



Tasmania University Union
Incorporated

The Regulations

Rules of the Tasmania University Union 2018

Approved: 1 September 2018

1. Interpretation

- (a) The TUU: Shall mean the Tasmania University Union Inc.
- (b) UTAS: Shall mean the University of Tasmania.
- (c) The TUU Constitution: Shall mean the current copy of the Tasmania University Union Inc. Constitution.
- (d) Ex-Officio: Shall mean a position filled by a person by virtue of them holding another position.
- (e) Electoral Officer: Shall mean the Returning Officer or any person appointed by the returning officer to assist in the running of elections.
- (f) Official Seal of the Association: Shall be that seal held by the public officer.

2. Student Representative Councils

2.1 Name

- (a) There shall be a Student Representative Council (herein SRC) in the South, North and North West regions of Tasmania (as defined in the TUU Constitution).
- (b) The Student Representative Council shall be known collectively as *the SRC* and individually as the *SRC South*, the *SRC North* and the *SRC Cradle Coast*.

2.2 Aims and Objectives

- (a) The objectives of the SRC are to:
 - 1. advocate on the behalf of, and represent, students at the University of Tasmania;
 - 2. organize a diverse range of events and activities for the student body; and
 - 3. advise the TUU State Wide Council on student issues, the development of policy and the direction of the TUU generally.

2.3 Composition

- (a) Functionary positions of the SRC South shall comprise:
 - 1. Campus President (South) – Ex Officio
 - 2. Aboriginal and Torres Strait Islander Officer

3. Disabilities Officer
 4. Environment Officer
 5. International Students Officer
 6. Postgraduate Representative
 7. Queer Officer
 8. Welfare Officer
 9. Women's Officer
- (b) Functionary positions of the SRC North shall comprise:
1. Campus President (North) – Ex Officio
 2. Aboriginal and Torres Strait Islander Officer
 3. Disabilities Officer
 4. Environment Officer
 5. International Students Officer
 6. Postgraduate Representative
 7. Queer Officer
 8. Welfare Officer
 9. Women's Officer
- (c) Functionary positions of the SRC Cradle Coast shall comprise:
1. Campus President (Cradle Coast) – Ex Officio
 2. Aboriginal and Torres Strait Islander Officer
 3. Postgraduate Representative
 4. Welfare Officer

2.4 Constituents and Eligibility

- (a) Students enrolled at the University of Tasmania (UTAS) are constituents of the SRC.
- (b) All constituents are eligible to hold functionary positions on the SRC, subject to these rules and any necessary requirements specified in a position description

2.5 Elections

- (a) Elections for functionary positions of this council shall be held in accordance with the rules of the regulation for *Sub Council Elections*.

2.6 Resignation or Recall

- (a) The resignation or recall of officers shall be handled in accordance with *Section 38 Resignation or Recall* of the TUU Constitution.

2.7 Meetings Generally

- (a) Meetings of the SRC shall be chaired by the regional Campus President, or a member of the SRC as assigned by majority vote of that Council.
- (b) Meetings shall adhere to Robert's Rules of Order 2011 edition. The chair may suspend these standing orders with leave of the meeting, by way of a motion passed by a majority vote.
- (c) The SRC at its December meeting or first meeting annually shall:-
 1. determine the dates of ordinary meetings for the next twelve (12) months;
 2. provide notice of these meeting dates in writing to members of the SRC; and
 3. provide public notice of these meeting dates.
- (d) The SRC shall meet formally at least ten (10) times a year.
- (e) Notice of a meeting must be given at least Seven (7) days in advance of that meeting to members of the SRC.
- (f) Quorum for meetings of the SRC is the next number greater than half of the number of the current members holding office.
- (g) A meeting may be adjourned at any time by way of a motion passed by two thirds (2/3) majority vote until a time specified by that motion.
- (h) The ordinary business of a meeting shall be to:
 1. confirm the minutes of the previous meeting;
 2. address business arising from the minutes;
 3. confirm all motions circulated to members of the SRC by electronic means since the previous SRC meeting;
 4. receive reports from office bearers;
 5. conduct general business of which notice is given; and
 6. conduct any other business raised before the meeting commences.

2.8 Special Council Meeting

- (a) A Special Council Meeting (SCM) of the SRC may be convened at any time by way of a written request to members from the chair; or
- (b) Shall be convened on the written request of any three or more members to the chair or secretary.
- (c) An SCM shall only proceed provided that:
 - 1. the written request states the business to be considered; and
 - 2. is provided with at least twenty-four (24) hours' notice.
- (d) The only business to be considered at the SCM is that business for which the SCM was convened.

2.9 Annual Council Meeting

- (a) The Annual Council Meeting (ACM) of the SRC shall be held on a date no later than 30th November, at a time and place determined by the SRC.
- (b) Public notice of the ACM and its business shall be published at least fourteen (14) days prior to the meeting date.
- (c) The ordinary business of the ACM shall be to:
 - 1. confirm the minutes of the previous ACM;
 - 2. receive reports from office bearers on the SRC;
 - 3. conduct the annual elections of the SRC, if the annual elections of the SRC are not conducted under Section 27(c) of the TUU Constitution; and
 - 4. conduct any other business of which notice is given.

3. Sub Council Elections

3.1 Commission for Election and Timing

- (a) A sub-council election shall be commissioned for in accordance with *Part V Elections, Section 28* of the TUU Constitution.
- (b) The timing of elections shall be determined by the Returning Officer before Notice is given.

3.2 Notice

- (a) Notice of election shall be provided in accordance with section 32.2 *Nominations for Election* of the TUU Constitution when notice of the sub-council's ACM is given.

3.3 Nominations

- (a) Nominations shall be conducted in accordance with *Part 5, Sections 32.1, 32.3, 32.4, 32.5 and 32.6* of the TUU Constitution.
- (b) In addition to requirements under *Section 32.4* a valid nomination shall:-
 - 1. be tendered using the official nominations form as provided under *Section 32.3*;
 - 2. state the title of the position to be filled by the nominee; and
 - 3. shall declare if the candidate is running as an individual or as part of a group of candidates.

3.4 Conduct of ballot

- (a) Determining whether a ballot is required shall be conducted in accordance with *Section 33.1* of the TUU Constitution.
- (b) A ballot may be conducted in either paper or electronic form.
- (c) A ballot shall be a secret ballot.

3.5 Eligibility

- (a) Any person eligible to be a member of a sub-council is eligible to nominate for an office and vote in that sub-council's elections.
- (b) Additional necessary eligibility requirements for nominees may be stipulated in a position description.

3.6 Counting and determination of result

- (a) Counting of votes and the determination of results shall be conducted in accordance with *Section 34.1 (b) Counting of Votes* of the TUU Constitution.

3.7 Scrutiny

- (a) A scrutineer may be appointed in accordance with *Section 34.2 Scrutineers* of the TUU Constitution.

3.8 Returning Officer

- (a) The Returning Officer for sub council elections shall be that person appointed under section 29 *Returning Officer* of the TUU Constitution.

3.9 Terms of officer bearers

- (a) The new term for all office bearers elected under these rules shall begin on December 1.
- (b) The term of all officer bearers shall be until November 30.

3.10 Casual Vacancies, Recounts and By-elections

- (a) Casual vacancies, Recounts and By-elections shall be handled in accordance with

Section 35.1 and 35.2 (a) of the TUU Constitution.

- (b) Any by-election is to be conducted in accordance with the rules for sub-council elections.

3.11 Result

- (a) Declaration of sub-council election results shall be conducted in accordance with *Section 36 Declaration of Result* of the TUU Constitution.

3.12 Electoral material

- (a) Any electoral material (print and digital) to be published or distributed must include the name and a contact address for the candidate or their agent; and
- (b) be authorized by an electoral officer before being distributed or published.
- (c) Authorized material shall:-
 1. be clearly stamped with the official seal of the TUU; or
 2. receive approval in writing from an electoral officer.
- (d) A candidate may appoint a person as their agent by providing a written letter of appointment in writing that:-
 1. is signed by the candidate; and
 2. states the name of the person to be appointed.
- (e) A candidate may only have one person appointed as their agent at any one time.

3.13 Offenses

- (a) The following acts are generally prohibited:-
 1. permitting or authorising the printing, publishing or distribution of electoral material (print or digital) that has the capacity to mislead or deceive an elector in relation to recording his or her vote;
 2. breaching the rules and policies of the University of Tasmania while campaigning; and
 3. breaching the rules and policies of the TUU while campaigning.

3.14 Miscellaneous

- (a) Other rules for Sub-council elections are to be determined by the Returning Officer.