



**Standing Orders of the Student Association of
The University of Notre Dame Australia
Incorporated**

**STANDING ORDERS OF THE STUDENT ASSOCIATION OF
THE UNIVERSITY OF NOTRE DAME AUSTRALIA
INCORPORATED**

1. GENERAL

- 1.1 These Standing Orders are created pursuant to the powers conferred upon Council under cl 6(xxiii) of the Constitution of the Student Association of The University of Notre Dame Australia Incorporated (hereinafter referred to as the Constitution).

2. APPLICATION

- 2.1 The observed Standing Orders are applicable to formal meetings of the Notre Dame Student Association Fremantle Incorporated (hereinafter referred to as the Student Association) and to other formal meetings including, but not limited to, meetings of:

- a. NDSA Sub-Committees; and
- b. NDSA Executive.

- 2.2 These Standing Orders may be accessed by any affiliated clubs of the University of Notre Dame Australia, Fremantle, for use in the administration of their club.

- 2.3 If there are any inconsistencies between the Constitution and these Standing Orders the Constitution will prevail.

3. DEFINITIONS

- 3.1 In these Standing Orders unless the contrary intention appears –

“**Absolute Majority**” means a majority of the total voting membership of the meeting.

“**Office Holders**” mean elected representatives of the Student Association.

“**Ordinary Members of the Student Association**” are those members as defined in cl 7.2 of the Constitution.

“**Simple Majority**” means more than half of the votes of those present at a meeting.

4. ORDER OF BUSINESS

- 4.1 The Order of Business for all meetings will be as follows:

- a. Acknowledgment of Country
- b. Passing of last minutes
- c. Approving proxies

5. QUORUM

- 5.1 Quorum is reached when half of the Council is present in person or proxy, with the President or Vice President present in person.
- 5.2 Formal meetings of the Student Association must only be opened when quorum is reached.
- 5.3 If quorum lapses the meeting must be adjourned until it has been regained.
- 5.4 The meeting lapses if quorum is not reached within one hour of the start time of the meeting.

6. PRESIDING OFFICER

- 6.1 The Presiding Officer of all formal meetings of the Student Association should be the President.
- 6.2 If the President is not present for the whole meeting, the Vice President will become the Presiding Officer.
- 6.3 If the President is not present for part of the meeting, the Vice President will be the Presiding Officer for the duration of the President's absence.
- 6.4 If the President or the Vice President is unable to be the Presiding Officer for part of the meeting in the event of:
 - a. a conflict of interest;
 - b. absence for part of the meeting; or
 - c. any other reason,

the Council will vote on a Presiding Officer for that period with a $\frac{3}{4}$ majority.

7. ATTENDANCE

- 7.1 All Office Holders are required to attend all meetings in person or by proxy.
- 7.2 The minutes must record Office Holders as one of the following:
 - a. Attending;
 - b. Attending by Proxy;
 - c. Apology; or
 - d. Absent.
- 7.3 The Secretary will keep a cumulative attendance register.
- 7.4 The Secretary is to be notified in writing of any Proxy by the absent Office Holder or Ordinary Member at least twelve (12) hours prior to the meeting.

- 7.5 Notice of Proxy must be signed by the absent Office Holder or Ordinary Member.
- 7.6 Proxies are only valid once accepted by an absolute majority of the Council.
- 7.7 Office Holders may not hold Proxy votes for Other Office Holders, but may hold proxy votes for ordinary members at Special General Meetings or Annual General Meetings.
- 7.8 Office Holders may apply to the Secretary in writing for a leave of absence from the Student Association. The leave of absence must be confirmed by an absolute majority of the Council.
- 7.9 All Ordinary Members of the Student Association are entitled to attend formal meetings of the Student Association and should be recorded as 'Observers'.

8. CONDUCT

- 8.1 All Office Holders must act respectfully and professionally in all meetings.
- 8.2 No student or group of students shall be discriminated against on the basis of race, gender identity, religion, political ideologies, physical or mental disability, or age in any discussion, debate, or decision.
- 8.3 Members may be removed from any formal meeting of the Student Association if they are acting contrary to cl 8.1 or cl 8.2.
- 8.4 A motion to remove an Office Holder may be put forward by any Council member and must succeed by an absolute majority after opportunity for debate.

9. COUNCIL POWER

- 9.1 Events must be approved by 3/4 majority of the Council.
- 9.2 All new partnerships, relationships, or major contracts with external bodies must be approved by absolute majority of the Council.
- 9.3 Any changes to the relationship between the Student Association and the University of Notre Dame Australia must be considered by the Council and any new agreements, memorandums, or contracts must be approved by absolute majority of the Council.
- 9.4 The Council must approve all expenditure over \$500.
- 9.5 The Executive may make interim policies of the Student Association where it is difficult or necessary to consider the matter at a formal meeting of the Student Association.
- 9.6 Interim policies must be ratified by absolute majority at the following formal meeting of the Student Association. If a policy is not ratified it lapses at the conclusion of the meeting.

10. NOTICE OF MEETINGS

- 10.1 Formal meetings of the Student Association must be held at least once per calendar month.
- 10.2 The President, Secretary, or at least half of the Council may convene a meeting at any time.
- 10.3 Ordinary Members of the Student Association may present issues to the Council by sending them to the Secretary with one (1) week's notice.
- 10.4 Office Holders must be given at least forty-eight (48) hours notice of a formal meeting.
- 10.5 The meeting agenda will be set by the Secretary on consultation with the Executive and distributed at least twenty-four (24) hours prior to the meeting.
- 10.6 If the meeting is adjourned at any point outstanding matters on the agenda will be added to the agenda for the next meeting.
- 10.7 All matters that have been sent with the agenda must be dealt with before moving to general business unless an absolute majority of the Council votes to hold the matter until the next meeting.

11. REPORTS

- 11.1 The agenda for all formal meetings of the Student Association should include reports from all Executive members and Directors.
- 11.2 Executive members and Directors may be excluded from submitting a report where prior approval has been sought from the President or Secretary on the basis that:
 - a. their report would be substantially the same as a previous report; or
 - b. their work is included in the President's report.
- 11.3 Prior approval for the purposes of cl 11.2 means not less than twenty-four (24) hours.
- 11.4 Reports should be submitted thirty-six (36) hours prior to the meeting being held.
- 11.5 Reports should be delivered by the relevant Office Holder. When the relevant member is not present:
 - a. the report can be delivered by the Presiding Officer;
 - b. the Presiding Officer can move to accept the report without debate;
 - c. the Presiding Officer can move to hold the report for the next meeting; or
 - d. the report can be delivered by a proxy approved by a simple majority of the Council.

- 11.6 External bodies, The University of Notre Dame Australia and Ordinary Members of the Student Association may all submit reports for the consideration of the Council.
- 11.7 Reports from external bodies, The University of Notre Dame Australia or Ordinary Members of the Student Association should be presented by the proposer where possible. When the proposer is not present:
- a. the report can be delivered by the Presiding Officer;
 - b. the Presiding Officer can move to accept the report without debate; or
 - c. the Presiding Officer can move to hold the report for consideration at the next formal meeting.
- 11.8 The person presenting the report should be allocated a minimum of five (5) minutes to speak on the matter.
- 11.9 All report submitted for consideration of the Student Association must adhere to appropriate formatting guidelines, which may be requested at any time from the Secretary.
12. DEBATES
- 12.1 All motions must be proposed and seconded in order for debate to occur.
- 12.2 here must be the opportunity for debate on all motions except those that have been deleted in accordance with cl 12.8.
- 12.3 Each Office Holder has full speaking rights.
- 12.4 Proxies have the same rights as elected or appointed Office Holders.
- 12.5 Ordinary Members of the Student Association do not have speaking or voting rights.
- 12.6 Ordinary Members of the Student Association may speak if a motion to suspend standing orders is passed by an absolute majority of the Council.
- 12.7 The Presiding Officer may impose a time limit on debates in the form of a restriction on the number of minutes or the number of speakers taken to debate a motion.
- 12.8 The Presiding Officer may delete any motion that is:
- a. contrary to the Objects of the Student Association;
 - b. discriminatory to any student or group of students;
 - c. disrespectfully worded; or
 - d. contrary to the Constitution or Standing Orders.
- 12.9 The mover may ask that the Standing Orders are suspended in order for the debate on the deleted motion to occur.

- 12.10 The suspension of the Standing Orders requires a proposer, seconder, and an absolute majority vote by the Council.
- 12.11 Members presenting a motion may be given three (3) minutes to speak. All other speakers in the debate will be allocated two (2) minutes each.
- 12.12 Proposers and seconds may waive their right to speak but may not then speak at a later point in the debate.
- 12.13 Proposers may have a right-of-reply.
- 12.14 Speakers may only speak when called to by the Presiding Officer.
- 12.15 Members may move amendments to motions being debated.
- 12.16 The Presiding Officer may deny any amendment that is:
- a. contrary to the Objects of the Student Association;
 - b. discriminatory to any student or group of students;
 - c. disrespectfully worded; or
 - d. contrary to the Constitution or Standing Orders.
- 12.17 Amendments to motions can be accepted either by the agreement of both the proposer and the seconder or by absolute majority of the Council.
- 12.18 All motions are passed by an absolute majority of the Council unless specified otherwise in the Constitution or Standing Orders.
- 12.19 Each Office Holder and approved Proxy holds a deliberative voice.
- 12.20 In the event of a tied vote the motion fails.
- 12.21 Voting will be determined by a show of hands unless a secret ballot is requested by half of the quorum of the Office Holders, in the event of which the Secretary will conduct a secret ballot.
- 12.22 The minutes will reflect the names of all Office Holders who request a secret ballot.
- 12.23 Unless a vote has been determined by a secret ballot, any Office Holder may request that the names of those who voted for, against, or abstained from the vote, be recorded in the minutes.
13. CONFLICTS OF MATERIAL PERSONAL INTEREST
- 13.1 Club Presidents, or any prospective Club Presidents, may not vote on any motion concerning their Club or prospective Club.

- 13.2 Any Office Holder with a material personal interest in the debate and decision of a contract must leave the formal meeting of the Student Association for the duration of the debate and must abstain from any votes.
- 13.3 A material personal interest can be either financial or non-financial.
- 13.4 Any conflict under cl 13.1 or 13.2 must be recorded in the minutes and published in the register of conflicts maintained by the Secretary.
14. MINUTES
- 14.1 The Secretary must record accurate minutes of each meeting.
- 14.2 The minutes must record the start and end time of the meeting.
- 14.3 The minutes must record council members as one of the following:
- a. Attending
 - b. Attending by proxy
 - c. Apology
 - d. Absent
- 14.4 If the minutes record a members as present by proxy the notice of that proxy signed by the absent member must be attached to the minutes.
- 14.5 If at any point a member leaves the meeting the time they leave and the time they return should be recorded in the minutes.
- 14.6 The draft minutes must be affirmed as an accurate record of the last meeting as the second order of business.
- 14.7 If amendments are made to the minutes they must be marked as such and an amended copy of the minutes is to be passed by $\frac{3}{4}$ majority of the council.
- 14.8 The President must sign the affirmed final copy of the minutes.
- 14.9 After cl. 14.7 and cl. 14.8 have been completed the minutes must be made available to all students.
- 14.10 Minutes made available to all students should not include any confidential discussions.
- 14.11 For the purposes of cl. 14.10, confidential discussions include those about prospective relationships with external bodies, contract deliberations and discussions relating to the University.
15. ALTERATIONS
- 15.1 Any alterations to the Standing Orders must be passed by $\frac{3}{4}$ majority of the council.

15.2 Motions to amend the Standing Orders must be circulated with the agenda before being presented at a meeting.

16. PROXIES

16.1 Ordinary Members of the Student Association may not hold more than One (1) approved proxy vote at any meeting including SGMs or AGMs of the Student Association and may hold proxy votes of Officer Holders of the Student Association.

16.2 Office Holders of the Student Association may not hold more than one (1) approved proxy vote at any SGM or AGM of the Student Association.

17. PROCEDURAL MOTIONS

17.1 That the question now be put:

- a. Can be moved at any time during debate but not by a member who has already spoken to the original or substantive motion; the motion can interrupt a speaker and is the only motion that does not require a seconder.
- b. The Chairperson, at their sole discretion, may reject the procedural motion on the grounds the motion has not been sufficiently debated or, the speaker has not been fairly heard.
- c. If accepted, no further debate is permitted and the question shall immediately be put. However, the mover of the original or substantive motion, has a right of reply before the vote is taken.

17.2 That the meeting proceeds to the next item of business:

- a. Can be moved and seconded at any time during debate, but not by any member who has already spoken to the original or substantive motion; the motion cannot interrupt a speaker.
- b. There is no debate allowed on this motion.
- c. If carried, it suspends any further debate on the motion that was being considered, but means it can be raised again at the next meeting.
- d. If, however, this motion is raised and carried in respect to an amendment under consideration, then the amendment shall lapse and the next item of business will be the original or substantive motion the amendment related to.

17.3 That the debate be adjourned

- a. Can be moved and seconded at any time during debate, but not by any member who has already spoken to the original or substantive motion or related amendment, and it can interrupt a speaker.
- b. If carried, the debate is adjourned and the only debate allowed is to determine the period of time that debate is to be adjourned.

17.4 That the meeting be adjourned

- a. Can be moved and seconded at any time including interrupting a speaker.
- b. If carried, the meeting is adjourned and the only debate allowed is to the matter of the period of time, date and place of the next meeting.

17.5 That the Speaker no longer be heard

- a. Can be moved and seconded at any time during debate, but not by any member(s) who has already spoken to the original or substantive motion, and is moved to interrupt a speaker.
- b. This motion can be debated and, if carried, prevents the speaker from speaking again during further debate about the particular motion being considered.

17.6 That the Chairperson's ruling be disagreed with

- a. Can only be moved immediately after the Chairperson has made a ruling, and only in respect to rulings not covered by mandatory rules cited in the NDSA Body's Constitution/Regulations and/or Standing orders.
- b. This motion can be debated and the Chairperson has a right of reply in the explanation of the ruling.
- c. If carried the, Chairperson's ruling shall be reversed.

17.7 That the Chairperson lacks the confidence of the meeting

- a. Can be moved by any member at any time.
- b. Once moved and seconded, the Chairperson shall call for a substitute Chairperson to conduct debate on this procedural motion and, if carried, that substitute shall seek approval from the meeting to continue in the Chairperson's place for that meeting.
- c. Debate can take place with the challenged Chairperson having the right to speak.
- d. The motion must be carried by a 3/4 majority.

17.8 That the meeting resolve to move 'in camera'

- a. Can be moved and seconded at any time but cannot interrupt a speaker.
- b. Used where the NDSA needs to discuss a matter in confidence and, if carried, allows minute taking to cease for the purposes of debate/discussion on that item only.
- c. A counter motion to move out of camera is required when the confidential discussion has concluded.
- d. Cannot be moved at an AGM or SGM.
- e. Only NDSA Office Bearer, Approved Proxies and the Immediate Past President may remain in the room whilst in camera.
- f. All forms of electronic communication must be turned off or put away.

18 SUSPENSION OF STANDING ORDERS

- 18.1 With the exception of a NDSA Body's AGM or SGM, a Member may, at any time, move that the operation of one or more of the provisions of these Standing Orders be suspended. A resolution to suspend Standing Orders requires a 3/4 majority of the Members present.

19 Immediate Past President

19.1 The Immediate Past President (IPP) of NDSA will:

- a. be the previous person who served as President of the NDSA in the preceding year;
- b. serve as an advisory member to the Council;
- c. be invited to attend all NDSA Council meetings; and
- d. have speaking rights at all NDSA Council Meetings.

19.2 The Immediate Past President (IPP) will not:

- a. have voting rights at any NDSA Council meeting; and
- b. become IPP if they are currently an elected office holder of NDSA.

19.3 The Immediate Past President (IPP) may resign at any time in writing to the Secretary of the NDSA.

19.4 In the instance that the person who would serve as Immediate Past President currently serves in another elected position on the NDSA that role will revert to the person who previously served as President.