

UQ UNION REGULATIONS

Current as 25/05/2017

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Part Two – Standing Orders

R1 Applicability

- 1.1 These Standing Orders apply to the meetings of all Union bodies.
- 1.2 The Standing Orders shall be read in conjunction with the most recent edition of *Joske's Law and Procedure at Meetings in Australia*. Where these Standing Orders conflict with *Joske's Law and Procedure at Meetings in Australia* then these standing orders shall apply.

R2 Notice

- 2.1 The Union Secretary is responsible for:
 - a) calling meetings at appropriate intervals;
 - b) the collation and preparation of the business and agenda for meetings in accordance with R6;
 - c) ensuring that minutes are taken and prepared by the Minute Taker in accordance with R26 and R27.
- 2.2 The Union Secretary is responsible for calling all meetings of Union Bodies and Consultative Committees and the giving of notices unless otherwise specified in these regulations.
- 2.3 Notice need not be given of an adjourned meeting.
- 2.4 At least three clear days before the meeting (unless otherwise specified), written notice must be provided to each member of the Union body, whether voting or nonvoting, in any of the following ways:
 - a) left in the member's mailbox in Administration Services; or
 - b) hand delivered to the member; or
 - c) by email to the address the member provides the Union Secretary.
- 2.5 For the purposes of R2.4(c), a notice emailed to a member of the Union body is deemed to be delivered on the day that it was sent.
- 2.6 The notice must specify the time, date and place of the meeting, and any business proposed.
- 2.7 The notice of business proposed must be in the form of a motion or of a candid description of the nature of the business.
- 2.8 A copy of the notice must also be placed on the physical and electronic Union Noticeboard at least three clear days before the meeting. However, failure to comply with this clause does not invalidate the meeting.
- 2.9 If the business proposed is so urgent that R2.4 cannot be complied with, as much notice as practicable must be given by whatever method will reach the member soonest.

- 2.10 For the purposes of R2, it is the responsibility of all members of Union bodies to advise and keep the Union Secretary updated of their current:
- (a) postal address;
 - (b) University-provided email address; and (c) telephone number.
- 2.11 Where a member of a union body fails to comply with R2.10, notice of a meeting sent to the most recent contact details for that member kept on file by the Union Secretary shall be deemed to be valid.
- 2.12 A list of motions considered at meetings of any Union body must be posted on the Union Noticeboard no later than seven clear days after the close of the meeting. This list of motions must clearly state whether each motion was carried, lost or lapsed.
- 2.13 Plans and / or details of all capital works expected to cost \$10,000 or more must be posted on the Union Noticeboard as early as possible. This must occur no later than two weeks before the commencement of such works, except in the case of urgent works.
- 2.14 Notwithstanding R2.4 and R2.5, for meetings listed in R33.1(c)-(d), (f)-(o) inclusive, notice of meetings posted on the Union Noticeboard is deemed to fulfill the requirements of notice to all members.

R3 Quorum

- 3.1 The quorum for meetings of Union bodies, unless stipulated otherwise, is a simple majority.
- 3.2 Only voting members of the Union body count towards quorum. That is, proxied votes do not count towards quorum.
- 3.3 The Chair must ensure that a quorum is present before declaring a session open.
- 3.4 If a quorum is not present within thirty minutes of the time specified in the notice of meeting, the meeting may not proceed.
- 3.5 The Chair must ensure that no vote is taken without a quorum being present.
- 3.6 If meeting loses quorum after having attained quorum it may continue to consider business for up to thirty minutes without a quorum being present, but no question may be put to a vote. If a quorum is not again present within thirty minutes, the meeting lapses.

R4 Attendance

- 4.1 All students may attend any meeting of a Union body which is not in camera.

- 4.2 A meeting may only resolve to proceed in camera to consider business relating to:
- a) personal or staffing matters;
 - b) legal proceedings or in cases where legal proceedings have been threatened or are reasonably likely; or
 - c) matters that are commercial-in-confidence.
- 4.3 Once a meeting has resolved to proceed in camera, everyone must leave unless they:
- a) are a member of the Union body; or
 - b) hold a proxy; or
 - c) have been invited to remain by resolution of the meeting.
- 4.4 A meeting may exclude any person who is not a student except where that person is a member of the Union body.
- 4.5 The Elected Officers shall only be considered to have attended Union Council and met the requirements of C31.1(d) if they are present until the end of question time.
- 4.6
- (a) A Union body may grant a leave of absence to any of its members.
 - (b) A meeting may only grant a leave of absence if a written apology is received by the meeting, accompanied by verifying formal documentation.
 - (c) In an emergency where it was not possible for a member to furnish a written apology, the Union body may resolve to retrospectively grant a leave of absence on application in writing by the member in the manner set out in R4.6(b) at the next Ordinary Meeting of the Union body.
- R5 Chair**
- 5.1 Union Council must be chaired in accordance with C21, and Union bodies must be chaired in accordance with R61.4.
- 5.2 The Chair:
- a) must be heard in silence and may only be interrupted by a point of order; and
 - b) may name any person for behavior disruptive to the meeting of the Union body.
- 5.3 Subject to R5.4, any person named three times during one meeting:
- a) must not be recognised by the Chair;
 - b) must leave the meeting for the remainder of that meeting; and
 - c) cannot personally exercise any votes controlled by that person for the duration of the meeting.
- 5.4 The Chair may withdraw a naming if satisfied that the person named will not disrupt the meeting again.
- 5.5 If the Chair wishes to take part in a debate, the meeting must elect another member to Chair the debate, including the vote.

R6 Agenda

6.1 Unless the meeting otherwise resolves, all meetings of Union bodies will proceed in accordance with its agenda.

6.2 Unless Union Council otherwise resolves or suspends Standing Orders, the agenda is:

- a) Welcome by the Union Chairperson
- b) Credentials
 - (i) Members Present
 - (ii) Apologies and Leave
 - (iii) Proxies
 - (iv) Others Present
 - (v) Resignations
- c) Elections
- d) Confirmation of the Minutes of the previous meeting
- e) Business arising from the minutes of the previous meeting
- f) Requests for starring / approval or noting of the items not starred *en bloc*
- g) References
- h) Reports of the Elected Officers
- i) Matters arising from the Reports of the Elected Officers
- j) Question Time
- k) Reports of Union Bodies
- l) Appeals
- m) Executive Business
- n) General Business
- o) Notice of Business Proposed
- p) Any other business

6.2A

Discussion or formal debate in relation to an item of business included in the agenda and business pack for Union Council.

- (a) Any item of business in the agenda may be starred prior to circulation of the agenda and business pack if necessary, in the opinion of the Union Secretary.
- (b) The following items of business must be starred prior to circulation of the agenda and business pack in order to give effect to the Standing Orders:
 - (i) Confirmation of the minutes of the previous meeting;
 - (ii) Requests for starring / approval or noting of the items not starred *en bloc*; and
 - (iii) Question Time.

6.3 Unless the meeting otherwise resolves, the agenda for other Union bodies is:

- a) Attendance
 - i) Members Present
 - ii) Apologies and Leave

- iii) Proxies
- iv) Others Present
- b) Confirmation of the Minutes of the Previous Meeting
- c) Business Arising from the Minutes
- d) Reports of the Elected Officers
- e) Matters Arising from the Reports
- f) Business which has been Proposed
- g) General Business
- h) Notice of Business to be Proposed

6.4 Question time is limited to 45 minutes length.

R7 Business

7.1 Subject to R7.2, Union bodies may only consider business of which notice has been given under R2.

7.2 Union bodies may, as a matter of urgency, consider business of which notice has not been given, if a motion to do so setting out the reason for the urgency is carried by the meeting.

R8 Participation

8.1 A meeting may invite a person who is not a student or a member of the Union body to address it but this does not give this person any further rights.

8.2 Only students or members of the Union body may move, second and speak to motions and amendments unless the Union body otherwise resolves.

8.3 Persons wishing to speak must raise their hand.

8.4 A person may only speak when called on to do so by the Chair.

8.5 Speakers must be heard in silence, and may only be interrupted by the Chair or by a procedural motion where the Regulations so allow.

8.6 A person who interrupts a speaker, except in accordance with these Standing Orders, may be named by the Chair.

R9 Forms of Debate

9.1 Unless the meeting resolves to proceed in formal debate, it is in committee and:

- a) speakers may speak other than to motions and amendments and may ask questions;
- b) speakers may speak more than once on the same matter;
- c) the time limits under R22 do not apply; and
- d) the procedural motions in R14-R19 may not be moved.

- 9.2 If a meeting resolves to proceed into formal debate:
- a) all speakers must speak for or against motions and amendments;
 - b) no speaker may speak more than once to a motion or amendment, except as the mover of a motion exercising their right of reply;
 - c) the time limits under R22 apply; and
 - d) the procedural motions in R14-R19 may be moved.

9.3 A meeting which is in formal debate may resolve to again proceed in committee.

R10 Motions and Amendments

10.1 Subject to R10.2, all motions and amendments must have a mover and seconder.

10.2 Procedural motions do not need a seconder.

10.3 Motions and amendments may be moved and seconded in advance of the meeting by persons not present.

10.4 Seconders of motions and amendments may reserve their speaking rights.

10.5 Movers and seconders of motions and amendments may delegate their moving, seconding, and speaking rights to any other student by notification to the Chair.

10.6 Motions and amendments may be withdrawn by the mover, subject to the right of the seconder or any other student to take up the moving of the motion or amendment.

10.7 A motion or amendment may only be amended by:

- a) the consent of the mover and seconder; or
- b) a motion supported by a simple majority.

10.8 No student may speak to any motion or amendment after it has been put to the vote.

10.9 All motions and amendments, except procedural motions, must be put in the form of Schedule One and handed to the Chair before being spoken to.

R11 Motions

11.1 Motions must be affirmative in character.

11.2 Movers of motions (other than procedural motions) have a right of reply.

11.3 The right of reply may be exercised:

- a) immediately before the motion is put; or
- b) immediately before any amendment to the motion is put.

11.4 Once a motion is before the chair, it must be considered by the Union body, unless the meeting is closed by a procedural motion to close the meeting.

R12 Amendments

- 12.1 Amendments must be relevant to the motion.
- 12.2 Amendments must not be a direct negation of the motion.
- 12.3 A student who has spoken to a motion may move and second amendments to it.
- 12.4 A student may move and second more than one amendment to a motion.
- 12.5 Multiple amendments shall be debated in cognate.
- 12.6 If there are two or more amendments before the Chair which have not yet been debated, the amendments must be considered in the order in which they were received by the Chair.
- 12.7 Movers of amendments have no right of reply.
- 12.8 Once an amendment is before the Chair it must be considered before the motion can be put.

R13 Foreshadowed Motions

- 13.1 If more than one motion deals with a particular issue, they must be considered together.
- 13.2 The meeting must consider motions in the order in which they were received by the Chair.
- 13.3 The rights of reply must be exercised in the reverse order to the moving of the motions.
- 13.4 The motions must be put in the order they were moved, until either a motion is carried (in which case the remaining motions lapse) or until all motions are defeated.

R13A Motions Amending the Regulations

- 13A.1 Union Council must lie on the table and refer any motions received by the Union Secretary which propose to amend the Regulations as an item of business to be considered by the next meeting of the Rules Committee.
- 13A.2 The Union Secretary may present any notices of the motion to amend the Regulations to Union Council in list form and provide immediate access to the proposed amendments upon request of any Councillor.

R14 The Gag

- 14.1 A student who has not already participated in the formal debate may move, "That the speaker be no longer heard."
- 14.2 This motion may interrupt a speech, and must be put without amendment, adjournment or debate.

14.3 If the motion is carried, the speaker must immediately cease and the Chair must call on the next speaker.

14.4 If the motion is defeated, the speaker may resume.

R15 The Closure

15.1 A student who has not already participated in the formal debate may move, “That the question now be put.”

15.2 This motion may interrupt a speech, and must be put without amendment, adjournment or debate.

15.3 If the motion is carried, the motion or amendment under consideration must immediately be put to the vote, subject only to any right of reply.

15.4 If the motion is defeated, the debate resumes.

R16 Adjourn the Debate

16.1 A student who has not already participated in the formal debate may move, “That the debate be adjourned.”

16.2 This motion may not interrupt a speech, may be debated, and may be amended as to time, date and place.

16.3 If the motion is carried and no time, date or place for the resumption of the debate has been specified, the motion or amendment under consideration lapses and must not be considered further.

16.4 If the motion is carried and a time, date and place for the resumption of the debate has been specified, the debate on the motion or amendment under consideration resumes at that time, on that date and at that place.

16.5 If the motion is defeated, the debate resumes.

R17 Lie on the Table

17.1 A student may move, “That the question lie on the table.”

17.2 The motion may not interrupt a speech and must be put without amendment or adjournment, but may be debated.

17.3 If the motion is carried, the motion or amendment under consideration may not be considered further unless the body resolves “That question be taken from the table.”

17.4 If the motion is defeated, the debate resumes.

R18 Proceed to the Next Business

- 18.1 A student has not already participated in the formal debate may move, “That the meeting proceed to the next business.”
- 18.2 The motion may not interrupt a speech and must be put without amendment or adjournment, but may be debated.
- 18.3 If the motion is carried, the motion or amendment under consideration lapses and the meeting must proceed to the next item of business.
- 18.4 If the motion is moved while an amendment is under consideration, the motion to which the amendment relates and all other amendments to that motion also lapse.
- 18.5 If the motion is defeated, the debate resumes.

R19 The Referral

- 19.1 A student has not already participated in the formal debate may move, “That the question be referred to *(insert Union body name)*.”
- 19.2 The motion may not interrupt a speech and must be put without amendment or adjournment, but may be debated.
- 19.3 If the motion is carried, the motion under consideration is immediately referred to the Union body named in the motion.
- 19.4 If the motion is defeated, the debate resumes.

R20 Points of Order

- 20.1 Students may at any time raise points of order in regard to any irregularity in the proceedings or interpretation of the Constitution, Regulations and Standing Resolutions on Policy.
- 20.2 On being called to speak by the Chair, the student must state the breach or irregularity alleged and any ruling desired.
- 20.3 The Chair may call for submissions on the point raised.
- 20.4 The Chair must then rule on the point of order.
- 20.5 A student who raises a point of order which does not relate to a breach of procedure or an irregularity in proceedings may be named by the Chair.

R21 Dissent in the Chair

- 21.1 Any ruling by the Chair may be challenged by a motion “That the Chair’s ruling be dissented from.”
- 21.2 On this motion being moved the meeting must elect another voting member to Chair the debate, including the vote. In the case of Union Council, the Union Secretary must take the Chair. If the Union Secretary is absent, then Union Council must elect a Chair.
- 21.3 The mover must in speaking to the motion propose an alternative ruling.
- 21.4 The Chair whose ruling has been challenged may reply.
- 21.5 The motion must then be put to the vote.
- 21.6 If the motion is carried, the alternative ruling proposed takes effect.
- 21.7 If the motion is lost, the Chair’s ruling stands.
- 21.8 The Chair whose ruling was challenged resumes the Chair as soon as the motion of dissent has been voted on.

R22 Time Limits

- 22.1 The following time limits apply to all speakers, unless the meeting otherwise resolves:
- | | | |
|--|---|-----------|
| b) mover of a motion | - | 5 minutes |
| c) right of reply, speakers to motions, movers of amendments | - | 3 minutes |
| d) speakers to amendments | - | 2 minutes |
| e) movers and speakers to procedural motions | - | 1 minute |
| f) mover and chair on a motion of dissent in the chair | - | 5 minutes |
- 22.2 Motions to extend these times in respect of a particular subject must be put without amendment, adjournment or debate.
- 22.3 Where a procedural motion interrupts a speaker, the time limits in R22.1 shall be suspended until the speaker resumes speaking.

R23 Order of Debate

- 23.1 The order of debate for a motion is:
- mover,
 - seconder (unless reserves rights),
 - equal number of speakers against (one if seconder has reserved, two if not),
 - further speakers alternately for and against,
 - any further speakers for or against,
 - mover’s right of reply,
 - vote.

23.2 The order of debate for an amendment is the same as for a motion, except that there is no right of reply. The debate on an amendment suspends debate on the motion. As the amendment is a separate question, speakers who have already spoken to the motion may speak to the amendment. Once the amendment has been voted on, debate on the motion resumes where it was suspended. An example is:

- a) mover of the motion,
- b) seconder of the motion reserves rights,
- c) mover of the amendment,
- d) seconder of the amendment reserves rights,
- e) mover of the motion speaks against the amendment,
- f) seconder of the amendment exercises rights,
- g) seconder of the motion speaks against the amendment,
- h) mover of the motion elects to exercise right of reply,
- i) amendment put to the vote and carried,
- j) seconder of the motion withdraws seconding because motion has been amended,
- k) mover of the amendment takes up seconding of the motion, as amended,
- l) motion put to the vote (no right of reply as this has already been exercised).

23.3 With foreshadowed motions, speakers speak in favour of their motion and against all others. A speaker may speak against all motions. An example for the order of cognate debate on a substantive (“A”) and two foreshadowed motions (“B” and “C”) is:

- a) mover of A in favour of A and against B and C,
- b) seconder of A reserves rights,
- c) mover of B in favour of B and against A and C,
- d) seconder of B reserves rights,
- e) mover of C in favour of C and against A and B,
- f) seconder of C reserves rights,
- g) speaker against all of A, B and C,
- h) seconders exercise their rights in the same order, speaking in favour of their motions and against the others,
- i) further speaker against all of A, B and C,
- j) mover of C’s right of reply,
- k) mover of B’s right of reply,
- l) mover of A’s right of reply,
- m) A put to the vote and defeated,
- n) B put to the vote and carried, C therefore lapses.

23.4 A procedural motion suspends debate on the substantive motion in the same way as an amendment. The mover and seconder of a procedural motion which is lost may not speak again to the substantive motion, as they are deemed to have spoken already.

R24 Voting

24.1 No vote may be taken until all persons present are seated.

24.2 Voting is by show of hands, unless the Chair otherwise determines.

24.3 A voting member may request a recorded vote either before the question is put or immediately after.

24.4 If there is an equality of votes, the motion or amendment is lost.

24.5 A member may request that their vote be recorded in the minutes.

R25 Proxies

25.1 Voting members who wish to delegate their voting rights shall do so in the form of Schedule Two.

25.2 No student may exercise more than two votes at one time.

25.3 The proxy may:

- a) be general; or
- b) be limited to a particular resolution or resolutions; or
- c) direct the proxy holder on the exercise of the vote on any resolution.

25.4 A proxy may not be altered in any way once signed.

25.5 A proxy may only be exercised upon distribution by the Chair.

25.6 A proxy may be completed in the required form during a meeting then submitted to the Chair at any time up to a particular motion being put. Any proxy so submitted must be distributed before the motion is put.

25.7 A proxy completed in the required form before the meeting may be given to the Union Secretary who must ensure that it is received by the Chair for distribution in accordance with the agenda of the meeting. A proxy may not be exercised while the member is present at the meeting.

25.8 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 who is eligible to receive the proxy and the voting member who has delegated the proxy that the Chair has ruled invalid is not eligible to participate in that vote.

R26 Minutesperson

26.1 All Union bodies must appoint a person to take minutes for each meeting (the **Minute Taker**).

26.2 The Minute Taker must be a student or a Union employee.

26.3 If there is a disagreement over the appointment of the Minute Taker, the Union body must elect the Minute Taker by a simple majority.

R27 Taking of Minutes

27.1 Minutes must be taken at all meetings of Union bodies.

- 27.2 Minutes for all meetings (quorate and inquorate) must include the following:
- a) name of Union body
 - b) location of meeting
 - c) time and date for which notice was given
 - d) name of those members of the Union body present
 - e) names of others present
- 27.3 Persons who arrive after the meeting has closed or lapsed shall not be included in the attendance record of the minutes.
- 27.4 Minutes for inquorate meetings may include discussion which has taken place, so long as the minutes clearly and unambiguously show the meeting was inquorate.
- 27.5 In addition to R27.2, at least the following must be included in the minutes of a quorate meeting:
- a) times of opening and closing of meeting
 - b) times quorate and inquorate
 - b) times in and out of camera
 - c) name of chair of meeting
 - d) names of proxies exercised during the meeting
 - e) any confirmation or amendment of the minutes of previous meetings
 - f) titles of the agenda items as they are discussed
 - g) the entire text of all motions put to the meeting, including the name of the mover, and including the entire text of any Standing Resolution on Policy or Constitution or Regulation alterations
 - h) for motions other than procedural motions, the seconder of the motion and the motion number
 - i) titles of, and reference to, all papers presented to the meeting.
- 27.6 Where a motion is considered, the minutes must record whether the motion was carried, lost, or lapsed. If a recorded vote is called for, the minutes must record the name of each voting member and how their vote is exercised.
- 27.7 Minutes must be an accurate record of the events of the meeting.

R28 Correction and Confirmation of Minutes

- 28.1 The Minute Taker is responsible for the preparation of the minutes for confirmation at the next meeting.
- 28.2 Where possible, the Minute Taker should submit a draft to the Chair. Any disagreement between the Minute Taker and the Chair must be resolved by the next meeting of the Union body.
- 28.3 Each page of the unconfirmed minutes must be clearly marked “unconfirmed” or “draft”.
- 28.4 The minutes must be distributed to all members of the Union body, before its next meeting.

28.5 At the next quorate meeting of the Union body, the Chair must move to confirm the minutes, with such amendments as are resolved by the meeting, to make them an accurate record of the events of the previous meeting.

28.6 The minute taker must ensure that each page of the confirmed minutes is clearly marked “Confirmed” and signed by the Chair of the meeting to which the minutes pertain.

R29 Storage

29.1 The Minute Taker must submit the minutes confirmed under R28 to the Union Secretary, who must ensure they are stored in the appropriate minutes book.

29.2 The Minute Taker must submit copies of the papers presented at the meeting to the Union Secretary, who must store them in a file.

29.3 The Union Secretary is responsible for the custody, integrity and safety of all meeting papers and minute books for meetings of Union bodies.

R30 Availability

30.1 Copies of confirmed minutes (except meetings of Union bodies held in camera) of all meetings of Union bodies must be freely available to Union members on request.

R31 Suspension of Standing Orders

31.1 The Standing Orders may be suspended by resolution passed by a simple majority of the Union body.

R31A Definitions and Interpretation

R31A.1 *Executive Business* means all business proposed by Members of Council who are also member of the Union Executive.

R31A.2 *General Business* means all business proposed by Members of Council who are not members of the Union Executive.

R31A.3 An item of business *for noting* means if Union Council notes an item of business by resolution, Union Council is taken to have considered and read the item of business and it will be recorded as such in the minutes.

R31A.4 An item of business *for decision* means the advice and consent by resolution of Union Council is required to give effect to a decision of an Elected Officer or Union Body.

R31A.5 *References* means all business that must be laid on the table and referred to a union body by operation of the Standing Orders.

Part Three – Union Bodies

Division One – Union Bodies

R32 Union Bodies

- 32.1 The Union shall have Union bodies in addition to Union Council which shall exercise those powers over policy and financial decisions which Union Council delegates.

R33 Committees, Collectives, Boards and Action Groups

- 33.1 Union Council shall have the following Union bodies:

- a) Administrative Committee;
- b) Rules Committee
- c) Executive Committee;
- d) Student Rights Collective;
- e) Clubs and Societies Committee;
- f) Postgraduate Students Board;
- g) Medical Students Board;
- h) International Students Collective;
- i) Turbot Street Board;
- j) Women’s Collective;
- k) Goorie Berrimpa Collective;
- l) Environment Collective;
- m) Colleges Committee;
- n) Ipswich Campus Board;
- o) Queer Collective;
- p) Gatton Campus Board; and
- q) Abilities Collective.

R34 Administrative Committee

- 34.1 The members of the Administrative Committee are:

- a) President (voting);
- b) Union Secretary (voting);
- c) Treasurer (voting);
- d) four students directly elected by students- 2 elected in each alternate year for a 2 year term (voting);
- e) Finance Manager (voting, subject to R34.4);
- f) Operations Manager (voting, subject to R34.4);
- g) Managing Director (voting, subject to R34.4);
- h) two staff representatives elected by and from Union employees, at least one of whom must be from the Operations Division (voting, subject to R34.4); and
- i) a representative appointed by the University Senate (non-voting).

- 34.2 The Administrative Committee is delegated general responsibility for managing the internal affairs of the Union.
- 34.3 Without limiting R34.2, the Administrative Committee is specifically responsible for:
- a) overseeing staffing and industrial relations matters;
 - b) monitoring the finances of the Union;
 - c) supervising the facilities of the Union, including commercial services, furnishings, properties and maintenance;
 - d) overseeing administrative matters;
 - e) setting the prices of all goods and services sold by the Union;
 - f) recommending budgets to Union Council; and
 - g) directing the President, Secretary and Treasurer in their duties in so far as they fall within the scope of R34.3(a)-(f) inclusive.
- 34.4 Only those members of the Administrative Committee referred to in R34.1(a)-(d) may exercise a vote on motions or amendments:
- a) which direct the President, Union Secretary and/or Treasurer in the conduct of their duties; or
 - b) to accept the report of the President, Union Secretary or Treasurer.
- 34.5 The quorum of the Administrative Committee shall be any four of the members listed in R34.1 (a) – (d), inclusive.

R34A Rules Committee

- 34A.1 The Rules Committee is delegated general responsibility for considering in detail and making recommendations in relation to amendments to the Regulations, Schedules, and the Standing Orders.
- 34A.2 The Rules Committee is delegated the following powers:
- a) To consider in detail and make recommendations on any amendments to the Regulations referred to the Rules Committee by Union Council in accordance with Standing Orders;
 - b) To draft, consider in detail and make recommendations on proposed amendments to the Regulations on the committee's own motion; and
 - c) To consider and resolve to recommend on any other matter or item of business referred to it by Union Council or the Union Secretary.
- 34A.3 For the purpose of applying R34A.2, recommendations of the Rules Committee can either be:
- a) ***Favourable*** meaning a recommendation to adopt the proposed amendment without any alteration or other recommendation by the committee;
 - b) ***Conditional*** meaning a recommendation to adopt the proposed amendment, subject to alterations or other recommendations in the opinion of the committee; or
 - c) ***Adverse*** meaning the proposed amendment should not be adopted in any form by Union Council in the opinion of the committee.
- 34A.4 The Rules Committee has the following obligations:
- a) To periodically review the state of Union Governance, the Constitution, the Regulations, the Standing Orders and the Schedules and present monthly reports to ordinary meetings of Union Council;

- b) When recommending alterations to a proposed amendment, the committee must protect the expressed intentions of the mover of any proposed amendment referred to the committee, subject to ensuring compliance with the Constitution and consistency with the Regulations;
- c) To present proposed amendments with a recommendation to Union Council as quickly and timely as possible before the next ordinary meeting of Union Council; and
- d) To invite all students to make submissions in relation to any proposed amendment or any matter referred by Union Council.

34A.5 The members of the Rules Committee are:

- a) Chairperson of Union Council or other Council appointee (non-voting);
- b) Union Secretary (non-voting);
- c) Students appointed as observers in accordance with R34A.7 (non-voting);
- d) Five Councillors appointed in accordance with R34A.6 (voting);
- e) Any other member of Union Council or student appointed by unanimous resolution (voting).

34A.6 In determining which councillors become voting members of Rules Committee in accordance with R34A.5(d), Union Council may resolve unanimously which councillors be appointed to the Rules Committee as voting members. If unanimous agreement of Union Council cannot be achieved, the Chair of Union Council must direct the Returning Officer to conduct a secret ballot of Union Council and elect members of the Rules Committee proportionally.

34A.7 Union Council may invite any student to one or multiple meetings of the Rules Committee as an observer. Any observer will be considered a non-voting member of the Rules Committee for the duration of their invitation.

34A.8 Procedure of the Rules Committee

- a) In the case of a tied vote, a recommendation fails.
- b) The committee must meet once per calendar month (excluding the months of December and January).
- c) The committee by simple majority may form a Working Party comprised of either Councillors or students to report to the committee on any proposed amendment or other item of business;
- d) All resolutions of the committee must have a simple majority of members present.
- e) For a meeting of the Rules Committee to be quorate half of appointed voting members must be present.
- f) Councillors appointed to the committee may proxy to another member of Union Council or a student. If a Councillor proxies to another member of Union Council, their proxy will count as a quorum.
- g) Any other Councillor or student may participate in the deliberations of the committee and notice issued for any meeting by the Union Secretary must be circulated to all Councillors and displayed on the Union Noticeboard.
- h) Any Councillor not formally appointed to the Rules Committee may participate in any deliberations of the committee.
- i) The minutes of any meetings of the Rules Committee must be noted by the next ordinary meeting of Union Council, separate to the committee's monthly report and any recommendations.

R35 Role of Senate Appointee

35.1

- a) The member appointed by the University Senate may require any resolution concerning proposed expenditure to be referred to Senate where the appointee believes the resolution may be inconsistent with section 49 of the University of Queensland Act or a successor section thereto.
- b) The resolution shall not be carried wholly or partly into effect until Senate has approved the resolution.

35.2

- a) The member appointed by the University Senate may require any resolution concerning the use or occupation of buildings to be referred to the University's Buildings and Grounds Committee.
- b) The resolution shall not be carried wholly or partly into effect until such time as the University's Buildings and Grounds Committee has approved the resolution.

R36 Executive Committee

36.1 The members of the Executive Committee are:

- a) President;
- b) Union Secretary;
- c) Treasurer;
- d) Vice-President (Student Rights);
- e) Vice-President (Campus Culture); and
- f) Vice- President (Gender and Sexuality Rights).

36.2 All members of the Committee shall be voting members.

36.3 The Executive Committee is delegated general responsibility for managing the external affairs of the Union.

36.4 Without limiting R36.3, the Executive Committee shall be specifically responsible for:

- a) overseeing the work of the Elected Officers;
- b) setting for the year a calendar of events, campaigns and priorities;
- c) resolving disputes between the Elected Officers;
- d) hearing reports of the activities of the Executive Committee's members;
- e) exchanging information pertaining to the activities of the Union;
- f) coordinating the work of the Executive Committee's members;
- g) determining the official position of the Union on particular issues not delegated to other Union bodies;
- h) direct the President, Secretary and Treasurer in areas not delegated under R34.2 and R34.3;
- i) authorise the use of Emergency Powers in accordance with R86; and
- f) appoint students to University bodies.

36.5 The Executive Committee may determine urgent issues which are the responsibility of another Union body where that Union body has failed to consider the issue due to an inquorate meeting.

36.6

- a) Where a decision of Executive Committee is required before the next scheduled meeting, the Union Secretary may authorise a flying minute. A flying minute takes the usual form of a motion to Executive Committee, which members can vote for or against or abstain from. Members must confirm their vote in writing to the Union Secretary by the date specified in the flying minute.
- b) This motion is determined in accordance with R24.4. The number of written responses voting either in favour of or against the circulated motion received by the Union Secretary must meet the quorum requirements for Executive Committee.
- c) A report on the outcome of a flying minute, indicating the number of votes for and against a motion, as well as the number of members who abstained or did not respond, must be provided to the next Executive Committee meeting for noting.

36.7 The quorum for the Executive Committee shall be four.

R37 Student Rights Collective

37.1 The members of the Student Rights Collective are:

- a) Vice-President (Student Rights) (voting); and
- b) all students (voting).

37.2 The Student Rights Collective is delegated general responsibility for overseeing the Education, Welfare, and Student Rights departments of the Union.

37.3 Without limiting R37.2, the Student Rights Collective is specifically responsible for:

- a) facilitating the development of policy on issues of particular concern to the welfare, education, and employment sectors;
- b) developing campaigns based on the policy of the Union;
- c) directing the Vice-President (Student Rights) in the conduct of their duties; and
- d) coordinating and assisting the activities of student representatives on University boards and committees.

37.4 The quorum for the Student Rights Collective shall be six.

37.5 The Chair of the Student Rights Collective has overall responsibility for calling meetings of the Student Rights Collective and the giving of notice of meetings of the Student Rights Collective.

37.6 Unless the Student Rights Collective resolves otherwise, a student holding the position of Vice-President (Student Rights) be the Chair of the Student Rights Collective.

R39 Clubs and Societies Committee

- 39.1 The members of the Clubs and Societies Committee are:
- a) Vice-President (Campus Culture) (voting); and
 - b) six students elected by and from the Clubs and Societies General Assembly (voting).
- 39.2 The Clubs and Societies Committee is delegated general responsibility for overseeing the Clubs and Societies Department.
- 39.3 Without limiting R 39.2, the Clubs and Societies Committee is specifically responsible for:
- a) developing Standing Resolutions on Policy on matters affecting Affiliated Bodies;
 - b) allocating subsidies and loans to Affiliated Bodies;
 - c) directing the Vice-President (Campus Culture) in the conduct of their duties with respect to Affiliated Bodies; and
 - d) disciplining Affiliated Bodies.

R40 Association of Postgraduate Students

- 40.1 The members of the Association of Postgraduate Students are:
- a) Postgraduate Officer (voting); and
 - b) all Postgraduate Students (voting).
- 40.2 The Association of Postgraduate Students is delegated general responsibility for overseeing the Postgraduate Students Department.
- 40.3 Without limiting R40.2, the Association of Postgraduate Students is specifically responsible for:
- a) facilitating the development of policy on issues of particular concern to Postgraduate Students;
 - b) developing campaigns based on the policy of the Union;
 - c) coordinating social and cultural activities for Postgraduate Students; and
 - d) directing the Postgraduate Officer in the conduct of their duties.
- 40.4 The quorum for the Association of Postgraduate Students shall be five.

R41 Medical Students Board

- 41.1 Composition of the Medical Students Board
- a) The member of the Medical Students Board shall be:
 - i. Medical Students Officer (voting);
 - ii. a representative from the University of Queensland Medical Society (UQMS) (voting);
 - iii. a representative from each UQMS affiliated group (voting); and
 - iv. all Medical Students.
 - b) Quorum for the Medical Students Board shall be 80% of voting members.
 - c) A 70% majority of voting members present is required to pass a motion.

- 41.2 The Medical Students Board is delegated general responsibility for overseeing the Medical Students Department.
- 41.3 Without limiting R41.2, the Medical Students Board is specifically responsible for:
- a) representing and furthering the interests of Medical Students on matters of concern to them, and acting as the means for the expression of Medical Students' concerns;
 - b) facilitating the development of Standing Resolutions on Policy on issues of particular concern to Medical Students;
 - c) developing campaigns based on the Standing Resolutions on Policy;
 - d) coordinating social and cultural activities for Medical Students; and
 - e) directing the Medical Students Officer in the conduct of their duties
 - f) facilitating discussion and cooperation between the UQMS and affiliated societies
 - g) Allocating UQU funding in accordance with guidelines established by the Medical Students Board
- 41.4 The Chair of the Medical Students Board has overall responsibility for calling meetings of the Medical Students Board and the giving of notice of meetings of the Medical Students Board.
- 41.5 Unless the Medical Students Board resolves otherwise, a student holding the position of Medical Students Officer be the Chair of the Medical Students Board.

R42 International Students Collective

- 42.1 The members of the International Students Collective are:
- a) International Students Officer (voting); and
 - b) all International Students (voting).
- 42.2 The International Students Collective is delegated general responsibility for overseeing the UQ Union International Department.
- 42.3 Without limiting R42.2, the International Students Collective is specifically responsible for:
- a) representing and furthering the interests of International Students, and acting as the voice for International students;
 - b) maintaining and improving the quality of access to education in Australia for International Students;
 - c) promoting international understanding and the principle of multiculturalism;
 - d) facilitating policy development on issues of particular concern to International Students;
 - e) developing campaigns based on the standing resolutions of the Union;
 - f) coordinating social and cultural activities for International Students; and
 - g) directing the International Students Officer in the conduct of their duties.
- 42.4 The quorum for the International Students Collective shall be ten.

42.5 The Chair of the International Students Collective has overall responsibility for calling meetings of the International Student Collective and the giving of notice of meetings of the International Students Collective.

42.6 Unless the International Students Collective resolves otherwise, a student holding the position of International Students Officer will be the Chair of the International Students Collective.

R43 Turbot Street Board

43.1 The members of the Turbot Street Board are:

- a) Turbot Street Officer (voting); and
- b) all Turbot Street students (voting).

43.2 The Turbot Street Board is delegated general responsibility for overseeing the Turbot Street Department.

43.3 Without limiting R43.2, the Turbot Street Board is specifically responsible for:

- a) representing and furthering the interests of Turbot Street Students on matters of concern to them, and acting as the means for the expression of Turbot Street Students' concerns;
- b) facilitating the development of Standing Resolutions on Policy on issues of particular concern to Turbot Street Students;
- c) developing campaigns based on the Standing Resolutions on Policy;
- d) coordinating social and cultural activities for Turbot Street Students; and
- d) directing the Turbot Street Officer in the conduct of their duties.

43.4 The quorum of the Turbot Street Board shall be four.

R44 Women's Collective

44.1 The members of the Women's Collective are:

- a) Vice-President (Gender and Sexuality Rights) as described in C25.4(a) (voting); and
- b) all women students (voting).

44.2 The Women's Collective is delegated general responsibility for overseeing the Women's Rights Department and the affairs of the Union pertaining to women students.

44.3 Without limiting R44.2, the Women's Collective shall be specifically responsible for:

- a) representing and furthering the interests of women students on matters of concern to women, and acting as the means for the expression of women students' concerns;
- b) facilitating the development of Standing Resolutions on Policy on issues of particular concern to women students;
- c) developing campaigns based on the Standing Resolutions on Policy; and
- d) directing the Vice President (Gender and Sexuality) as described in C25.4(a) in the conduct of their duties as they relate to the Women's Department.

- 44.4 The quorum for the Women's Collective shall be ten.
- 44.5 The Chair of the Women's Collective has overall responsibility for calling meetings of the Women's Collective and the giving of notice of meetings of the Women's Collective.
- 44.6 Unless the Women's Collective resolves otherwise, the Vice President (Gender and Sexuality) as described in C25.4(a) be the Chair of the Women's Collective.

R45 Colleges Committee

- 45.1 The members of the Colleges Committee are:
- a) Colleges Officer (voting);
 - b) Vice President (Campus Culture) (non-voting);
 - c) Two members nominated by each college student club executive (voting); and
 - d) All college students (non-voting).
- 45.2 The Colleges Committee is delegated general responsibility for overseeing the Colleges Department.
- 45.3 Without limiting 45.2, the Colleges Committee shall be specifically responsible for:
- a) representing and furthering the interests of College Students on matters of concern to them, and acting as the means of expression of College Students' concerns;
 - b) facilitating the development of Standing Resolutions on Policy on issues of particular concern to College Students;
 - c) developing campaigns based on the Standing Resolutions on Policy;
 - d) co-ordinating social and cultural activities for College Students; and
 - e) directing the Colleges Officer in the conduct of their duties.
- 45.4 The quorum for Colleges Committee shall be eleven.
- 45.5 The chair of the colleges committee has overall responsibility for calling meetings of the Colleges Committee and the giving of notice of meetings of the Colleges Committee.
- 45.6 Unless the Colleges Committee resolves otherwise, the Colleges Officer shall be the Chair of the Colleges Committee.

R46 Ipswich Campus Board

- 46.1 The members of the Ipswich Campus Board are:
- a) Ipswich Officer (voting); and
 - b) all Ipswich Students (voting).
- 46.2 The Ipswich Campus Board is delegated general responsibility for overseeing the Ipswich Campus Department.
- 46.3 Without limiting 46.2, the Ipswich Campus Board shall be specifically responsible for:

- a) representing and furthering the interests of Ipswich Students on matters of concern to them, and acting as the means for the expression of Ipswich Students' concerns;
- b) facilitating the development of Standing Resolutions on Policy on issues of particular concern to Ipswich Students;
- c) developing campaigns based on the Standing Resolutions on Policy;
- d) coordinating social and cultural activities for Ipswich Students; and
- e) directing the Ipswich Campus Officer in the conduct of their duties.

46.4 The quorum for the Ipswich Campus Board shall be four.

R47 Goorie Berrimpa Collective

47.1 The members of the Goorie Berrimpa Collective are:

- a) Goorie Berrimpa Officer (voting); and
- b) all students who identify as Aboriginal or Torres Strait Islander (voting)

47.2 The Goorie Berrimpa Collective is delegated general responsibility for overseeing the affairs of the Goorie Berrimpa Department

47.3 The quorum for the Goorie Berrimpa Collective shall be five.

47.4 The Chair of the Goorie Berrimpa Collective has overall responsibility for calling meetings of the Goorie Berrimpa Collective and the giving of notice of meetings of the Goorie Berrimpa Collective.

47.5 Unless the Goorie Berrimpa Collective resolves otherwise, a student holding the position of Goorie Berrimpa Officer be the Chair of the Goorie Berrimpa Collective.

R48 Queer Collective

48.1 The members of the Queer Collective are:

- a) Vice-President (Gender and Sexuality Rights) as described in C25.4(b) (voting);
- b) all lesbian, gay, bisexual, transgender, intersex and queer students (voting)

48.2 The Queer Collective is delegated general responsibility for overseeing the Queer Sexuality Department and the affairs of the Union pertaining to lesbian, gay, bisexual, transgender, intersex and queer students.

48.3 Without limiting R48.2 the Queer Collective shall specifically be responsible for:

- a) representing and furthering the interests of lesbian, gay, bisexual, transgender, intersex and queer students on matters of concern to them, and acting as the means for the expression of lesbian, gay, bisexual, transgender, intersex and queer students' concerns;
- b) facilitating the development of Standing Resolutions on Policy on issues of particular concern to lesbian, gay, bisexual, transgender, intersex and queer students;
- c) developing campaigns based on the Standing Resolutions on Policy; and

- d) directing the Vice-President (Gender and Sexuality Rights) as described in C25.4(b) in the conduct of their duties as they relate to the Queer Sexuality Department.

48.4 The quorum for the Queer Collective shall be nine.

48.5 No decision may be made unless at least half of the total number of the students present, rounded down to the next whole number, do not identify and live as men.

48.6 The Chair of the Queer Collective has overall responsibility for calling meetings of the Queer Collective and the giving of notice of meetings of the Queer Collective.

48.7 Unless the Queer Collective resolves otherwise, the Vice President (Gender and Sexuality) as described in C25.4(b) be the Chair of the Queer Collective.

R49 Environment Collective

49.1 The members of the Environment Collective are:

- a) Environment Officer (voting); and
- b) all students (voting).

49.2 The Environment Collective is delegated general responsibility for the activities of the Environment Department.

49.3 Without limiting R49.2, the Environment Collective is specifically responsible for:

- a) facilitating the development of Standing Resolutions on Policy on issues of environmental concern to students and the wider community;
- b) to develop, implement and encourage the use of environmental practices and policies by students and the University community;
- c) to provide information and encourage debate and discussion on environmental issues;
- d) to organise and promote participation in campaigns highlighting issues of environmental concern to students and the wider community; and
- e) directing the Environment Officer in the conduct of their duties.

49.4 The quorum for the Environment Collective shall be eight.

49.5 The Chair of the Environment Collective has overall responsibility for calling meetings of the Environment Collective and the giving of notice of meetings of the Environment Collective.

49.6 Unless the Environment Collective resolves otherwise, a student holding the position of Environment Officer be the Chair of the Environment Collective.

R50 Gatton Campus Board

- 50.1 The members of the Gatton Campus Board shall be:
- a) Union President (voting);
 - b) Union Secretary (voting);
 - c) Union Treasurer (voting);
 - d) Gatton Campus Officer (voting);
 - e) Gatton Campus Board Member (voting);
 - f) President of the Gatton Residents Club (voting);
 - g) President of the Gatton Students Association (voting);
 - h) President of the Veterinary Students Association (voting);
 - i) President of the Gatton International Students Association (voting);
 - j) President of the UQ Plant Science Society (voting);
 - k) President of the Agribusiness Association (voting);
 - l) Director of UQ Student Affairs (non-voting);
 - m) Director of UQ Corporate Operations (non-voting);
 - n) Gatton Campus Director (non-voting);
 - o) Manager of UQ Sport Gatton (non-voting); and
 - p) any Gatton student (non-voting)
- 50.2 For the purposes of R50.1(e):
- a) The position shall be elected at the Annual Elections in accordance with Part 5 of the Regulations;
 - b) Only Gatton Students may stand as, vote for, nominate or second candidates in the election of the Gatton Campus Board Member;
 - c) Up to two people may on a shared basis stand for and hold the Gatton Campus Board Member position;
 - d) The provisions contained within C25.5 shall apply to the position of Gatton Campus Board Member.
- 50.3 The Gatton Campus Board shall elect a Chair at its first meeting.
- a) In the event of a tied vote for the election of Chair, the UQ Union President shall exercise a casting vote.
- 50.4 The Gatton Campus Board is delegated general responsibility for overseeing the Gatton Campus Department.
- 50.5 Without limiting R50.4, the Gatton Campus Board is specifically responsible for:
- a) Representing and furthering the interests of Gatton Students on matters of concern to them, and acting as the means for the expression of Gatton Students' concerns;
 - b) Facilitating the development of Standing Resolutions on Policy on issues of particular concern to Gatton Students;
 - c) Advising UQU on the effectiveness of its annual funding for Gatton Campus clubs and societies;
 - d) Propose to UQU how it should allocate subsidies and loans to Affiliated Bodies, where those bodies operate primarily within the Gatton Campus;
 - e) Organising social and cultural events within the Gatton Campus;
 - f) Directing the Gatton Campus Officer in the conduct of their duties ;

- g) provide feedback to the University on key issues that impact the UQ student experience at Gatton Campus, using surveys and other data where needed;
- h) Seeking to leverage resources where appropriate with UQ Sport and the Gatton Campus Director.

50.6 Without limiting R50.4, the Gatton Campus Board is not responsible for:

- a) Organising or subsidising sporting activities within the Gatton Campus;
- b) The management or recruitment of any employee of the UQ Union.

50.7 Notwithstanding R50.6, and subject to R50.5, the Gatton Campus Board should, wherever possible, work collaboratively with UQ Sport in the organisation and promotion of particular activities and events.

R51 Abilities Collective

51.1 Members of the Abilities Collective are:

- a) Abilities Officer (Voting)
- b) All students who identify as being (dis)abled (Voting)

51.2 The chair of the Abilities Collective has overall responsibility for calling meetings of the Abilities Collective and giving notice of meetings of the Abilities Collective.

51.3 The Abilities Collective is delegated general responsibility the abilities department of the Union and for overseeing affairs of the Union pertaining to students who identify as having a (dis)ability.

51.4 The Abilities Collective shall be specifically responsible for:

- a) Representing and furthering the interests of students with a (dis)ability, and acting as the means for the expression of students with a (dis)ability's concerns;
- b) Facilitating the development of standing resolutions on policy;
- c) Developing campaigns based on the standing resolutions on policy;
- d) Directing the Abilities Officer in the conduct of their duties as they relate to the Abilities Department.

51.5 The quorum for the Abilities Collective shall be three.

51.6 Unless the Abilities Collective resolves otherwise, a student holding the position of Abilities Officer be Chair of the Abilities Collective.

R52 Decisions of Union Bodies

52.1 If a Union body other than Union Council makes a decision:

- a) That involves expenditure or is otherwise of a financial nature;
- b) That relates to a Standing Resolution on Policy; or
- c) That directs an Elected Officer, the Union Secretary must post a notice on the Union Noticeboard of that decision, clearly indicating the date and time that the notice was posted, subject to R2.12.

- 52.2 Until three clear Academic Days or seven clear days, whichever is the lesser, after notice has been given:
- a) any two of the following:
 - i) President;
 - ii) Union Secretary; or
 - iii) Treasurer; or
 - b) One Councillor; and
 - c) fifty students, may appeal to Union Council against the decision by delivering a signed notice of appeal in the form of Schedule Three to the Union Secretary.
- 52.3 Union Council must determine the appeal at its next meeting. The determination is by way of a complete reconsideration of the motion in the form it was considered by the Union body.
- 52.4 Decisions which have been appealed are suspended until the appeal has been determined.
- 52.5 Unless provided for otherwise, all decisions of Union bodies which are not listed in R52.1 do not take effect until ratified by Union Council.
- 52.6 For the purposes of this section a reference to making of a decision includes failing to pass a motion which has been moved.

R53 Decisions of Certain Union Bodies

- 53.1 R53 applies only to the following Union bodies:
- a) International Students Collective;
 - b) Turbot Street Board;
 - c) Women's Collective;
 - d) Colleges Committee;
 - e) Ipswich Campus Board;
 - f) Goorie Berrimpa Collective;
 - g) Queer Collective;
 - h) Gatton Campus Board; and
 - i) Abilities Collective.
- 53.2 Union Council may not authorise a decrease in the Budgets of the departments of the Union for which these Union bodies are delegated responsibility.
- 53.3 Union Council may only authorise expenditure from the Budgets of the departments of the Union for which these Union bodies are delegated responsibility in accordance with a resolution of that Union body.

R53A Item of Business Discharged

An item of business referred to a Union Body pursuant to or by operation of the Standing Orders may be discharged from the committee or Union Body and be immediately considered at the next ordinary meeting of Union Council. An item of business may be discharged:

- a) If a Union Body has not made a resolution in relation to an item of business referred within three calendar months of the original receipt of the item of business by the Union Secretary or other Elected Officer, the item of business will be *discharged by lapse of time* and the Union Secretary must include the item of business for decision in the agenda for the next ordinary meeting of Union Council; or
- b) If the Chair of Union Council, a councillor from the largest electoral group in Union Council and a councillor from the second largest electoral group in Union Council unanimously agree to *discharge by petition* an item of business being considered or due to be considered by a future meeting of a committee or Union Body with a Schedule 24 Discharge Petition.

Division Two – Union Council Consultative Committees

R54 Union Council Consultative Committees

54.1 Union Council shall have the following Consultative Committees:

- a) Management Consultative Committee; and
- b) Student Parents Consultative Committee.
- c) Faculty Consultative Committee

54.2 Consultative Committees are not delegated any powers. They are for the purposes of information sharing and discussion and may not make decisions.

54.3 The minutes of all Consultative Committees must be noted by Union Council.

R56 Management Consultative Committee

56.1 The members of the Management Consultative Committee are:

- a) President;
- b) Union Secretary;
- c) Treasurer; and
- d) All Managers.

56.2 The Management Consultative Committee is generally responsible for facilitating communication and strategic planning

56.3 All meetings of Management Consultative Committee are to be held in camera.

R57 Student Parents Consultative Committee

57.1 The members of the Student Parents Consultative Committee are:

- a) Vice-President (Student Rights) (Convenor), and
- b) all students who are parents.

57.2 The Student Parents Consultative Committee shall be generally responsible for overseeing the affairs of the Union pertaining to student parents, family responsibility and childcare matters.

57.3 The quorum of the Student Parents Consultative Committee shall be five.

57A Faculty Consultative Committee

57A.1 The members of the Faculty Consultative Committee are:

- a) President;
- b) Union Secretary;
- c) Treasurer;
- d) Councillors elected to Union Council;
- e) Student Representatives of University Committees and Boards; and
- f) UQ faculty based club Presidents.

57A.2 The Faculty Consultative Committee shall be generally responsible for facilitating communication between members and the Union regarding faculty based matters.

57A.3 The quorum of the Faculty Consultative Committee shall be 5.

R58 Other Consultative Committees

58.1 Union Council may, by a simple majority of votes exercisable, establish any other Consultative Committee with whatever membership and to consider whatever matter it resolves.

58.2 Union Council may not delegate any of its powers to a Consultative Committee established under C59.1.

Division Three – Additional Members

R59 Additional Members

59.1 Unless provided for otherwise, the President, Union Secretary and Treasurer shall be ex-officio (non-voting) members of all Union bodies and Consultative Committees established under these Regulations except:

- a) Women's Collective;
- b) Queer Collective;
- c) International Students Collective;
- d) Goorie Berrimpa Collective;
- e) Gatton Campus Board; and
- f) Abilities Collective.

59.2 Unless provided for otherwise, Union staff members employed under a department overseen by a Union body shall be ex-officio (non-voting) members of that Union body except the Administrative Committee and Executive Committee.

Division Four - Meetings

R60 Meetings

60.1

- a) Each Union body other than Union Council must meet at least once before every Ordinary meeting of Union Council.
- b) Each Consultative Committee shall meet as required or at the direction of Union Council.

R61 Meetings of Certain Union bodies

61.1 R61 does not apply to Union Council.

61.2 If the Union Secretary receives a requisition signed by ten students to hold a meeting of the Union body, the Union Secretary must give notice of a meeting of that Union body.

61.3 The requisitioned meeting must be held within one week of the requisition being received.

61.4 Unless provided for otherwise:

- a) Each Union body must at its first meeting after the Annual Meeting elect a voting member to be Chair.
- b) The Union body may at any time elect another voting member to be Chair.
- c) If the Chair decides not to chair the meeting or is absent, the Union body must elect another voting member to be Chair.

Division Five - Standing Resolutions on Policy

R62 Status

62.1 By this Division, Union Council delegates its power to make Standing Resolutions on Policy to each Union body on matters within the delegated responsibilities of that Union body.

62.2 Union Council reserves the power to make Standing Resolutions on Policy on matters of urgency and on matters not within the responsibilities of any Union body.

62.3 Union Council may not make Standing Resolutions on Policy in respect of the Union Newspaper.

R63 Applicability

63.1 The Regulations in this Division are for the establishing, amending and revoking of Standing Resolutions on Policy by all Union bodies.

63.2 Subject to the Constitution and Regulations, Standing Resolutions on Policy established under this Division are binding on all Officers, Union employees and Members, and the Union's activities.

R64 Notice

- 64.1 Any student wishing to move to establish, amend or revoke a Standing Resolution on Policy must submit the motion in writing to the Union Secretary.
- a) The Union Secretary must give at least three clear days' notice of the motion to each member of the Union body which will be considering it.
 - b) The Union Secretary must place a copy of the notice of the motion on the Union Noticeboard at least three clear days before the date of the meeting of the Union body which will be considering the Standing Resolution on Policy Motion.
 - c) If the Union Secretary does not give notice of the Standing Resolution on Policy motion, any member of the Union body which will consider the Standing Resolution on Policy Motion may do so.
 - d) No motion may be considered unless the notice required by this Regulation has been given, unless the Union body concerned waives the notice requirement by a simple majority of votes exercisable.

R65 Format

- 65.1 All Standing Resolutions on Policy must be in the following format:
- a) Relevant section of the Union Policy Volume
 - b) Title
 - c) Preamble
 - d) Platform (states the position of the Union in relation to the Preamble)
 - e) Action

R66 Union Policy Volume

- 66.1 The Union Policy Volume is a folder which contains all existing Standing Resolutions on Policy.
- 66.2 The Union Secretary is responsible for maintaining the Union Policy Volume and must make copies freely available to all Members and Union employees.
- 66.3 The Union Secretary shall be responsible for ensuring that all Standing Resolutions on Policy are correctly numbered when included in the Union Policy Volume.

R67 Establishing, Amending or Revoking Standing Resolutions on Policy

- 67.1 Any student may move or second a motion to establish, amend or revoke a Standing Resolution on Policy.
- 67.2 A Union body may establish, amend or revoke a Standing Resolution on Policy only on matters that fall within the departments of the Union for which they are delegated responsibility.
- 67.3 Union Council may establish, amend or revoke Standing Resolutions on Policy in areas only on matters outside the responsibilities delegated to another Union body.

- 67.4 A motion to establish, amend or revoke a Standing Resolution on Policy takes effect when:
- a)
 - i) it is carried by a simple majority of votes exercisable; and
 - ii) the requirements of R52 have been met; or
 - b) it is carried by a simple majority of Union Council in accordance with R67.
- 67.5 The motion must be incorporated into the Union Policy Volume within seven days of it taking effect.
- 67.6 A motion to amend a Standing Resolution on Policy must not be a direct negation of the existing Standing Resolution on Policy.

Part Four - Elected Officers

R68 President

- 68.1 The President is delegated general responsibility for the overall supervision of the Union's activities.
- 68.2 Without limiting R68.1, the President is specifically responsible for:
- a) being the official spokesperson of the Union;
 - b) overseeing the Marketing Department; and
 - c) other matters as directed by Administrative Committee and/or Executive Committee.
- 68.3 The President may exercise Emergency Powers in accordance with R87.
- 68.4 With respect of financial matters, the President may only exercise Emergency Powers:
- a) to a limit of \$10,000; and
 - b) with the approval of the Treasurer.

R69 Union Secretary

- 69.1 The Union Secretary is delegated general responsibility for the administrative and support services of the Union.
- 69.2 Without limiting R69.1, the Union Secretary is specifically responsible for:
- a) maintaining proper administrative records of the Union, including minutes of meetings and contact lists of the members of Union bodies;
 - b) all Union correspondence not directly affecting other Elected Officers;
 - c) facilitating communication within the Union and to Members;
 - d) carrying out the requirements of the Regulations in respect of posting of notices on the Union Noticeboard including carrying out the responsibilities in R2;
 - e) overseeing the support services of the Union; and
 - f) such other responsibilities as determined by Administrative Committee and/or Executive Committee.

R70 Treasurer

- 70.1 The Treasurer is delegated general responsibility for the financial and commercial services of the Union.
- 70.2 Without limiting R70.1, the Treasurer is specifically responsible for:
- a) maintaining proper financial records of the Union, including accounts showing all receipts and payments to the Union;
 - b) preparing the Budgets;
 - c) overseeing the Finance Area and Operations Division; and
 - d) such other responsibilities as determined by Administrative Committee and/or Executive Committee.
- 70.3 The Treasurer may exercise Emergency Powers in accordance with R87, but only to approve new capital assets or replacement capital assets with a total value of less than \$1,000.

R71 Vice-President (Student Rights)

- 71.1 The Vice-President (Student Rights) is delegated the same responsibilities as the Student Rights Action Group.
- 71.2 The Vice-President (Student Rights) may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R72 Vice-President (Campus Culture)

- 72.1 The Vice-President (Campus Culture) is delegated the same responsibilities as the Campus Culture Action Group and the Clubs and Societies Committee.
- 72.2 The Vice-President (Campus Culture) may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R73 Vice-President (Gender and Sexuality Rights)

- 73.1 The Vice President (Gender and Sexuality Rights) referred to in C25.4 (a) is delegated the same responsibilities as the Women's Collective.
- 73.2 The Vice-President (Gender and Sexuality Rights) referred to in C25.4 (b) is delegated the same responsibilities as Queer Collective.
- 73.2 The Vice-President (Gender and Sexuality Rights) may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R74 Environment Officer

74.1 The Environment Officer is delegated the same responsibilities as the Environment Collective.

74.2 The Environment Officer may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R75 Postgraduate Officer

75.1 The Postgraduate Officer is delegated the same responsibilities as the Association of Postgraduate Students.

75.2 The Postgraduate Officer may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R76 Turbot Street Officer

76.1 The Turbot Street Officer is delegated the same responsibilities as the Turbot Street Board.

76.2 The Turbot Street Officer may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R77 Medical Students Officer

77.1 The Medical Students Officer is delegated the same responsibilities as the Medical Students Board.

77.2 The Medical Students Officer may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R78 Ipswich Campus Officer

78.1 The Ipswich Campus Officer is delegated the same responsibilities as the Ipswich Campus Board.

78.2 The Ipswich Campus Officer may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R79 Gatton Campus Officer

79.1 The Gatton Campus Officer is delegated the same responsibilities as the Gatton Campus Board.

79.2 The Gatton Campus Officer may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R80 International Students Officer

- 80.1 The International Students Officer is delegated the same responsibilities as the International Students Collective.
- 80.2 The International Students Officer may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R81 Colleges Officer

- 81.1 The Colleges Officer is delegated the same responsibilities as the Colleges Committee.
- 81.2 The Colleges Officer may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.

R81A Abilities Officer

- 81A.1 The Union shall have an Abilities Officer.
- 81A.2 The Abilities Officer shall be an Elected Officer for the purposes of the Regulations and Standing Resolutions on Policy.
- 81A.3 The Abilities Officer shall be elected at the Annual Elections, with casual vacancies being filled at a meeting of Union Council.
- a) Only students who identify as being (dis)abled may stand for the position of Abilities Officer;
 - b) Only students who identify as being (dis)abled may vote for the position of Abilities Officer in an Annual Election.
- 81A.4 The Abilities Officer is delegated the same responsibilities as the Abilities Collective.
- 81A.5 The Abilities Officer may only exercise the powers of the Union with respect to those responsibilities in accordance with R83.
- 81A.6 The Abilities Officer will be a member of Council as an Elected Officer (non-voting).

R82 Union Newspaper Editor (Semper Floreat)

- 82.1 The Union Newspaper Editor (Semper Floreat) is delegated responsibility for the production of each issue of the Union Newspaper.
- 82.2 Each issue of the Union Newspaper must be authorised by the President prior to production. The President may only withhold authorisation where legal advice suggests an article may be racist, sexist, homophobic, discriminatory, defamatory or in any other way unlawful or likely to expose the Union to a legal claim or prosecution.

R83 General Responsibilities

83.1 All Elected Officers must implement the Standing Resolutions on Policy in their areas of responsibility.

83.2 All Elected Officers must carry out their responsibilities in accordance with the Constitution and the Regulations.

83.2 All Elected Officers must carry out their responsibilities in cooperation with each other.

R84 Accountability and Direction

84.1 The Elected Officers are responsible to and must follow my lawful direction given by (in increasing order of priority):

- c) a Union body of which they are a member and which is delegated responsibility to direct the Elected Officer;
- d) Union Council;
- e) General Meeting;
- f) Referenda.

84.2 Except as otherwise provided in the Constitution or Regulations, the Elected Officers may only make expenditures of more than \$500 with the approval of the Union body who has the power to direct them or Union Council.

R85 President Unable to Act

85.1 Where the President is absent or otherwise unable to act, the powers and responsibilities described in R68 must be exercised by:

- a) the Union Secretary, or if the Union Secretary is also unable to act;
- b) the Treasurer, or if the Treasurer is also unable to act;
- c) the Vice-President (Student Rights), or if the Vice-President (Student Rights) is also unable to act;
- d) the Vice-President (Campus Culture), or if the Vice-President (Campus Culture) is also unable to act;
- e) the Vice-President (Gender and Sexuality Rights).

85.2 While exercising powers under R85, the Elected Officer will be the Acting President.

R86 Elected Officer Unable to Act

86.1 Where an Elected Officer other than the President is absent or otherwise unable to act, the President may exercise the powers and responsibilities of that Elected Officer.

R87 Emergency Powers

87.1 The use of Emergency Powers may not overturn the decision of a Union body and must be exercised in accordance with the Standing Resolutions on Policy.

87.2 The use of Emergency Powers must be approved:

- a) prospectively by resolution of the Executive Committee; or
- b) where prospective approval cannot be reasonably obtained, retrospectively by resolution of the Executive Committee.

R88 Entitlements and Payments

88.1 The Elected Officers who are paid full-time (eighty hours per fortnight) are:

- a) President;
- b) Union Secretary;
- c) Treasurer; and
- d) Union Newspaper Editor.

88.2 The Elected Officers who are paid part-time (sixty hours per fortnight) are:

- a) Vice-President (Student Rights);
- b) Vice-President (Campus Culture); and
- c) Vice-President (Gender and Sexuality Rights).

88.3 Elected Officers who are paid shall be paid a net honorarium of \$15 per hour.

88.4 Elected Officers who are paid full-time shall be entitled to:

- a) four weeks' paid annual leave;
- b) ten days' paid sick leave; and
- c) three days' paid compassionate leave.

88.5 Elected Officers who are paid part-time shall be entitled to:

- a) two weeks' paid annual leave; and
- b) five days' paid sick leave.

88.6 Entitlements and payments under R88 may be temporarily reduced by Special Resolution of Union Council where the Elected Officer is unable to act to their full capacity.

R89 Additional Payment

89.1 Union Council may by Special Resolution temporarily increase any Elected Officer's hours of work, and accordingly their entitlements and payments under R88.

Part Five – Elections

R90 Applicability

- 90.1 This Part applies to the Annual Elections and By-elections, and only for the “Election Period” as defined per R142.3.
- 90.2 If the election is to be conducted with Electronic Voting, then there should be a general understanding that regulatory directions for ‘ballot papers’ are applicable to the ‘Electronic Voting Ballot’, unless stated otherwise.

R91 Appointment of Returning Officer

- 91.1 The Returning Officer Selection Panel is delegated responsibility for selecting a Returning Officer.
- 91.2 The members of the Returning Officer Selection Panel shall be:
- a) President (voting);
 - b) Union Secretary (non-voting);
 - c) the Managers (non-voting);
 - d) a member appointed by and from the Electoral Tribunal (voting);
 - e) Vice-President (Student Rights) (voting);
 - f) Vice-President (Campus Culture) (voting);
 - g) Vice-President (Gender and Sexuality Rights) (voting); and
 - h) the candidate for President who had the next largest number of votes when the President was elected, or their nominee by way of Schedule Two (voting).
- 91.3 The quorum for the Returning Officer Selection Panel shall be four.
- 91.4 In the event of a tied vote, the President shall have the option of exercising a deciding vote. If that member chooses not to exercise this option, the meeting will adjourn to reconvene at the same place and a time and date not more than one week later.
- 91.5 The Returning Officer may not be a person who is or was, or has nominated or seconded, a candidate in the current or previous Election.
- 91.6 The Returning Officer may be an individual or organisation appropriately qualified.
- 91.7 The term of appointment for the Returning Officer is twelve months, unless the Returning Officer dies, resigns or is unable to act.
- 91.8 If the Returning Officer dies, resigns or is unable to act, the Returning Officer Selection Panel must, as soon as practicable, appoint another person as Returning Officer.

- 91.9 The Returning Officer must not be a member, or have been a member in the last five years, of a political party in Australia. The Returning Officer must sign a Statutory Declaration to that effect.
- 91.10 The position of Returning Officer must be advertised externally in at least one prominent online job seeking website before an appointment can be made.

R92 Responsibilities of Returning Officer

- 92.1 The Returning Officer:
- a) is responsible for the conduct of Elections;
 - b) must act in accordance with the Constitution and Regulations; and
 - c) is subject only to the Electoral Tribunal.
- 92.2 The Returning Officer is not disqualified from voting if eligible to vote in Elections.
- 92.3 The Union must provide the facilities, resources and assistance necessary to enable the Returning Officer to carry out the responsibilities delegated to the Returning Officer under the Constitution and Regulations.
- 92.4 The Returning Officer shall have the powers to prohibit students or electoral groups from campaigning totally, or in a specific way, when they are in breach of the Regulations. The Returning Officer may prohibit students or electoral groups from campaigning totally, or in a specific way, for:
- a) one hour;
 - b) a number of hours;
 - c) the remainder of a day;
 - d) a number of days;
 - e) until the end of the Election Period.
- 92.5 The powers given to the Returning Officer in 92.4 are intended as punishments for students who breach the Regulations, and more minor breaches shall warrant lower punishments.
- 92.6 If possible, the Returning Officer must be provided a location to work from which is not in the Union building.
- a) Wherever the room is, the Returning Officer must be satisfied that no unauthorised persons have access to the room.

R93 Assistant Returning Officers and Poll Clerks

- 93.1 The Returning Officer may appoint and remove:
- a) Assistant Returning Officers; and
 - b) poll clerks.
- 93.2 Assistant Returning Officers and poll clerks are subject to the direction and have the responsibilities determined by the Returning Officer and the Electoral Tribunal, however where directions of the Electoral Tribunal and Returning Officer conflict, the directions of the Electoral Tribunal shall prevail.

93.3 Assistant Returning Officers are delegated all of the powers of the Returning Officer. However, Assistant Returning Officers may only exercise those powers as directed by the Returning Officer and only if authorized by the Returning Officer to do so.

93.4 Any decision made by an Assistant Returning Officer is taken to be a decision of the Returning Officer.

R94 Remuneration

94.1 The Union may employ the Returning Officer, any Assistant Returning Officers, Poll Clerks as casual sessional employees.

94.2 The Union may pay an honorarium to the members of the Tribunal and reimburse expenses related to their duties.

R95 Opening Of Nominations

95.1 For the Annual Elections, nominations open on the Monday four weeks before polling commences for the Annual Elections.

95.2 For By-elections, nominations open seven days before polling commences for the By-election.

R96 Notice of Election

96.1 For the Annual Elections, notice of the Election shall be given on the Wednesday before the opening of nominations, which shall be done by way of:

- a) placing a notice on the Union Noticeboard; and
- b) placing a notice by way of a Facebook post on the UQ Union Facebook page or its successor; and
- c) placing a notice by way of a Facebook post on the UQ Union Noticeboard Facebook page or its successor; and
- d) if possible sending an e-mail to all students that includes the notice.

96.2 For by-elections, notice of the Election shall be given on the day nominations are opened, and be done by way of:

- a) placing a notice on the Union Noticeboard; and
- b) placing a notice by way of a Facebook post on the UQ Union Facebook page or its successor; and
- c) placing a notice by way of a Facebook post on the UQ Union Noticeboard Facebook page or its successor”

96.3 In the case of the Annual Elections, the Returning Officer must also give notice of the Election in an edition of the Union Newspaper published at least five days before the opening of nominations. Failure to comply with this provision does not make the Election invalid.

96.4 On the day notice is given for the Annual Elections, the Returning Officer must make the determination required by C19.2(f).

- 96.5 The notice of Election must be in the form of Schedule Four.
- 96.6 For Annual Elections, the list of all reserved Electoral Group names as per the register referred to in R106.13 must be put on the notice of election stating that these Electoral Group names have been reserved.
- R97 Eligibility to Stand**
- 97.1 All students may stand and vote in Elections, subject to C28 and C29.
- R98 Form of Nomination**
- 98.1 Nominations must be in the form of Schedule Twenty-One. Any nomination by way of other Schedules shall be invalid.
- 98.2
- a) All nominations must be personally signed by the candidate and at least two nominators.
 - b) A candidate may neither nominate nor second their own candidacy.
 - c) By signing the nomination, the candidate agrees to comply with the conditions set out in Schedule Twenty-One.
- 98.3 The Returning Officer must make nomination forms available:
- a) from Administration Services;
 - b) by mail or email if requested by an individual student. from the opening of nominations;
 - c) from the UQ Union Noticeboard Facebook page or its successor.
- R99 Receipt of Nominations**
- 99.1 Nominations must be given or sent to the Returning Officer or left for the Returning Officer in the locked box provided for that purpose at Administration Services.
- 99.2 Within one Academic Day of the close of nominations, the Returning Officer must acknowledge all nominations by providing a written receipt to either the campaign manager of each electoral group nominated or directly to a nominee, where they are not Part of an electoral group nomination. The written receipt must be accompanied by a copy of Part Five of these Regulations.
- 99.3 If the nomination is rejected, the Returning Officer must notify the person concerned or have sent notification to the person by 9:00am three Academic Days following the close of nominations. The notification must state the reasons for the rejection and include the telephone number of the Electoral Tribunal Registrar. If a telephone number has been included on the nomination form the Returning Officer must attempt to notify the person by telephone as soon as possible.
- a) If the student is nominating as part of an electoral group with a campaign manager, the Returning Officer must also notify their campaign manager of the rejection.
- 99.4 No decision of the Returning Officer to reject a nomination may be appealed to the Electoral Tribunal more than three days, exclusive of Saturday and Sunday, after the close of nominations. To effect an appeal

under this regulation, written notice setting out the decision which is appealed and the grounds of the appeal is to be provided to the Electoral Tribunal Registrar within the time required herein.

99.5 The Returning Officer must not, prior to the close of nominations, make available any information about nominations received. This regulation does not apply to confirmation of the receipt of a nomination to the nominee personally.

99.6 As soon as possible after the close of nominations the Returning Officer shall display on the Union Noticeboard a list of nominations received.

R100 Close of Nominations

100.1 For Annual Elections, nominations must be received by the Returning Officer no later than 1:00pm on the first Friday after the opening of nominations.

100.2 For By-elections, nominations must be received by the Returning Officer by 12:00 noon on the Academic Day which is five days before polling commences for the By-election.

R101 Verification of Signatures and Eligibility to Stand

101.1 The Returning Officer must verify that each person standing as a candidate, or nominating or seconding a person to stand, is eligible to stand or nominate or second a person to stand.

a) for Annual Elections, no later than 5:00pm two Academic Days after the day nominations close

b) for By-elections, no later than 4:00pm one Academic Day after the day nominations close.

R102 Uncontested Positions

102.1 If the number of candidates for any position does not exceed the number to be elected, the Returning Officer must declare those candidates elected as soon as the verification in R101 is complete.

R103 Draw for Ballot Papers

103.1 If the number of candidates for any position exceeds the number to be elected after the verification in R101 is complete, the Returning Officer must after the eligibility of the candidates has been verified determine by lot the order of those candidates on the ballot paper.

103.2 For Multi-Member Offices, an Electoral Group may submit before the close of nominations a list of candidates for that Multi-Member Office who are members of that Electoral Group and the order in which they are to appear on the ballot paper. Upon receipt of a list order, the Returning Officer will draw by lot the name of the Electoral Group rather than the names of those candidates who are members of that Electoral Group.

- 103.3 The draw under R103.1 is to be open to any student who wishes to observe it.
- 103.4 This regulation applies to Electronic Voting Ballots, unless the Electronic Voting system allows for some form of randomisation of ballots or candidate rotation so that each voter is presented with a different order of candidates. If this is the case, the randomisation of ballots must be authorised by a two-thirds majority of Union Council, and upon the recommendation of the Returning Officer.
- a) If the randomisation of ballots or candidate rotation does not allow keeping the order of Multi-Member Offices where Electoral Groups may submit a list of candidates in order, then this regulation shall still apply and randomisation of ballots or candidate rotation shall not be used.

R104 List of Candidates

- 104.1 For Annual Elections, the Returning Officer must, by 5:00pm five days, exclusive of Saturday and Sunday, after the day nominations close, place on the Union Noticeboard a list of candidates in the order they will appear on the Ballot Paper. If a current appeal before the Electoral Tribunal prevents compliance with this regulation, the Returning Officer must post the list of candidates at the earliest reasonable opportunity.
- 104.2 For By-elections, the Returning Officer must, by 5:00pm one day after the day nominations close, place on the Union Noticeboard a list of candidates in the order they will appear on the ballot paper.

R105 Withdrawal of Nomination

- 105.1 A candidate may only withdraw their nomination before the close of nominations or by a mutual agreement with the Returning Officer after the close of nominations.
- 105.2 Any candidate who nominates for more than one Elected Officer position (including a shared nomination) must withdraw all but one nomination to conform with the provisions of C29.
- 105.3 Withdrawals must be in the form of Schedule Seven and:
- a) contain the full name of the candidate wishing to withdraw; and
- b) contain the student number of the candidate wishing to withdraw; and
- c) state the position the candidate wishes to withdraw from; and
- d) clearly state that the named candidate wishes to withdraw; and
- e) be signed by the candidate wishing to withdraw.
- 105.4 The withdrawal takes effect upon its receipt by the Returning Officer or the date the Returning Officer agrees to the withdrawal, whichever is the later.

R106 Electoral Groups

- 106.1 Candidates may only form an Electoral Group for Annual Elections in accordance with R106.
- 106.2 An Electoral Group for positions to be elected at the Annual Elections may be registered by submitting a nomination in the form of Schedule Eight. The nomination must:
- a) state the name of the Electoral Group;

- b) be personally signed by the candidates; and
- c) contain the name and student numbers of:
 - i. 7 candidates in the Annual Elections, exclusive of any candidates for the positions of Councillor or Union Newspaper Editor (Semper Floreat), including at least two candidates for the positions of Turbot Street Officer, Medical Students Officer, Ipswich Campus Officer and Gatton Campus Officer, and including at least two candidates for the positions of Environment Officer, International Students Officer, Goorie Berrimpa Officer and Colleges Officer; and/or
 - ii. 6 candidates for the position of Councillor in the Annual Elections, including at least one candidate from each of at least four faculties; and/or
 - iii. 5 candidates for the position of Union Newspaper Editor (Semper Floreat) in the Annual Elections.

106.3 Candidates cannot register the name of an Electoral Group already registered at that Election, or an Electoral Group protected per R106.6-R106.7

106.4

- a) If the election is conducted with paper ballots, then for an Electoral Group to appear on the Schedule Nineteen ballot paper as defined in R117.2, the Electoral Group must comply with R106.2(c)(i).
- b) If the election is conducted with electronic voting, for an Electoral Group to appear on electronic voting ballot as defined in R123B.3, the Electoral Group must comply with R106.2(c)(i).

106.5

- a) If the election is conducted with paper ballots, then for an Electoral Group to appear on the Schedule Twenty-Two ballot paper for a faculty as defined in R117.3, the Electoral Group must comply with R106.2(c)(ii) and have at least one candidate in the Electoral Group from that faculty. If the Electoral Group does not comply with R106.2(c)(ii) but has at least one candidate in the faculty, then the candidates in that Electoral Group shall appear on the electronic voting ballot as independents.
- b) If the election is conducted with electronic voting, then for an Electoral Group to appear on the electronic voting ballot for a faculty as defined in R123B.5, the Electoral Group must comply with R106.2(c)(ii) and have at least one candidate in the Electoral Group from that faculty. If the Electoral Group does not comply with R106.2(c)(ii) but has at least one candidate in the faculty, then the candidates in that Electoral Group shall appear on the electronic voting ballot as independents.

106.6

- a) If the election is conducted with paper ballots, then for an Electoral Group to appear on the Schedule Twenty-Three ballot paper as defined in R117.4, the Electoral Group must comply with R106.2(c)(iii). If the Electoral Group does not comply with R106.2(c)(iii) but has at least one candidate for Union Newspaper Editor (Semper Floreat), then the candidate(s) shall appear on the ballot paper as a grouping of independents.
- b) If the election is conducted with electronic voting, then for an Electoral Group to appear on the electronic voting ballot as defined in R123B.6, the Electoral Group must comply with R106.2(c)(iii). If the Electoral Group does not comply with R106.2(c)(iii) but has at least one candidate for Union Newspaper Editor (Semper Floreat), then the candidate(s) shall appear on the electronic voting ballot as a grouping of independents.

- 106.7 Candidates cannot register the name of an Electoral Group that is protected by the lodgement of a Schedule Eighteen, other than in accordance with the conditions set out in that Schedule Eighteen.
- 106.8 For the purposes of R106.7, the application of R106.16(d-f) shall extend to any Electoral Group protected by the lodgement of a Schedule Eighteen, such that any competing claim against the name of a protected Electoral Group shall be required to comply with the conditions set out in the applicable Schedule Eighteen.
- 106.9 An Electoral Group may nominate to protect their Electoral Group name by submitting a Schedule Eighteen with their Electoral Group nomination, or at any time up to the opening of nominations at the next "Election Period".
- 106.10 Upon the lodgement of a completed Schedule Eighteen, the use of the Electoral Group name will be governed by the conditions set out within that Electoral Group's completed Schedule Eighteen and will become binding upon that name for a period of ten years, unless otherwise stated within the completed Schedule Eighteen.
- 106.11 In the case where a completed Schedule Eighteen is silent on altering the terms governing the use of an Electoral Group name, the conditions set down in the original Schedule Eighteen registering the name must be adhered to.
- 106.12 Schedule Eighteen is intended to be a self-governing document regarding the use of Electoral Group names and must be read in conjunction with these regulations.
- 106.13 The Tribunal Registrar will be responsible for the creation and maintenance of a register of Electoral Group names and the conditions surrounding their use. This register shall be used by the Returning Officer to ensure compliance.
- 106.14 The name of an Electoral Group must be no longer than five words, including any acronym.
- 106.15 The name of an Electoral Group must not include any words that are or are a part of:
- a) a registered trademark of the university;
 - b) the names of businesses at the university;
 - c) the names of any University College; or
 - d) the names of the University's faculties or schools.
- 106.16 The name of an Electoral Group must not:
- a) be one that a reasonable person would think that the Electoral Group can or cannot provide a good or service, or a thing by which a person may obtain a good or service, free of charge or at a significant discount;
 - b) include the name, or an abbreviation, variation or derivative of the name, of another Electoral Group;
 - c) include a word that so nearly resembles the name, or an abbreviation, variation or derivative of the name, of another Electoral Group, that it is likely to be confused with or mistaken for that name;
 - d) be one that a reasonable person would think suggests that a connection or relationship exists between the Electoral Group and another Electoral Group, or between the Electoral Group and any of the items referred to in R106.15 or R119; or

e) include the word “independent” or “voucher”.

106.17 A complete list of all candidates who are members of an Electoral Group and the position for which they are standing must be submitted to the Returning Officer by the close of nominations in hard copy and electronic copy form. Failure to do both methods will not invalidate the electoral group.

106.18 The Returning Officer must not, prior to the close of nominations, make available any information about Electoral Group registrations received for that Annual Election. This Regulation does not apply to confirmation of receipt of a registration to the Campaign Manager of the Electoral Group, or advising the Campaign Manager that the proposed name of their Electoral Group has already been registered for the election or a previous election in accordance with R106.10.

a) If the name has been previously registered within the Election Period, then the Returning Officer must advise the candidate or campaign manager that the name cannot be used.

106.19 As soon as possible after the close of nominations, the Returning Officer must display on the Union Noticeboard a list of Electoral Group registrations received.

R107 Campaign Managers

107.1 Candidates who register an Electoral Group must nominate the name, mailing address, email address and all contact details of a student to be the Campaign Manager for the Electoral Group.

107.2 The Returning Officer may contact the Campaign Manager before contacting other candidates in the Electoral Group on matters regarding the Electoral Group.

107.3 Nothing in R107 shall abrogate any responsibilities of the Returning Officer to contact candidates directly.

R108 Policy Statements

108.1 Candidates may submit a policy statement and a photograph of themselves for each position for which they have nominated. All policy statements must bear the name of the candidate and the position for which they are a candidate.

108.2 Two or more candidates who nominate to share an Elected Officer position may only submit one policy statement for that position.

108.3 Policy statements for each Elected Officer position may not exceed 1000 words.

108.4 Policy statements for positions other than Elected Officer positions may not exceed 300 words.

108.5 Unless waived or modified by the Returning Officer where special circumstances exist, policy statements must be submitted to the Returning Officer electronically:

a) by email; or

b) on a USB drive.

- 108.6 Policy statements must be received by 3:00pm on the Monday after close of nominations.
- 108.7 For the Annual Elections a booklet containing candidate policy statements and photos must be produced for distribution no later than five Academic Days before polling begins.
- 108.8 The Returning Officer must ensure that copies of the booklet are available at each polling location and on the Union's website.
- 108.9 The booklet must contain the statement: "The information contained in this publication has been supplied by the individual contributors and the publishers have no knowledge of the correctness or otherwise of the content of the material and will not accept responsibility for any inaccuracies in such material".
- 108.10 Policy Statements will not appear on electronic voting ballots or ballot papers, unless determined by a two-thirds majority of Union Council, and upon the recommendation of the Returning Officer.
- a) If so determined, the policy statements should be activated as a drop-down box or hover box.

R109 Publicity

- 109.1 R109 applies to all publicity intended to or calculated to or likely to affect the result of an Election (excluding the booklet containing candidate policy statements).
- 109.2 The following publicity is prohibited:
- a) leaflets or posters reproduced on paper larger than A1 size (594mm x 841mm);
 - b) leaflets or posters reproduced on gloss paper;
 - c) leaflets or posters or clothing items reproduced in more than one ink dye or other print method;
 - d) the distribution of leaflets, posters or badges in libraries and in lecture theatres or tutorial rooms or the like; unless they are taken by a student directly from the campaigner;
 - e) leaflets or posters affixed to any surface other than general noticeboards, bollards or a surface which is approved by the Returning Officer.
 - f) more than two A1 posters or the equivalent promoting a single Electoral Group on one bollard or noticeboard;
 - g) multiple sheets of paper used to form an overall poster;
 - h) chalking;
 - i) stickers, balloons, and skywriting;
 - j) advertisements in newspapers, on radio and on television;
 - k) the use of performers who are not students;
 - l) any banner hung in a position not approved by the Returning Officer or any banner larger than 5m x 3m;
 - m) publicity which a reasonable person would consider to be sexist, racist, homophobic or in any other way discriminatory or unlawful; and
 - n) publicity which does not comply with R110.
 - o) intentionally making any statement which is materially false in relation to any candidate, the UQ Union, the UQ Union Staff or the Election.
 - p) a person shall not, in relation to an Election, print, publish or distribute, or cause, permit or authorise to be printed, published or distributed, any matter or thing containing a statement:
 - i) that is untrue; or

- ii) that is, or is likely to be, misleading or deceptive; and
- iii) it shall be a defence to an allegation of breach of this subsection if the person proves that they did not know and could not reasonably be expected to have known that the matter or thing contained a statement of the kind referred to in subparagraphs (i) and (ii) above.

109.3 Students who are campaigning in an election on campus must wear a lanyard or similar with their student ID card displayed.

109.4 Students may not distribute or display non-electronic materials relating to the election prior to 8:30am on any day during the Election Period, or after 8:00pm on any day during the Election Period.

- a) This regulation does not include shirts. Students may wear shirts or distribute shirts to other campaigners on their ticket at any time.

R110 Authorisation and Approval of Publicity

110.1 All leaflets, posters, banners and web sites intended to or calculated to or likely to affect the result of an Election must be authorised by a student.

110.2 The student's full name must appear legibly in print on the leaflet, poster, banner or website prior to approval by the Returning Officer or printing.

110.3 The student must advise the Returning Officer of a current contact phone number or address.

110.4 A copy of every leaflet and poster and a drawing or design of every banner or clothing item must be given to the Returning Officer before it is distributed or displayed. The Returning Officer must note the time and date of receipt of each leaflet or poster drawing or design.

110.5 Leaflets, posters or banners or clothing items may not be distributed until the Returning Officer has provided written approval.

110.6 Social media accounts or pages, such as Twitter accounts, Instagram accounts, Facebook pages and the like, must have the name, profile picture and cover photo of the account or page approved by the Returning Officer prior to publication. The other electronic materials of these pages or accounts do not require approval.

110.7 The Returning Officer may require that the social media account or page take electronic material down if the Returning Officer deems that it breaks the electoral regulations, other than just not being authorised.

R111 Revoking Approval of Publicity

111.1 The Returning Officer's approval of publicity under R110 may only be revoked in accordance with R111.

111.2 The student seeking the revocation must lodge an appeal against the Returning Officer's decision to grant approval with the Returning Officer. The Returning Officer must note the date and time the appeal was lodged.

- 111.3 The appeal must be in the form of Schedule Nine. The appeal form must detail the substance of the appeal.
- 111.4 On receiving the appeal, the Returning Officer must request a meeting between the student making the appeal and either:
- a) the Campaign Manager for the Electoral Group distributing the material or the Campaign Manager's nominee; or
 - b) if the material was not distributed by an Electoral Group, the student who authorised the material.
- 111.5 This meeting must occur as soon as reasonably possible after the receipt of the appeal, but not at any time at which polls are open. The time of meeting must be agreed by all three parties.
- 111.6 Should the student appealing the approval fail to attend the meeting at the agreed time, the appeal will lapse.
- 111.7 Should the student described in R111.4 (a) or (b) fail to attend the meeting at the agreed time, the appeal may be dealt with in their absence.
- 111.8 For the sake of clarity, should both parties fail to appear, the appeal will lapse.
- 111.9 The meeting will aim to mediate the dispute.
- 111.10 Where the dispute can be successfully mediated, the following must occur:
- a) the Returning Officer must note the date and time that agreement was reached;
 - b) the Returning Officer must write a statement that outlines the agreement. This statement must reduce the agreement to writing and give a copy to the student who made the appeal and the student described in R111.4 (a) or (b); and
 - c) where necessary, any material must be withdrawn from the Elections at the end of the day. At the start of the next day, the Returning Officer must ensure that the material was withdrawn.
- 111.11 If mediation fails to resolve the dispute, the Returning Officer may affirm or withdraw approval of the publicity. If the Returning Officer affirms its approval and the student appealing the original approval so requests, then the Returning Officer must forward the appeal to the Tribunal Registrar so that it can be considered in accordance with R136.

R112 Illegal, Discriminatory, Defamatory and Vilifying Publicity or Conduct

- 112.1 The Union does not indemnify any person for defaming another person during an Election campaign.
- 112.2 The Returning Officer, including at the direction of the Electoral Tribunal may refer any instance of campaigning, conduct or general publicity (whether authorised or not) which may be considered to be illegal, legally discriminatory, legally defamatory or legally vilifying in terms of racism, sexism or homophobia to the relevant University or government authority.

R113 Postal Votes

- 113.1 Any student may apply for a postal vote for the Annual Elections or By-elections.
- 113.2 Every student is eligible to vote by the postal vote method.
- 113.3 Applications must be in the form of Schedule Ten.
- 113.4 Application forms may be obtained from Administration Services and other locations as determined by the Returning Officer from the opening of nominations.
- 113.5 For the Annual Elections applications must be received by the Returning Officer no later than five Academic Days before the commencement of polling.
- 113.6 For By-elections, applications must be received by the Returning Officer no later than 12:00pm on the day nominations close for the By-election.
- 113.7 The Returning Officer must verify that each person who has applied is eligible to vote.
- 113.8 The Returning Officer must by the close of post two Academic Days before polling commences send to each student who has applied and is eligible:
- a) instructions on the procedure for postal voting;
 - b) ballot papers;
 - c) a plain envelope large enough to contain all ballot papers;
 - d) an envelope large enough to contain the envelope referred to in (c), with postage prepaid;
 - e) for each student who so requests on their application form, a copy of the booklet containing candidates' policy statements and photographs; and
 - f) a declaration in the form of Schedule Eleven.
- 113.9 The name of each student who has been sent a postal vote must be marked "Postal Voter" on every voters' roll.
- 113.10 Postal votes must be received at the address designated by the Returning Officer before the close of polling.
- 113.11 The Returning Officer must compare the signature on the postal vote application form with the signature on the declaration to verify that the person who has voted is the student who made the application. If the signatures do not correspond the vote is invalid and shall not be counted.

R114 Dates of Polling

- 114.1 Polling for the Annual Elections must be held during the second week after the mid-semester break of Semester Two, as prescribed by the University's Academic Calendar.
- 114.2 Polling for the Annual Elections must be held over five consecutive Academic Days, commencing on a Monday.

114.3 Polling for By-elections must be held over three consecutive Academic Days.

114.4 The Union Secretary is responsible for fixing the polling dates in accordance with the Regulations.

R115 Polling Places

115.1 For Annual Elections there must be polling booths open at the following places and times:

- a) in the Holt Room, and/or Heath Room, and/or Innes Room from 9:30am to 4:30pm on each day of polling, and until 7:00pm on one day of polling;
- b) in the Physiology Refectory, from 11:00am to 4:00pm on each day of polling;
- c) at the Ipswich Campus, from 11:00am to 4:00pm on one day of polling;
- d) at the primary non-St Lucia campus for Medical students, from 10:00am to 4:00pm on two days of polling;
- e) at the Gatton Campus, from 10:00am to 4:15pm on two days of polling, and from 4:45pm until 8:00pm in or nearby the main dining hall on two days of polling;
- f) at the Pharmacy Australia Centre of Excellence, from 10:00am to 4:00pm on one day of polling; and
- g) at other places and times as determined by a simple majority of Union Council, upon the recommendation of the Returning Officer.

115.2 For By-elections there must be polling booths open at the following places and times:

- a) in the Holt Room, and/or Heath Room, and/or Innes Room from 9:30am to 4:30pm on each day of polling, and until 7:00pm on one day of polling;
- b) in the Physiology Refectory, from 11:00am to 4:00pm on each day of polling;
- c) at the Ipswich Campus, from 11:00am to 4:00pm on one day of polling;
- d) at the primary non-St Lucia campus for Medical students, from 10:00am to 4:00pm on two days of polling;
- e) at the Gatton Campus, from 10:00am to 4:15pm on two days of polling, and from 4:45pm until 8:00pm in or nearby the main dining hall on two days of polling;
- f) at the Pharmacy Australia Centre of Excellence, from 10:00am to 4:00pm on one day of polling; and
- g) at other places and times as determined by a simple majority of Union Council, upon the recommendation of the Returning Officer.

R116 Voting

116.1 Eligibility to vote shall be determined:

- a) for Annual Elections, as at 9:00am on the Academic Day immediately following the close of nominations.
- b) for By-elections, as at 5:00pm seven Academic Days before polling opens.

116.2 A student may only vote once in each Election. Any additional votes of a student who votes or attempts to vote more than once are invalid and shall not be counted.

116.3 The Returning Officer may use any appropriate means to ensure R116.2 is complied with.

R117 Form of Ballot Papers

- 117.1 This regulation applies for all Elections to be conducted by paper ballot, and for any postal ballots, and for any part of an Election being conducted by Electronic Voting for polling places where Electronic Voting is not being utilised. Disregard this Regulation, except for postal votes and for polling places where Electronic Voting is not being utilised, if the Election is to be conducted by Electronic Voting, in accordance with R117A.
- 117.2 The Executive ballot paper must:
- a) Take the form of Schedule Nineteen and must be printed on paper size A3 (297mm x 420mm) unless there are five or more electoral groups, or five or more candidates for a position on the ballot paper in that election in which case it must be produced on paper size A2 (420mm x 594mm). The Returning Officer shall not alter the text, formatting or any other aspect of the Schedule Nineteen ballot paper, with the following exceptions:
 - i. entering the electoral year; and
 - ii. entering electoral group names and candidate's names where indicated on the Schedule Nineteen ballot paper; and
 - iii. changing the page from portrait to landscape if Schedule Nineteen must be printed on A3; and
 - iv. changing the width spacing of the table to allow for all groups and candidates to have equal spacing between them.
 - b) Notwithstanding R117.1(a), the Returning Officer shall place all Electoral Groups on one single ballot paper, in the form of Schedule Nineteen and depending on the number of Electoral Groups at that election, must ensure that all columns are of equidistant width, height and spacing. The text within the columns must be of consistent size, font and spacing.
- 117.3 The Council ballot paper must:
- a) Take the form of Schedule Twenty-Two and must be printed on paper size A4 (210mm x 297mm) unless there are 30 or more candidates in that election in which case it must be produced on paper size A3 (297mm x 420mm). The Returning Officer shall not alter the text, formatting or any other aspect of the Schedule Twenty-Two ballot paper, with the following exceptions:
 - i. entering the electoral year; and
 - ii. entering electoral group names and candidate's names where indicated on the Schedule Twenty-Two ballot paper; and
 - iii. entering the faculty name and the number of councillors to be elected.
 - b) Notwithstanding R117.3(a), the Returning Officer shall place all Candidates on one single ballot paper, in the form of Schedule Twenty-Two and depending on the number of Candidates at that election, must ensure that all columns are of equidistant width, height and spacing. The text within the columns must be of consistent size, font and spacing.
- 117.4 The Union Newspaper Editor (Semper Floreat) ballot paper must:
- a) Take the form of Schedule Twenty-Three and must be printed on paper size A4 (210mm x 297mm). The Returning Officer shall not alter the text, formatting or any other aspect of the Schedule Twenty-Three ballot paper, with the following exceptions:
 - i. entering the electoral year; and

- ii. entering electoral group names and candidate's names where indicated on the Schedule Twenty-Three ballot paper.

117.5 All voters shall receive:

- a) an Executive ballot paper in the form of Schedule Nineteen; and
- b) Council ballot paper(s) in the form of Schedule Twenty-Two for the faculty/faculties they are enrolled in; and
- c) Union Newspaper Editor (Semper Floreat) ballot paper(s) in the form of Schedule Twenty-Three; and
- d) any other ballot papers for other positions being elected not covered by Schedule Nineteen or Schedule Twenty-Two or Schedule Twenty-Three.

117.6 All ballot papers must:

- a) be in a form and accompanied by documents the Returning Officer decides are necessary to ensure that votes cast are cast by only those entitled to vote and the ballot remains secret.
- b) The Returning Officer shall prepare instructions on how to formally complete the ballot paper in the following languages: Modern Standard Arabic, Bengali, Chinese (simplified characters), Chinese (Traditional), Korean, Farsi, Hindi, Thai, Vietnamese, Japanese, French, German, Italian, Spanish, Portuguese, Malay and any language the Returning Officer sees fit. The poll clerks shall make copies of these instructions available to all international students.

117.7 A ballot paper may contain on it the ballot paper for more than one position, so long as it clearly distinguishes between the different positions.

117.8 Ballot papers must be consecutively numbered.

117A Electronic Voting

117A.1 This regulation applies for all Elections to be conducted by Electronic Voting.

117A.2 Any Election to be conducted by Electronic Voting must be held in accordance with R117A.

117A.3 Electronic polling devices must be approved by the Returning Officer, and be physically located in a designated polling place, and polling devices must not be taken out of the polling places.

117A.4 The Returning Officer must be satisfied that it is not possible for a student to vote with electronic devices which have not been approved by the Returning Officer (e.g. a student's iPad, Android phone, laptop or similar); and if the Returning Officer is not satisfied then the ballot must be conducted by paper ballot.

117A.5 The Returning Officer must be satisfied that voting is secure and that ballots are secret. This provision does not prevent a list of votes cast being made available, as long as such a list does not reveal by whom any vote was cast.

117A.6 The Electronic polling device must allow for students to vote using optional-preferential voting or optional-preferential-proportional representation voting as appropriate.

- 117A.7 The Electronic polling devices must not allow for any person to view any ballots or any results of ballots prior to the scrutiny of ballots.
- 117A.8 Voters at polling places conducting a paper ballot as determined by R117A.11 must have their votes conducted in a similar manner to a postal vote, with the voter receiving the items referred to in R113.8(b-d), exclusive of postage requirements, so that students cannot vote in both the Electronic Voting ballot and the paper ballot.
- 117A.9 Voters who apply for postal votes under R113 shall receive paper ballots as per R117.
- 117A.10 In this Regulation, polling place refers to a polling place in R115.
- 117A.11 The Returning Officer may determine that some polling places are unsuitable for Electronic Voting due to lack of facilities at the polling place, or lack of IT devices for Electronic Polling, and conduct part of the election as a paper ballot per R117.
- 117A.12 The Returning Officer shall be the only person who administers the Electronic Voting system login details, and may create accounts in the system for polling clerks and Assistant Returning Officers for those people to perform their duties.

R118 Attendance

- 118.1 Each voter must
- a) produce their student card; and
 - b) sign the voters' roll against their name, if a voters' roll is used in the election.
- 118.2 A student who is unable to produce their student card may not vote unless the Returning Officer is satisfied of their identity.
- 118.3 At polling places where the election is being conducted by paper ballot, the poll clerk must:
- a) verify that the voter is the student whose card it is by checking the signature and the photograph
 - b) initial each ballot paper for the Officers the student is entitled to vote for; then
 - c) issue the ballot papers.
- 118.4 At polling places where the election is being conducted by Electronic Voting, the poll clerk must:
- a) verify that the voter is the student whose card it is by checking the photograph
 - b) unlock the student's vote using the Electronic Voting system and allow access to all ballots with positions the student is entitled to vote for; then
 - c) allow the student to vote on the Electronic Voting system.

R119 Voter Participation in Annual Elections

- 119.1 All students who are issued a ballot paper or have their vote unlocked in an Electronic Voting ballot at the Annual Elections will receive a voucher redeemable at any Union operated outlet.

- 119.2 The value of the voucher will be set at \$5.00, unless determined otherwise by a two-thirds majority of Union Council.
- 119.3 The voucher may be used to purchase any item for sale at a Union operated outlet up to the value determined in R119.2 – excluding alcohol and tobacco products. If the total value of the items is less than the value of the voucher, the student is not entitled to receive change in the form of cash.
- 119.4 The voucher is not redeemable for cash.

R120 Students not on Roll and Provisional Voting

- 120.1 A student whose name does not appear on the voters' roll may vote subject to the confirmation of their eligibility to vote.
- 120.2 The student must:
- a) produce their student card;
 - b) sign the provisional vote envelope declaration in the form of Schedule Twelve; and
 - c) return the ballot papers in the envelopes provided.
- 120.3 The poll clerk must:
- a) verify that the voter is the student whose card it is by checking the signature and the photograph;
 - b) record the voter's name and student number;
 - c) ensure that the voter's name and student number are legibly recorded on the provisional vote envelope declaration;
 - d) initial the ballot papers for the Officers the student is entitled to vote for; then,
 - e) issue the ballot papers together with:
 - i) a plain envelope large enough to contain the ballot papers; and
 - ii) an envelope (large enough to contain the envelope referred to in R119.3(e)(i)) marked "Provisional Vote Envelope" with the provisional vote envelope declaration attached which the voter has signed.
- 120.4 Ballot papers issued in accordance with R120, but which are not returned in the marked envelope provided or returned with the name or student number illegible are invalid and shall not be counted.
- 120.5 The Returning Officer must, before declaring the Election and prior to opening the marked envelopes, determine the eligibility of voters who have voted in accordance with R120. Ballots of ineligible voters are invalid and shall not be counted.

R121 Spoilt Ballot Papers

- 121.1 A voter who spoils a ballot paper may request a fresh ballot paper from the poll clerk.
- 121.2 The voter must return the spoilt ballot paper to the poll clerk.
- 121.3 The poll clerk must:
- a) seal the spoilt ballot paper in an envelope marked "Spoilt Ballot Paper" and place it in the ballot box; and then,

b) issue the voter with a fresh ballot paper in accordance with R118.

121.4 Where a voter requests a below the line ballot paper, subsequent to receiving an above the line ballot paper in the form of Schedule Nineteen, the above the line ballot paper, which was provided to them is deemed to be invalid and shall be disregarded and marked by an official by the Returning Officer in accordance with R121.3.

R122 Method of Voting

122.1 Voters must indicate their order of preference for candidates, or electoral groups as applicable, by placing the number 1 against the name of the candidate, or electoral group as applicable, of their first preference and consecutive higher numbers against the names of as many other candidates, or electoral groups as applicable, of lower preference in order as they wish.

122.2 For the purposes of R122.4:

- a) a number against the name of a candidate, or electoral group as applicable, indicates a preference for that candidate, or electoral group as applicable, ahead of all candidates, or electoral groups as applicable, with higher numbers or no number against their name;
- b) a vote is formal even if:
 - i) the lowest number is not 1,
 - ii) the numbers are not consecutive,
 - iii) numbers are repeated;
- c) a tick against the name of a candidate, or electoral group as applicable, where there is no number 1 against the name of another candidate, or electoral group as applicable, is deemed to be the number 1; and
- d) a cross against the name of a candidate, or electoral group as applicable, where there is no number 1 or tick against the name of another candidate, or electoral group as applicable, is deemed to be the number 1.

R123 Above the line voting- Schedule Nineteen

123.1 R123 applies to Schedule Nineteen paper ballots only.

123.2 For the purposes of all ballots other than ballots for councillors, above the line voting allows for a student to vote for all of the candidates in an electoral group for union positions other than Councillors and Union Newspaper Editors, in the order specified by that electoral group.

123.3 Where a student votes above the line by way of Schedule Nineteen, the poll clerk will mark upon the voting entitlement grid, with an authorised Returning Officer stamp, any additional voting entitlements (positions listed in C28.5-C28.13 inclusive) that the voter may carry, as specified by the voter's enrolment records. The preference that the voter indicates below an electoral group's name will carry through to the applicable positions in order of the preference specified by the electoral group, and then to the preferences specified by the voter's second electoral group (if applicable), and so on.

123.4

- a) The order of candidates specified by the electoral group to apply to above the line votes for that electoral group shall be submitted to the Returning Officer as per R103.2.
- b) Copies of the order of candidates specified by each electoral group to apply to above the line voting shall be made available to students by poll clerks. The order in which candidates appear upon the Schedule Nineteen ballot paper shall be indicative of the order of candidates specified by that electoral group, in accordance with R123.4(a).”

123.5 If a voter places markings in boxes above the line and below the line, then their below the line shall take precedence.

- a) If the below the line vote is informal and the above the line vote is formal, the vote shall be considered formal and the above the line vote shall be recorded.

R123A Above the line voting – Schedule Twenty-Two

123A.1 R123A applies to Schedule Twenty-Two paper ballots only.

123A.2 For the purposes of Council ballots, above the line voting allows for a student to vote for all of the candidates in an electoral group for councillors in the order specified by that electoral group.

123A.3 For the purposes of Council ballots, below the line voting allows for a student to vote for candidates in any order they wish, regardless of an electoral group’s preference order.

123A.4 If a voter places markings in boxes above the line and below the line, then their below the line shall take precedence.

- a) If the below the line vote is informal and the above the line vote is formal, the vote shall be considered formal and the above the line vote shall be recorded.

123A.5 Where a student votes above the line on Schedule Twenty-Two, the preference that the voter indicates to the left of electoral group’s name will carry through to the applicable positions in order of the preference specified by the electoral group, and then to the preferences specified by the voter’s second electoral group (if applicable), and so on.

123A.6

- a) The order of candidates specified by the electoral group to apply to above the line votes for that electoral group shall be submitted to the Returning Officer as per R103.2.
- b) Copies of the order of candidates specified by each electoral group to apply to above the line voting shall be made available to students by poll clerks. The order in which candidates appear below the line upon the Schedule Twenty-Two ballot paper shall be indicative of the order of candidates specified by that electoral group, in accordance with R123A.6(a).

R123B Form of Electronic Voting Ballot

123B.1 R123B applies only to Electronic Voting ballots.

- 123B.2 The Returning Officer has discretion to the layout of the ballot generally, subject to clauses in this regulation.
- 123B.3 The following positions shall have their ballot on the first page or first section of the ballot system, in the following order:
- a) President
 - b) Union Secretary
 - c) Treasurer
 - d) Vice-President (Student Rights)
 - e) Vice-President (Campus Culture)
 - f) Vice-President (Gender and Sexuality)
 - g) Environment Officer
 - h) Administrative Committee
- 123B.4 The following positions shall each have their own individual ballots on their own page or section of the ballot system, and only appear for those students eligible to vote for the position:
- a) Postgraduate Officer
 - b) Turbot Street Officer
 - c) Medical Students Officer
 - d) Ipswich Campus Officer
 - e) Gatton Campus Officer
 - f) International Students Officer
 - g) Goorie Berrimpa Officer
 - h) Colleges Officer
 - i) Abilities Officer
 - j) Gatton Board Member
- 123B.5 The election for Councillor shall have its own pages or sections of the ballot system, with each faculty having its own page or section, and each faculty only appearing for students in that faculty.
- 123B.6 The election for Union Newspaper Editor (Semper Floreat) shall have its own page or section of the ballot system.
- 123B.7 Any other position(s) not covered above shall have its own page or section of the ballot system, and only appear for those students eligible to vote for those position(s).
- 123B.8 For pages or sections of the ballot system, where more than one position is being elected, or the position being elected is a Multi-Member Office, then an above-the-line voting option should be available to allow voters to vote for all positions the same way or to vote for a ticket for Multi-Member Offices.
- a) This above-the-line voting option shall function like a Schedule Nineteen ballot paper pursuant to R123.4 in the event of multiple positions being elected at once; and
 - b) This above-the-line voting option shall function like a Schedule Twenty-Two ballot paper pursuant to R123A.5-R123A.6 in the event of a Multi-Member Office.
- 123B.9 The candidate shall have the Electoral Group name next to their name, where the candidate appears on an electronic ballot of:

- a) Positions in R123B.3 or R123B.4, if the candidate is part of an electoral group complying with R106.2(c)(i);
- b) Positions in R123B.5, if the candidate is part of an electoral group complying with R106.2(c)(ii);
- c) Positions in R123B.6, if the candidate is part of an electoral group complying with R106.2(c)(iii);
- d) Positions in R123B.7, if the candidate is part of an electoral group which complies with either R106.2(c)(i) or R106.2(c)(iii).

123B.10 The ballot system will allow the voter to abstain from any ballot, although a warning message may be displayed prior to confirmation, to alert the voter.

R124 Casting of Votes

124.1 Votes (other than postal votes and electronic votes in accordance with R117A) must be cast by placing the ballot papers in a sealed ballot box provided for that purpose at each polling place.

R125 Security of Ballot Papers and Voters' Rolls

125.1 Ballot boxes may only be unsealed by the Returning Officer.

125.2 Whenever a sealed ballot box becomes full the Returning Officer must lock it in a secure place.

125.3 At the close of polling each day, the Returning Officer must lock all ballot boxes, unissued ballot papers and voters' rolls in a secure place.

125.4 Immediately after the end of all polling for an Election, the Returning Officer shall lock and seal all unissued ballot papers and voters' rolls in a secure place other than the designated scrutiny room.

125.5 Before commencement of the scrutiny, the Returning Officer must nominate a secure place which shall be used as the designated room for the duration of the scrutiny. This room is to be kept secure when counting is not taking place. The Returning Officer shall not allow ballot papers to be removed from the designated scrutiny room.

125.6 Upon the conclusion of the scrutiny, and the checking of the voters' rolls, the Returning Officer must lock all issued and unissued ballot papers and voters' rolls in a secure place to be stored as such under the direction of the Electoral Tribunal.

125.7 Issued ballot papers or electronic voting data must be kept for twelve months after the declaration of the Election.

125.8 In R125, "secure place" means a place or places determined by the Returning Officer.

R126 Counting of Votes

126.1 The only persons who may be present during the scrutiny are:

- a) the Returning Officer, any Assistant Returning Officers and poll clerks, and members of the Electoral Tribunal;
- b) scrutineers for the position being counted; and
- c) others specially authorised by and under the supervision of the Returning Officer.

126.2 The Returning Officer may exclude from the place of the scrutiny any person disrupting the scrutiny.

126.3 If the scrutiny of any ballot is adjourned, the Returning Officer must place a notice on the Union Noticeboard stating when and where the scrutiny of that ballot will resume.

R127 Scrutineers

127.1 At any time following the close of nominations, each candidate and each Campaign Manager may appoint students to be scrutineers by providing a notice to the Returning Officer in the form of Schedule Thirteen. Scrutineers so appointed may observe and scrutinize any part of the Election process, provided that at no time shall the number of scrutineers appointed by any candidate or Campaign Manager exceed the number of staff engaged in any Election process.

127.2 Candidates are not eligible to be scrutineers at any scrutiny for a position in which they are a candidate.

127.3 Scrutineers must not take part in a scrutiny except as observers.

127.4 The Returning Officer shall exclude from any polling place, place of scrutiny or Election process any scrutineer who handles any ballot paper, ballot box, ballot envelope or voters' roll.

127.5 Scrutineers are subject to the direction of the Returning Officer.

R128 Informal Votes

128.1 Only the Returning Officer may rule a vote to be informal.

128.2 The Returning Officer shall not rule a vote informal if it does not comply with R122 if the voter's intention is otherwise clear.

128.3 A ballot paper will be informal if it discloses the identity of the voter.

R129 Method of Counting – Optional Preferential Proportional Representation For Multi-Member Offices

129.1 For the purpose of R129 the following words will have the meaning ascribed:

- a) "Useable Ballots" shall mean those ballots still disclosing a preference capable of being distributed;
- b) "Formal Ballots" shall mean those ballots which are formal pursuant to R122.
- c) "Progress Total" shall mean the total number of points of a candidate at a given time during the counting of the ballot;
- d) "Quota" shall mean the number of formal ballots multiplied by 1000 and divided by the number of vacancies to be filled plus one and taking this result to the next whole number;

- e) "Surplus", in relation to a particular candidate, shall mean the number of points in excess of Quota received by the particular candidate, and shall be calculated by subtracting the Quota from the number of points received by that particular candidate;
 - f) "Transfer Value" shall mean the value attributable to useable ballots in distributing them according to expressed preferences, and shall be calculated by dividing the surplus of the candidate whose ballots are being distributed by the number of that candidate's useable ballots and taking this result; and
 - g) "Exhausted Ballot", in relation to a particular distribution of ballots according to expressed preferences, shall mean a ballot on which no further consecutive or sequential preference is expressed.
- 129.2 R129 shall apply to the counting of ballots for Multi-Member Offices, except where otherwise provided by the Constitution.
- 129.3 The ballot papers ("ballots") shall be sorted and recorded on a tally sheet according to the first preference shown for each candidate and each ballot shall be given a value of 1000 points.
- 129.4
- a) Quota shall be calculated once the ballots have been distributed according to their first expressed preference and before any ballots are distributed according to their second expressed preference.
 - b) Quota shall not be recalculated during the counting of the ballot.
- 129.5 All candidates whose value of first preference votes equals or exceeds Quota shall be declared elected in order of the number of points obtained commencing with the highest.
- 129.6 If, after a distribution of ballots according to preferences expressed, vacancies remain to be filled, and one or more of the candidates elected has a Surplus, the Surplus of each candidate shall be distributed in accordance with this provision:
- a) The Useable Ballots of the first elected candidate who received a Surplus shall be distributed among the candidates who are not yet elected, according to the preferences expressed on that candidate's ballots, at a Transfer Value calculated in accordance with this provision;
 - b) For the purposes of clause (a) of this provision, any Exhausted Ballots and any remainder from the calculation of the Transfer Value shall be recorded;
 - c) For the purposes of clause (a) of this provision if the Transfer Value is more than 1000, then, notwithstanding anything in this Regulation, the Transfer Value for each of the Useable Ballots shall be 1000 points and the remaining unused total shall be recorded on the count sheet as Exhausted Ballots.
- 129.7 R129.6 shall be applied to each elected candidate successively in order of election until all Surpluses have been distributed.
- 129.8 When a candidate receives a Surplus as a result of a preference distribution, then only the bundle of ballots received in a distribution and which advance the candidate above Quota is to be used in calculating the transfer value of the Useable Ballots to be distributed among the continuing candidates as provided for in R129.6 and the remainder of the ballots shall no longer be used in the election.

- 129.9 The Returning Officer may delay, at the Returning Officer's discretion, the transfer of a Surplus in circumstances where the value of that Surplus together with the value of the Surplus of elected candidates not yet transferred:
- a) Is less than the difference between the Quota and the highest Progress Total of a continuing candidate; and
 - b) Is less than the difference between the Progress Totals of the two lowest continuing candidates, provided that the transfer of Surplus that was delayed must be transferred prior to any subsequent distribution of Surplus being made.
- 129.10 If all Surplus points have been distributed, remaining vacancies shall be filled as follows:
- a) All candidates with no points shall be recorded as eliminated from the count;
 - b) The candidate with the lowest total of points shall be declared eliminated and that candidate's papers shall be distributed according to the preferences expressed, bundle by bundle, in the order in which they were received, and allotted to continuing candidates at the same values at which the papers were received;
 - c) When a candidate receives a Quota by this method, no further papers shall be allotted to that candidate beyond the bundle which gave that candidate a Surplus and the distribution of the eliminated candidate shall be completed before the new Surplus is transferred.
- 129.11
- a) In determining the order of elimination of candidates with equal points the candidate whose Progress Total was lower when they last had unequal totals shall be eliminated first;
 - b) In determining the order of distribution of candidates with equal points, the candidate whose Progress Total was higher when they were last unequal shall be distributed first;
 - c) If in either case the candidates were equal at every Progress Total, the Returning Officer shall decide by lot which candidate is to be eliminated or distributed first.
- 129.12 The procedure of transferring the surplus of successful candidates and of eliminating candidates shall continue until the election is finished. The election is finished when:
- a) The number of candidates required are elected; or
 - b) Only one vacancy remains and two continuing candidates remain, in which case the candidate with the highest progress total shall be recorded as elected; or
 - c) Where the number of continuing candidates is equal to the number of vacancies not yet filled, in which case all such candidates shall be recorded as elected.

R129A

In the case of an electronic vote, the count may be performed by a computer program or software program or similar system so long as the Returning Officer is satisfied that the program or system will provide an accurate count using the counting methods prescribed in C26.2.

R130 Declaration of Election

- 130.1 The Returning Officer must declare the results of an Election as soon as practicable after completing the scrutiny.

130.2 The Returning Officer must place a notice of the declaration of the Election in the form of Schedule Fourteen on the Union Noticeboard immediately after declaring the Election. The declaration must list the elected candidates and include information regarding the process for students who may wish to appeal the results.

R131 Checking of Voters' Rolls

131.1 The Returning Officer shall be required, if possible, to inspect the voters' rolls for breaches of R116 and any other irregularities.

R132 Notification of Result

132.1 The Returning Officer must as soon as practicable after the Election:

- a) publish the results in the Union Newspaper; and
- b) notify all candidates of the results.

R133 Returning Officer's Report

133.1 The Returning Officer must as soon as practicable after the Election submit a report for formal noting by Union Council which includes:

- a) the results of the Election;
- b) the number of ballot papers issued and returned;
- c) a complete breakdown of voting statistics at the various polling locations;
- d) the number of complaints (if any) made to the Returning Officer during the Election;
- e) action taken by the Returning Officer in respect of those complaints;
- f) results of checks of the voters' rolls;
- g) results of checks (if any) of signatures on the envelopes in R120;
- h) any rules governing the Election, which, because of ambiguity or other reason, were difficult to interpret or apply; and
- i) any other information the Returning Officer thinks fit.

R134 Prohibited Conduct

134.1 Any dishonest conduct in an Election is prohibited.

134.2 Without limiting the generality of R134.1, the following are specifically prohibited:

- a) providing false information in or interfering with any form lodged with the Returning Officer;
- b) interfering with the Returning Officer in the performance of their duties;
- c) voting or attempting to vote except in accordance with the Constitution and Regulations;
- d) interfering with ballot papers, ballot boxes or voters' rolls;
- e) violating the secrecy of the ballot at the ballot booths;
- f) campaigning or attempting to influence a voter within the defined area of a polling place;

- g) campaigning unless a student;
- h) paying a person to campaign;
- i) offering free gifts and services, or items and services at less than cost price which, in the opinion of the Returning Officer, can be related in any way to campaigning or an inducement to vote for a particular candidate or Electoral Group;
- j) using for campaign purposes Union or University facilities not generally available to all students;
- k) damaging Union or University property;
- l) conduct of the type described in R112.2, but only where the matter has been considered by a Queensland or Commonwealth court or statutory authority and a person has been found to have acted unlawfully; and
- m) failing to comply with a direction of the Returning Officer or a ruling of the Electoral Tribunal.

134.3 Offering free gifts or services to all students to encourage students generally to participate or vote in the Election shall not be prohibited conduct.

134.4 For the purposes of R134.3 (f) the Returning Officer must wherever practicable mark a line defining the polling place.

134.5 Notwithstanding R134.3 (e), a postal voter may ask another person to assist them with the completion of their ballot.

134.6 The Returning Officer may direct person breaching R134.1 or R134.2 to cease doing so.

R135 Appointment of Electoral Tribunal and Tribunal Registrar

135.1 The members of the Electoral Tribunal are:

- a) a member appointed by and from the Alumni Association;
- b) a member appointed by the President of the Bar Association of Queensland from the members of the Bar Association of Queensland; and
- c) a member appointed by the President of the Queensland Law Society from the members of the Law Society.

135.2 A person may only be appointed as a member of the Electoral Tribunal if they have been admitted to practice as a barrister or solicitor of the Supreme Court of Queensland more than three years before their appointment.

135.3 The members of the Electoral Tribunal must be appointed by the close of nominations for the Election.

135.4 Each member of the Electoral Tribunal remains a member for 12 months, unless they:

- a) resign, or
- b) become unable to act.

- 135.5 If a vacancy in the membership of the Electoral Tribunal is not filled within seven days of it occurring, Union Council may appoint a person to fill the vacancy.
- 135.6 A person shall be ineligible for membership of the Electoral Tribunal if they act or have acted on behalf of the Union or the University.
- 135.7 The Tribunal Registrar shall be a Union employee from the Union's Human Resources Department or equivalent, as appointed by the Union Secretary.

R136 Procedure of Electoral Tribunal

- 136.1 The Electoral Tribunal may meet by conference telephone or communicate by any other electronic means and, subject to R136, regulate its own proceedings.
- 136.2 Decisions of the Electoral Tribunal may only be made by agreement of at least two members of the Electoral Tribunal.
- 136.3 The Electoral Tribunal must meet in camera.
- 136.4 Parties are entitled to be assisted by one student in a hearing before the Electoral Tribunal. No further representation or assistance shall be allowed unless the Electoral Tribunal decides that without representation a party will be unable to fairly put its case.
- 136.5 The Electoral Tribunal must decide questions of fact beyond reasonable doubt.
- 136.6 The Electoral Tribunal shall have overall responsibility for interpreting Part Five of the Regulations.
- 136.7 Proceedings of the Electoral Tribunal, other than its formal decisions, are confidential and may not be reported. Findings of the Electoral Tribunal must be in writing. Such findings must set out the facts and be available for inspection from the Tribunal Registrar and the Returning Officer.
- 136.8 Where in the view of the Electoral Tribunal it is unnecessary that a hearing be held, the Tribunal may without meeting give a direction or ruling by unanimous resolution in writing.
- 136.9 Decisions of the Electoral Tribunal are final and shall not be appealed against or reviewed in any court or tribunal.
- 136.10 The contact telephone number for the Tribunal Registrar must be freely available from Administration Services.
- 136.11 The Union Secretary shall be invited to make submissions to the Electoral Tribunal with respect to any appeal or proceeding, except in the case of hearings relating to Prohibited Conduct.

R137 Appeals Against Decisions of the Returning Officer

- 137.1 A student may appeal against a decision of the Returning Officer by contacting the Tribunal Registrar.

- 137.2 The Tribunal Registrar must convene a meeting of the Electoral Tribunal upon the lodging of the appeal.
- 137.3 Where a meeting of the Electoral Tribunal is convened, it must be held as soon as practicable and necessary given the urgency of the matter.
- 137.4 Where an appeal relates to the eligibility of a candidate, or an electoral ticket, the Electoral Tribunal must make a determination by no later than one Academic Day before the commencement of polling.
- 137.5 An appeal under this Regulation is by way of a reconsideration of the matters subject to the appeal.
- 137.6 At the meeting the student appealing must be given an opportunity to present their case.
- 137.7 The Returning Officer must be given an opportunity to respond.
- 137.8 The Electoral Tribunal may hear submissions from any other interested person.
- 137.9 The Electoral Tribunal must then rule on the matter.
- 137.10 The Electoral Tribunal may make declaratory rulings.
- 137.11 The Electoral Tribunal may not make any ruling which alters the result of any Election which has been declared if the appeal has been brought after the time set in R139.
- 137.12 The Returning Officer may appeal against their own decision if subsequently satisfied it was wrong and if the decision is not otherwise able to be reversed.
- 137.13 R137 will also apply where R111.11 applies.
- 137.14 In R137, “decision” includes omission and failure to act.
- 137.15 Where the Electoral Tribunal fails to comply with R137.4, the Returning Officer’s determination shall stand.

R138 Complaints of Prohibited Conduct

- 138.1 The Returning Officer or any student may report a breach of R134 to the Tribunal Registrar.
- 138.2 The Tribunal Registrar must convene a meeting of the Electoral Tribunal upon receipt of a complaint.
- 138.3 Where a meeting of the Electoral Tribunal is convened, it must be held as soon as practicable and necessary given the urgency of the matter.
- 138.4 At the meeting the person who has reported the breach must be given an opportunity to present their case.
- 138.5 Any person who has been reported must be given an opportunity to respond.

- 138.6 The Electoral Tribunal may hear submissions from any other interested person.
- 138.7 The Electoral Tribunal may, whether it finds there has been a breach or not, give such directions as it sees fit.
- 138.8 If the Electoral Tribunal finds that there has been a breach it may formally reprimand the person reported.
- 138.9 If the Electoral Tribunal finds that there has been a serious breach it may disqualify the person reported from:
- a) standing; or
 - b) voting; or
 - c) both standing or voting in:
 - d) that Election, or
 - e) that Election and a specific number of future Elections and Referenda, or
 - f) all Elections and Referenda.
- 138.10 For the purposes of R138.9 and without limiting the generality of the words “serious breach”, a breach of R134 (a) – (d) or a failure to comply with a direction or ruling of the Electoral Tribunal is automatically a serious breach.
- 138.11 If a candidate is disqualified, the Returning Officer must proceed as if that person had never nominated or voted in the current Election.
- 138.12 The Electoral Tribunal may not disqualify a person from standing in an Election which has been declared if the report has been made after the time set in R139.1.

R139 Appeals Against Results of Elections

- 139.1 A student may appeal against the result of an Election by contacting the Tribunal Registrar within five days of the declaration of the Election.
- 139.2 A student may only appeal against the result of an Election on the ground that there has been a defect in the conduct of the Election which has materially affected the result.
- 139.3 The student appealing must notify the Returning Officer in writing of the appeal immediately after they contact the Tribunal Registrar.
- 139.4 The Tribunal Registrar must convene a meeting of the Electoral Tribunal within one week of the appeal.
- 139.5 At the meeting the student appealing must be given an opportunity to present their case.
- 139.6 The Electoral Tribunal may hear submissions from any interested person.
- 139.7 If the Electoral Tribunal is satisfied that there has been a defect in the conduct of the Election which has materially affected the result it may order a new Election or Elections.

- 139.8 The Electoral Tribunal may determine the timetable for any Election ordered under R139.7.
- 139.9 In all proceedings of the Electoral Tribunal regarding an appeal against the result of the Election, the Electoral Tribunal shall accord natural justice to all students who were candidates in the election affected by the appeal.
- 139.10 The Electoral Tribunal shall afford due consideration to the financial impact that any decision or ruling it makes, or contemplates to make, may have upon the Union.

R140 Election not Invalid

- 140.1 An Election is not invalid because of:
- a) a defect of a merely formal nature; or
 - b) inadvertent failure to deliver or send Election documents to a person.

R141 Application of Amendments

- 141.1 No amendment to this Part, including to this clause, made during the Election period shall have effect until the conclusion of the Election period unless approved by the Electoral Tribunal.

R142 Definitions and Interpretation

- 142.1 “before” in reference to an Election means before the first day of polling that Election;
- 142.2 A reference to a time means the time according to the Telstra dial-it time service (or successor service) and not a second later.
- 142.3 “Election period” means the period commencing from the time nominations are opened and ending at the time following the final resolution of outstanding appeals or the final date for appealing results of the Election, whichever is later.

Part Six – Referenda

R143 Applicability

- 143.1 The Regulations in this part are the Regulations for the conduct of Referenda requisitioned or decided upon in accordance with C11.

R144 Referenda Requisitioned Pursuant to C11.2(a)

- 144.1 A requisition for a Referendum pursuant to C11.2(a) must be in the form of Schedule Fifteen.
- 144.2 A separate requisition must be made for each question to be put to Referendum.

- 144.3 Questions to be put to Referendum must be affirmative in nature.
- 144.4 Within twenty-four hours of receipt of the requisition, the Union Secretary must give notice of a meeting of Union Council pursuant to R2.
- 144.5 The meeting of Union Council may, by a three-quarters majority, reword for the purposes of clarification only the question that is the subject of the requisition.
- 144.6 Union Council must determine the dates of the polling.
- 144.7 If, for any reason whatsoever, Union Council fails to determine the dates of polling then the Returning Officer must determine the dates for polling.
- R145 Referenda Decided Upon Pursuant to C11.2(b)**
- 145.1 Union Council must determine the dates of polling.
- 145.2 If, for any reason whatsoever, Union Council fails to determine the dates of polling then the Returning Officer must determine the dates for polling.
- R146 Referenda Decided Upon Pursuant to C11.4**
- 146.1 Within twenty-four hours of a General Meeting deciding a Referendum should be held, the Union Secretary must give notice of a meeting of Union Council pursuant to R2.
- 146.2 Union Council must not reword the question that is the subject of the decision or requisition.
- 146.3 Union Council must determine the dates of polling.
- 146.4 If, for any reason whatsoever, Union Council fails to determine the dates of polling then the Returning Officer must determine the dates for polling.
- R147 Multiple Referenda**
- 147.1 If two or more requisitions are made at the same time, then the Returning Officer must conduct Referenda so requisitioned at the same time.
- 147.2 If a second requisition is received at least five clear Academic Days before the commencement of a Referendum, the Union Secretary must immediately give notice of an Extraordinary Meeting of Union Council to be held at least three clear Academic Days before the Referenda.
- 147.3 The meeting of Union Council may decide that the Referendum which is the subject of the second requisition is to be held at the same time as the Referendum of which notice has been given.

R148 Returning Officer

148.1 The Returning Officer is the Returning Officer appointed in accordance with R91.

R149 Responsibilities of Returning Officer

149.1 The Returning Officer:

- a) is responsible for the conduct of the Referendum;
- b) must only act in accordance with the Constitution and Regulations; and
- c) is subject only to the Electoral Tribunal.

149.2 Any decision of the Returning Officer may be appealed to the Electoral Tribunal in accordance with R176.

149.3 The Returning Officer must decide question of fact on the balance of probabilities.

149.4 The Returning Officer is not disqualified from voting if eligible to vote in referenda.

149.5 The Union must provide the facilities, resources and assistance necessary to enable the Returning Officer to carry out the responsibilities delegated to the Returning Officer under the Constitution and Regulations.

R150 Assistant Returning Officers and Poll Clerks

150.1 The Returning Officer may appoint and remove:

- a) Assistant Returning Officers; and
- b) poll clerks.

150.2 Assistant Returning Officers and poll clerks are subject to the direction and have the responsibilities determined by the Returning Officer and the Electoral Tribunal, however where directions of the Electoral Tribunal and Returning Officer conflict, the directions of the Electoral Tribunal shall prevail.

150.3 Assistant Returning Officers are delegated all of the powers of the Returning Officer. However, Assistant Returning Officers may only exercise those powers as directed by the Returning Officer and only if authorized by the Returning Officer to do so.

150.4 Any decision made by an Assistant Returning Officer is taken to be a decision of the Returning Officer.

R151 Remuneration

151.1 The Union may employ the Returning Officer, any Assistant Returning Officers, Poll Clerks and members of the Electoral Tribunal as casual sessional employees.

151.2 The Union may pay an honorarium to the members of the Tribunal and reimburse expenses related to their duties.

R152 Ballot Paper

152.1 The ballot paper for any Referendum must:

- a) contain the full question for consideration at that Referendum;
- b) be in a form enabling:
 - i) the voter to express yes or no to the question; and
 - ii) the votes to be counted under the relevant sections in this Regulation;
- c) include space for the voter's Faculty to be marked on the ballot paper; and
- d) be in a form and accompanied by documents the Returning Officer decides are necessary to ensure that votes cast are cast by only those entitled to vote and the ballot remains secret.

152.2 In the event of multiple Referendums being conducted simultaneously, a separate ballot paper must be used for each Referendum.

R153 Publicity

153.1 R153 applies to all publicity intended to or calculated to or likely to affect the result of the Referendum (excluding official Union publications containing authorised statements endorsing either the "VOTE YES" or "VOTE NO" case in the Referendum).

153.2 The following publicity is prohibited:

- a) leaflets or posters reproduced on paper larger than A1 size (594mm x 841mm);
- b) leaflets or posters reproduced on gloss paper;
- c) leaflets or posters or clothing items reproduced in more than one ink dye or other print method;
- d) the distribution of leaflets, posters or badges in libraries and in lecture theatres or tutorial rooms or the like; unless they are taken by a student directly from the campaigner;
- e) leaflets or posters affixed to any surface other than general noticeboards, bollards or a surface which is approved by the Returning Officer.
- f) more than two A1 posters or the equivalent promoting a single "VOTE YES" or "VOTE NO" case on one bollard or noticeboard;
- g) multiple sheets of paper used to form an overall poster;
- h) chalking;
- i) stickers, balloons and skywriting;
- j) advertisements in newspapers, on radio and on television;
- k) the use of performers who are not students;
- l) any banner hung in a position not approved by the Returning Officer or any banner larger than 5m x 3m;
- m) publicity which a reasonable person would consider to be sexist, racist, homophobic or in any other way discriminatory or unlawful; and
- n) publicity which does not comply with R154.

R154 Authorisation of Publicity

154.1 R110 will apply to Referenda as if they were Elections.

R155 Revoking Approval of Publicity

155.1 R111 will apply to Referenda as if they were Elections.

R156 Illegal, Discriminatory, Defamatory and Vilifying Publicity or Conduct

156.1 R112 will apply to Referenda as if they were Elections.

R157 Postal Votes

157.1 Any student may apply for a postal vote for the Referendum.

157.2 Every student is eligible to vote by the postal vote method.

157.3 Applications must be in the form of Schedule Ten.

157.4 Application forms may be obtained from Administration Services and other locations as determined by the Returning Officer from the time the Referendum is first formally requisitioned.

157.5 For the Referendum applications must be received by the Returning Officer no later than five Academic Days before the commencement of polling.

157.6 The Returning Officer must verify that each person who has applied is eligible to vote.

157.7 The Returning Officer must by the close of post three Academic Days before polling commences send to each student who has applied and is eligible: a) instructions on the procedure for postal voting;

b) ballot papers;

c) a plain envelope large enough to contain all ballot papers;

d) an envelope large enough to contain the envelope referred to in (c), with postage prepaid;

e) for each student who so requests on their application form, a copy of official Union publications containing authorised statements endorsing either the "VOTE YES" or "VOTE NO" case in the Referendum,

f) a declaration in the form of Schedule Eleven.

157.8 The name of each student who has been sent a postal vote must be marked "Postal Voter" on every voters' roll.

157.9 Postal votes must be received at the address designated by the Returning Officer before the close of polling.

157.10 The Returning Officer must compare the signature on the postal vote application form with the signature on the declaration to verify that the person who has voted is the student who made the application. If the signatures do not correspond the vote is invalid and shall not be counted.

R158 Days of Polling

158.1 Referenda must be held across three Academic Days unless they are held concurrently with the Annual Elections, in which case they shall be held across the five Academic Days of the Annual Elections.

R159 Polling Places

159.1 For each referendum there must be polling places:

- a) in the Holt Room, and/or Heath Room, and/or Innes Room from 9:30am to 4:30pm on each day of polling, and until 7:00pm on one day of polling;
- b) in the Physiology Refectory, from 11:00am to 4:00pm on each day of polling;
- c) at the Ipswich Campus, from 11:00am to 4:00pm on one day of polling;
- d) at the primary non-St Lucia campus for Medical students, from 10:00am to 4:00pm on two days of polling;
- e) at the Gatton Campus, from 10:00am to 4:15pm on two days of polling, and from 4:45pm until 8:00pm in or nearby the main dining hall on two days of polling;
- f) at the Pharmacy Australia Centre of Excellence, from 10:00am to 4:00pm on one day of polling; and
- g) at other places and times as determined by a simple majority of Union Council, upon the recommendation of the Returning.

159.2 Where a Referendum is held concurrently with the Annual Elections, polling for the Referendum shall take place in accordance with R114.

R160 Voting

160.1 Eligibility to vote in a Referendum shall be determined as at 5:00pm seven Academic Days before the opening of the ballot.

160.2 All Referenda must be conducted by secret ballot.

160.3 A student may only vote once in each Referendum. Any additional votes of a student who votes or attempts to vote more than once are invalid and shall not be counted.

160.4 The Returning Officer may determine to use any appropriate means to ensure R160.3 is complied with.

R161 Issuing of Ballot Papers

161.1 Ballot papers must be consecutively numbered.

161.2 Each voter must:

- a) produce their student card; and
- b) sign the voters' roll against their name.

161.3 A student who is unable to produce their student card may not vote unless the Returning Officer is satisfied of their identity.

161.4 The poll clerk must:

- a) verify that the voter is the student whose card it is by checking the signature and the photograph;
- b) initial each ballot paper;
- c) mark on the ballot paper the Faculty the student is enrolled to study in. Where a student is enrolled in more than one Faculty, the poll clerk must mark only one of the Faculties, as directed by the student; then
- d) issue the ballot papers.

R162 Students not on Roll and Provisional Voting

162.1 A student whose name does not appear on the voters' roll may vote subject to the confirmation of their eligibility to vote.

162.2 The student must:

- a) produce their student card;
- b) sign the provisional vote envelope declaration in the form of Schedule Twelve; and
- c) return the ballot papers in the envelopes provided.

162.3 The poll clerk must:

- a) verify that the voter is the student whose card it is by checking the signature and the photograph;
- b) record the voter's name and student number on the voters' roll;
- c) ensure that the voter's name and student number are legibly recorded on the provisional vote envelope declaration;
- d) initial the ballot papers;
- e) mark on the ballot paper the Faculty the student is enrolled to study in; then,
- f) issue the ballot papers together with:
 - i) instructions on the procedure for completing a ballot;
 - ii) a plain envelope large enough to contain the ballot papers; and
 - iii) an envelope large enough to contain the envelope referred to in paragraph R162.3(f)(ii), marked "Provisional Vote Envelope" with the provisional vote envelope declaration attached which the voter has signed.

162.4 Ballot papers issued in accordance with R162 but which are not returned in the marked envelope provided or returned with the name or student number illegible are invalid and shall not be counted.

162.5 The Returning Officer must, before declaring the Referendum and prior to opening the marked envelopes, determine the eligibility of voters who have voted in accordance with R162. Ballots of ineligible voters are invalid and shall not be counted.

R163 Spoilt Ballot Papers

163.1 R121 applies to Referenda as if they were Elections.

R164 Method of Voting

164.1 Voters must indicate their decision by inserting a tick in the box appearing next to the word "yes" or next to the word "no".

164.2 A vote is formal even if:

- a) a voter makes a mark other than a tick; or
- b) a voter inserts a tick in the box next to the word "yes" or next to the word "no" and inserts a cross in the other box in which case the tick shall be deemed to be the only mark on the ballot paper.

R165 Casting of Votes

165.1 Votes (other than postal votes) must be cast by placing the ballot papers in a locked ballot box provided for that purpose at each polling place.

R166 Security of Ballot Papers and Voters' Rolls

166.1 R125 applies to Referenda as if they were Elections.

R167 Counting of Votes

167.1 The only persons who may be present during the scrutiny are:

- a) the Returning Officer, and Assistant or Returning Officers and poll clerks, and members of the Electoral Tribunal;
- b) appointed scrutineers; and
- c) other people specially authorised by and under the supervision of the Returning Officer.

167.2 The Returning Officer may exclude from the place of the scrutiny any person disrupting the scrutiny.

167.3 If the scrutiny of any ballot is adjourned, the Returning Officer must place a notice on the Union Noticeboard stating when and where the scrutiny of that ballot will resume.

R168 Scrutineers

168.1 R127 applies to Referenda as if they were Elections.

R169 Informal Ballots

169.1 Only the Returning Officer may rule a ballot informal.

169.2 A ballot is only informal when it does not comply with R164 and the voter's intention is unclear.

R170 Obtaining a Result

170.1 The formal votes must be sorted into votes for and votes against.

170.2 If there are more votes for than votes against the question put to the Referendum, a simple majority of students has decided the question in the positive.

170.3 The formal votes must then be sorted according to the Faculty marked on the ballot paper.

170.4 For a particular Faculty, if there are more votes for than votes against the question put the Referendum, that Faculty has decided the question in the positive.

170.5 If more Faculties decide the question in the positive than in the negative, a simple majority of Faculties has decided the question in the positive.

170.6 If a simple majority of students and a simple majority of Faculties decide the question in the positive, the result of the Referendum is to decide the question in the positive.

170.7 If the result is other than in R170.6, the result of the Referendum is to decide the question in the negative.

R171 Declaration of Referendum

171.1 If the number of formal votes is at least five per cent of students, then the Returning Officer must declare immediately after counting that the decision of the Referendum is the result of the Referendum in R170.

171.2 If the number of formal votes is not at least five per cent of students, then the Returning Officer must declare immediately after counting that no decision has been made but that the preferred response is the result of the Referendum in R170.

R172 Notification of Result

172.1 The Returning Officer must as soon as practicable after the Referendum:

- a) publish the results in the Union Newspaper; and
- b) place the results on the Union Noticeboard.

R173 Returning Officer's Report

173.1 The Returning Officer must as soon as practicable after the referendum submit a report for formal noting by Union Council which includes:

- a) the results of the Referendum;
- b) the number of ballot papers issued and returned;
- c) a complete breakdown of voting statistics at the various polling locations;
- d) a complete breakdown of voting statistics by Faculty;
- e) the number of complaints (if any) made to the Returning Officer during the Referendum;

- f) action taken by the Returning Officer in respect of those complaints;
- g) results of checks of the voters' rolls;
- h) results of checks (if any) of signatures on the declaration envelopes;
- i) any rules governing the Referendum, which, because of ambiguity or other reason, were difficult to interpret or apply;
- j) any other information the Returning Officer thinks fit.

R174 Prohibited Conduct

174.1 R134 applies to Referenda as if they were Elections.

R175 Electoral Tribunal

175.1 The Electoral Tribunal is the Electoral Tribunal last appointed pursuant to R135.

175.2 The Electoral Tribunal shall act in accordance with the procedures prescribed in R136.

R176 Appeals Against Decisions of the Returning Officer

176.1 R137 applies to Referenda as if they were Elections.

R177 Complaints of Prohibited Conduct

177.1 R138 applies to Referenda as if they were Elections.

R178 Appeals Against Results of Referendum

178.1 R139 will apply to Referenda as if they were Elections.

R179 Referendum Not Invalid

179.1 A Referendum is not invalid because of:

- a) a defect of a merely formal nature; or
- b) an inadvertent failure to deliver or send Referendum documents to a person.

R180 Definitions and Interpretation

180.1 "before" in reference to a Referendum means before the first day of polling that Referendum;

180.2 a reference to a time means the time according to the Telstra dial-it time service (or successor service) and not a second later.

- 180.3 "Referendum period" means the period commencing from the time from which the Referendum is formally requisitioned and ending at the time following the final resolution of outstanding appeals or the final date for appealing results of the Referendum, whichever is later.

Part Seven - General Meetings

R181 Applicability

- 181.1 The Regulations in this Part are the Regulations for the convening and conduct of General Meetings called under C11.
- 181.2 A motion to be considered at General Meeting which does not direct a specific Union body or Elected Officer is deemed to be a direction to all Union bodies and Elected Officers who have been delegated responsibilities for the subject matter of the motion.

R182 Applicability of Standing Orders

- 182.1 Subject to the remainder of this Part, the Standing Orders will apply to General Meetings as if they were Union bodies.
- 182.2 Despite 182.1, the following Standing Orders do not apply: R2, R3, R4, R6, R7, R17, R24, R25 and R28-R30.
- 182.3 For the purposes of R9, the meeting will be held in formal debate unless the meeting resolves otherwise.
- 182.4 For the purposes of R16, if the motion does not specify a time, date or place for the resumption of debate, the meeting must resume at a time, date and place specified by Union Council.
- 182.5 For the purposes of R19, the question may only be referred to a Referendum.
- 182.6 For the purposes of R26, unless the meeting resolves otherwise it is taken to appoint the Union Secretary as Minute Taker.

R183 Quorum

- 183.1 If a quorum is not present within forty-five minutes of the time specified in the notice of meeting, the meeting lapses.
- 183.2 If a meeting loses quorum after having attained quorum it may continue to consider business for up to thirty minutes without a quorum being present, but no question may be put to a vote. If a quorum is not again present within thirty minutes, the meeting lapses.
- 183.3 If a quorum is not present within forty-five minutes of the time specified for the resumption of an adjourned General Meeting, the meeting lapses.

R184 Attendance

184.1 Only students may attend General Meetings.

184.2 Students wishing to attend the meeting must show a student card or otherwise verify that they are a student.

R185 Voting

185.1 Before putting a question to the vote, the Chair may require all persons present to be seated.

185.2 Voting is by show of hands.

185.3 If, immediately after the vote is taken, ten students who are present at the meeting request that a count be taken, or the Chair so decides, the number of votes for and against the motion must be counted, and the vote declared accordingly.

185.4 Otherwise the Chair shall declare the motion carried or lost, and the Chair's declaration shall be final.

185.5 If there is an equality of votes, the motion or amendment is lost.

185.6 No person may speak to a motion or amendment after it has been put to the vote.

R186 Minutes

186.1 The Minute Taker is responsible for the preparation of the minutes of the meeting.

186.2 The Minute Taker must provide a copy of the minutes to the Union Secretary.

186.3 The Union Secretary must ensure that the minutes are appropriately stored.

186.4 Copies of the minutes must be freely available to all Members on request.

Part Eight - Affiliated Bodies

R187 Applicability

187.1 These Regulations apply to all Clubs and Societies and bodies seeking to be Clubs and Societies.

R188 Status

188.1 Clubs and Societies are either:

- a) subsidised; or
- b) constituent.

188.2 Clubs and Societies that are subsidised are:

- a) those Clubs and Societies which are of specific student interest, and
- b) eligible for a financial subsidy from the Union for the conduct of their activities.

188.3 Clubs and Societies that are constituent:

- a) are those Club and Societies which are of general student interest, and
- b) shall have universal student membership, and
- c) are eligible for financial assistance from the Union for the conduct of their activities, and
- d) must be approved by Special Resolution.

R189 Affiliation Process

189.1 A student seeking to establish an Affiliated Body must first complete an expression of interest in the form of Schedule Sixteen.

189.2 A completed Expression of Interest Form must:

- a) include the name of the proposed Club or Society; and
- b) include at least three proposed aims of the proposed Club or Society; and
- c) include the names, signatures and student numbers of:
 - i) 30 students, in the case of a subsidised Club or Society;
 - ii) 10 students, in the case of a Campus-Based Club or Society; and
- d) be submitted to the Clubs and Societies Administration Officer.

189.3 The Clubs and Societies Administration Officer must submit the expression of interest to the Clubs and Societies Committee for ratification.

189.4 The Clubs and Societies Committee may ratify the expression of interest provided the Committee has taken into account the following considerations:

- a) whether the expression of interest is complete, clear or consistent with the Constitution, Regulations or Standing Resolutions on Policy; or
- b) whether the proposed aims of the proposed club or society may reasonably be fulfilled by an existing Club or Society, or
- c) whether in the case of an expression of interest to be a Campus-Based Club, there is a Club with the same or reasonably similar aims that wishes to operate at the applicant Campus; or
- d) whether the names contained in the expression of interest are substantially similar to the membership of an existing Club or Society.

189.5 In the case where more than one expression of interest has been submitted with substantially similar aims and objectives:

- a) the Vice-President (Campus Culture) shall contact all parties concerned informing them of the expression of interest by other similar potential clubs;
- b) the expression of interest form which is submitted first is given the initial opportunity for ratification; and
- c) the individuals who submitted the subsequent expression of interest shall be notified of the time, date and place of the Affiliation Meeting for the other potential clubs.

- 189.6 The President, or nominee, of the proposed club or society shall be invited to appear before the Clubs and Societies Committee, by the chair, at the meeting which is to consider the proposed ratification.
- 189.7 Clubs and Societies Committee may request further information relating to any aspect of the club or society in order to assist its deliberations.
- 189.8 A proposed club or society whose expression of interest has been ratified by the Clubs and Societies Committee is eligible:
- a) to book tables;
 - b) to book Union rooms; and
 - c) to use the Union's facilities to photocopy for the purposes of promoting the Affiliation Meeting.
- 189.9 The proposed Club or society must hold an Affiliation Meeting no later than thirty business days after its expression of interest has been satisfied.
- 189.10 Notice of the Affiliation Meeting must be given to the Clubs and Societies Administration Officer at least five Academic Days before the meeting.
- 189.11 The Affiliation Meeting must:
- a)
 - i) in the case of a subsidised club, be attended by at least thirty financial members of the Club or Society, at least 70 per cent of whom must be students; or
 - ii) in the case of an Campus-Based Club, be attended by at least ten financial members of the Club or Society, at least 70 per cent of whom must be students who do not study at the University's St Lucia Campus;
 - b) adopt a constitution, consistent with the model in Schedule Seventeen;
 - c) elect a Committee in accordance with its constitution;
 - d) resolve to affiliate to the Union; and
 - e) be attended by the Clubs and Societies Administration Officer or the Vice-president (Campus Culture).
- 189.12 Following the Affiliation Meeting, the club or society must submit to the Clubs and Societies Committee:
- a) the club or society's constitution, and
 - b) a membership list containing details of its members'
 - i) names, and
 - ii) contact details, and
 - iii) student numbers; and
 - c) the composition and contact details of the club or society's committee; and
 - d) the minutes of the Affiliation Meeting.

- 189.13 Prior to the Clubs and Societies Committee meeting where the proposed club or society will be considered for affiliation, the Chair should ensure the constitution adopted in R189.11 is consistent with the spirit of Schedule Seventeen.
- 189.14 The Clubs and Societies Committee members may request the Chair to report on the reasoning for any constitutional changes suggested pursuant to R189.13.
- 189.15 Upon receipt of the information listed in R189.11, the Clubs and Societies Committee must resolve to affiliate the club or society where the conditions for affiliation have been adhered to.
- 189.16 For UQ Union affiliated incorporated clubs, where a requirement in Schedule Seventeen is inconsistent with any applicable requirements under Queensland law, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect.
- 189.17 Clubs and Societies must operate only one banking account. This account must be in the Club or Society's name at the University branch of a bank. The Clubs and Societies Administration Officer must be a signatory to all bank accounts held by Clubs and Societies.

R190 Disciplinary Action

- 190.1 Clubs and Societies Committee may resolve to discipline a Club or Society where that Club or Society, or its members acting with tacit or explicit consent from the Club or Society:
- a) contravenes Standing Resolutions on Policy;
 - b) misappropriates funds;
 - c) breaches the Club or Society's constitution;
 - d) acts contrary to the aims of the Club or Society;
 - e) refuses membership to, or expels, any student from a Club or Society without providing, in writing, a reasonable justification to the Clubs and Societies Committee;
 - f) fails to comply with a request from the Clubs and Societies Committee to produce financial or other records or assets;
 - g) publishes, distributes or displays material which is not authorised by the Vice-President (Campus Culture);
 - h) promotes or engages in violence or harassment towards any person or group, or engages in any criminal activity ;
 - i) damages, defaces or commits theft of Union property;
 - j) in the case of a subsidised club, fails to produce evidence of a financial membership greater than or equal to thirty of whom at least 70% must be students;
 - k) in the case of a Campus-Based Club, fails to produce evidence of a financial membership greater than or equal to ten of whom at least 70% must be students who do not study at the University's St Lucia Campus ;
 - l) fails to be audited annually; or
 - m) otherwise breaches the Union's Constitution or Regulations.

- 190.2 Clubs and Societies Committee may impose any of the following penalties, subject to R190.3:
- a) probation, where any further breach of the grounds for discipline may result in further penalties;
 - b) suspension of permission to use some or all Union facilities for up to twelve months;
 - c) suspension of all or certain categories of subsidy for up to twelve months;
 - d) disaffiliation from the Union.
- 190.3 A motion to impose penalties on a Club or Society shall be brought to the Clubs and Societies Committee by:
- a) the Vice-President (Campus Culture); or
 - b) two members of the Clubs and Societies Committee; or
 - c) four members of Union Council; or
 - d) a petition of fifteen students who are members of the Club or Society; or
 - e) a petition of fifty students.
- 190.4 The Vice-President (Campus Culture) must give the Club or Society:
- a) at least five Academic Days or fourteen days, whichever is the lesser, written notice of the motion; and
 - b) the opportunity to provide a written response to the motion; and
 - c) the opportunity to appear in person before the Clubs and Societies Committee meeting which will consider the motion.
- 190.5
- a) The property of a Club or Society which has been disaffiliated shall vest in the Union, with the bank account of the Club or Society to be frozen. The Union shall hold such property and the accounts shall be frozen for a period of no more than six months.
 - b) A failure by the disaffiliated Club or Society to re-affiliate within the six month period shall result in such property devolving upon the Union. The Clubs and Societies Administration Officer shall close the Club or Society's bank account with all money therein devolving upon the Union.
- R191 Subsidy Process
- 191.1 All Clubs and Societies are eligible to receive a subsidy for the purposes of fulfilling the aims of the Club or Society.
- 191.2 Subsidies shall be allocated by the Clubs and Societies Committee under the following categories:
- a) general subsidy;
 - b) special request.
- 191.3 The following considerations shall be taken into account by the Clubs and Societies Committee when allocating subsidies:
- a) written subsidy application of the Club or Society;
 - b) number of members of the Club or Society who are students;
 - c) past activities of the Club or Society;
 - d) audited financial statements of the Club or Society;
 - e) debts owed by the Club or Society.

- 191.4 Where a Club or Society has outstanding debts owed to the Union, the Club or Society shall receive no subsidy until either:
- a) a payment plan has been agreed to; or
 - b) the debt is completely reconciled.
- 191.5 Subsidies may be withheld from a Club or Society in accordance with R188, R189, R190.
- 191.6 Subsidies allocated to Clubs and Societies which have not been spent at the conclusion of the period for which they were granted shall be withdrawn from the Club or Society.
- 191.7 Subsidies may only be paid into the Club or Society's banking account.

R192 General Assembly

- 192.1 A General Assembly of Clubs and Societies must take place annually in October or November, on a date fixed by resolution of the Clubs and Societies Committee.
- 192.2 The Vice-President (Campus Culture) must give Clubs and Societies ten clear days written notice of the General Assembly.
- 192.3 The members of the General Assembly are:
- a) Vice-President (Campus Culture) (non-voting);
 - b) Clubs and Societies Administration Officer (non-voting); and
 - c) the President of each Club and Society, or their nominee, subject to R192.4.
- 192.4 Where the President of a Club or Society proxies their voting rights at the General Assembly to a nominee, the President must inform the Vice-President (Campus Culture) in the form of Schedule Two. The nominee must be a financial member of the Club or Society they are exercising a vote for.
- 192.5 No one person may exercise more than two votes at any one time.
- 192.6 The General Assembly is responsible for:
- a) acting as a forum for the discussion of matters relevant to Clubs and Societies; and
 - b) electing students to the Clubs and Societies Committee in accordance with R129.
- 192.7 R98 will apply to the General Assembly as if it were an Election.
- 192.8 Nominations for Clubs and Societies Committee positions open nine clear days before the General Assembly and close one clear day before the General Assembly.
- 192.9 Nominations must be given or sent to the Returning Officer or left for the Returning Officer in the locked box provided for that purpose at Administration Services.

R193 Membership Fees

193.1 Clubs and Societies must charge a minimum annual membership fee, of at least \$2.

R194 Annual General Meetings

194.1 All Clubs and Societies must hold an annual general meeting.

194.2 Minutes of the annual general meeting, a revised list of the Club or Society's members, and audited financial statements for the previous twelve months must be submitted to the Clubs and Societies Committee.

R195 Publications

195.1 A Club or Society must not distribute any publication that has not been authorised by the Union.

194.2 All publications produced by a Club or Society must be submitted to the Vice-President (Campus Culture) at least three clear days prior to printing for authorisation.

195.3 The Vice-President (Campus Culture) must authorise the publication, unless R195.4 has not been complied with.

195.4 All publications produced by a Club or Society must:

- a) be authorised by a member of that Club or Society's committee;
- b) clearly indicate the Club or Society producing the publications; and
- c) be in accordance with the Union Constitution, Regulations, Standing Resolution on Policy and not be racist, sexist, homophobic or in any other way unlawful.

R196 Loans

196.1 An emergency loan of up to \$500 may be granted to a Club or Society where:

- a) audits of the Club or Society are current; and
- b) the loan is provided for a maximum term of six months; and
- c) interest is charged for the duration of the loan at the prevailing variable rate of interest for a personal loan from the Commonwealth Bank.

Part Nine – Finance and Legal

R197 Bank Accounts

197.1 Bank accounts in the name of the Union may only be opened and operated if authorised by Union Council or the Administrative Committee.

R198 Receipts

- 198.1 All money received on behalf of the Union must be deposited without delay into a bank account in the name of the Union.
- 198.2 Upon the recommendation of the Treasurer and the appropriate Manager, R198.1 may be varied to allow payment for second hand books sold on commission subject to suitable controls being in place.

R199 Payments

- 199.1 All payments for more than \$50 must be made by cheque or electronic funds transfer.
- 199.2 No payment may be made on behalf of the Union unless:
- a) if an appropriate tax invoice has been received, the payment is authorised in accordance with R200; or
 - b) if an appropriate tax invoice has not been received, the payment is authorised in accordance with R200 and in writing by the Treasurer.

R200 Authorisation of Expenditure

- 200.1 Expenditure is authorised if:
- a) it is approved by Union Council in a Budget; or
 - b) it is made by the President or Treasurer using their delegated Emergency Powers in strict accordance with these Regulations; or
 - c) it is an item of stock purchased for resale within the Union as authorised by the appropriate Manager.
- 200.2 Administrative Committee may authorise Union employees to authorise expenditure of \$500 or less.
- 200.3 The Treasurer must authorise all expenditure in writing.
- 200.4 If the Treasurer refuses to authorise certain expenditure, it must be considered by the next meeting of the Administrative Committee.

R201 Cheques and Methods of Payment

- 201.1 All cheques must be signed by the President and counter-signed by the Management Accountant.
- 201.2 Signatories must not sign methods of payment until the payee and amount have been written in.
- 201.3 The Management Accountant must sign a cheque where it has been authorised by the Treasurer and signed by the President, unless the Manager reasonably believes the cheque is in breach of the Constitution or Regulations.

R202 Electronic Funds Transfer

202.1 All payments by electronic means must be:

- a) authorised by the Treasurer, and
- b) authorised by the President and counter-authorised by the management Accountant.

202.2 Payment must not be authorised until the payee and amount have been written in.

202.3 The Management Accountant must approve an electronic funds transfer where it has been authorised by the Treasurer and signed by the President, unless the Management Accountant reasonably believes the transfer is in breach of the Constitution or Regulations.

R203 Appropriations

203.1 All non-budgeted finance appropriations must be considered by the Administrative Committee prior to approval.

203.2 All balances remaining in the Union's accounts at the end of the Financial Year shall be placed in the General Account, except for funds in the:

- a) Union Development Fund;
- b) Union Contingency Fund;
- c) Union Depreciation Fund; and
- d) Union Building Fund.

R204 Repairs and Maintenance

204.1 The Union shall make allowance from its revenue for repairs and maintenance of Union property.

204.2 Repairs and maintenance, provision for which has been made in a Budget, shall be carried out:

- a) where the required expenditure is greater than \$10,000, with the approval of the Treasurer; or
- b) where the required expenditure is less than \$10,000, with the approval of the appropriate Manager.

R205 General Account

205.1 The Union must establish and operate a General Account which shall hold all revenue of the Union and cover all expenditure of the Union, except where provided otherwise in these Regulations.

R206 Union Development Fund

206.1 The Union shall establish and operate a Union Development Fund.

206.2 The Union Development Fund shall be exclusively used for the provision of new or replacement capital items, unless otherwise specified by a two-thirds majority of Union Council.

206.3 For the purpose of these Regulations, capital items are defined as those items whose cost exceeds \$300 (excluding GST) and which have a useful life greater than 12 months.

206.4 The Union Development Fund shall consist of three percent of all gross profit (excluding staff wages) received by the Union in a Financial Year.

206.5 The Administrative Committee may allocate funding greater than three per cent by resolution.

R207 Union Contingency Fund

207.1 The Union shall establish and operate a Union Contingency Fund.

207.2 The Union Contingency Fund shall be exclusively used for the provision of new services or new expenditure, unless otherwise specified by a two-thirds majority of Union Council.

207.3 Expenditure from the Union Contingency Fund may not be committed on a recurring basis beyond any one financial year.

207.4 The Union Contingency Fund shall consist of five per cent of all gross profit (excluding staff wages) received by the Union in a Financial Year.

R208 Union Depreciation Fund

208.1 The Union shall establish and operate a Union Depreciation Fund.

208.2 The Union Depreciation Fund shall be exclusively used for the provision of replacement of depreciated assets, unless otherwise specified by a two-thirds majority of Union Council.

208.3 The Union Depreciation Fund shall consist of an amount of funds equal to the amount of depreciation of the Union's assets in that financial year.

208.4 The funding in the Union Depreciation Fund shall consist of:

- a) at least sixty per cent for the exclusive replacement of structural items; and
- b) not more than eighty per cent for the exclusive replacement of the Union equipment and fittings determined by the Executive.

R209 Budget Adjustment Fund

209.1 The Union shall establish and operate a Budget Adjustment Fund.

209.2 The Budget Adjustment Fund shall be exclusively used to fund unexpected short-falls and deficits in the Union's budget which may occur during the Financial Year, unless otherwise specified by a two-thirds majority of Union Council.

209.3 The Budget Adjustment Fund shall consist of five per cent of all gross profit (excluding staff wages) received by the Union in a Financial Year.

R210 Union Building Fund

210.1 The Union shall establish and operate a Union Building Fund.

210.2 The Union Building Fund shall be exclusively for the provision of renovations and improvements to Union buildings, unless otherwise resolved by a two-thirds majority of Union Council.

210.3 The Union Building Fund shall consist of five per cent of all gross profit (excluding staff wages) received by the Union in a Financial Year.

R211 Financial Statements

211.1 The Treasurer must ensure that monthly financial statements are presented to the Administrative Committee and Union Council at a meeting of these Union bodies in the month following the month to which they relate.

211.2 Administrative Committee may authorise an extension of this requirement where necessary.

R212 Financial Records

212.1 The Treasurer is responsible for ensuring that the financial records of the Union are kept in secure custody.

R213 Negotiable Instruments

213.1 All negotiable instruments entered into on behalf of the Union must be made in the name of the Union and signed by the President, Union Secretary and Treasurer.

R214 First Quarter Supply Budget

214.1 The Treasurer must recommend to Administrative Committee no later than the second Wednesday in December a First Quarter Supply Budget.

214.2 Once Administrative Committee has passed the First Quarter Supply Budget, it must be referred to Union Council who will have final authority to consider, amend and pass it.

214.3 The First Quarter Supply Budget must cover the period of January 1 - March 31.

R215 Annual Budget

215.1 The Treasurer must recommend to the Administrative Committee no later than the third Friday in March an Annual Budget.

215.2 Once Administrative Committee has passed the Annual Budget, it must be referred to Union Council who will have final authority to consider, amend and pass it.

215.3 The Annual Budget must incorporate the First Quarter Supply Budget and must cover the period of January 1 - December 31.

R216 Review Budget

216.1 The Treasurer must recommend to the Administrative Committee no later than the third Friday in August a Review Budget.

216.2 Once Administrative Committee has passed the Review Budget, it must be referred to Union Council who will have final authority to consider, amend and pass it.

216.3 The Review Budget must review the expenditure contained in the Annual Budget and provide appropriate revisions and alterations.

216.4 The Review Budget must incorporate the Annual Budget and must cover the period of January 1 - December 31.

R217 Self-Funding Projects

217.1 Elected Officers who wish to commit the Union to self-funding projects in excess or outside what was allocated in a Budget, in the belief that the excess expenditure will be recovered from the project, must obtain prior approval from the Treasurer.

217.2 The Treasurer may refuse approval if it appears that any expenditure will not be recovered.

R218 Publication of Material

218.1 Publications of the Union must not contain material that is racist, sexist, homophobic, discriminatory, defamatory or in any other way unlawful or likely to expose the Union to legal claim or prosecution.

218.2 The President must approve all publications before they are distributed.

R219 Spokesperson

219.1 The President is the spokesperson of the Union.

219.2 Only the President may make comment on behalf of the Union.

R220 Solicitor

220.1 The Administrative Committee must appoint a solicitor to act for the Union when required.

R221 Interpretation

221.1 Unless the contrary intention appears, words and phrases in these Regulations have the same meaning as in the Constitution.

221.2 In the event that the Constitution and these Regulations conflict, the Constitution shall prevail.

221.3 In these Regulations, unless the contrary intention appears:

- a) "Academic Day" means a day of normally scheduled University classes excluding Saturdays, Sundays and public holidays.
- b) "Administration Services" means the reception of the Union's administration building at the University's St Lucia campus.
- c) "Affiliation Meeting" means a meeting of a body under R189.
- d) "Assistant Returning Officer" means a person appointed by the Returning Officer under R93 or R150.
- e) "Budget" means any or all of the First Quarter Supply Budget, the Annual Budget and the Review Budget.
- f) "Campaign Manager" means the person nominated by an Electoral Group in accordance with R107.
- g) "Campus-Based" means a club which is expressly established to represent students who do not study primarily at the University's St Lucia campus.
- h) "CPI" means the average amount of all the All Groups Consumer Price Index for the four quarters to December in each year, as published by the Australian Bureau of Statistics. The base year will be set as 2009.
- i) "Chair" means chairperson of the meeting.
- j) "Club" means an Affiliated Body affiliated to the Union in accordance with R189.
- k) "Clubs and Societies Administration Officer" means a Union employee employed in the Clubs and Societies Department.
- l) "Clubs and Societies General Assembly" means the meeting held in accordance with R192.
- m) "Election Period" is defined by R142.3.
- n) "Electoral Group" means a group of candidates registered in accordance with R106.
- o) "Emergency Powers" means the power to act immediately on behalf of the Union on matters which are urgent and require immediate attention.
- p) "Expression of Interest Form" means the form to be completed in accordance with R189.
- q) "Minute Taker" means the person appointed under R26.1.
- r) "procedural motion" means a motion moved in accordance with any of R14-R21.
- s) "proxy" means a voting member's vote that is delegated to a person other than the voting member in accordance with R25.
- t) "Society" means an Affiliated Body affiliated to the Union in accordance with R189.
- u) "Standing Orders" means R1-R31 of the Regulations.
- v) "Standing Resolution on Policy" means policy of the Union as created in accordance with these Regulations.

- w) "Tribunal Registrar" means the person appointed under R135.7.
- x) "voting member" means a member of the Union body who is entitled to a vote on that Union body.

221.3 In these Regulations, the single shall include the plural and vice versa.

221.4 In these Regulations any reference to a member of a Union body is a reference to a person entitled to be and remain a member of that body under the Constitution unless the context does not permit this interpretation

221.5 Unless a regulation expressly provides otherwise, a right or privilege conferred by these regulations on a student is not available to or exercisable by a student who is not, by reason of provision in the Constitution, eligible to exercise that right or privilege.

221.6 A reference to "R" followed by a number or a number and letters is a reference to the correspondingly numbered provision of these Regulations.

221.7 Union Council is responsible for the interpretation of these Regulations.

R222 Transitional Provisions

222.1 The transitional provisions in the Constitution apply to the provisions of the Regulations.

222.2

- a) Subject to the exclusions in this clause; all policies of the Union as at the 7th of September 2008 will lapse and no longer be a policy of the Union as and from that date.
- b) The exclusions are:
 - i) Policy attached to this document as Appendix One, concerning mining and the export of Uranium.
 - ii) Policy attached to this document as Appendix Two, concerning free, safe, abortion on demand.

222.3

- a) At the Annual Elections in 2008, two of the four students referred to in R35.1 (d) will be elected to hold office until the Annual Meeting in 2009.
- b) At the Annual Elections in 2008, two of the four students referred to in R35.1(d) will be elected to hold office until the Annual Meeting in 2010.
- c) The positions described in R222.3(a) and (b) will be elected separately. Candidates may nominate for only one of R222.3(a) and (b).
- d) In accordance with R116, the ballot for the positions in R222.3(a) and (b) must be on separate ballot papers. The ballot papers must clearly indicate the term the candidates will serve if elected.

222.4 All Standing Committees, Collectives, Sub-Committees and Consultative Committees that existed at the time of the amendment of these Regulations shall be preserved until the conclusion of the Annual Meeting in 2008 and their powers and responsibilities remain unchanged until that time.

- 222.5 All bodies affiliated to the Union in accordance with the provisions of the Regulations as they existed immediately prior to the time of the amendment of these Regulations will continue to be Clubs and Societies, subject to these Regulations.
- 222.6 For the purposes of R106.6 - R106.7, any Schedule Eighteen submitted to the Tribunal Registrar prior to 10th August 2012 is deemed to have complied with R106.8, whether or not the Schedule Eighteen was submitted with that Electoral Group's nomination.

Appendix One

Referendum – 67th Union Council

It is moved that the University of Queensland Union oppose the mining and export of uranium. Do you agree?

Yes.....53.767%

No.....46.202%

Affirmative vote carried

Appendix Two

Referendum – 83rd Union Council

That the University of Queensland Union supports free, safe, abortion on demand so all women have a genuine choice when faced with unwanted pregnancy.

Yes.....1984

No.....1458

Abstain.....253

Affirmative vote carried