



**STUDENT GUILD**  
GRIFFITH UNIVERSITY • GOLD COAST

**Griffith University**  
**Gold Coast Student Guild**

# **Regulations**

Date of Adoption 17 October 2025

## Contents

<b>1. Introductory provisions</b>	<b>1</b>
1.1. Definitions	1
1.2. Applicability	1
1.3. Student Guild Activities	1
<b>2. Board and Committee Duties and Discipline</b>	<b>2</b>
2.1. Duty Statements	2
2.2. Position Descriptions	2
2.3. Reprimand, Suspension or Removal	2
<b>3. Conflicts of Interest</b>	<b>3</b>
3.1. Board and Committees	3
3.2. Recusal	3
3.3. Conflict Register	3
3.4. Governance and Nominations Committee	3
3.5. Student Guild Policies	3
<b>4. Committees</b>	<b>3</b>
4.1. Establishing a Committee	3
4.2. Committee Chair	4
4.3. Current Committees	4
<b>5. Meetings</b>	<b>4</b>
5.1. Notice	4
5.2. Standing Orders	4
5.3. Conduct of Meetings	6
<b>6. General Election of Student Representatives</b>	<b>6</b>
6.1. Electoral Officer	6
6.2. Returning Officer	6
6.3. Administration	6
6.4. Nominations, Campaigning and Voting	7
6.5. Term Commencement	10
6.6. Prohibited Electoral Practices	10
6.7. Complaints and Breaches	12
6.8. Casual Vacancies	12
<b>7. Non-Student Board Members</b>	<b>12</b>
7.1. University Board Members	12
7.2. External Board Members	13
<b>8. Board and Committee Roles</b>	<b>13</b>
8.1. The Board	13
8.2. Board Chair	13
8.3. Committee Chairs	13
8.4. GRC President	14
8.5. Method	14
8.6. Casual Vacancies	14

<b>9. Chief Executive Officer</b>	<b>14</b>
9.1. Appointment	14
<b>10. Administration</b>	<b>14</b>
10.1. Access to Records	14
10.2. Expenditure	15
10.3. Procurement	15
10.4. Staff Appointments	15
10.5. Auditors	15
10.6. Custody of Property	15
<b>Appendix</b>	
<b>Appendix 1 – Duty Statements</b>	<b>16</b>
1.1. Board Members	16
1.2. Board Chair	16
1.3. GRC President	17
1.4. Committee Chairs and Deputy Chairs	18
1.5. GRC/ GCAP Committee Member	19
<b>Appendix 2 – Finance, Risk and Audit Committee (FRAC)</b>	<b>21</b>
<b>1. Purpose and Legislative Framework</b>	<b>21</b>
1.1 Purpose	21
1.2 Legislative Framework	21
<b>2. Authority</b>	<b>21</b>
2.1 Establishment	21
2.2 Access to Information	21
2.3 Power to Seek Advice	21
2.4 Executive Authority	21
2.5 Confidentiality	21
<b>3. Responsibility</b>	<b>21</b>
3.1 Areas of Responsibility	21
<b>4. Membership</b>	<b>22</b>
4.1 Standing Members	22
4.2 Guests	22
4.3 Guest Attendance	22
<b>5. Chairperson and Deputy</b>	<b>22</b>
5.1 Election	22
5.2 Role	22
5.3 Deputy Chair	22
<b>6. Meetings</b>	<b>22</b>
6.1 Standing Orders	22
6.2 Frequency	22
6.3 Meeting Agenda and Papers	22
6.4 Additional Meetings	23
6.5 Quorum	23

6.6 Voting	23
6.7 Administration	23
7. Reporting	23
7.1 Obligations	23
<b>Appendix 3 – Guild Committee for the Advancement of Postgraduates (GCAP)</b>	<b>24</b>
<b>1. Purpose and Legislative Framework</b>	<b>24</b>
1.1 Purpose	24
1.2 Legislative Framework	24
<b>2. Authority</b>	<b>24</b>
2.1 Establishment	24
2.2 Access to Information	24
2.3 Executive Authority	24
2.4 Confidentiality	24
<b>3. Responsibility</b>	<b>24</b>
3.1 Areas of Advocacy	24
3.2 Annual Planning	25
3.3 Identification of Needs	25
<b>4. Membership</b>	<b>25</b>
4.1 Standing Members	25
4.2 Guests	25
4.3 Guest Attendance	25
<b>5. Chairperson and Deputy</b>	<b>25</b>
5.1 Election	25
5.2 Role	25
5.3 Deputy Chair	25
5.4 University Representation	25
<b>6. Meetings</b>	<b>26</b>
6.1 Standing Orders	26
6.2 Frequency	26
6.3 Meeting Agenda and Papers	26
6.4 Additional Meetings	26
6.5 Quorum	26
6.6 Voting	26
6.7 Administration	26
<b>7. Reporting</b>	<b>26</b>
7.1 Obligations	26
<b>Appendix 4 – Governance and Nominations Committee (GNC)</b>	<b>27</b>
<b>1. Purpose and Legislative Framework</b>	<b>27</b>
1.1 Purpose	27
1.2 Legislative Framework	27

<b>2. Authority</b>	<b>27</b>
2.1 Establishment	27
2.2 Access to Information	27
2.3 Power to Seek Advice	27
2.4 Executive Authority	27
2.5 Confidentiality	27
<b>3. Responsibility</b>	<b>27</b>
3.1 Areas of Responsibility	27
<b>4. Membership</b>	<b>28</b>
4.1 Standing Members	28
4.2 Guests	28
4.3 Guest Attendance	28
4.4 Selection Panels	28
<b>5. Chairperson and Deputy</b>	<b>28</b>
5.1 Election	28
5.2 Role	28
5.3 Deputy Chair	28
<b>6. Meetings</b>	<b>28</b>
6.1 Standing Orders	28
6.2 Frequency	29
6.3 Meeting Agenda and Papers	29
6.4 Additional Meetings	29
6.5 Quorum	29
6.6 Voting	29
6.7 Administration	29
<b>7. Reporting</b>	<b>29</b>
7.1 Obligations	29
<b>Appendix 5 – Guild Representative Committee (GRC)</b>	<b>30</b>
<b>1. Purpose and Legislative Framework</b>	<b>30</b>
1.1 Purpose	30
1.2 Legislative Framework	30
<b>2. Authority</b>	<b>30</b>
2.1 Establishment	30
2.2 Access to Information	30
2.3 Power to Seek Advice	30
2.4 Executive Authority	30
2.5 Confidentiality	30
<b>3. Responsibility</b>	<b>30</b>
3.1 Areas of Advocacy	30
3.2 Annual Planning	31
3.3 Identification of Needs	31

<b>4. Membership</b>	<b>31</b>
4.1 Standing Members	31
4.2 Guests	31
4.3 Invitations	31
<b>5. Chair and Deputy Chair</b>	<b>31</b>
5.1 Election	31
5.2 Role	31
5.3 Deputy Chair	31
5.4 University Representation	31
<b>6. Meetings</b>	<b>32</b>
6.1 Standing Orders	32
6.2 Frequency	32
6.3 Meeting Agenda and Papers	32
6.4 Additional Meetings	32
6.5 Quorum	32
6.6 Voting	32
6.7 Administration	32
<b>7. Reporting</b>	<b>32</b>
7.1 Obligations	32
<b>Appendix 6 – Student Experience Advisory Committee (SEAC)</b>	<b>33</b>
<b>1. Purpose and Legislative Framework</b>	<b>33</b>
1.1 Purpose	33
1.2 Legislative Framework	33
<b>2. Authority</b>	<b>33</b>
2.1 Establishment	33
2.2 Executive Authority	33
2.3 Confidentiality	33
<b>3. Responsibility</b>	<b>33</b>
3.1 Areas of Responsibility	33
3.2 Annual Planning	33
3.3 Consultation with Students	34
<b>4. Membership</b>	<b>34</b>
4.1 Standing Members	34
4.2 Guests	34
4.3 Guest Attendance	34
<b>5. Chairperson and Deputy</b>	<b>34</b>
5.1 Election	34
5.2 Role	34
5.3 Deputy Chair	34

<b>6. Meetings</b>	<b>34</b>
6.1 Standing Orders	34
6.2 Frequency	34
6.3 Meeting Agenda and Papers	34
6.4 Additional Meetings	35
6.5 Quorum	35
6.6 Voting	35
6.7 Administration	35
<b>7. Reporting</b>	<b>35</b>
7.1 Obligations	35

# 1. Introductory provisions

## 1.1. Definitions

1.1.1. In this Constitution:

- a. Board means the Board Members for the time being constituted as provided for in the Constitution;
- b. Board Member means all elected and appointed Board Members;
- c. Constitution means the Constitution of the Student Guild, made or altered by the Board from time to time;
- d. Election Rules means rules prescribed by the Returning Officer, not inconsistent with these Regulations, which provide further clarity or direction regarding campaigning activities that the Returning Officer considers fair and reasonable;
- e. employee means a person engaged by the Student Guild under a contract of employment, or any person contracted to provide services to the Student Guild on a fee-for-service basis. This includes both permanent and casual staff, as well as people who perform ongoing or project-based work under a written agreement, but excludes individuals who provide services under an ATO Statement by a Supplier form;
- f. Regulations means the Regulations of the Student Guild, made or altered by the Board from time to time;
- g. Student means a person who has accepted an offer of admission to Griffith University and is enrolled in a program or course of study administered through the Gold Coast campus. This includes students enrolled online and individuals undertaking undergraduate, postgraduate, research or non-award studies, regardless of study load or mode. A person who has graduated, is on an approved leave of absence or is participating in an approved exchange program with another institution as part of a Griffith University program or course of study may still be considered a student for the purposes of serving as a Student Board Member. For clarity, a person enrolled in a degree at another institution and studying temporarily at Griffith University under an exchange arrangement is not considered a student for the purposes of these Regulations;
- h. Student Board Member means a Board Member who is a student, elected in accordance with the Constitution;
- i. Student Representative means a Board or Committee Member who is a student, elected to a Board or Committee in accordance with the Constitution or these Regulations;
- j. Student Guild means Griffith University Gold Coast Student Guild;
- k. University means Griffith University Gold Coast, established under the Griffith University Act 1998.

1.1.2. Words importing the singular include the plural where context requires or permits.

## 1.2. Applicability

1.2.1. These Regulations are made in accordance with Clause 9.4.1 of the Griffith University Gold Coast Student Guild (Student Guild) Constitution, to regulate in greater detail the Student Guild's activities and the conduct of its affairs.

1.2.2. These Regulations shall supersede any Guild Policies, Procedures or other governing documents.

1.2.3. No document, Policy or Procedure shall supersede the Constitution, including these Regulations.

## 1.3. Student Guild Activities

1.3.1. The activities of the Student Guild are to be carried out in furtherance of the Student Guild's charitable purpose and objects in accordance with the Constitution, and may include without limitation:

- a. to provide retail and catering services and physical facilities to the students and staff and community of the University;
- b. to operate under the terms of any liquor licenses as may be obtained by the Student Guild;
- c. to grant concessions for the operation of the campus of commercial activities and supervise the operation of such activities;

- d. to purchase, take on lease or in exchange, hire or otherwise acquire any real estate or personal property as approved by the Board and to sell, lease or mortgage or otherwise dispose of it as approved by the Board;
- e. to borrow, raise or secure the payment of money to support any of the objects of the Student Guild in such manner and upon such terms as the Board may approve, and to secure the repayment thereof by any mortgage or charge of any property present or future of the Student Guild, and/or to obtain any guarantee by any other person, firm, corporation or unincorporated association in respect of the repayment of such money, and/or to secure the repayment of such money in any other matter;
- f. to apply any grants and payments of money made by the University and other monies in the nature of grants which are made available to it in accordance with the provisions of the Constitution for any specific purposes for which such grants might be made, except that no funds shall be used to support or promote religious or political matters, organisations or clubs;
- g. to establish, operate and maintain, whether on the property of the Student Guild or elsewhere, any physical facilities or services for student accommodation, refectories, commercial and recreational amenities and all other things as the Board may determine for the benefit of the students, provided that any such physical amenities and facilities which are established on the campus must first be approved by the University;
- h. to engage persons, consultants and/or agents in its service, and where appropriate, to dismiss any person, consultant or agent so engaged and to remunerate such persons for services rendered or to be rendered;
- i. to publish, print and circulate a newspaper and such other student communications in any media form as the Board may determine;
- j. to invest and deal with the monies of the Student Guild which are not immediately required from time to time in such secured investments as the Board may approve;
- k. to carry on business of any kind, type or description for the purpose of achieving the objects of the Student Guild whether in partnership with, or under any arrangement as to the sharing of profits or otherwise with a person or a body; and
- l. to use and apply the income and property of the Student Guild solely in promotion of its charitable purpose and objects.

## 2. Board and Committee Duties and Discipline

### 2.1. Duty Statements

- 2.1.1. Board and Committee Members shall act in accordance with the Duty Statements set out at Appendix 1 to these Regulations.

### 2.2 Position Descriptions

- 2.2.1. All Board and Committee Members shall also comply with position descriptions or any other relevant documentation pertaining to their roles and responsibilities provided to them by the Student Guild.

### 2.3. Reprimand, Suspension or Removal

- 2.3.1. A Board or Committee Member may be reprimanded, suspended or removed from office by resolution of the Board, provided that:
  - a. at least 14 days written notice is given of the intention to move a motion to reprimand, suspend or remove the Board or Committee Member, except that such a motion may be moved during a Board or Committee meeting if it arises from conduct occurring during that meeting; and
  - b. the Board or Committee Member has been given a full and fair opportunity to show cause why they should not be reprimanded, suspended or removed from office.

## 3. Conflicts of Interest

### 3.1. Board and Committees

- 3.1.1 Board and Committee Members must disclose any conflict of interest that relates to the affairs of the Student Guild:
- at the first Board or Committee meeting after their appointment; and
  - at the first Board or Committee meeting after the Board or Committee Member becomes aware of a new conflict of interest arising during their term.
- 3.1.2. The disclosure must include details of the nature and extent of the conflict of interest and details of how that interest relates to the affairs of the Student Guild, and the steps the individual will take to manage the conflict.
- 3.1.3. The Board Chair, or in their absence the CEO, shall have final decision and authority in determining whether a conflict management plan is sufficient and appropriate. They shall also have the authority to alter conflict management plans to ensure they are effective, and include actions which the individual is required to follow.
- 3.1.4. A Board or Committee Member who has a conflict of interest relating to a matter that is considered at a Board or Committee meeting:
- must not be present while the matter is being considered at the meeting; and
  - must not vote on the matter, and, if the person does vote, the person's vote must not be counted; unless
  - the Board or Committee has passed a resolution that identifies the Board or Committee Member, the nature and extent of the interest in the matter and its relation to the affairs of the Student Guild, and states that those other Board or Committee Members voting for the resolution are satisfied that the conflict of interest should not disqualify the person from voting or being present.

### 3.2. Recusal

- 3.2.1. The Board or a Committee may by resolution declare that a Board or Committee Member is encumbered by a conflict of interest and recuse the person from consideration of any matter that relates to the interest.

### 3.3. Conflict Register

- 3.3.1. The Board shall maintain a register of declared interests relating to all Board and Committee Members.

### 3.4. Governance and Nominations Committee

- 3.4.1. A member of the Governance and Nominations Committee will have a conflict of interest where the business of the Committee relates in any way to a person with whom that member has a marital, de facto, close personal, familial or business relationship.
- 3.4.2. A member of the Committee who has a conflict of interest must remove themselves from consideration of the relevant business of the Committee. Failure to do so constitutes a breach of these Regulations.

### 3.5. Student Guild Policies

- 3.5.1. A member of the Board or a Committee must otherwise act in accordance with any policy implemented by the Student Guild which deals with conflicts of interest.

## 4. Committees

### 4.1. Establishing a Committee

- 4.1.1. The Board may create a Committee by resolution.
- 4.1.2. A Committee shall operate according to Terms of Reference as determined by the Board from time to time.
- 4.1.3. Terms of Reference shall include without limitation:
- the purpose and duration (if applicable) of the Committee;
  - the composition of the Committee;
  - the responsibilities of the Committee; and

- d. any special procedures of the Committee and any other matter considered necessary by the Board.

## **4.2. Committee Chair**

- 4.2.1. Each Committee shall have a Committee Chair, appointed or elected in accordance with these Regulations and the relevant Terms of Reference for the Committee.
- 4.2.2. The Committee Chair shall be responsible for conducting the business of the Committee in accordance with its Terms of Reference.
- 4.2.3. The Committee Chair shall also be responsible for ensuring the minutes of Committee meetings are provided to the Board, and that all resolutions are tabled at the next Board meeting.

## **4.3. Current Committees**

- 4.3.1. Student Guild Committees include:
  - a. Guild Representative Committee (GRC);
  - b. Guild Committee for the Advancement of Postgraduates (GCAP);
  - c. Finance, Risk and Audit Committee (FRAC);
  - d. Governance and Nominations Committee (GNC); and
  - e. Student Experience Advisory Committee (SEAC).

## **5. Meetings**

### **5.1. Notice**

- 5.1.1. The Student Guild must give each Board Member at least three days written notice of a Board meeting.
- 5.1.2. The Student Guild must give each Committee Member at least three days written notice of a Committee meeting.
- 5.1.3. Shorter notice may be given than the notice period specified in these Regulations, if the Board Chair or respective Committee Chair deems it necessary and applicable.
- 5.1.4. Notice of a meeting shall indicate the nature of the business to be transacted at that meeting.

### **5.2. Standing Orders**

- 5.2.1. The Chairperson of any Board meeting or Committee meeting shall have authority to apply the following standing orders:
  - a. meetings shall, subject to the presence of a quorum, start at the time set out in the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of;
  - b. all business on the agenda of an adjourned meeting shall be included on the agenda of the reconvened meeting and shall take precedence over new business;
  - c. when the Chair speaks, any other person speaking shall cease speaking;
  - d. no person other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes;
  - e. a motion or amendment before the Chair shall not be withdrawn except by its mover and with approval of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted;
  - f. if required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing;
  - g. a motion or amendment before the Chair may be reworded by the mover, subject to approval of the meeting;
  - h. no person shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment;
  - i. a person moving a motion or amendment shall be deemed to have spoken to it. A person seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently;

- j. when an amendment is before the chair, discussion shall be confined to that amendment.  
No further amendment shall be proposed until the amendment before the Chair has been disposed of;
- k. the Chair shall, as far as practical, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no person wishing to argue the opposite view, or in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate;
- l. any person may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order;
- m. any person disagreeing with the Chair's ruling on a point of order may move dissent. The Chair shall then vacate the Chair, and such motion shall be put forthwith without debate;
- n. on an equality of voting, the Chair shall declare the question resolved so as to maintain the status quo;
- o. a person who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, 'that the question be now put', which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. The Chair may also without returning a motion put the question if the Chair feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the Chair, the closure of the motion shall be deemed to close the debate on the amendment only;
- p. a person may at any time move 'that the speaker be no longer heard' or, 'that the speaker be heard for a further limited period only'. Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor;
- q. during the discussion of a motion (but not an amendment), a person who has not already participated in the debate on the motion may move: 'that the question be not now put'. This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put until all amendments have been disposed of;
- r. a person may move: 'That the debate [or meeting] be now adjourned'. Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the chair except points of order and personal explanations;
- s. meetings shall not be held earlier than 8am, or finish later than 8pm, Queensland time.  
Meetings shall not be held on weekends or public holidays;
- t. meetings shall not be scheduled for longer than three hours. Meetings, that due to the product of discussions, run longer than three hours shall adjourn for 15 minutes every 90 minutes to allow for sufficient rest breaks;
- u. standing orders (a) to (t) may be suspended by a majority of those present. A motion to this affect shall be open to debate;
- v. no person shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No person shall reflect on a clause of the Constitution, these Regulations or a standing order, except on a motion (of which due notice was given) to amend or repeal such clause or order;
- w. notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected until after the decision has been made;
- x. alterations to these standing orders shall be made only by resolution of the Board; and
- y. any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings.

### **5.3. Conduct of Meetings**

- 5.3.1. The CEO must ensure full and accurate minutes of each Board and Committee meeting are recorded.
- 5.3.2. The quorum for a Board meeting is specified at clause 6.3.1 of the Constitution.
- 5.3.3. The quorum for a Committee meeting is specified in the Terms of Reference for each Committee.
- 5.3.4. If there is no quorum within 30 minutes of the scheduled start time of any meeting:
  - a. the meeting is to be adjourned for at least one day; and
  - b. the Board or Committee members who are present are to decide the day, time and place of the adjourned meeting.

## **6. General Election of Student Representatives**

### **6.1. Electoral Officer**

- 6.1.1. An Electoral Officer shall be appointed by the CEO from amongst the employees of the Student Guild.
- 6.1.2. The Electoral Officer shall hold office until the Declaration of Final Results is issued for the General Election, unless replaced by the CEO.
- 6.1.3. The Electoral Officer is responsible for the administration of the General Election.

### **6.2. Returning Officer**

- 6.2.1. The Board shall appoint a Returning Officer to conduct the General Election and any by-elections.
- 6.2.2. The Returning Officer shall have the same powers in connection with any ballot as provided for Returning Officers in the Commonwealth Electoral Act 1918.
- 6.2.3. The Returning Officer must not be a candidate, nominator, current member of a political faction, current Board Member, Committee Member, Student Guild employee, or a person closely associated with any election candidate as reasonably determined by the Board.
- 6.2.4. The Returning Officer shall be paid such remuneration as determined by the Board.
- 6.2.5. The Returning Officer:
  - a. must be appointed before the opening of nominations; and
  - b. shall hold office until the Declaration of Final Results is issued for the General Election, unless replaced by resolution of the Board.

### **6.3. Administration**

- 6.3.1. Nominations:
  - a. at least two weeks before the day that nominations open, the CEO shall determine the dates and times that nominations open and close, provided that:
    - i. nominations must be open at least two weeks before the first day of voting; and
    - ii. nominations must close at least one week before the first day of voting.
- 6.3.2. Campaigning:
  - a. at least two weeks before the day that nominations open, the CEO shall determine the date and time that campaigning may commence.
- 6.3.3. Election dates:
  - a. at least two weeks before the day that nominations open, the CEO shall determine the dates and times that voting opens and closes, provided that there must be at least 72 hours of valid voting.

#### 6.3.4. Notice of Elections:

- a. at least two weeks before the day that nominations open, the Student Guild must publish a Notice of Elections, authorised by the Returning Officer, by:
  - i. emailing all students on the Gold Coast campus;
  - ii. providing notice on the Student Guild website;
  - iii. posting visibly on Student Guild noticeboards;
  - iv. posting as reasonable on Student Guild social media platforms; and
  - v. publishing where deemed necessary by other possible means; and
  - vi. stating the day and times that:
    - vii. nominations open and close;
    - viii. campaigning may commence; and
    - ix. voting opens and closes.

#### 6.3.5. Candidate Handbook:

- a. the Electoral Officer shall be responsible for creating a candidate handbook, which must be made available on the website before nominations open.

#### 6.3.6. Notice of Ballot:

- a. at least one week prior to the commencement of campaigning, the Student Guild must publish a Notice of Ballot, authorised by the Returning Officer, by:
  - i. emailing all students on the Gold Coast campus;
  - ii. providing notice on the Student Guild website;
  - iii. posting visibly on Student Guild noticeboards;
  - iv. posting as reasonable on Student Guild social media platforms; and
  - v. publishing where deemed necessary by other possible means; and
- b. stating:
  - i. the days and times that voting opens and closes;
  - ii. how many votes may be cast;
  - iii. where a person may find the policy statements of all candidates;
  - iv. how a student may submit a complaint; and
  - v. any other information which the CEO or Returning Officer considers to be appropriate.

### **6.4. Nominations, Campaigning and Voting**

#### 6.4.1. Eligibility:

- a. a person is eligible to be a candidate for election, if at the close of nominations, the person:
  - i. is a student;
  - ii. if nominating for election to the Board, is not an employee of the Student Guild;
  - iii. if nominating for election to the GRC or GCAP, suspends their employment with the Student Guild for the duration of the campaigning and voting periods; and
  - iv. if nominating for election to the GCAP, is enrolled at Griffith University in a postgraduate program or course of study administered through the Gold Coast campus.

#### 6.4.2. Nomination Procedure:

- a. a person who is eligible to be a candidate may nominate for election to only one of the below positions:
  - i. Board Member;
  - ii. GRC Member; or
  - iii. GCAP Member; and
- b. to be a valid candidate, a prospective candidate's nomination must:
  - i. be in the form prescribed by the Electoral Officer, which must include without limitation:
    1. a Declaration of all actual, potential or perceived conflicts of interest; and
    2. a signed statement of willingness to nominate for election, and if successful, to carry out the duties of their elected position; and
  - ii. be accompanied by any other information required by the Electoral Officer or Returning Officer, including without limitation:
    1. a Declaration of all actual, potential or perceived conflicts of interest; and
    2. a signed statement of willingness to nominate for election, and if successful, to carry out the duties of their elected position; and
  - iii. be accompanied by any other information required by the Electoral Officer or Returning Officer, including without limitation:
    1. any positions that a candidate has held at the Student Guild or Griffith University;
    2. a recent passport-style photograph; and
  - iv. submit a declaration affirming that:
    1. they will attend compulsory training sessions as prescribed by the Electoral Officer, the Student Guild or Board from time to time;
    2. they have read and will comply with the Constitution, Regulations, and Candidate Handbook;
    3. they have read and will comply with the Duty Statements and position descriptions provided for their elected role;
    4. they understand that they are responsible for the conduct of people who campaign on their behalf and may be penalised accordingly for any breaches of these Regulations, the Candidate Handbook or Election Rules; and
    5. all information submitted is correct and true; and
  - v. be supported by two nominators who:
    1. Are current enrolled students at Griffith University on the Gold Coast campus; and
    2. Are not a current Student Guild Board Member, Committee Member, or Student Guild employee.
- c. the nomination materials specified in Regulation 6.4.2.b must be submitted before the close of nominations. However, the Returning Officer may grant extensions to the close of nominations (either in general or on a case-by-case basis) if they deem it fair and reasonable to do so.
- d. the Returning Officer shall consider all nominations received before the close of nominations, and must accept all valid nominations that satisfy the requirements of these Regulations.
- e. no person may nominate more than five candidates in any one General Election.

#### 6.4.3. Campaigning:

- a. a person may campaign only after the date and time for commencement of campaigning as determined in accordance with Regulation 6.3.2;
- b. a person must not campaign verbally, distribute physical material, intentionally wear a campaign shirt for campaigning purposes, or display campaign material in a campaign exclusion zone. A campaign exclusion zone is any of the following:
  - i. a library, study area, food court, gym, food or drink outlet;
  - ii. a residential college or student accommodation facility;
  - iii. an area of at least three metres around the perimeter of a polling place of Student Guild space, which shall be marked by the Student Guild; and
  - iv. any other area or space whether indoors or outdoors, designated as a campaign exclusion zone by the Student Guild;
- c. at least two days prior to the start of the campaign period, candidates must submit all proposed digital and physical electoral and campaign material to the Returning Officer for approval. Candidates may not use material that has not been approved by the Returning Officer.
- d. a candidate may not print flyers or printed material for handing out as part of their campaign.
- e. within 24 hours of creating any of the following for the purpose of the election, a person must provide the Returning Officer a link to the group, page, account or website:
  - i. a social media presence, including a page, account, group, or group chat with more than twenty users; or
  - ii. a website;
- f. the Returning Officer may prescribe Election Rules, not inconsistent with these Regulations, providing further clarity or direction regarding campaigning activities that the Returning Officer considers fair and reasonable. This includes, without limitation:
  - i. prohibiting physical campaigning in designated areas or in designated days and times; and
  - ii. directions to ensure the health, safety and wellbeing of candidates, their supporters and individuals;
- g. any Election Rules or changes to Election Rules must be communicated to all candidates as soon as practicable after they are made.
- h. each candidate must inform their supporters about the requirements of the Regulations, Candidate Handbook, Election Rules and directions of any election official; and the necessity to observe these requirements at all times.
- i. during elections, candidates and their supporters must conduct themselves in a manner that upholds the fairness and integrity of the election process, including the conduct of a secret ballot.

#### 6.4.4. Expenditure:

- a. the GNC shall determine the maximum expenditure that a candidate may incur or cause to be incurred in association with their campaigning activities.
- b. the Electoral Officer must communicate this determination to all candidates as soon as practicable.
- c. a candidate must declare the cost of all electoral expenses to the Returning Officer, costed at regular market value, 24 hours before the close of polls.

#### 6.4.5. Voting:

- a. the Electoral Roll shall consist of all enrolled students eligible to vote in Student Guild elections, as of 4.00pm AEST on the Friday prior to the commencement of voting.
- b. only persons on the Electoral Roll may vote.

- c. no person may vote more than once.
- d. votes shall be cast using an electronic voting system organised and managed by the Electoral Officer from the opening of voting to the closing of voting.
- e. each student may vote for their preferred candidate for each vacant Board and Committee position.
- f. the CEO, with the approval of the Returning Officer, may extend the close of voting by no more than 48 hours in extraordinary circumstances if it is deemed by the CEO and Returning Officer fair and reasonable to do so. The decision of the CEO and Returning Officer under this Regulation is final and may not be appealed.
- g. the order of candidates on all ballots shall be randomised.

#### 6.4.6. Results:

- a. after voting has closed, the Returning Officer shall count the votes;
- b. if, on any count at which a candidate must be excluded, two or more candidates have an equal number of votes, the Returning Officer must draw lots to determine from among those candidates whose votes are equal, who shall be excluded;
- c. once the votes have been counted, the Returning Officer shall publish a Declaration of Provisional Results by:
  - i. uploading it to the Student Guild website;
  - ii. announcing it in a public space or online; or
  - iii. publishing by other possible means.
- d. in lieu of scrutineering, the Returning Officer shall, before issuing the Final Declaration of Results, publish information to the candidates and CEO to confirm the validity of the count and allow reasonable time for a candidate to question the conduct of the count;
- e. the Returning Officer shall publish the Final Declaration of Results, at the later of:
  - f. 24 hours after the Declaration of Provisional Results was published, provided the Returning Officer is satisfied that no breaches of the Constitution or Regulations have occurred, or that any breaches have been remedied and no complaints or appeals remain outstanding; or
  - g. the conclusion of any investigation by the Returning Officer; and
  - h. the Final Declaration of Results shall be published by:
    - i. emailing all students;
    - ii. uploading it to the Student Guild website; or
    - iii. publishing by other possible means.
- i. the Final Declaration of Results shall be final and conclusive.

### 6.5. Term Commencement

6.5.1. Student Board Members shall take office from 1 January in the year following their election.

### 6.6. Prohibited Electoral Practices

6.6.1. Campaigning must be conducted in a way that ensures:

- a. the safety of students;
- b. that students are not intimidated;
- c. that the views of students are respected; and
- d. that the reputation of the Student Guild and the University are not brought into disrepute.

6.6.2. A person must not display the logo of an election team or purport to be a representative of that election team without the permission of the authorisers of that team.

6.6.3. The following are considered prohibited conduct and an electoral offence under these Regulations:

- a. providing false or misleading information to the Returning Officer;
- b. interfering with the Returning Officer in the performance of their duties;
- c. engaging in dishonest practice;
- d. engaging in any conduct which prevents a student from voting in secrecy or autonomously;
- e. impersonating any other person for the purpose of voting, including an election official, an employee, Board or Committee Member or the Student Guild.
- f. campaigning before the date and time designated for the commencement of campaigning, or before 8am or after 6pm during the election period;
- g. campaigning, unless an eligible student;
- h. paying a person to campaign;
- i. offering free money, gifts or services, and 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 election team;
- j. damaging and defacing any public or private property inside or outside the University;
- k. distributing campaign material which has not been approved by the Returning Officer;
- l. distribute, publish or authorise campaign material in a language other than English unless it is accompanied by an accurate English translation;
- m. engaging in conduct or distributing material that vilifies any person or persons, including on the grounds of sex, sexuality, race, ethnicity, religion or disability;
- n. physically or verbally intimidating or assaulting a candidate or campaigner;
- o. engaging in conduct which could reasonably be considered to jeopardise the safety of any student;
- p. exceeding the maximum campaign expenditure;
- q. falsifying campaign expenditure;
- r. publishing, distributing, or authorising election material or making a statement about another candidate that:
  - i. is untrue or false;
  - ii. is, or is likely to be, misleading or deceptive; or
  - iii. is discriminatory on the grounds of sex, sexuality, race, ethnicity, religion or disability;
- s. using current Student Guild or club or society assets or resources for the purpose of campaigning, including without limitation staple guns, photocopiers, paper, phones, computers, membership lists, storage space, emails, social media pages, internal groups and digital platforms;
- t. any person who holds an executive role of a club or society, or University student organisation or affiliated body, using their title, powers or resources of that role to create the appearance of endorsing or supporting a candidate;
- u. campaigning at or in residential colleges, libraries, food court areas, food and drink outlets, and study areas, or any other exclusion zones, located within the Griffith University Gold Coast campus.
- v. failing to comply with any decision of the Returning Officer;
- w. behaviour that is deemed intimidating or harassing, such as filming other students or shadowing other campaigners; and
- x. campaigning in close proximity to Student Guild or University events.

## 6.7. Complaints and Breaches

- 6.7.1. A member may make a complaint to the Returning Officer if they believe that a breach of these Regulations, Candidate Handbook or Election Rules has occurred. Complaints must be lodged in writing prior to the closure of voting.
- 6.7.2. The Returning Officer may investigate any aspect of the election process without having received a formal complaint.
- 6.7.3. The Returning Officer shall deal with all complaints in a timely manner, provided that complaints must be dealt with no later than five days following the receipt of the complaint.
- 6.7.4. The complainant is responsible for providing all supporting materials relating to their complaint, at the same time the complaint is lodged.
- 6.7.5. Where the Returning Officer determines that the Regulations have been breached by a candidate, a candidate's supporter, or any other person on behalf of a candidate has occurred, they may do all or any of the following:
- dismiss the breach;
  - make directions to remedy the breach, including without limitation:
  - directing that something cease, be removed or altered; or
  - if a cost is incurred, direct that the person shall be responsible for the costs incurred;
  - Impose a penalty or penalties in the form of a formal warning, suspension of a person from campaigning, suspension of a candidate's campaign or disqualification from the election process, and/or repayment of issues or unspent grants.
- 6.7.6. The Returning Officer shall be responsible for communicating their decision regarding a breach of the Regulations, Candidate Handbook or Election Rules and may do so in the manner of their choosing. Where a candidate is disqualified, this must be communicated to all candidates.

## 6.8. Casual Vacancies

- 6.8.1. If a casual vacancy occurs in a Student Representative position:
- within the first six months of the year, the vacancy will be offered to the next eligible candidate from the previous General Election. If that candidate is unwilling or unable to accept the position, the offer will be made to the next highest-polling candidate, and so on in descending order of votes received, until the vacancy is filled. If there are no eligible candidates remaining, the vacancy may be filled by co-option and appointment, overseen by the Governance and Nominations Committee; or
  - within the final six months of the year, may be filled by co-option and appointment, overseen by the GNC or may remain vacant until the next General Election, when the position shall be filled by election; and
  - the newly appointed Student Representative shall remain in office for the remainder of the term for that position.
- 6.8.2. Where a Student Representative position is vacated, the person entitled to fill that vacancy in accordance with the Constitution and Regulations shall be notified in writing by the CEO and must confirm their acceptance or rejection of the position no more than seven days after the notification. If no reply is received within seven days, the offer shall lapse.

## 7. Non-Student Board Members

### 7.1. University Board Members

- 7.1.1. A University Board Member is recommended by the University and is appointed by resolution of the Board.
- 7.1.2. A University Board Member may be suspended or dismissed from office in accordance with clause 4.9 of the Constitution or may be removed from office by the University.
- 7.1.3. If the position of University Board Member becomes vacant, the University shall recommend a replacement, for appointment by resolution of the Board.

## 7.2. External Board Members

7.2.1. External Board Members are appointed using the process set out below:

- a. the Student Guild advertises the vacancy;
- b. the Student Guild receives and records applications;
- c. the CEO completes an initial eligibility and suitability screening;
- d. the GNC convenes a selection panel from among its members;
- e. the GNC shortlists candidates and conducts interviews;
- f. the GNC recommends preferred candidate(s) to the Board;
- g. the Board appoints External Board Members by resolution.

7.2.2. An External Board Member may be suspended or dismissed from office in accordance with clause 4.9 of the Constitution.

## 8. Board and Committee Roles

### 8.1. The Board

8.1.1. During the annual induction for Board and Committee Members, a provisional meeting of the incoming Board shall be conducted, with the purpose of electing:

- e. from amongst the Student Board Members:
  - i. the Deputy Chair of the GCAP. The elected Board Member must be an enrolled postgraduate student. In the event that no Student Board Members are enrolled in a postgraduate qualification, all Student Board Members may be eligible for election to this role;
  - ii. three members of the SEAC, including one as Chair;
  - iii. three members of the GNC;
  - iv. two members of the FRAC;

8.1.2. The GRC President is unable to stand for election to any roles on the GCAP or SEAC.

### 8.2. Board Chair

8.2.1. The Board Chair shall be appointed by resolution of the Board, provided that:

- a. the GNC shall have oversight of the recruitment of the Board Chair, and shall convene a Selection Panel for the purposes of recommending an appointment to the position of Board Chair;
- b. the Board Chair shall hold the position of Board Chair for the duration of their term as an External Board Member, unless otherwise subject to removal or resignation;
- c. the Board Chair shall hold all powers, rights and responsibilities afforded to Board Members; and
- d. the Board Chair may be reappointed without the requirement for a selection panel, provided their term lengths comply with the Constitution and these Regulations.

### 8.3. Committee Chairs

8.3.1. Prior to commencing their terms, a provisional meeting of each of the following incoming Committees shall be conducted with the purpose of electing a Committee Chair:

- a. GRC;
- b. GCAP.

8.3.2. The Board shall appoint the Committee Chairs for the following Committees, from amongst the External Board Members:

- a. a. FRAC;
- b. b. GNC.

#### **8.4. GRC President**

8.4.1. The Chair of the GRC shall be known as the GRC President and shall act as a Board Member in accordance with clause 4.3.1.b of the Constitution.

8.4.2. The GRC President shall take office as a Board Member from 1 January in the year following their election as Chair of the GRC under Regulation 8.3.1.

#### **8.5. Method**

8.5.1. The Returning Officer, or the CEO or their delegate, shall preside as Chairperson over the provisional Board or Committee meeting whilst an election of Board or Committee roles is occurring and shall conduct any electoral duties.

8.5.2. The vote shall be conducted via written secret ballot. The vote shall be conducted on a first past the post method.

8.5.3. The Chairperson of the meeting shall call for nominations for each role. Each nominated candidate shall be offered the opportunity to speak to their nomination for up to three minutes.

8.5.4. Where two or more candidates receive an equal number of votes, the winner shall be determined by lot.

8.5.5. The Decision of the Chairperson is final.

#### **8.6. Casual Vacancies**

8.6.1. Casual vacancies in Board or Committee roles shall be filled at the next meeting of the Board or respective Committee following the method outlined in Regulation 8.5.

## **9. Chief Executive Officer**

### **9.1. Appointment**

9.1.1. The CEO is appointed by the Board in accordance with clause 7.1.1 of the Constitution.

9.1.2. If the CEO position becomes vacant, an Acting CEO may be appointed by the Board.

9.1.3. Any permanent CEO appointment follows the process set out below:

- a. the Student Guild advertises the vacancy;
- b. the Student Guild receives and records applications;
- c. the GNC convenes a selection panel from among its members;
- d. the GNC completes a eligibility and suitability screening, shortlists candidates and conducts interviews;
- e. the GNC recommends preferred candidate(s) to the Board;
- f. the Board appoints External Board Members by resolution.

## **10. Administration**

### **10.1. Access to Records**

10.1.1. All records of the Student Guild shall be open for inspection by any Board Member after reasonable notice has been given to the CEO, with the exception of employment contracts and staffing information relating to staff other than the CEO.

10.1.2. The Board may, in exceptional circumstances, via a 75% majority, resolve to grant access to Board Members to any record deemed to be an exception to Regulation 10.1.1.

## **10.2. Expenditure**

10.2.1. If any expenditure authorised by the Board is not incurred within nine months from the date of authorisation, unless part of the Budget, the authorisation shall lapse.

## **10.3. Procurement**

10.3.1. All procurement activities of the Student Guild are to be conducted in accordance with the Griffith University Gold Coast Student Guild Procurement Policy and must adhere to any Delegated Authorities.

## **10.4. Staff Appointments**

10.4.1. All recruitment activities of the Student Guild are to be conducted in accordance with the Griffith University Gold Coast Student Guild Recruitment Policy.

## **10.5. Auditors**

10.5.1. Auditors shall be appointed by the Board at a meeting of the Board. The Board shall not appoint or reappoint a person or firm as Auditor of the Student Guild unless that person or firm has, prior to the appointment, confirmed the terms and conditions of appointment or reappointment to act as Auditor, by written notice to the Student Guild.

## **10.6. Custody of Property**

10.6.1. The Board Chair and the CEO shall be the custodians of the property of the Student Guild, and either the Board Chair or CEO, or in their absence, a person duly appointed by the Board shall be authorised to claim ownership of the property on behalf of the Student Guild in any Court, Tribunal or other body.

# Appendix

## Appendix 1 – Duty Statements

### 1.1. Board Members

- 1.1.1. Board Members shall comply with their roles and responsibilities as prescribed by law, including their legal duties:
- a. to exercise their powers and discharge their duties with reasonable degree of care and diligence;
  - b. to act in good faith in the best interests of the Student Guild and to further the charitable purpose of the Student Guild;
  - c. not to misuse their position or any information acquired in the role of Board Member;
  - d. to disclose any perceived or actual material personal interest in a matter that relates to the Student Guild;
  - e. to ensure that the financial affairs of the Student Guild are managed responsibly; and
  - f. not to allow the Student Guild to operate while it is insolvent.
- 1.1.2. Board Members shall act in accordance with the Constitution, Regulations, and Duty Statements.
- 1.1.3. Board Members shall:
- a. show respect and courtesy for other members of the Board, Committees, students, and Student Guild staff;
  - b. not allow personal preferences or indifferences to impede their work as Board Members;
  - c. not give Directions to staff members to place them in a position that asks them to disregard directions from their supervisors; and
  - d. appropriately manage all conflicts of interest.
- 1.1.4. Board Members shall attend:
- a. board meetings;
  - b. meetings of Committees of which they are members, and other meetings and appointments at which their presence is required such as working parties;
  - c. the annual induction for Board and Committee Members;
  - d. any training or development that may arise, provided at least four weeks' notice is given.
- 1.1.5. Board Members shall:
- a. review the Constitution and Regulations on an ongoing basis and recommend any suggested changes;
  - b. accurately represent Student Guild policy on any issue;
  - c. communicate and consult with the Board Chair over agendas;
  - d. communicate regularly with the CEO and relevant senior managers in order to understand the operational implications of proposed changes to policies;
  - e. not breach camera or confidentiality;
  - f. declare all conflicts of interest; and
  - g. model the Student Guild's values, including respect, equity and integrity.
- 1.1.6. Board Members, on completing their term of office, shall return any property of the Student Guild, including keys, files, phones or other equipment that may be in their possession.

### 1.2. Board Chair

- 1.2.1. Be familiar with the rules of meeting procedure.

- 1.2.2. Preside over Board meetings, ensure quorum, manage conflicts of interest and facilitate fair, orderly and timely discussion and decision-making.
- 1.2.3. Coordinate a meeting schedule and calendar for the Board and Committees with the CEO at the commencement of their term.
- 1.2.4. Determine the agenda of each Board meeting with the CEO, and consult with Board members when setting the agenda.
- 1.2.5. Maintain regular contact with all Board Members and Committee Chairs.
- 1.2.6. Assist in the management and delivery of the induction of Board and Committee Members.
- 1.2.7. Promote a culture of integrity, inclusion and student-centred decision making.
- 1.2.8. Establish a tone and role model ethical conduct, respectful debate and evidence-based decisions aligned to organisational purpose and student interests.
- 1.2.9. Foster a safe, fair and inclusive environment that encourages diverse viewpoints, constructive challenge, and consensus where possible.
- 1.2.10. Inspect minutes of Board meetings prior to their distribution with the next Notice of Board meeting.
- 1.2.11. Lead the Board's oversight of strategy development, approval and monitoring.
- 1.2.12. Ensure the Board maintains effective oversight of financial sustainability, controls, and compliance with applicable laws, the Constitution and Regulations.
- 1.2.13. Promote a disciplined approach to risk management, including establishing a risk appetite, monitoring key risks, and ensuring appropriate assurance.
- 1.2.14. Maintain a professional, supportive and candid relationship with the CEO, including regular meetings between Board sessions.
- 1.2.15. Ensure clear delegation of authority from Board to management, and that management operates within those delegations.
- 1.2.16. The Board Chair has authority to:
  - a. convene meetings of the Board in accordance with the Regulations;
  - b. determine, with the CEO, the agenda and order of business;
  - c. rule on matters of procedure during meetings;
  - d. speak on behalf of the Board on governance matters; and
  - e. attend and participate in any Student Guild Committee on an ex-officio basis.
- 1.2.17. Represent the Board at official functions and in key relationships with the University, students and partners, and funders, reinforcing student voice and organisational purpose.
- 1.2.18. Serve as principal spokesperson for Board matters, unless otherwise delegated.
- 1.2.19. Share concerns regarding member attendance, participation and preparedness with the CEO.
- 1.2.20. Oversee Board evaluations (collective and individual), address under-performance, and support succession planning for key Board roles and Committees.
- 1.2.21. Actively seek feedback from Board Members, the CEO and key stakeholders to support continuous improvement.
- 1.2.22. At the cessation of their term, ensure sufficient hand over and induction with the new Board Chair.

### **1.3. GRC President**

- 1.3.1. The GRC President shall act in accordance with the Constitution, Regulations, and Duty Statements.
- 1.3.2. The GRC President shall attend:

- a. meetings of the Board, Guild Representative Committee, and other meetings as required;
- b. act as Chair of the Guild Representative Committee;
- c. meetings of the University Council as required;
- d. meetings of University Committees as required;
- e. a fortnightly meeting with the CEO.

1.3.3. The GRC President shall prepare a report Board meetings and GRC meetings on matters of relevance.

1.3.4. The GRC President shall:

- a. be familiar with the basic rules of meeting procedure;
- b. invite, at their discretion and in consultation with the CEO, where relevant and appropriate, other Board or Committee Members to meetings with external stakeholders, including those from the University;
- c. establish and model a tone of ethical conduct, respectful debate and evidence-based decision-making aligned to organisational purpose and student interests;
- d. foster a diverse and inclusive environment that encourages diverse viewpoints, constructive challenge and consensus where possible;
- e. meet periodically with the Chair of GCAP, Academic Representatives and Council Representatives;
- f. liaise regularly with the CEO and relevant senior managers in order to share student insights, and understand operational implications and challenges;
- g. in conjunction and in consultation with the CEO, act as the spokesperson for the Student Guild, including authorising statements and quotes drafted on their behalf, and act in an official capacity when called upon by Student Guild staff for ceremonial duties or otherwise.

1.3.5. At the commencement of the term of the new GRC President, the outgoing GRC President shall induct the new GRC President. That shall include:

- a. a formal meeting with the CEO;
- b. providing the new GRC President with copies of the Student Guild budget;
- c. providing the President with copies of all relevant correspondence;
- d. identifying policies and initiatives adopted by the Board or GRC, for which implementation is yet to be completed;
- e. identifying processes for which the new GRC President should be aware, such as agenda setting, meeting administration, etc.;
- f. transition University meeting and committee attendance to the new GRC President;
- g. assist the new GRC President when called upon, in their role as GRC Immediate Past President.

1.3.6. The President shall serve an additional one years' term as the GRC Immediate Past President, a non-voting member of the GRC. They shall assist the CEO in ensuring continuity in the work of the GRC, and shall support the GRC President with mentoring and advice in fulfilling their duties.

#### **1.4. Committee Chairs and Deputy Chairs**

1.4.1. Be familiar with the basic rules of meeting procedure.

1.4.2. Coordinate a meeting schedule for their Committee with the CEO at the commencement of their term.

1.4.3. Prepare a detailed and appropriate Committee agenda for each Committee meeting that they Chair. They shall coordinate this with the CEO or their delegate, which shall be distributed to all Committee members as Notice of the Committee meeting.

1.4.4. Consult with the CEO and other Committee members when setting Committee meeting agendas.

- 1.4.5. Maintain regular contact with other Committee members.
- 1.4.6. At each Committee meeting, inform the Committee as to whether or not resolutions of the previous meeting were adopted by the Board.
- 1.4.7. Report to the Board on the Committee's current activities if requested, and draw relevant matters to the Board's attention.
- 1.4.8. Inspect minutes of Committee meetings prior to their distribution with the next Notice of Committee meeting.
- 1.4.9. Where appropriate, be responsible for the running of working parties. At the conclusion of the working party's activities, the Chair shall report to the Committee outlining the findings and recommendations of the working party.
- 1.4.10. Where appropriate, be responsible for convening selection panels. The Chair shall consult the appropriate staff member in arranging a time for the selection panel to meet and shall contact Committee members to request their participation.
- 1.4.11. Where appropriate, determine focus areas for advocacy and consultation work in conjunction with the CEO or their delegate.
- 1.4.12. Share concerns regarding member attendance, participation and preparedness with the CEO and Board Chair.

### **1.5. GRC/ GCAP Committee Member**

- 1.5.1. Provide informed, inclusive and evidence-based advice to the Student Guild on matters affecting students.
- 1.5.2. Champion student voice-informed strategic priorities, services and programs, and decision-making.
- 1.5.3. Serve as a conduit between the Student Guild and students by actively consulting with students, clubs and societies, and specific cohorts, and then synthesise, presenting insights and recommendations to the GRC, GCAP and Student Guild.
- 1.5.4. Uphold the Constitution, Regulations, Code of Conduct and relevant policies.
- 1.5.5. Committee members shall:
  - a. show respect and courtesy for other members of the Board, committees, students, and Student Guild staff;
  - b. not allow personal preferences or indifferences to impede their work as Representatives;
  - c. not give directions to staff members to place them in a position that asks them to disregard directions from their supervisors;
  - d. appropriately disclose and manage all conflicts of interest;
  - e. ensure that any pre-reading is completed and that they attend meetings adequately prepared and informed.
- 1.5.6. Committee members shall attend:
  - a. all Committee meetings, and appointments at which their presence is required such as working parties;
  - b. the annual induction for Board and Committee Members;
  - c. any training or development that may arise, provided four weeks' notice is given.
- 1.5.7. Maintain confidentiality of non-public information, student data and deliberations.
- 1.5.8. Model respectful, inclusive and professional behaviour.
- 1.5.9. Champion accessibility, inclusion and cultural safety.
- 1.5.10. Support diverse viewpoints and welcome all experiences, with open-minded discussion and respectful debate.
- 1.5.11. Proactively identify issues impacting students, such as wellbeing, learning, campus life, cost of living, safety and inclusion, including the needs of minority and equity cohorts.
- 1.5.12. Represent student perspectives impartially, avoiding personal or sectional interests.
- 1.5.13. Ensure advice is grounded in consultation, data and student feedback.

- 1.5.14. Build relationships with clubs and societies, student leaders and relevant University student reps to socialise emerging issues and solutions.
- 1.5.15. Maintain transparent records of engagement activities to support evidence-based reporting.
- 1.5.16. Prepare and present concise issue summaries and recommendations to the Committee, including impacts, options and student-centred outcomes.
- 1.5.17. Review and advise on proposed Student Guild or University initiatives, policies, SSAF projects, including consideration of access, equity, affordability and student experience.
- 1.5.18. Contribute to the Student Guild's annual student delivery planning sessions.
- 1.5.19. Use Student Guild-approved channels and templates for surveys and advocacy.

## Appendix 2 – Finance, Risk and Audit Committee (FRAC)

### 1. Purpose and Legislative Framework

#### 1.1 Purpose

The Board of the Griffith University Gold Coast Student Guild (the Student Guild) establishes the Finance, Risk and Audit Committee (the FRAC) to support the Board in fulfilling its responsibilities in relation to the financial sustainability, compliance and risk management of the Student Guild.

#### 1.2 Legislative Framework

The FRAC shall consider in the bounds of its discussion, deliberation and activities, relevancy and application of the following legislation and University policies:

- a. HESA Act 2003
- b. ACNC Act 2012
- c. Corporations Act 2001
- d. WHS Act 2011
- e. Auditing standards
- f. Griffith University Governance Framework
- g. Griffith University Act 1998

### 2. Authority

#### 2.1 Establishment

The FRAC is established as a subcommittee of the Board under the Student Guild's Regulations and operates under delegated authority.

#### 2.2 Access to Information

The FRAC is empowered to reasonably request any relevant information it requires to fulfill its responsibilities through the Student Guild CEO or their nominee, except for confidential employment or commercial information, or privileged legal advice or information.

#### 2.3 Power to Seek Advice

The FRAC may recommend to Student Guild Management to seek external advice for matters which are relevant to the FRAC's focus.

#### 2.4 Executive Authority

The FRAC reports directly to the Board and holds no executive authority, except where explicitly delegated by the Board.

#### 2.5 Confidentiality

FRAC members are subject to confidentiality obligations and must not disclose or discuss FRAC matters to any external parties – including University staff or students – without the prior written approval of the Board Chair or CEO.

### 3. Responsibility

#### 3.1 Areas of Responsibility

The FRAC shall support and inform the Board's strategic guidance of the Student Guild by overseeing relevant financial, risk and audit processes and reports, including without limitation:

- a. Reviewing and guiding the annual operating and capital budgets
- b. Monitoring financial performance against budget and forecasts
- c. Reviewing and recommending significant financial decisions or investments
- d. Overseeing cash flow, liquidity and long-term financial sustainability strategies
- e. Overseeing the risk management framework, risk register, appetite statements and strategies
- f. Reviewing regulatory and legal compliance

- g. Overseeing the scope, effectiveness and independence of external audits, and the implementation of audit recommendations
- h. Recommending the appointment, reappointment or removal of an external auditor

## **4. Membership**

### **4.1 Standing Members**

The FRAC shall be comprised of:

- a. Two External Board Members
- b. Two Student Board Members
- c. The Student Guild CEO (non-voting)
- d. The Student Guild Finance Manager (non-voting)
- e. The Student Guild Head of Operations (non-voting)

### **4.2 Guests**

The Finance Chair may invite the following individuals to attend meetings, with rights of audience and debate only:

- a. Board Members

The CEO may invite any relevant Student Guild staff member to a FRAC meeting without requiring the approval of the Finance Chair.

### **4.3 Guest Attendance**

The FRAC may invite any individual or individuals within or external to the Student Guild to attend an entire meeting or meetings, or to attend for one or more specified agenda items, with rights of audience or debate.

## **5. Chairperson and Deputy**

### **5.1 Election**

The Chairperson of the FRAC shall be elected in accordance with the Regulations at a provisional meeting of the FRAC during the annual induction for Board and Committee Members.

### **5.2 Role**

- a. The FRAC member elected as Chairperson of the FRAC shall be known as the Finance Chair.
- b. The Finance Chair shall comply with all relevant Duty Statements relevant to their position(s), contained within the Regulations.

### **5.3 Deputy Chair**

The other External Board Member shall serve as Deputy Chair of the FRAC.

## **6. Meetings**

### **6.1 Standing Orders**

The chairperson of a FRAC meeting shall have authority to apply the standing orders set out in the Regulations.

### **6.2 Frequency**

The FRAC shall meet at least four times per year, on the dates outlined in the Student Guild's annual Board and Committee Meetings Calendar.

### **6.3 Meeting Agenda and Papers**

- a. Meeting agendas and papers shall be distributed at least five business days prior to a FRAC meeting, unless impacted by extenuating circumstances.
- b. Members of the FRAC may submit to the Finance Chair any items for inclusion on the agenda.
- c. The Finance Chair shall determine the agenda in collaboration with the CEO.

- d. The FRAC meeting in the second quarter of the calendar year shall review the annual audit, recommend the following year's auditors, and recommend to the Board the signing of the annual accounts. The auditors may attend this meeting at the discretion of the Finance Chair.
- e. The FRAC meeting in the final quarter of the calendar year shall consider the annual budget.

#### **6.4 Additional Meetings**

The Finance Chair may call an additional meeting with reasonable notice in the case of extenuating circumstances or extraordinary issues. The Finance Chair must provide these circumstances and/or issues in writing when providing notice of the meeting.

#### **6.5 Quorum**

The quorum shall be a majority of FRAC members, provided also that either the Finance Chair or Deputy Chair, and the Student Guild CEO or their nominee are present.

#### **6.6 Voting**

A question arising at a FRAC meeting shall be decided by a majority vote of the FRAC members voting on the resolution and, if the votes are equal, the question is resolved so as to maintain the status quo.

#### **6.7 Administration**

The FRAC shall appoint a secretary to provide administrative support. Minutes shall be recorded, distributed to all FRAC members, and submitted to the Board as the official record of proceedings.

### **7. Reporting**

#### **7.1 Obligations**

- a. The FRAC shall report directly to the Board.
- b. The FRAC may escalate matters for consideration to other Student Guild Committees.
- c. FRAC minutes shall be provided to the Board at the following Board meeting as a record of the meeting.

## Appendix 3 – Guild Committee for the Advancement of Postgraduates (GCAP)

### 1. Purpose and Legislative Framework

#### 1.1 Purpose

The Board of the Griffith University Gold Coast Student Guild (the Student Guild) establishes the Guild Committee for the Advancement of Postgraduates (the GCAP) to represent and advocate for postgraduate student interests on the Gold Coast campus. The GCAP shall exist to represent and elevate postgraduate experiences to inform strategic decision-making.

#### 1.2 Legislative Framework

The GCAP shall consider in the bounds of its discussion, deliberation and activities, relevancy and application of the following legislation and University policies:

- a. HESA Act 2003
- b. TEQSA Act 2011
- c. Griffith University academic policies
- d. Griffith University Governance Framework
- e. Griffith University Higher Degree by Research Policy
- f. Griffith University Support for Students Policy

### 2. Authority

#### 2.1 Establishment

The GCAP is established as a subcommittee of the Board under the Student Guild's Regulations and operates under delegated authority.

#### 2.2 Access to Information

The GCAP is empowered to reasonably request any information it requires to fulfill its responsibilities through the Student Guild CEO or their nominee, except for confidential employment or commercial information, or privileged legal advice or information.

#### 2.3 Executive Authority

The GCAP reports directly to the Board and holds no executive authority, except where explicitly delegated by the Board.

#### 2.4 Confidentiality

GCAP members are subject to confidentiality obligations and must not disclose or discuss GCAP matters to any external parties – including University staff or students – without the prior written approval of the Board Chair or CEO.

### 3. Responsibility

#### 3.1 Areas of Advocacy

The GCAP shall support and inform the Board's strategic guidance of the Student Guild by capturing, representing and elevating postgraduate student voices and advocating for postgraduate students interests in:

- a. Postgraduate academic standards, course delivery and quality of education;
- b. The wellbeing, safety and professional development of postgraduate students;
- c. Infrastructure and campus services unique to postgraduate students that facilitate study, recreation, and co-curricular activities;
- d. The unique needs of specific cohorts, minority or marginalised postgraduate students;
- e. University-managed SSAF initiatives and services;
- f. Postgraduate student needs in relation to SSAF services and initiatives; and,
- g. University or government policies affecting the academic and campus experience of postgraduate students.

### **3.2 Annual Planning**

The GCAP may participate in an annual operational planning session with Guild staff to provide insight into student needs and interests related to activities and advocacy services.

### **3.3 Identification of Needs**

The GCAP shall explore ways the Student Guild can proactively respond to identified postgraduate student needs through operational initiatives, policy recommendations, or representative advocacy. The GCAP may also recommend that Student Guild Management consider identified postgraduate student needs during operational planning processes.

## **4. Membership**

### **4.1 Standing Members**

The GCAP shall be comprised of:

- a. Six elected postgraduate student representatives
- b. One Student Board Member
- c. The Student Guild Head of Student Services (non-voting)

### **4.2 Guests**

The GCAP Chair may invite the following individuals to attend meetings, with rights of audience and debate only, provided they are enrolled at the Gold Coast campus:

- a. Guild Board
- b. University Council representatives
- c. University Committee members
- d. The CEO may invite any relevant Guild staff member to a GCAP meeting without requiring the approval of the Chair.

### **4.3 Guest Attendance**

The GCAP may invite any individual or individuals within or external to the Student Guild to attend an entire meeting or meetings, or to attend for one or more specified agenda items, with rights of audience or debate.

## **5. Chairperson and Deputy**

### **5.1 Election**

The GCAP Chair shall be elected in accordance with the Regulations at a provisional meeting of the GCAP during the annual induction for Board and Committee Members.

### **5.2 Role**

- a. Upon election to the role of GCAP Chair, they shall be appointed in an ex-officio capacity to the Guild Representative Committee for as long as they hold the position of GCAP Chair.
- b. The GCAP Chair shall comply with all relevant Duty Statements relevant to their position(s), contained within the Regulations.

### **5.3 Deputy Chair**

The elected student member of the Board shall serve as Deputy Chair of the GCAP.

### **5.4 University Representation**

The GCAP Chair, in collaboration with the GRC President, shall represent the postgraduate student voice and the Guild's interests at University committee meetings and to University stakeholders.

## **6. Meetings**

### **6.1 Standing Orders**

The chairperson of a GCAP meeting shall have authority to apply the standing orders set out in the Regulations.

### **6.2 Frequency**

The GCAP shall meet bi-monthly, in alternate months to GRC meetings, excluding any extended University holiday periods, on the date outlined in the Student Guild's annual Board and Committee Meetings Calendar. The GCAP shall meet at least five times per year.

### **6.3 Meeting Agenda and Papers**

- a. Meeting agendas and papers shall be distributed at least five business days prior to a GCAP meeting, unless impacted by extenuating circumstances.
- b. Members of the GCAP may submit to the GCAP Chair any items for inclusion on the agenda.
- c. Postgraduate students of the Gold Coast campus may request an item for inclusion on the agenda in writing to the GCAP Chair, accompanied by signatures of 50 postgraduate students agreeing to the item for discussion, along with any supporting material required by the GCAP. The GCAP shall discuss the item requested by the student, and the student may have the right of audience for their item at the relevant GCAP meeting only.
- d. The GCAP Chair shall determine the agenda and communicate it in a transparent manner and reasonable timeframe with the Student Guild CEO.

### **6.4 Additional Meetings**

The GCAP Chair may call an additional meeting with reasonable notice in the case of extenuating circumstances or extraordinary issues. The GCAP Chair must provide these circumstances and/or issues in writing when providing notice of the meeting.

### **6.5 Quorum**

The quorum shall be a majority of GCAP members, provided also that either the GCAP Chair or Deputy Chair, and the Guild CEO or their nominee must be present.

### **6.6 Voting**

A question arising at a GCAP meeting shall be decided by a majority vote of the GCAP members voting on the resolution and, if the votes are equal, the question is resolved so as to maintain the status quo.

### **6.7 Administration**

The GCAP shall appoint a secretary to provide administrative support. Minutes shall be recorded, distributed to all GCAP members, and submitted to the Board as the official record of proceedings.

## **7. Reporting**

### **7.1 Obligations**

- a. The GCAP shall report directly to the Board.
- b. The GCAP may escalate matters for consideration to other Student Guild Committees.
- c. The GCAP Chair shall provide an update on GCAP activities, action items and considerations at each meeting.
- d. GCAP minutes shall be provided to the Board at the following Board meeting as a record of the meeting.

## Appendix 4 – Governance and Nominations Committee (GNC)

### 1. Purpose and Legislative Framework

#### 1.1 Purpose

The Board of the Griffith University Gold Coast Student Guild (the Student Guild) establishes the Governance and Nominations Committee (the GNC) to support the Board in fulfilling its responsibilities in relation to the governance, compliance and electoral functions of the Student Guild.

#### 1.2 Legislative Framework

The GNC shall consider in the bounds of its discussion, deliberation and activities, relevancy and application of the following legislation and University policies:

- a. HESA Act 2003
- b. ACNC Act 2012
- c. Corporations Act 2001
- d. Griffith University Act 1998
- e. Griffith University Governance Framework
- f. Other relevant Griffith University policies

### 2. Authority

#### 2.1 Establishment

The GNC is established as a subcommittee of the Board under the Student Guild's Regulations and operates under delegated authority.

#### 2.2 Access to Information

The GNC is empowered to reasonably request any relevant information it requires to fulfill its responsibilities through the Student Guild CEO or their nominee, except for confidential employment or commercial information, or privileged legal advice or information.

#### 2.3 Power to Seek Advice

The GNC may recommend to Student Guild Management to seek external advice for matters which are relevant to the GNC's focus.

#### 2.4 Executive Authority

The GNC reports directly to the Board and holds no executive authority, except where explicitly delegated by the Board.

#### 2.5 Confidentiality

GNC members are subject to confidentiality obligations and must not disclose or discuss GNC matters to any external parties – including University staff or students – without the prior written approval of the Board Chair or CEO.

### 3. Responsibility

#### 3.1 Areas of Responsibility

The GNC will support and inform the Board's strategic guidance of the Student Guild by overseeing relevant governance, compliance and electoral processes, policies and documents, including:

- a. Reviewing the effectiveness and recommending changes to the Constitution, Regulations, Committee Terms of Reference and other relevant documents;
- b. Reviewing electoral processes and considering recommendations made by the Student Guild's Returning Officer;
- c. Reviewing compliance with governing bodies;
- d. Reviewing and approving relevant Student Guild policies and its policy framework;

- e. Reviewing WHS compliance;
- f. Reviewing controls and corrective actions resulting from external audits;
- g. Overseeing the recruitment and appointment of external candidates to the Board and election of the Board Chair;
- h. Overseeing the election of student representatives as required; and,
- i. Overseeing the recruitment and appointment of the CEO when required.

## **4. Membership**

### **4.1 Standing Members**

The GNC shall be comprised of:

- a. At least one External Board Member
- b. Three Student Board Members
- c. The Board Chair (ex-officio), who is also an External Board Member
- d. The CEO (non-voting)

### **4.2 Guests**

The Chair may invite the following individuals to attend meetings, with rights of audience and debate only:

- a. Board Members

The CEO may invite any relevant Student Guild staff member to a GNC meeting without requiring the approval of the Governance Chair.

### **4.3 Guest Attendance**

The GNC may invite any individual or individuals within or external to the Student Guild to attend an entire meeting or meetings, or to attend for one or more specified agenda items, with rights of audience or debate.

### **4.4 Selection Panels**

- a. Where the GNC is meeting as a selection panel for the purpose of appointing Board Members, GNC members and/or the CEO, at least one External Board Member or the Board Chair must be in attendance.
- b. Where the GNC is meeting as a selection panel to appoint student representatives only, the External Board Member(s) or Board Chair are not required to attend but may do so at their own discretion. If they do not attend, a Student Guild staff member nominated by the CEO shall attend as their voting delegate.

## **5. Chairperson and Deputy**

### **5.1 Election**

The External Board Member shall be the Governance Chair. Where there are multiple External Board Members on the GNC, one External Board Member shall be elected as Governance Chair at a GNC meeting.

### **5.2 Role**

- a. The GNC member elected as Chairperson of the GNC shall be known as the Governance Chair.
- b. The Governance Chair shall comply with all relevant Duty Statements relevant to their position(s), contained within the Regulations.

### **5.3 Deputy Chair**

A Student Board Member shall be elected to the role of Deputy Chair at a GNC meeting.

## **6. Meetings**

### **6.1 Standing Orders**

The Chairperson of a GNC meeting shall have authority to apply the standing orders set out in the Regulations.

## **6.2 Frequency**

The GNC shall meet at least four times per year, on the dates outlined in the Student Guild's annual Board and Committee Meetings Calendar.

## **6.3 Meeting Agenda and Papers**

- a. Meeting agendas and papers shall be distributed at least five business days prior to a GNC meeting, unless impacted by extenuating circumstances.
- b. Members of the GNC may submit to the Governance Chair any items for inclusion on the agenda.
- c. The Governance Chair shall determine the agenda in collaboration with the CEO.
- d. The meeting in the third quarter of the calendar year shall consider the General Election.
- e. The meeting in the final quarter of the calendar year shall consider student representative appointments.

## **6.4 Additional Meetings**

The Governance Chair may call an additional meeting with reasonable notice in the case of extenuating circumstances or extraordinary issues. The Governance Chair must provide these circumstances and/or issues in writing when providing notice of the meeting.

## **6.5 Quorum**

The quorum for GNC meetings shall be a majority of GNC members, provided also that the following must be present:

- a. at least two elected Student Board Members
- b. either an External Board Member or the Board Chair, and
- c. the Student Guild CEO or their nominee

## **6.6 Voting**

A question arising at a GNC meeting shall be decided by a majority vote of the GNC members voting on the resolution and, if the votes are equal, the question is resolved so as to maintain the status quo.

## **6.7 Administration**

The GNC shall appoint a secretary to provide administrative support. Minutes shall be recorded, distributed to all GNC members, and submitted to the Board as the official record of proceedings.

# **7. Reporting**

## **7.1 Obligations**

- a. The GNC will report directly to the Board.
- b. The GNC may escalate matters for consideration to other Student Guild Committees.
- c. GNC minutes shall be provided to the Board at the following Board meeting as a record of the meeting.

## Appendix 5 – Guild Representative Committee (GRC)

### 1. Purpose and Legislative Framework

#### 1.1 Purpose

The Board of the Griffith University Gold Coast Student Guild (the Student Guild) establishes the Guild Representative Committee (the GRC) to represent and advocate for student interests on the Gold Coast campus. The GRC shall exist to represent and elevate student voice to inform strategic decision-making.

#### 1.2 Legislative Framework

The GRC shall consider in the bounds of its discussion, deliberation and activities, relevancy and application of the following legislation and University policies:

- a. HESA Act 2003
- b. TEQSA Act 2011
- c. Griffith University academic policies
- d. Griffith University Governance Framework
- e. Griffith University Support for Students Policy

### 2. Authority

#### 2.1 Establishment

The GRC is established as a standing committee of the Board under the Student Guild's Constitution and operates under delegated authority.

#### 2.2 Access to Information

The GRC is empowered to reasonably request any information it requires to fulfill its responsibilities through the Student Guild CEO or their nominee, except for confidential employment or commercial information, or privileged legal advice.

#### 2.3 Power to Seek Advice

The GRC may recommend to Student Guild Management to seek external advice for matters which are relevant to the GRC's focus.

#### 2.4 Executive Authority

The GRC reports directly to the Board and holds no executive authority, except where explicitly delegated by the Board.

#### 2.5 Confidentiality

GRC members are subject to confidentiality obligations and must not disclose or discuss GRC matters to any external parties – including University staff or students – without the prior written approval of the Board Chair or CEO.

### 3. Responsibility

#### 3.1 Areas of Advocacy

The GRC shall support and inform the Board's strategic guidance of the Student Guild by capturing, representing and elevating student voices and advocating for students' interests in:

- a. Academic standards, course delivery and quality of education;
- b. The wellbeing, safety and professional development of all students;
- c. Infrastructure and campus services that facilitate study, recreation, and co-curricular activities;
- d. The unique needs of specific cohorts, minority or marginalised students;
- e. University-managed SSAF initiatives and services;
- f. Student needs in relation to SSAF services and initiatives; and,
- g. University or government policies affecting the academic and campus experience of all students.

### **3.2 Annual Planning**

The GRC may participate in an annual operational planning session with Student Guild staff to provide insight into student needs and interests related to activities and advocacy services.

### **3.3 Identification of Needs**

The GRC shall explore ways the Student Guild can proactively respond to identified student needs through operational initiatives, policy recommendations, or representative advocacy. The GRC may also recommend that Student Guild Management consider identified student needs during operational planning processes.

## **4. Membership**

### **4.1 Standing Members**

The GRC shall be comprised of:

- a. Six elected student representatives
- b. GCAP Chair (ex-officio)
- c. Immediate Past President (non-voting, ex-officio)
- d. The CEO or their nominee (non-voting)

### **4.2 Guests**

The President may invite the following individuals to attend meetings, with the rights of audience and debate only, provided they are students enrolled at the Gold Coast campus:

- a. Student Guild Board Members
- b. University Council representatives
- c. University Committee members

The CEO may invite any relevant Student Guild staff member to a GRC meeting without requiring the approval of the GRC President.

### **4.3 Invitations**

The GRC may invite any individual or individuals within the Student Guild or external to the Student Guild to attend an entire meeting or meetings, or to attend for one or more specified agenda items, with rights of audience or debate.

## **5. Chair and Deputy Chair**

### **5.1 Election**

The GRC Chair shall be elected in accordance with the Regulations at a provisional meeting of the GRC during the annual induction for Board and Committee Members.

### **5.2 Role**

- a. The GRC Chair shall be known as the President of the Student Guild (the President).
- b. Upon election to the role of President, this person shall be appointed in an ex-officio capacity to the Student Guild Board for the duration of their term.
- c. Following the completion of their term, the President shall serve an additional one year on the GRC as the Immediate Past President. This is a non-voting role on the GRC.
- d. The President shall comply with all Duty Statements relevant to their position(s), contained within the Regulations.

### **5.3 Deputy Chair**

The GCAP Chair shall serve as Deputy Chair of the GRC.

### **5.4 University Representation**

The President shall represent the student voice and Student Guild interests at University committee meetings and to University stakeholders.

## **6. Meetings**

### **6.1 Standing Orders**

The Chairperson of a GRC meeting shall have authority to apply the standing orders set out in the Regulations.

### **6.2 Frequency**

The GRC shall meet bi-monthly, in alternate months, to Student Guild Board meetings, on the date outlined in the Student Guild's annual Board and Committee Meetings Calendar, excluding any extended University holiday periods. The GRC shall meet at least five times per year.

### **6.3 Meeting Agenda and Papers**

- a. Meeting agendas and papers shall be distributed at least five business days prior to a GRC meeting, unless impacted by extenuating circumstances.
- b. Members of the GRC may submit to the President any items for inclusion on the agenda.
- c. Students of the Gold Coast campus may request an item for inclusion on the agenda in writing to the President, accompanied by signatures of 50 students agreeing that the item should be added for discussion, along with any supporting material required by the GRC. The GRC shall discuss the item requested by the student, and the student may have the right of audience for their item at the relevant GRC meeting only.

### **6.4 Additional Meetings**

The President may call an additional meeting with reasonable notice in the case of extenuating circumstances or extraordinary issues. The President must provide these circumstances and/or issues in writing when providing notice of the meeting.

### **6.5 Quorum**

The quorum for GRC meetings shall be a majority of GRC members, provided also that either the President or Deputy Chair, and the Guild CEO or their nominee must be present.

### **6.6 Voting**

A question arising at a GRC meeting shall be decided by a majority vote of the GRC members voting on the resolution and, if the votes are equal, the question is resolved so as to maintain the status quo.

### **6.7 Administration**

The GRC shall appoint a secretary to provide administrative support. Minutes shall be recorded, distributed to all GRC members, and submitted to the Board as the official record of proceedings.

## **7. Reporting**

### **7.1 Obligations**

- a. The GRC shall report directly to the Board.
- b. The GRC may escalate matters for consideration to other Student Guild Committees.
- c. The GRC President shall provide an update on GRC activities, action items and considerations at each meeting.
- d. GRC minutes shall be provided to the Board at the following Board meeting as a record of the meeting.

## Appendix 6 – Student Experience Advisory Committee (SEAC)

### 1. Purpose and Legislative Framework

#### 1.1 Purpose

The Board of the Griffith University Gold Coast Student Guild (the Student Guild) establishes the Student Experience Advisory Committee (the SEAC) to support the Board in informing strategic direction via consultation and co-design of student experience initiatives, events, programs and services.

#### 1.2 Legislative Framework

The SEAC shall consider in the bounds of its discussion, deliberation and activities, relevancy and application of the following legislation and University policies:

- a. HESA Act 2003
- b. Griffith University Student Support Policy
- c. Griffith University Governance Framework
- d. Other relevant Griffith University policies

### 2. Authority

#### 2.1 Establishment

The SEAC is established as a subcommittee of the Board under the Student Guild’s Regulations and operates under delegated authority.

#### 2.2 Executive Authority

The SEAC reports directly to the Board and holds no executive authority, except where explicitly delegated by the Board.

#### 2.3 Confidentiality

The SEAC shall be bound by confidentiality and non-disclosure and shall not discuss SEAC activities with individuals external to the Student Guild, including students and staff of the University, without the express written permission of the Board Chair or the CEO.

### 3. Responsibility

#### 3.1 Areas of Responsibility

The SEAC shall support and inform the Board’s strategic guidance of the Student Guild by providing consultation and co-design on Student Guild services, events, programs and initiatives, including:

- a. Facilitating consultation on new major activities or events;
- b. Providing insights into current student priorities and campus life;
- c. Identifying gaps or enhancements in the Student Guild’s current co-curricular activity;
- d. Facilitating consultation regarding clubs and societies policies, systems and technology changes, or significant program changes;
- e. Receiving summary reports and updates regarding the distribution of grants and subsidies to clubs;
- f. Endorsing the affiliation of new clubs and societies;
- g. Facilitating consultation on the space and facilities needs for students, clubs and societies, and identifying spaces where the Student Guild may enhance the student experience; and,
- h. Facilitating consultation on new and existing co-curricular, non-academic and academic programs and services, including policies, systems and other changes.

#### 3.2 Annual Planning

The SEAC may participate in an annual operational planning session with Student Guild staff to provide insight into student needs and interests related to activities and advocacy services.

### **3.3 Consultation with Students**

SEAC members shall represent all student interests and may actively seek feedback and input from the student body on current issues, needs, programs and services, for the purpose of consultation.

## **4. Membership**

### **4.1 Standing Members**

The SEAC shall be comprised of:

- a. Three Student Board Members
- b. Four appointed Student Experience representatives
- c. The Student Guild Head of Student Services

### **4.2 Guests**

The Student Experience Chair may invite the following individuals to attend meetings, with rights of audience and debate only:

- a. Board Members

The CEO may invite any relevant Student Guild staff member to a meeting of the SEAC without requiring the approval of the Student Experience Chair.

### **4.3 Guest Attendance**

The SEAC may invite any individual or individuals within or external to the Guild to attend an entire meeting or meetings, or to attend for one or more specified agenda items, with rights of audience or debate.

## **5. Chairperson and Deputy**

### **5.1 Election**

The Student Experience Chair shall be elected at a provisional meeting of the SEAC during the annual induction for Board and Committee Members.

### **5.2 Role**

- a. The Chairperson of the SEAC shall be known as the Student Experience Chair.
- b. The Student Experience Chair shall comply with all relevant Duty Statements relevant to their position(s), contained within the Regulations.

### **5.3 Deputy Chair**

The Deputy Chair shall be elected by and from the SEAC members at a meeting of the SEAC.

## **6. Meetings**

### **6.1 Standing Orders**

The Chairperson of a meeting of the SEAC shall have authority to apply the standing orders set out in the Regulations.

### **6.2 Frequency**

The SEAC shall meet at least four times per year, on the dates outlined in the Student Guild's annual Board and Committee Meetings Calendar.

### **6.3 Meeting Agenda and Papers**

- a. Meeting agendas and papers shall be distributed at least five business days prior to a meeting of the SEAC, unless impacted by extenuating circumstances.
- b. Members of the SEAC may submit to the Student Experience Chair any items for inclusion on the agenda.
- c. The Student Experience Chair shall determine the agenda in collaboration with the Student Guild.

#### **6.4 Additional Meetings**

The Student Experience Chair may call an additional meeting with reasonable notice in the case of extenuating circumstances or extraordinary issues, or at the direction of Student Guild staff. The Student Experience Chair must provide these circumstances and/or issues in writing when providing notice of the meeting.

#### **6.5 Quorum**

The quorum shall be a majority of SEAC members, provided also that at least one Student Board Member, and the Student Guild Head of Student Engagement or their nominee must be present.

#### **6.6 Voting**

A question arising at a meeting of the SEAC shall be decided by a majority vote of the SEAC members voting on the resolution and, if the votes are equal, the question is resolved so as to maintain the status quo.

#### **6.7 Administration**

The SEAC shall appoint a SEACretary to provide administrative support. Minutes shall be recorded, distributed to all SEAC members, and submitted to the Board as the official record of proceedings.

### **7. Reporting**

#### **7.1 Obligations**

- a. The SEAC shall report directly to the Board.
- b. The SEAC may escalate matters for consideration to other Student Guild Committees.
- c. SEAC minutes shall be provided to the Board at the following Board meeting as a record of the meeting.