliated Club or Society, has received the required prior approval from the University; and
- (h) to act in accordance with the JCU Student Association General Operations Policy.

PART 6 - FINANCE

6.1 Income and Expenditure

6.1.1 All income of the Association will be paid into the Association banking accounts and will be recorded to the credit of the Association in the Association accounting records.

6.1.2 All payments owed by the Association must be made by electronic

banking or cheques drawn on the Association banking accounts with the exception of amounts paid by petty cash disbursements.

6.2 Authorisation and Approval and the signing of cheques

6.2.1 Prior authorisation for payment of accounts of the Association will be duly signed cheque requisition and/or purchase order forms together with other documentary evidence as the President / Vice President and / or a Finance Department Representative / General Manager will deem necessary.

6.2.2 All cheque requisition and/or purchase order forms and cheques for payment of accounts of the Association must be approved and signed by two persons who have been authorised by the Association Council to act as signatories, one of whom is an employee of the Association and one of whom is an elected Office Bearer of the Association Council.

6.2.3 Approval must not be given unless the signatories are satisfied that the disbursements are in order.

6.2.4 Authorised staff signatories must include a Finance Department Representative and the General Manager and may include a staff member as appointed by the President and the General Manager.

6.2.5 Authorised student signatories must include the President, the Vice President or next appropriate officer on the Townsville Campus.

6.2.6 At all times the preferred signatories will be a Finance Department Representative / General Manager and the President / Vice President and other signatories may only be used when the preferred signatories are not available.

6.3 The Financial Year

6.3.1 The financial year, for the purpose of Association accounting will be from 1st January to the 31st December inclusive.

6.3.2 The fiscal operation of the Association is to be governed by an Operating Budget.

6.3.3 The Operating Budget will be drawn up by a Finance Department Representative and the General Manager and presented by a Finance Department Representative through the Finance and Audit Committee, to the Association Council prior to the commencement of the year.

6.3.4 Reviews can be requested at any time during the year by the Association Council.

6.4 Depreciation

6.4.1 The Association must make allowance from its revenue for depreciation of its capital assets.

6.4.2 Replacement of major capital assets of the Association will be made at the discretion of the Association Council after having been considered by a Finance Department Representative and the General Manager.

6.5 Repairs and Maintenance

6.5.1 The Association will make allowance from its revenue for repairs and maintenance of equipment that belongs to the Association.

6.6 Finance to Clubs and Societies

6.6.1 If possible the Association will allocate funds from its revenue to provide grants to affiliated Clubs and Societies.

6.6.2 The Clubs and Societies Committee of the Association will be responsible for allocating funding to Clubs and Societies in conjunction with the application process set out in the clubs and Societies handbook.

6.6.3 At the end of the financial year, any money budgeted for affiliated Clubs and Societies which is unclaimed and/or unspent must be returned to the Association and reinvested into Clubs and Societies.

6.6.4 When allocating money to affiliated Clubs and Societies the Clubs and Societies Committee must take into account the following factors:

- (a) the intrinsic contribution to University life;
- (b) the degree of self-help (e.g. sponsorship / membership fees) undertaken by the Club or Society;
- (c) the number of participants taking part in or benefiting from the activity/event for which funding is being requested;
- (d) the extent to which the activity/event furthers the aims of the Club or Society;
- (e) any relevant legislation; and
- (f) any other reasonable criteria deemed necessary.

6.6.5 Liability for expenditure incurred by affiliated Clubs and Societies in excess of grants allocated by the Clubs and Societies Committee will not be met by the Association, but will rest upon the persons responsible for authorizing or incurring the expenditure.

6.6.6 Liability for expenditure incurred by affiliated Clubs and Societies in excess of amounts allocated in the budget, will not be met by the Association, but will rest on the person obtaining the goods or expending the money.

6.7 Reserves

6.7.1 Reserves may be invested in Commonwealth Bonds, Inscribed Stock and Government, or Government Guaranteed Loans, Term Deposits, Commercial Ventures or in such Company stocks and shares and other investments as the Council may direct.

6.7.2 The Reserves may also be used for:

- (a) the purchase of real or leasehold property;
- (b) the erection or construction of buildings;
- (c) the creation of sports fields and the like;
- (d) the acquisition of furniture and fittings;
- (e) the acquisition of other property which may be classed as capital assets;

- (f) for the maintenance, cleaning, repair and replacement of property, buildings, furniture, fittings and other property; and
- (g) to repay any debts of the Association.

PART 7 – CLUBS AND SOCIETIES

7.1 Affiliated Clubs and Societies

- (a) An affiliated Club or Society is a body whose affiliation application has been approved by the Association Council.
- (b) An affiliated Club or Society may receive such financial assistance from the Association as decided by the Clubs and Societies Committee up to but not in excess of the annual budgeted amount.
- (c) The names of affiliated Clubs and Societies will be kept on file by the responsible officer on each campus

7.2 Admission of New Affiliated Clubs and Societies

7.2.1 To be considered for admission as an Affiliated Club or Society of the Association, not less than fifteen (15) students (Cairns-based) or twenty (20) students (Townsville-based), who must be currently enrolled students at JCU and who wish to form a Club or Society must submit an affiliation application, including a draft Constitution, to the Clubs and Societies Committee.

7.2.2 Where a Club or Society is to be based at a campus of less than one thousand (1000) students, an affiliation application in 7.2.1 above may be submitted by not less than ten (10) students.

7.2.3 Where the Clubs or Society Committee deems that the affiliation application is not inconsistent with the Association's Constitution and Regulations, such a group must:

- (a) book a meeting place;
- (b) advertise an inaugural meeting of the proposed club or society;
- (c) where the Club or Society proposes to use the name or initials of the University in the name of the Club or Society, ensure that approval is received in advance of the inaugural meeting.

7.2.4 Once the affiliation application has been accepted a Meeting Member of the Clubs and Societies Committee will bring the matter to the notice of Council and make a recommendation in respect of the formal affiliation of the applicant Club or Society.

7.2.5 The Association Council on receipt of a favorable recommendation from the Clubs and Societies Committee and having been advised that the affiliation application of the applicant Club or Society is not inconsistent with the provisions of the Associations Constitution and Regulations, may grant recognition to the applicant Club or Society.

7.3 Annual General Meetings - Clubs and Societies

7.3.1 Each recognised Club or Society must hold an annual general meeting of its members

7.3.2 At such an Annual General Meeting the Club or Society must:

- (a) submit to the members an annual report of the Club or Societies activities, including an audited financial report by the honorary office bearers of the Club or Society; and
- (b) elect from among its members of the Club or Society the honorary office bearers of the Club or Society for the ensuing year.

7.3.3 Copies of the annual report must be submitted to the relevant Campus Officer within fourteen (14) days of holding the Club and Societies annual meeting.

7.3.4 The Honorary Secretary of each affiliated Club or Society must forward to the relevant Campus Officer before the end of November the names of the Executive of his/her Club or Society for inclusion in the Orientation Handbook.

7.4 Amendments to the Constitution of Clubs and Societies

7.4.1 Where a Club or Society wishes to amend its Constitution or Regulations the affiliated Club or Society must bring the amendment, duly passed by the membership of the Club or Society to the notice of a Meeting Member of the Clubs and Societies Committee.

7.4.2 The Clubs and Societies Committee will report to Council:

- (a) whether the proposed amendment is consistent with the remaining provisions of the Constitution or Regulations of the Club or Society; and
- (b) whether the proposed amendment to the Constitution and/or Regulations of the Club or Society will bring such Constitution or Regulations into conflict with the Constitution and Regulations of the Association.

7.4.3 The Association Council, on receipt of the report of the Clubs and Societies Committee, may approve an amendment to the Constitution or Regulations of a recognised Club or Society and no amendment will have effect until it is approved by Council.

7.4.4 In the event of a Club or Society placing undue restrictions on the voting membership of the Club or Society, or if a Club or Society contravenes its Constitution or Regulations or these Regulations or the Student Association Constitution, such Club or Society shall cease to be an affiliated Club or Society by the Clubs and Societies Committee by resolution to that effect.

7.4.5 Appeals can be made through James Cook University Student Association Council.

7.5 Financial Grants to Clubs and Societies

7.5.1 An affiliated Club or Society which wishes to obtain financial

assistance from the Association must submit to the Clubs and Societies Committee a proposed annual budget which must include:

- (a) all proposed expenditure and expected income;
- (b) those matters in respect of which an Association grant is requested;
- (c) the amount of the grant requested; and
- (d) anything reasonably requested by the Clubs and Societies Committee.

7.5.2 All submissions must be made by the date specified each semester for consideration by the Clubs and Societies Committee.

7.6 Property

7.6.1 All properties and monies of the affiliated Club or Society will be held by that Club or Society for the Club and Society's purposes. In the event of the Club's dissolution or failure to be an affiliated Club, properties and monies will revert to the Association except those that are:

- (a) monies received from Club members; or
- (b) monies raised by or donated to the club; or
- (c) nominated to another JCU College or body in the club constitution.

7.6.2 Any Club or Society member who, in the opinion of the Association Council, willfully or negligently damages, loses or destroys any property of the Club or Society or the Association must pay the amount of such damage or loss as determined by the Council and the Council may suspend such member from the privileges of Club or Society membership until the amount is repaid

7.6.3 Affiliated Clubs and Societies are not the employee or agent of the Association.

PART 8 – ELECTIONS

8.1 Electoral Officer

- (a) The Electoral Officer shall be appointed by the General Manager.
- (b) The Electoral Officer shall not be an Office Bearer of the Association Council or a member of staff of the Association.

8.2 Duties of the Electoral Officer

The duties of the Electoral Officer shall be:

- (a) to call nominations for and arrange and supervise the conduct of the Annual Election of the Association;
- (b) to organise and conduct any by-election;
- (c) to organise and conduct any referendum;
- (d) to arrange for the preparation of the necessary rolls;
- (e) to prepare the electronic ballot form;
- (f) to arrange for the collection of the electronic voting results; and
- (g) to forward to the Secretary of the Association calls for nominations and details of the election results, for appropriate publication.

8.3 Conduct of Elections

- (a) Nominations for all Association elections shall be called for in the Association publications and on the official Association Notice Board(s).
- (b) Nominations received shall be posted on the official notice Board(s), at the close of nominations
- (c) No person shall nominate for more than one position at the Annual Election or at a by-election.
- (d) In the case of an elected Office Bearer being elected to another elected Office Bearer position at a by-election, such elected Office Bearer shall resign his/her first held position.
- (e) If the number of nominations for a position does not exceed the number of persons to be elected, the nominee(s) shall be declared elected.
- (f) If the number of nominations exceeds the number of persons to be elected there shall be an election.

8.4 Method of Nomination

- (a) Only an Ordinary Member of the Association who is a fit and proper person, as determined in 8.5 of these Regulations, may be nominated for an elected position on the Association Council.
- (b) No person shall nominate more than one person for any particular position.
- (c) Nomination shall be tendered on the official Association nomination form and shall:
 - (i) state the name of the person being nominated;
 - (ii) state the title of the position to be filled;
 - (iii) be proposed and signed by an Ordinary member of the Association;
 - (iv) be seconded and signed by two Ordinary members of the Association; and
 - (v) be accepted and signed by the person being nominated.
- (d) It shall be a requirement of nomination that a policy statement of no longer than 500 words in the case of Presidential candidates and no longer than 200 words for other candidates be submitted at the time of nomination. Failure to submit a policy statement shall automatically invalidate the nomination. The policy statements shall be reproduced in the Student Association Publication and on Social Media prior to the commencement of voting.

8.5 Fit and Proper Person

- (a) In determining whether a person is a fit and proper person, for the purposes of clause 8.4 (a), a person is not a fit and proper person if, in Queensland or elsewhere with five (5) years prior to nomination –
 - (i) the person has been convicted of any of the following offences:
 - (a) an offence relating to the misuse of drugs;
 - (b) an offence involving the use, or threatened use of violence;
 - (c) an offence involving the use, carriage, discharge or possession of a weapon;
 - (d) an offence against public order under Part 2 of the Criminal Code of Queensland; or

- (e) an offence relating to fraudulent activity.
 - (ii) a domestic violence order, other than a temporary protection order, has been made against the person.
- (b) No full time staff member employed by the JCU Student Association may nominate or be nominated for an elected Office Bearer position on the Association Council.

8.6 Objection against Election Result

- (a) Where an objection is made against the result of any election, such objection must be submitted in writing to the Electoral Officer within twenty four (24) hours of the declaration of the election.
- (b) The Electoral Officer shall consider and investigate any objection and may
 - (i) reject an objection;
 - (ii) order a new election in whole or in part.
- (c) The Electoral Officer's ruling shall be final and binding, subject only to review in a court of law with competent jurisdiction.

8.7 Annual Election

- (a) The Annual Election shall be held on Tuesday and Wednesday in lecture week eleven (11) of second semester of each year, unless a significant number of Association members will be absent in that week for practice teaching or professional placement in which case the Annual Election shall be moved by the Electoral Officer on advice from the Association Council.
- (b) Nominations for the Annual Election shall be called on the Monday twenty nine (29) days before polling and shall close at 4pm on the Monday fifteen (15) days before polling.

8.8 Pre-Election Briefings

- 8.8.1 During the nomination period for the Annual Election referred to in clause 8.7 (b) the Electoral Officer shall conduct or cause to be conducted not less than one pre-election briefing for Ordinary members of the Association interested in or considering nomination for an elected Office Bearer position on the Association Council.
- 8.8.2 During the briefing referred to in clause 8.8.1, the Electoral Officer or his/her delegate will outline the duties and responsibilities involved with being an Office Bearer of the Association Council.

8.9 Approval of Electoral Material

- 8.9.1 From the day that nominations for the Annual Election are called until the day after the Annual Election, no poster, flyer, banner, newsletter, advertisement or other material containing electoral content or commentary, whether in printed, electronic or other form, is to be publically displayed, published or distributed by a candidate standing for election without such material first being submitted to the Electoral Officer and the Electoral Officer certifying in writing that such material is approved for public display, publication or distribution.
- 8.9.2 In determining whether to approve material for public display publication or distribution under clause 8.9, the Electoral Officer will

have regard to the James Cook University Student Association Electoral Guidelines and any law, whether statutory or otherwise.

8.9.3 The decision of the Electoral Officer in deciding whether to approve material for public display, publication or distribution under clause 8.9 is final and binding.

8.9.4 The Electoral Officer is authorised to:

8.9.4.1 remove and retain any poster, flyer, banner, newsletter, advertisement or other material containing electoral content or commentary that is publicly displayed, published or distributed in breach of clause 8.9;

8.9.4.2 direct any person to immediately cease publishing or distributing any poster, flyer, banner, newsletter, advertisement or other material referred to in clause 8.9.4(a).

8.9.5 On considering the nature and frequency of a breach of 8.9, the Electoral Officer has the discretion to impose penalties ranging from warnings to disqualification of the ticket/nominee.

8.10 Authorisation of Electoral Material

8.10.1 From the day that nominations for the Annual Election are called until the day after the Annual Election there must appear on all posters, flyers, banners, newsletters, advertisement or other material containing electoral content or commentary, whether in printed, electronic or other form, the name of the candidate standing for election who authorised publication of that material.

8.10.2 The Electoral Officer is authorised to:

8.10.2.1 remove and retain any poster, flyer, banner, newsletter, advertisement or other material containing electoral content or commentary that is publicly displayed, published or distributed in breach of clause 8.10;

8.10.2.2 direct any person to immediately cease publishing or distributing any poster, flyer, banner, newsletter, advertisement or other material referred to in clause 8.10.2.1.

8.11 Association Council Induction

8.11.1 After the Annual Election has been held and the composition of the Association Council determined, the General Manager shall conduct or cause to be conducted an Induction for all Office Bearers of the Association Council.

8.11.2 The Induction referred to in clause 8.11.1 will be held before the end of the year of the Annual Election.

8.11.3 During the Induction referred to in clause 8.11.1 and 8.11.2, the General Manager or his/her delegate will outline the duties and responsibilities involved with being an Office Bearer of the Association Council.

8.11.4 It is compulsory for a person elected to the Association Council at the

Annual Election to attend the Induction referred to in clauses 8.11.1, 8.11.2 and 8.11.3.

8.11.5 If for some reason a person elected to the Association Council at the Annual Election is unable to attend the Induction referred to in clauses 8.11.1, 8.11.2 and 8.11.3, that person must within a reasonable period make an appointment to meet with the General Manager for a briefing in terms of clauses 8.11.1, 8.11.2 and 8.11.3.

8.12 General

Should these Regulations or the JCUSA Election Guidelines not have any specific rule regarding a situation which could arise in an election, the Electoral Officer may make a ruling, and such ruling shall be final and binding, subject only to review in a court of law with competent jurisdiction.

8.13 The Election Guidelines

These Guidelines may be added to or amended by the Association Council by resolution. No addition or amendment shall be allowed for 4 weeks prior to the call of nomination of an election or by-election, or subsequent to that call until the election has been declared.

PART 9 - PUBLICATIONS

9.1 General

The Association may publish the following publications and such other publications as the Association Council shall determine:

- (a) Bullsheet;
- (b) Orientation Week Program.

9.2 Distribution

The Association shall distribute any national student-oriented publication that the Association Council may direct from time to time.

9.3 Editor(s)

- (a) The Editor(s) of the Association's publications shall be appointed by the President, the General Manager and the Media and Marketing Officer.
- (b) The Editor(s) of Association publications shall be currently enrolled students and be responsible to the Association Council for the content of the said publications.
- (c) If necessary an editorial team may be employed by the Association to produce and distribute the Bullsheet.
- (d) Editors of Association publications may be dismissed in accordance with the provisions of any relevant contract of employment or enterprise bargaining agreement or otherwise according to law.

9.4 Proprietor

- (a) The President of the James Cook University Student Association is appointed proprietor of the "Bullsheets" for the purpose of the Printers and Publishers Act 1981.
- (b) The James Cook University Student Association will at all times

hereafter well and sufficiently indemnify and keep indemnified the said President and his/her successors in title against all action, proceedings, accounts, claims, demands, costs and expenses whatsoever in consequence of his/her office as proprietor of the said publications.

- (c) The said President and his/her successors in title shall remain the Proprietor of the said publications only as long as he/she and each of them is President of the James Cook University Student Association.
- (d) The said President and his/her successors in title shall hold all assets connected with and incidental to the operation of the said publications as trustee for the members for the time being of the James Cook University Student Association.

9.5 Publisher

- (a) The President of the James Cook University Student Association is appointed the publisher of the "Bullsheet" for the purpose of the Printers and Newspaper Act 1981.
- (b) The James Cook University Student Association will at all times hereafter well and sufficiently indemnify and keep indemnified the said President of the Student Association and his/her successors against all actions, proceedings, accounts, claims, demands, costs and expenses whatsoever in consequence of his/her office as publisher of the said publications.
- (c) In determining what material to publish and/or what material to withhold from publishing in the said publications, the publisher must have regard to and act in accordance with the General Operations Policy of the Association and use his or her best endeavours to ensure that the said publications do not breach any law, whether statutory or otherwise.
- (d) The President will review and approve all editions before the publication is sent to print.

9.6 Staff

The appointment of support staff shall be left to the discretion of the Editor in consultation with the President and the General Manager.

9.7 Council

Sufficient space must be provided for the coverage of Student Association and Association activities in all publications.

9.8 Annual Election

- 9.8.1 From the day that nominations for the Annual Elections are called until and including the edition of the "Bullsheet" immediately after the Annual Election, there shall appear in each edition of the Bullsheet a section dedicated to the publication of electoral material.
- 9.8.2 Publication of electoral material in the "Bullsheet" is subject to and conditional upon such electoral material complying with clauses 8.9 and 8.10 of these Regulations.
- 9.8.3 Notwithstanding clauses 9.5, the Electoral Officer is appointed the publisher of the section of the Bullsheet dedicated to the publication of electoral material.

PART 10 - DUTIES AND RESPONSIBILITIES OF ELECTED OFFICE BEARERS

To assist the Association Council in the performance of its functions and the appropriate effective and efficient exercise of its powers as set out in clause 7.1 of the Constitution, an Elected Office Bearer is tasked with the following duties and responsibilities within their portfolio:

- (a) formation of any Committee assigned by the Association Council to that Elected Office Bearer's portfolio;
- (b) providing a report to the Association Council by no later than the first meeting in each Calendar Year on the progress with the formation of the Committee, details of its membership, details of objectives, activities, a schedule of business and Key Performance Indicators or where such a Committee has been unable to be formed, alternative arrangements for the achievement of the portfolio objectives;
- (c) providing a periodic report to the Association Council on progress with the achievement of the portfolio objectives;
- (d) providing an annual report to the Association Council by no later than the last meeting in each Calendar Year on the overall achievement of the portfolio objectives and where appropriate recommendations for the following year; and
- (e) performing any other duties imposed by the Constitution or Regulations or directed by the Association Council.