



# **SCHEDULE OF REGULATIONS**

## **ADELAIDE UNIVERSITY POSTGRADUATE STUDENTS' ASSOCIATION INCORPORATED**

**October 2006**

**SCHEDULES OF THE ADELAIDE UNIVERSITY POSTGRADUATE  
STUDENTS' ASSOCIATION INCORPORATED**

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## **REGULATIONS OF THE ADELAIDE UNIVERSITY POSTGRADUATE STUDENTS' ASSOCIATION INCORPORATED**

### **I. Office Bearers**

#### **I.A. The President**

##### **I.A.1. The President shall:**

- (a) Be nominal head of the Association.
- (b) Act as spokesperson for the Executive, the Council and the Association;
- (c) Call and convene all General, Council and Executive Meetings.
- (d) Present a report at the Annual General Meeting.
- (e) Carry out such other duties as the Executive, Council, or Association may direct.
- (f) Carry out any duty pertaining to an allocated portfolio, pursuant to the Regulations.

##### **I.A.2. The President may delegate his/her duties to another Member of the Executive.**

#### **I.B. The Vice-President**

##### **I.B.1. The Vice-President shall:**

- (a) Assist the President in the performance of such presidential duties as agreed between the President and the Vice-President.
- (b) Undertake all Presidential duties necessary for the day-to-day administration of the Association during any Presidential absence.
- (c) Serve as acting President during the period between a President's resignation and the appointment of a new President by the Council or the election of a new President as the case may be.
- (d) Carry out such other duties as the Executive, Council or the Association may direct.
- (e) Carry out any duty pertaining to an allocated portfolio, pursuant to the Regulations.

#### **I.C. The Secretary**

##### **I.C.1. The Secretary shall be responsible for:**

- (a) Overseeing attendance to all correspondence.
- (b) Keeping adequate minutes of all General, Executive and Council Meetings, including a record of the members present.
- (c) Carrying out such other duties as the Executive, Council, or Association may direct.
- (d) Carrying out any duty pertaining to an allocated portfolio, pursuant to the Regulations.

#### **I.D. The Treasurer**

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- I.D.1. The Treasurer shall be responsible for:
- (a) Overseeing receipt and payment into the bank accounts of the Association all moneys received by the Association.
  - (b) Ensuring full and complete accounts of the financial affairs and transactions of the Association are kept.
  - (c) Carrying out such other duties as the Executive, Council, or Association may direct.
  - (d) Carrying out any duty pertaining to an allocated portfolio, pursuant to the Regulations.

I.E. The Women's Officer

- I.E.1. The Women's Officer must be a woman. The Women's Officer shall:
- (a) Promote the position of postgraduate women.
  - (b) Implement the Association's policy relating to women.
  - (c) Liaise with on-campus women's groups.
  - (d) Carry out any duty pertaining to an allocated portfolio, pursuant to the Regulations.

I.F. Council Members

- I.F.1. The remaining Council members shall carry out such other duties as the Council or the Association may direct and/or any duties pertaining to an allocated portfolio, pursuant to the Regulations.
- I.F.2. Any Councillor who ceases to meet the criteria for AUPGSA membership shall disclose this fact to the AUPGSA Council as soon as possible. Notwithstanding, he/she is entitled to serve his/her current term of office in full. The said term of office shall conclude on or before the date specified by Clause 9.9 of the AUPGSA Constitution.

**II. Honoraria**

- II.A. The President, Vice-President, Secretary and Treasurer of the Association shall each be paid an honorarium.
- II.B. Pursuant to Clause II.A, the Vice-President, Secretary and Treasurer shall each receive a minimum of \$1000 per annum, to be paid on a quarterly basis. However, the Council reserves the right to vary the Vice-President's honorarium in accordance with Clause II.C.
- II.C. The Presidential honorarium, which shall be determined by Council, is paid fortnightly.
- II.C.1. The President may, at his or her discretion, choose to share the Presidential duties and Presidential honorarium by agreement with the Vice President.
- II.C.2. The distribution of the Presidential honorarium should reflect the balance of Presidential duties undertaken by the President and the Vice-President.
- II.C.3. Notwithstanding this provision, the Vice-President shall receive at least the minimum honorarium for Executive Officers.

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### III. Conduct of Elections and Referenda

#### III.A.

- III.A.1. The Council shall meet no less than eight (8) weeks prior to the date of the election.
- III.A.2. The Council shall determine the date for the Annual Election to be conducted that year.
- III.A.3. The Council shall appoint a Returning Officer for the Annual Elections no later than five (5) weeks before the election date.
- III.A.4. If the Council fails to perform its duties under sub-clauses III.A.2 and III.A.3 before the dates stipulated and the failure to perform those duties was not due to the President's failure to convene the Council before the stipulated date, the President shall perform the duties, or if the President fails to perform the requirements after a failure to do so on the part of the Council, the AUU Board, or his/her appointee or successor, shall act as Returning Officer and conduct the polling for the Annual Elections.
- III.A.5. During the period of the election the Council may meet to consider disputes and complaints by members concerning the conduct of the election that are referred to it for review. All such disputes and complaints, including in regard to the conduct of the Returning Officer, shall be reviewed prior to consideration of the Returning Officer's report. The decision of the Council relating to any complaints arising from the election shall be conclusive.
- III.A.6. After the close of polling the Council shall meet within ten academic days following the final day of polling in the elections to consider the Returning Officer's report and make a declaration of the poll.

#### III.B. Upon appointment the Returning Officer shall:

- III.B.1. Act in accordance with the Constitution and Regulations of the Association.
- III.B.2. Do all that is necessary for the orderly and proper conduct of the Elections, and to ensure a large voter turnout.
- III.B.3. Prepare a written report on the conduct and results of the elections for the Council within seven (7) academic days of the close of polling.
- III.B.4. Have conclusive determination on any matter in relation to the conduct of the elections and may only be challenged by the procedure in sub-clause III.A.5. No appeal exists from any determination the Returning Officer may make during the course of the elections unless a complaint of misconduct against the Returning Officer is upheld by the Council.

III.C. All members of the Council shall be elected by the Hare-Clarke Optional Proportional voting system.

III.D. Only ordinary members of the Association shall be eligible to stand for election and vote in any election of the Association.

III.E. All elections and Constitutional referenda shall be held by secret ballot.

III.F. Twenty-five (25) academic days before polling commences, nominations shall be open. Nominations shall be open for a period of at least seven (7) academic days, and must be lodged in writing with the appointed Returning Officer. There shall be at

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least ten (10) clear academic days between the closing of nominations and the commencement of the Poll. No person may nominate for election to more than one of the Council positions set out in clause 9.6 of the Constitution.

III.G. Polling for the Annual Elections shall be conducted over the course of the day nominated for the Annual General Meeting commencing at 10.00 am and finishing at the close of the Annual General Meeting provided that the span of voting hours exceeds six.

III.H. Where any election of the Association's Executive Officers or Council Members conducted pursuant to clause 10 of the Constitution is declared void, pursuant to the Association Constitution or Regulations the following provisions shall apply:

III.H.1. A new election shall be held on academic days determined by the President, provided that there shall be not less than 15 clear academic days from the day on which the President gives notice advertising the elections and calling for nominations and the close of polling. The AUU Board, or its appointee or successor, shall act as the Returning Officer for the elections held pursuant to this clause and the election shall be conducted except insofar as the setting of dates for nominations, close of nominations and commencement and close of polling (which dates shall be set by the AUU Board, or its appointee or successor, in accordance with the Association Constitution and Regulations concerning Annual Elections. If a new election cannot be held in the same academic year as the elections which have been declared void no new election shall be held prior to the holding of the next annual elections due pursuant to sub-clause 10.1 of the Constitution.

III.H.2. Notwithstanding the provisions of sub-clause III.H.1 where the Council declares an election void pursuant to the direction of the Returning Officer, and the Returning Officer has determined that the complaint or complaints which have been found proved and which give rise to the direction to the Council to declare the election void, are such that the result of the election has been materially affected thereby, and the Returning Officer shall not so determine unless satisfied on the balance of probabilities of that fact, the onus of proof of which shall lie with the complainant or complainants, then pending a new election and the subsequent appointment of the Association's Executive Officers and Council members thereafter the entire functions that would normally be performed by the holders of the vacant positions as are necessary for the proper functioning of the Association shall be conducted by the President of the Association holding office immediately prior to the election which has been declared void and seven other members, which members shall be appointed by the members of the Council holding office immediately prior to the election which has been declared void. The President and the seven members so appointed shall exercise all rights and powers as if they constituted the duly elected Association's Executive Officers and Council members save that a quorum of members so acting shall be four.

III.H.3. Any member vested with the performance of those functions which would normally be performed by the holders of the vacant positions as are necessary for the proper functioning of the Association pursuant to sub-clause III.H.2 shall retire and relinquish that office forthwith upon the election of members to those vacant positions following a new election held pursuant to sub-clause III.H.1.