



UWA Student Guild Media and Publications Committee Constitution

Approved by Guild Council on 1 December 2025

These Rules are made by the Guild Council, as the governing authority of the Guild, under regulation 48 of the Regulations.

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Chapter 1 — Preliminary

1 Name

- (1) The formal name of the Committee shall be Media and Publications Committee.

2 Objectives

- (1) The objects and reasons for the establishment of the Committee are:
- (a) oversee and support the operations, strategy, and governance of the Guild's student media and publications outlets;
 - (b) ensure that these outlets operate in accordance with Guild values, policies, and relevant standards, while maintaining editorial independence;
 - (c) receive regular reports from the Editors, Directors, and Chairs of each outlet, and provide guidance and recommendations on matters of governance, budgeting, and long-term development;
 - (d) facilitate coordination and collaboration between Pelican Magazine, PROSH, and UDub Radio, where applicable, to promote a cohesive and innovative student media presence;
 - (e) consider and approve, on behalf of Guild Council, content and publication approvals required under Guild policy, including the approval of Pelican Magazine stories (which may be conducted electronically);
 - (f) conduct regular reviews, at least once per Guild year, of the Guild's media and publication activities, and provide a report to Guild Council with recommendations for improvement; and
 - (g) promote opportunities for student engagement, creativity, and leadership through the Guild's media and publications portfolio.

3 Authorisation

These Rules are made by the Guild Council under the Student Guild Regulations.

4 Commencement

These Rules take effect on 1 December 2025.

5 Interpretation and Definitions

- (1) In this Constitution, unless the contrary intention appears:

Chair of the Committee means the person described in rule 9;

Committee means the committee established in rule 7;

Committee Member means a member of the Committee as set out in 7(1);

Election Regulations means the current University Student Guild Electoral Regulations;

Executive Officer means the person described in rule 10;

Governance Committee means the Governance Committee of the Guild Council;

Guild or Student Guild means the Student Guild as established by section 28(1) of the University Act;

Guild Administration means the Guild's employees under the management of the Guild's Managing Director or their nominee;

Guild Council means the governing body of the Guild constituted under the University Statute;

Guild Council Member means a student who is either a Guild Councillor or a standing invitee to meetings of the Guild Council;

Guild Misconduct Tribunal means the Guild Misconduct Tribunal referred to in the Regulations;

Guild Officer means any elected or appointed officer of Guild Council, a Subsidiary Council, a Guild Department, Guild Committee or any other committee or division of the Guild;

Guild Regulations means the Student Guild Regulations and the Election Regulations;

Guild Year has the meaning given in the Student Guild Regulations, which as at the date of these Rules is the period from 1 December to 30 November of the following year;

Register of Committee Members means the register of Committee Members referred to in rule 14;

Regulations means the Student Guild Regulations approved by the Senate of the University;

Rules means these rules of the Committee;

Standing Invitee means a person who is invited to all Committee Meetings but does not form part of the Committee, does not contribute to quorum and does not possess voting powers;

Student has the meaning given in the University Statute, which as at the date of these Regulations is a person enrolled in the University as a student, including a person enrolled in an Award course of the University, whether in Perth or elsewhere, or enrolled through University extension as a continuing education student in units offered within Award courses of the University;

Student Conduct and Resolution Centre (SCRC) means the University's disciplinary and investigations department;

University means the University of Western Australia;

University Act means the *University of Western Australia Act 1911* (WA);

University Statute means the statute made by the Senate pursuant to the *University Act*;

University Working Day means any day other than a —

(a) Saturday;

(b) Sunday;

(c) day specified in the University calendar as a University holiday; and

(d) University's annual shut-down period as determined by the University's executive each year

Working Group means a body established by the Committee under rule 21.

- (2) Terms capitalised but not defined in these rules have the meaning given to those terms in the Guild Regulations, as amended or replaced from time to time.

6 Compliance

- (1) The Committee and Committee Members must comply with the Student Guild Regulations, the Guild By-Laws and these Rules.
- (2) These Rules forms part of the Guild By-Laws and are subject to the approval of Guild Council.

Chapter 2 – Membership

7 Membership

- (1) The membership of the Committee is as follows:
 - (a) Guild President
 - (b) Chair of the Committee
 - (c) 3 Guild Council Members
- (2) The Standing Invitees to the Committee meeting are as follows:
 - (a) Managing Director
 - (b) Creative Director
 - (c) Student Services Manager
 - (d) PROSH Director
 - (e) PROSH Deputy Director
 - (f) Pelican Editors
 - (g) UDub Radio Station Manager
 - (h) UDub Radio Deputy Station Manager
- (3) The Committee may invite a person to attend and contribute to one or more Committee Meetings if the Committee reasonably believes the person's attendance will assist in achieving the Committee's Objectives. An invitation may be extended for a single meeting, for a specified set of meetings, or for ongoing attendance, but the invitation does not confer membership to the Committee and must expire no later than the end of that Guild Year
- (4) An invited person may participate in discussions at the discretion of the Chair but is not entitled to vote at the meeting. Attendance under an invitation does not confer any ongoing rights, continuing attendance entitlements, or membership, and any invitation must end at the close of that Guild Year unless renewed.
- (5) From the Guild Council Members in rule 7(1)(c) above, one must be a woman or non-binary person.
- (6) All members of the Committee must retire at the end of the Guild Year.

8 Appointing Guild Council Members

- (1) The Guild Councillor positions listed in rule 7(1)(c) must be elected at the first meeting of Guild Council in each Guild Year, in accordance with the Standing Orders.
- (2) A person is eligible to be appointed as a Guild Council Member of the Committee only if they are a current UWA Student and are either a Guild Councillor or a Standing Invitee to meetings of the Guild Council and are not already a member of the Committee at the time of nomination.

9 Chair

- (1) The Chair of the Committee will be elected from Guild Council Members in the first meeting of Guild Council in a Guild Year.
- (2) The Chair of the Committee is elected separately from the Guild Council Members listed in 7(1)(c).
- (3) The Chair of the Committee is solely responsible for ensuring the Committee is meeting when required, performing its functions and investigating any matters referred to it by Guild Council.

10 Executive Officer

- (1) The Committee must elect an Executive Officer, who shall serve the role as the secretary of the Committee.
- (2) The Election of the Executive Officer must be carried out at the first meeting of the Committee.
- (3) The Executive Officer must be a member of the Committee.
- (4) The Executive Officer cannot be the Guild President.
- (5) The Chair of the Committee should avoid serving as the Executive Officer wherever practicable.
- (6) The role of the Executive Officer is:
 - (a) To cause accurate minutes of the Committee Meetings;
 - (b) Carry out any other administrative tasks delegated by the Chair, such as:
 - (i) calling Committee Meetings;
 - (ii) determining the time and place of the meeting;
 - (iii) preparing agendas in consultation with the Committee Chair;
 - (iv) distributing agendas and minutes to Committee Members; and

- (v) storing the Committee minutes in accordance with rule 20.

11 Suspension of Membership

- (1) A Student's right to be a Committee Member and any other right under these Rules shall be suspended for the duration that the Student:
 - (a) is suspended by the University; or
 - (b) is suspended by the Guild in accordance with the Regulations.

12 Committee vacancies

- (1) The position of any Committee Member will be vacated if the holder of that position:
 - (a) resigns by notice in writing to the Chair of the Committee;
 - (b) no longer meets the criteria to be a Committee Member;
 - (c) has their Membership rights suspended under rule 11; or
 - (d) is absent for more than three Committee Meetings in the same Guild Year, of which they have received notice, without a reasonable reason which is accepted by the Committee.
- (2) The Committee may act despite a vacancy occurring in any position on the Committee as long as the Chair is not vacant.
- (3) Guild Council may fill any position which has become vacant when it concerns Guild Council Members.
- (4) Any person who fills a vacancy under these circumstances holds office until the conclusion of the relevant Guild Year in which they are appointed.
- (5) Within 14 days of ceasing to be a Committee Member, the outgoing Committee Member must transfer all relevant documents, records and assets of the Committee in their possession, custody or control (if any) to the Chair of the Committee or other Committee Member nominated and authorised by the Committee.

13 Complaints and misconduct

- (1) If a Committee Member has a complaint about another Committee Member, the following may be submitted to the Chair of the Guild's Governance Committee:
 - (a) the nature of the complaint;
 - (b) outline of the facts and evidence relied upon for the complaint;
 - (c) the remedy sought; and
 - (d) the contact details of the complainant.

- (2) The Guild Governance Committee may deal with the complaint at its discretion, unless the complaint amounts to a breach of these Rules or Guild Misconduct, in which case, the Guild Governance Committee must report the complaint in accordance with Chapter 7 of the Student Guild Regulations.
- (3) Any Committee Member who suspects that another Committee Member has contravened these Rules or otherwise engaged in Guild Misconduct must report it in accordance with Chapter 7 of the Student Guild Regulations.

14 Maintaining a Register of Committee Members

- (1) The Committee must maintain a Register of Committee Members.
- (2) The Register of Committee Members must include each Committee Member's full name and University email address.
- (3) The Register of Committee Members must be kept at a location (electronic or otherwise) as determined by Guild Administration.
- (4) The Register of Committee Members must be sent to the Guild General Secretary and Guild Administration after initial appointments.
- (5) The Guild General Secretary and Guild Administration must be notified of any changes to the Committee.

Chapter 3 – Meetings

15 Quorum

- (1) The quorum for a Committee Meeting is three members of the Committee.

16 Frequency

- (1) The Committee will meet every calendar month for a minimum of eight meetings in the Guild Year.

17 Decisions

- (1) Any decisions made by the Committee may be passed by a simple majority of those present and voting.
- (2) If the members are not unanimous upon any question put before the Committee at a meeting, the dissenting members may state their views to the Guild Council in a minority report.

18 Notice

- (1) All Committee Members must be given not less than three days' notice of every Committee Meeting, except where all of the Committee Members unanimously consent to shorter notice being given.

19 Motions via Circular

- (1) The Committee may pass a circular resolution without a Committee Meeting being held.
- (2) A circular resolution is passed if a majority of the Committee Members entitled to vote on the resolution agree to the resolution as follows:
 - (a) The Committee may send a circular resolution by electronic means to the Committee Members and may agree to the resolution by sending an electronic reply to that effect.

20 Minutes

- (1) The Executive Officer must cause proper minutes of all proceedings of every Committee Meeting to be recorded within 30 days after the holding of each meeting and subsequently distributed to the Committee. The minutes must contain:
 - (a) the full names of all Committee Members or standing invitees present (as applicable); and
 - (b) an outline of what was discussed; and
 - (c) all appointments reported to have been made; and

- (d) all resolutions made or passed by the meeting.
- (2) The minutes must be accepted in the subsequent Committee Meeting.
- (3) Once the minutes have been accepted, they must be stored in the Committee's Microsoft Teams.
- (4) The accepted minutes must be delivered to Guild Administration for approval at the Executive Management Committee meeting before progressing to Guild Council for final approval. Once approved by Guild Council, Guild Administration will then publish these Committee minutes online.

Chapter 4 – Other

21 Working Groups

- (1) The Committee has the power to create working groups subject to ratification by the Executive Management Committee.
- (2) The Chair of the Committee is an ex-officio member of all working groups of the Committee.
- (3) The Committee must provide the Executive Management Committee with details of the membership and minutes of any of its working groups.