



Constitution

Accepted by University of Wollongong Council:

3rd December, 2010

Contents

PART 1 – PRELIMINARIES	1
1.1 Name	1
1.2 Definitions and Interpretations	1
PART 2 – OBJECTIVES	2
PART 3 – ENTITLEMENTS	2
3.1 Student Entitlements	2
PART 4 – THE COUNCIL	2
4.1 Powers	2
4.2 Composition	2
4.3 Duties of Office Bearers	3
4.4 Council Elections	4
4.5 Council Vacancies	5
4.6 Disputes Between Members	5
4.7 Sub-committees of the Council	5
4.8 Removal of a Council member	5
4.9 Code of Conduct and Disciplinary Action	6
4.10 Occupational Health and Safety	6
PART 5 – WUPA EMPLOYEES	6
5.1 Appointment and Role of WUPA Employees	6
PART 6 – MEETINGS	7
6.1 Council Meetings	7
6.2 Special Resolutions	7
PART 7 – STANDING ORDERS	8
PART 8 – FINANCE	8
8.1 Financial Year	8
8.2 Funds – Source	8
8.3 Funds – Management	8
8.4 Auditing	8
8.5 Honoraria	9
PART 10 – MISCELLANEOUS	9
10.1 Insurance	9
10.2 Distribution of Assets	9
10.3 Non-Profit Association	9
10.4 Reporting to University Council	9
10.5 Freedom of Information	9
10.6 Transparency and Accountability	10
APPENDIX 1 – STANDING ORDERS	11
1. Applicability and Availability	11
2. Notice	11
3. Quorum	11
4. Attendance	11
5. Agenda	12
6. Business	12
7. Participation	12
8. Forms of Debate	13
9. Motions and Amendments	13
10. Motions	13
11. Amendments	13
12. Time Limits	14

13.	Order of Debate	14
14.	Voting	15
15.	Minutesperson	15
16.	Taking of Minutes	15
17.	Correction and Confirmation of Minutes	15
18.	Storage	16

The Constitution of the Wollongong University Postgraduate Association (WUPA)

PART 1 – PRELIMINARIES

1.1 Name

The Association will be known as the ‘Wollongong University Postgraduate Association’.

1.2 Definitions and Interpretations

In this constitution:

- 1.2.1 ‘Academic year’ means the academic year as determined by the University of Wollongong calendar;
- 1.2.2 ‘Council’ means the elected office bearers and general representatives of the Association.
- 1.2.3 ‘Faculties’ refers to the various teaching faculties of the University of Wollongong.
- 1.2.4 ‘Council Meeting’ means a meeting of the Association’s Council members.
- 1.2.5 ‘Honours’ student means a person enrolled in a discrete honours year program. ‘Discrete Honours’ is an honours program independent of an undergraduate degree, with a unique course code.
- 1.2.6 ‘Independent Returning Officer’ means a person who is to conduct elections of the Association and who is not a student or staff member of the University.
- 1.2.7 ‘Postgraduate student’ means any person currently enrolled in a postgraduate degree at the University of Wollongong on campuses within Australia. This includes all PhD, Masters by research, Masters by coursework, Graduate Diploma, Graduate Certificate, and discreet Honours students.
- 1.2.8 ‘University’ means the University of Wollongong.
- 1.2.9 ‘University Council’ means the governing council of the University of Wollongong.
- 1.2.10 ‘University day’ means a weekday in a teaching semester.
- 1.2.11 ‘Vice-Principal (Administration)’ means the University’s Executive Officer holding that position.
- 1.2.12 ‘WUPA’ means the Wollongong University Postgraduate Association.

PART 2 – OBJECTIVES

The objectives of WUPA are:

- (a) To advance and defend the interests and welfare of postgraduate students at the University;
- (b) To achieve and maintain specific representation for postgraduate students on all official University bodies which affect postgraduate students;
- (c) To afford postgraduate students a recognised means of representation both

- within and outside the University;
- (d) To organise professional and social activities for postgraduate students with the aim of fostering collegiality within the postgraduate community;
 - (e) To provide facilities and services for postgraduate students;
 - (f) To carry out research relevant to the educational and other needs of postgraduate students and to report the results of such research to postgraduate students;
 - (g) To liaise and, where appropriate, affiliate with other student organisations and tertiary sector unions in order to carry out the above objectives.

PART 3 – ENTITLEMENTS

3.1 Student Entitlements

- 3.1.1 All postgraduate students of the University are entitled to the opportunities afforded in section 3.1.2.
- 3.1.2 Postgraduate students are entitled to:
 - (a) take advantage of facilities, services and attend events offered by WUPA;
 - (b) advocacy services offered by WUPA;
 - (c) attend and vote in WUPA Council meetings;
 - (d) vote in any WUPA election;
 - (e) stand for any WUPA election;
 - (f) nominate or second other members for candidature in any WUPA election.

PART 4 – THE COUNCIL

4.1 Powers

- 4.1.1 The management and control of WUPA is vested in the Council.
- 4.1.2 The Council may employ staff and appoint sub-committees to assist in carrying out WUPA's objectives, subject to the provisions hereof.
- 4.1.3 In addition to 4.1.1 and 4.1.2, the Council has the power to do all such things it considers necessary or desirable for the proper management of WUPA's affairs, in accordance with the objectives of WUPA set out in Part 2 of this Constitution.

4.2 Composition

- 4.2.1 The Council will consist of the following members:
 - (a) President;
 - (b) Vice-President (Coursework);
 - (c) Vice-President (Research);
 - (d) Secretary Treasurer;
 - (e) Women's Officer;
 - (f) International Students' Officer;

- (g) Koori Officer;
- (h) Events Officer;
- (i) Media Officer;
- (j) Honours Student Officer;
- (k) External Students Officer;
- (l) Up to three (3) General Representatives.

4.3 Duties of Office Bearers

- 4.3.1 It is the duty of the **President** to:
- (a) oversee the Council's management of WUPA;
 - (b) be the official spokesperson for WUPA;
 - (c) act as Chairperson at all meetings;
 - (d) maintain office hours of at least the equivalent of two working days a week (14 hours) during each semester.
- 4.3.2 It is the duty of the **Vice-President (Coursework)** to:
- (a) assist the President and in the President's absence, adopt his/her duties with the Vice-President (Research);
 - (b) take particular responsibility for matters pertaining to postgraduate coursework education, and to liaise with the University administration and other bodies concerning this matter.
- 4.3.3 It is the duty of the **Vice-President (Research)** to:
- (a) assist the President and in the President's absence, adopt his/her duties with the Vice-President (Coursework);
 - (b) take particular responsibility for matters pertaining to postgraduate research education and training, and to liaise with the University administration and other bodies concerning this matter.
- 4.3.4 It is the duty of the **Secretary Treasurer** to:
- (a) prepare agendas for all meetings;
 - (b) keep minutes of attendance and proceedings at all meetings;
 - (c) distribute copies of agendas, minutes and meeting notices to the Council;
 - (d) tend to WUPA's correspondence, as directed by the Council;
 - (e) ensure that all money due to WUPA is received, and all payments authorised by the Council and WUPA are made;
 - (f) maintain correct books and accounts showing WUPA's financial affairs, including details of all WUPA's expenditure, and ensure that these books and accounts are available for inspection by postgraduate students, or other persons as requested by the Council;
 - (g) prepare an annual budget in consultation with the Council.
- 4.3.5 It is the duty of the **Women's Officer** to take responsibility for matters pertaining to the particular educational, welfare and other needs of female postgraduate students, and to liaise with the University administration and other bodies concerning this matter.
- 4.3.6 It is the duty of the **International Students' Officer** to take responsibility for matters pertaining to the particular educational, welfare and other needs of International postgraduate students, and to liaise with the University administration and other bodies concerning this matter.

- 4.3.7 It is the duty of the **Koori Officer** to take responsibility for matters pertaining to the particular educational, welfare and other needs of Aboriginal and Torres Strait Islander postgraduate students, and to liaise with the University administration and other bodies concerning this matter.
- 4.3.8 It is the duty of the **Events Officer** to organise professional and social activities for postgraduate students, as directed by the Council;
- 4.3.9 It is the duty of the **Media Officer** to:
- (a) oversee the production of WUPA's printed and electronic newsletters;
 - (b) oversee the maintenance of WUPA's web page;
 - (c) oversee the publication of any other publications WUPA may offer.
- 4.3.10 It is the duty of the **Honours Student Officer** to take responsibility for matters pertaining to the particular educational, welfare, and other needs of honours students, and to liaise with the University administration and their bodies concerning this matter.
- 4.3.11 It is the duty of the **External Students Officer** to represent students enrolled at satellite campuses (including the Sydney Business School). It is also the duty of the External Students Officer to represent and promote the interests of postgraduate students who study externally or from a distance from the main Wollongong Campus.
- 4.3.12 It is the duty of **General Representatives** to assist the other office bearers in their duties as directed by the Council, in accordance with the objectives of WUPA set out in Part 2 of this Constitution.

4.4 Council Elections

- 4.4.1 Elections shall be conducted according to the WUPA Electoral Regulations and may only be amended at a Council meeting with a majority of half plus one of postgraduate students in attendance and eligible to vote.
- 4.4.2 The Vice-Principal (Administration) will appoint a Returning Officer to oversee Council elections who will be responsible for receiving nominations, conducting elections and declaring results.
- 4.4.3 The Vice-Principal (Administration) shall make the appointment in accordance with the procedure set out in the Electoral Regulations
- 4.4.4 Notice of Council elections should be given via SOLS mail and by any other means deemed appropriate by the University.
- 4.4.5 Nominations for election to Council will only be acceptable on an official nomination form signed by two (2) postgraduate students and accompanied by the written consent of the candidate, and delivered to the Returning Officer by any means permitted by the Returning Officer.
- 4.4.6 All postgraduate students, except WUPA employees, are eligible to stand for election to the Council.
- 4.4.7 Where there is only one (1) nomination received for a position, or in the case of General Representatives, the number of nominations is equal to the number of positions vacant, the candidates nominated are duly elected.
- 4.4.8 Where the number of nomination exceeds the number of positions vacant, voting will be by electronic voting. Vote counting should be supervised by the Returning Officer.
- 4.4.9 Where there are no nominations for a position, that position will be

declared vacant, and may be filled according to the provisions set out in Section 4.5.2 of this Constitution.

4.4.10 For an election to be declared valid, at least three eligible nominations must be received by the University.

4.4.11 The term of office is January 1st till December 31st of a calendar year.

4.5 Council Vacancies

4.5.1 A Council position is vacated if the Council member in that position:

- (a) ceases to be enrolled as a postgraduate student at the University;
- (b) resigns from his/her Council position;
- (c) fails to attend three meetings of the Council without apology or leave from the Council;
- (d) is suspended or expelled from the Council by a resolution at a Council meeting;
- (e) dies.

4.5.2 If a Council position is vacated, the Council shall advertise the vacancy to the membership by means determined by Council within 30 days and appoint a person to fill the vacancy from applications for the vacant position.

4.6 Disputes Between Members

4.6.1 In the event of a dispute arising between members of the WUPA Council, the following procedure will apply:

- (a) each party will name a representative who is not involved in the dispute;
- (b) the representatives will settle the dispute by negotiation;
- (c) if no resolution under section 4.6.1 (b) of this constitution occurs within fourteen (14) days (or such other period as the representatives of each party may agree upon), the dispute must be referred to a person mutually agreed upon for mediation;
- (d) In the event that no person can be agreed upon to mediate the dispute, it will be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

4.7 Sub-committees of the Council

4.7.1 The Council may create one or more sub-committees to assist in carrying out WUPA's objectives and the duties of the Council. The Council must set the sub-committee's terms of reference, and each sub-committee will be chaired by a Council member.

4.8 Removal of a Council member

4.8.1 The Association in a Council meeting may by resolution remove any elected member of the Council from office before the expiration of her/his term and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

4.8.2 Any such member of the Council is to be given two (2) weeks written notice of a motion calling for her/his removal.

- 4.8.3 Any member of the Council on whom such a notice of motion is served has the right to speak or otherwise make representation to the Council meeting at which the motion is to be put.
- 4.8.4 For the motion to take effect it is to be upheld by a majority of half plus one of postgraduate students in attendance and eligible to vote.

4.9 Code of Conduct and Disciplinary Action

- 4.9.1 Students taking office bearer positions within WUPA shall abide by both the University's and WUPA's Code of Conduct.
- 4.9.2 Failure to comply with 4.9.1 may result in disciplinary action.
- 4.9.3 Any suspected or actual misuse of resources, corrupt, or criminal behaviour that the WUPA staff or office bearers become aware of in relation to the staff or office bearers, is to be reported immediately to the Vice Principal (Administration) for formal investigation and action.
- 4.9.4 Where a complaint is made to the Vice-Principal (Administration), he or she shall, in the first instance, refer the matter to WUPA Council and staff for comment.
- 4.9.5 Where a University internal investigation finds against a WUPA Councillor, the penalty may include dismissal from their office bearer position within WUPA.
- 4.9.6 A WUPA Councillor may appeal the decision of a University investigation with the University Council Committee of Appeal.
- 4.9.7 University investigations will be conducted in accordance with the University's Code of Conduct, Grievance Policy and any other relevant policies.
- 4.9.8 University investigations shall afford the accused the right to procedural fairness, natural justice, appeal options and participation and advocacy by union representatives in any such proceedings

4.10 Occupational Health and Safety

- 4.10.1 The President of the Association shall undertake compulsory health and safety training within two months of taking up their role.
- 4.10.2 The President of the Association shall undertake compulsory first aid certificate training (if they do not hold a current certificate) within two months of taking up their role.

PART 5 – WUPA EMPLOYEES

5.1 Appointment and Role of WUPA Employees

- 5.1.1 The Council may employ staff to assist in carrying out WUPA's objectives. Such employees will be directly responsible to the Council, through the President.
- 5.1.2 The role of WUPA employees and their conditions of employment will be determined in job descriptions determined by the Council and in accordance with the University of Wollongong Enterprise Agreements.
- 5.1.3 WUPA staff, along with their union representatives, shall be entitled to

participate in University of Wollongong Enterprise Bargaining Agreement negotiations.

PART 6 – MEETINGS

6.1 Council Meetings

- 6.1.2 The President, or in his/her absence, one of the Vice Presidents, will chair Council meetings, and in the absence of the Vice Presidents, a chair will be elected by those present at the Council meeting.
- 6.1.3 Resolutions at Council meetings will be decided by a majority of half plus one of postgraduate students in attendance and eligible to vote. Tied votes will be lost (there is no casting vote).
- 6.1.4 Voting at Council Meetings will be by a show of hands unless a secret ballot is demanded.
- 6.1.5 Postgraduate students who are not members of the Council may attend and vote at Council meetings.
- 6.1.6 Apologies for non-attendance of Council meetings by Council members must be received by the Chair or Secretary Treasurer prior to the time scheduled for the meeting to be held, or retrospectively in cases of extenuating circumstances.
- 6.1.7 The Council will meet at least once a month (12 times) in the year in which it has been elected.
- 6.1.8 There shall be at least seven (7) days written notice of the time, date and place of a Council meeting.
- 6.1.9 A schedule of meetings for the year should be placed on the WUPA website so all postgraduate students have a reasonable opportunity to attend meetings.

6.2 Special Resolutions

- 6.2.1 A special resolution must be passed by a Council Meeting of WUPA to:
 - (a) Change WUPA's name;
 - (b) Change WUPA's constitution;
 - (c) Change WUPA's electoral regulations;
 - (d) Change WUPA's objectives;
 - (e) Voluntarily wind up WUPA;
 - (f) Change WUPA's legal status.
- 6.2.2 At least fourteen (14) days notice must be given to all postgraduate students of a special resolution. Notice must give details of the proposed special resolution.
- 6.2.3 A majority of half plus one of postgraduate students in attendance and eligible to vote is required for the special resolution to be passed.
- 6.2.4 A special resolution, as described under 6.2.1 above, shall be endorsed by the University Council before it can take effect.

PART 7 – STANDING ORDERS

The Council may adopt standing orders to regulate Council meeting procedures, sub-committees, or other operational procedures, providing such standing orders are not inconsistent with this Constitution. Standing orders will be adopted, altered and abandoned by a resolution passed by a majority of half plus one of postgraduate students in attendance and eligible to vote at a Council meeting. Refer to APPENDIX 1 – STANDING ORDERS for the current WUPA Standing Orders.

PART 8 – FINANCE

8.1 Financial Year

8.1.1 WUPA's financial year will be a calendar year.

8.2 Funds - Source

8.2.1 WUPA funds shall be derived from student fees collected by the University on behalf of WUPA, donations, and subject to any resolution passed by a General Meeting of WUPA, any other sources which the Council determines.

8.2.2 All money received by the Association will be credited as soon as practicable and without deduction to the credit of WUPA accounts.

8.2.3 WUPA must, as soon as practicable after receiving any money, issue an appropriate receipt.

8.3 Funds - Management

8.3.1 Subject to any resolution passed by a Council Meeting, WUPA funds will be used in pursuance of the objectives of WUPA set out in Part 2 of this Constitution, in such manner as the Council determines.

8.3.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two (2) members of the Council, or employees of the Association authorised to do so by the Council.

8.3.3 The Council must keep records of accounts dealing with WUPA finances and property and present at each Council meeting the balance sheet of the last month.

8.3.4 No member will be reimbursed for any expenditure incurred on WUPA's behalf without prior approval of the Secretary Treasurer and one other member of the Council.

8.4 Auditing

8.4.1 The Council will select an independent auditor to conduct an audit of WUPA's finances held in bank accounts external to the University should the University deem it necessary. The auditor will be completely independent of all student associations and the University. They will not be a member of WUPA nor hold any financial or personal interest in WUPA, and will be a member of the Institute of Chartered Accountants in

- Australia, or of the Australian Society of Certified Practising Accountants.
- 8.4.2 Monies held by the university on behalf of WUPA shall be audited according to the university's internal processes.

8.5 Honoraria

- 8.5.1 An honorarium fixed at 50% of the amount paid as the Australian Postgraduate Award (APA) (as adjusted annually for CPI) shall be provided to the President of WUPA.
- 8.5.2 An honorarium fixed at 25% of the amount paid as the Australian Postgraduate Award (APA) (as adjusted annually for CPI) shall be provided to the Secretary-Treasurer of WUPA.
- 8.5.3 The Council may choose to reduce or cancel these payments at any time, provided that fair-warning is provided to the office-bearer concerned.

PART 10 – MISCELLANEOUS

10.1 Insurance

- 10.1.1 WUPA is covered by University insurance.

10.2 Distribution of Assets

- 10.2.1 In the event that WUPA is dissolved, any surplus finances or other such property will be returned to the University.

10.3 Non-Profit Association

- 10.3.1 WUPA is a non-profit organisation. The income and property of WUPA will be used only for promotion of the objectives of WUPA and will not be paid or transferred to members by way of dividend, bonus or profit.

10.4 Reporting to University Council

- 10.4.1 WUPA shall report its current year financial statements to the University Council at its October meeting each year.
- 10.4.2 WUPA shall also produce an annual report for the University Council's October meeting and other interested parties to describe the major accomplishments during each calendar year in accordance with the objectives of WUPA set out in Part 2 of this constitution.
- 10.4.3 WUPA shall submit an annual budget to the University Council meeting at its February meeting each year.

10.5 Freedom of Information

- 10.5.1 Upon receipt of a request in writing, the President shall supply within fourteen (14) days, to any postgraduate student, to the Vice-Principal (Administration), or to a representative of any other student organisation, copies of:
- (a) this Constitution, as amended;
 - (b) any regulations, orders or policies of the Association;
 - (c) the minutes of any Council meeting;

- (d) audited financial statements and Treasurer's reports;
 - (e) the current approved budget.
- 10.5.2 Written requests for access to any other requested document or record shall be considered by the Council, and a decision made within 40 days of the request having been received by the President

10.6 Transparency and Accountability

- 10.6.1 In the interest of maintaining transparent and accountable operations the WUPA Council shall ensure the following are readily available on the WUPA website:
- (a) this Constitution, as amended;
 - (b) any regulations, orders or policies of the Association;
 - (c) the minutes of any Council meetings;
 - (d) financial statements and Treasurer's reports;
 - (e) the current approved budget;
 - (f) annual reports.

APPENDIX 1 – STANDING ORDERS

(These Standing Orders are not part of the Constitution proper and therefore do not require a special resolution to be changed). (adopted by Council 24.1.03)

1. Applicability and Availability

- 1.1 These Standing Orders apply to meetings of the WUPA Council.
- 1.2 These Standing Orders shall be available on the WUPA website and a copy provided to new members of the Council on induction.

2. Notice

- 2.1 The Secretary Treasurer is responsible for:
 - (a) calling meetings at appropriate intervals;
 - (b) inviting all Council members to contribute items to the agenda;
 - (c) the collation and preparation of agendas for meetings;
 - (d) ensuring that notice of meetings are distributed;
 - (e) ensuring that minutes are recorded and distributed.
- 2.2 Notice need not be given of an adjourned meeting.
- 2.3 Written notice must be given to each member of the Council, and be delivered electronically to the Councillors at least four days before the meeting.
- 2.4 The notice must specify the time, date and place of meeting, and include the agenda.
- 2.5 The agenda should include business proposed in the form of a motion, or of a concise description of the nature of the business.
- 2.6 A copy of the agenda must also be placed by the Secretary-Treasurer on the WUPA noticeboard at least three clear days before the meeting. However, failure to comply with this clause does not invalidate the meeting.
- 2.7 Council members must advise the Secretary-Treasurer of their email contact and telephone number (preferably mobile) for the purposes of these standing orders.
- 2.8 Minutes including a list of motions considered at meetings of Council must be posted on the WUPA noticeboard and distributed electronically to Council Members no later than five working days after the close of the meeting. The minutes must clearly state whether each motion was carried, lost or lapsed.

3. Quorum

- 3.1 There is no quorum for meetings of the WUPA Council.
- 3.2 Meetings will commence five minutes after the stated time for the beginning of the meeting.

4. Attendance

- 4.1 All postgraduate students, WUPA Council members and WUPA staff members have the right to attend Council meetings.
- 4.2 The Council may at its discretion invite guests.
- 4.3 All postgraduate students of the University of Wollongong have voting

privileges (except for any who are also WUPA staff).

- 4.4 Leave of absence:
- (a) WUPA Council may grant leave of absence to any of its members
 - (b) An elected member is absent without leave if that member is not in attendance at the meeting according to the conditions laid down in this part.
 - (c) A meeting may only grant leave of absence if an apology is received by the meeting.
 - (d) In an emergency where it was not possible for a member to furnish an apology, Council may resolve to retrospectively grant leave of absence on application in writing by the member at the next ordinary meeting of Council.
 - (e) The position of an elected member who is absent without leave for three consecutive meetings shall be declared vacant by resolution of the Council. Council will fill the position by casual vacancy as soon as is practicable.

5. Agenda

- 5.1 Unless the meeting otherwise resolves, the agenda is:
- (a) Attendance
 - i. Members
 - ii. Apologies
 - iii. Others Present
 - (b) Confirmation of the Minutes of the Previous Meeting
 - (c) Business Arising from the Minutes
 - (d) Presentation of Financial Records
 - (e) Reports
 - i. Office-bearer's
 - ii. any staff members'
 - (f) Matters Arising from the Reports
 - (g) General Business
 - (h) General Representative's/Non-Council postgraduates'/Guest's Business
 - (i) Other Business
 - (j) Date, time and location of next meeting

6. Business

- 6.1 Council shall consider business of which notice has been given.
- 6.2 Council may as a matter of urgency consider business of which notice has not been given, if a motion to do so setting out the reason for the urgency is carried by the meeting.

7. Participation

- 7.1 Subject to these Standing Orders all postgraduate students (except staff) may speak and move and second motions at any meeting of the Council. This does not entitle such persons to any further rights.
- 7.2 A meeting may invite a person who is not a postgraduate student to address it but this does not give this person any further rights.

7.3 Persons wishing to speak must raise their hand.

8. Forms of Debate

- 8.1 Unless the meeting resolves by simple majority to proceed in formal debate, it is in committee and:
- (a) speakers may speak other than to motions and amendments and may ask questions;
 - (b) speakers may speak more than once on the same matter;
 - (c) the time limits under clause 22 do not apply.
- 8.2 Once the meeting resolves to proceed into formal debate:
- (a) all speakers must speak for or against motions and amendments;
 - (b) no speaker may speak more than once to a motion or amendment, except as the mover of a motion exercising their right of reply;
 - (c) the time limits under clause 22 apply.
- 8.3 A meeting which is in formal debate may resolve by simple majority to again proceed in committee.

9. Motions and Amendments

- 9.1 All motions and amendments must have a mover and seconder.
- 9.2 Motions and amendments may be moved and seconded pro forma by persons not present at the meeting.
- 9.3 Seconders of motions and amendments may reserve their speaking rights.
- 9.4 Movers and seconders of motions and amendments may delegate their moving, seconding, and speaking rights to any other student by notification to the Chair.
- 9.5 Motions and amendments may be withdrawn by the mover, subject to the right of the seconder or any other member to take up the moving of the motion or amendment.
- 9.6 A motion or amendment may only be amended by:
- (a) the consent of the mover and seconder; or
 - (b) a simple majority of votes exercisable.
- 9.7 No person may speak to any motion or amendment after it has been put to the vote.
- 9.8 All motions and amendments must be put in writing and handed to the Chair before being spoken to.

10. Motions

- 10.1 Motions must be affirmative in character.
- 10.2 Movers of motions (other than procedural motions) have a right of reply.
- 10.3 The right of reply may be exercised:
- (a) immediately before the motion is put, or
 - (b) before any one amendment to the motion is put.

11. Amendments

- 11.1 Amendments must be relevant to the motion.
- 11.2 Amendments must not be a direct negation of the motion.
- 11.3 A person who has spoken to a motion may move and second amendments to

- it.
- 11.4 A person may move and second more than one amendment to a motion.
- 11.5 If there are two or more amendments before the Chair which have not yet been debated, the amendments must be considered in the order they were received by the Chair.
- 11.6 Movers of amendments have no right of reply.

12. Time Limits

- 12.1 The following time limits apply to all speakers, unless the meeting otherwise resolves:
- (a) speaker giving a report: 10 minutes
 - (b) mover of a motion: 5 minutes
 - (c) right of reply, speakers to motions, movers of amendments: 3 minutes
 - (d) speakers to amendments: 2 minutes
 - (e) movers and speakers to procedural motions: 1 minute
 - (f) mover and chair on a motion of dissent in the chair: 5 minutes
- 12.2 Motions to extend these times in respect of a particular subject must be put without amendment, adjournment or debate.
- 12.3 Where a procedural motion interrupts a speaker, the time limits shall be suspended until the speaker resumes speaking.

13. Order of Debate

- 13.1 The order of debate for a motion is:
- (a) mover;
 - (b) seconder (unless reserves rights);
 - (c) equal number of speakers against (one if seconder has reserved, two if not);
 - (d) further speakers alternately for and against;
 - (e) mover's right of reply;
 - (f) vote.
- 13.2 The order of debate for an amendment is the same as for a motion, except that there is no right of reply. The debate on an amendment suspends debate on the motion. As the amendment is a separate question, speakers who have already spoken to the motion may speak to the amendment. Once the amendment has been voted on, debate on the motion resumes where it was suspended. An example is:
- (a) mover of the motion;
 - (b) seconder of the motion reserves rights;
 - (c) mover of the amendment;
 - (d) seconder of the amendment reserves rights;
 - (e) mover of the motion speaks against the amendment;
 - (f) seconder of the amendment exercises rights;
 - (g) seconder of the motion speaks against the amendment;
 - (h) mover of the motion elects to exercise right of reply;
 - (i) amendment put to the vote and carried;
 - (j) seconder of the motion withdraws seconding because motion has been amended;

- (k) mover of the amendment takes up seconding of the motion, as amended;
- (l) motion put to the vote (no right of reply as this has already been exercised).

14. Voting

- 14.1 Voting is by show of hands, unless a secret ballot is demanded.
- 14.2 A voting member may request a recorded vote either before the question is put or immediately after.
- 14.3 A motion is passed by a majority of half plus one of postgraduate students in attendance and eligible to vote.
- 14.4 If there is an equality of votes, the motion or amendment is lost.
- 14.5 A member may request that their vote be recorded in the minutes.

15. Minutesperson

- 15.1 Council must appoint a minute taker for a meeting if the Secretary Treasurer is absent.
- 15.2 The minute taker must be a member of Council or a WUPA employee.
- 15.3 If there is a disagreement over the appointment of a minute taker, the Council must elect a minute taker by a simple majority.

16. Taking of Minutes

- 16.1 Minutes must be taken at all meetings of the WUPA Council.
- 16.2 Minutes for all Council meetings must include the following:
 - (a) location of meeting
 - (b) time and date for which notice was given
 - (c) names of members present
 - (d) names of others present
 - (e) apologies confirmed for any Council members not in attendance
 - (f) name of chair of meeting
 - (g) name of minutesperson of meeting
 - (h) any confirmation or amendment of the minutes of previous meetings
 - (i) titles of the agenda items and content of discussion related to them
 - (f) the entire text of all motions put to the meeting, including the name of the mover and seconder
 - (g) titles of, and reference to, all papers, reports and correspondence presented to the meeting.
 - (j) any other business that arose outside the agenda items
 - (k) the date, time and place of the next meeting
- 16.3 Where a motion is put to the vote, the minutes must record whether the motion was carried, lost, or lapsed. If a recorded vote is called for, the minutes must record the name of each voting member and how their vote is exercised.

17. Correction and Confirmation of Minutes

- 17.1 The minute taker is responsible for the preparation of the minutes for confirmation at the next meeting.
- 17.2 Each page of the unconfirmed minutes must be clearly marked

‘Unconfirmed’ or ‘Draft’.

- 17.3 The draft minutes must be distributed to all members of the Council and the WUPA staff within one week from the date that the meeting was held.
- 17.4 The next meeting of the Council must confirm the minutes, with such amendments as are resolved by the meeting, to make them an accurate record of the events of the meeting.
- 17.5 The minute taker must ensure that each page of the confirmed minutes is clearly marked ‘Confirmed’.

18. Storage

- 18.1 The minute taker must submit these minutes to the WUPA President, who must ensure they are stored on the WUPA file server.
- 18.2 The WUPA President is responsible for the custody, integrity and safety of all meeting papers for meetings of the WUPA Council.