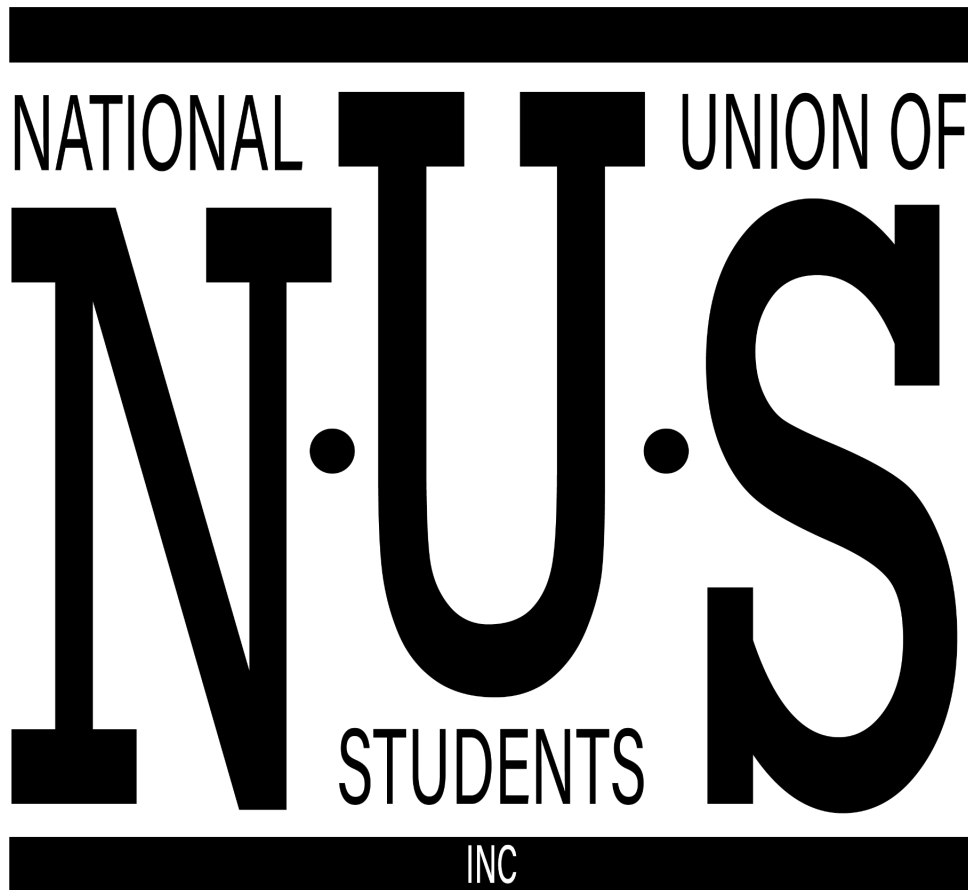


National Union of Students Incorporated

BY-LAWS

2024



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PART 2 – MEETINGS OF NATIONAL CONFERENCE

Divisions 1 – Election of Delegates

B2. Accreditation

- 2.1 The Accreditation Committee must meet before, and, if necessary, at each meeting of National Conference to consider the accreditation of delegates.
- 2.2 The Accreditation Committee may only accredit delegates whose election complies with R18 and B3-B6, except as provided in B7.

B3. Notification of Election

Each member organisation must notify the National General Secretary of the election:

- a) By certified mail,
- b) at least 2 weeks before the close of nominations.

B4. Nominations

- 4.1 Notice of the close of nominations must be:
 - a) published in at least 1 issue of the official publications of the member organisation; or

- b) prominently advertised in some other way practical for the member organisation
- 4.2 Nominations must remain open for at least 5 academic days
- 4.3 The returning officer for the election must issue all candidates with a receipt for their nomination.
- 4.4 Nominations must close at least 2 academic days before the commencement of voting.

B5. Ballot

- 5.1 There must be a ballot to determine the order of election, unless the delegates are elected unopposed
- 5.2 Voting must take place (a) on at least 3 consecutive academic days, and (b) for at least 5 hours each day
- 5.3 The following must be widely advertised on all campuses of the member organisation:
 - a) the times and place or places of voting, and
 - b) any brief policy statements submitted by candidates before the close of nominations.

B6. Returning Officer's Report

- 6.1 Within 2 weeks of the end of the election, the member organisation must send to the Accreditations Committee report on letter head signed by the returning officer:
 - a) stating that the election was conducted in accordance with B3- B5;
 - b) setting out the names of the delegates in the order in which they were elected; and
 - c) Including:
 - i) the rules under which the election was conducted, and
 - ii) details of voting.

- 6.2 If delegates have been elected unopposed, the member organisation must send to the Accreditation Committee within 2 weeks of the close of nominations a report signed by the returning officer:
- a) stating that B4 was complied with; and
 - b) setting out an order of election agreed to and signed by each delegate.
- 6.3 If the Accreditation Committee does not receive an agreed order of election as required by B6.2(b), it must determine the order of election by lot.

B7. Exemption from Requirements

- 7.1 When National Conference is meeting, the Accreditation Committee may only exempt member organisations from the requirements of B3-B6 by unanimous vote of all members if it is satisfied that the provisions were substantially complied with so that the election was fairly conducted.
- 7.2 When National Conference is not meeting, National Executive constituted as the Accreditation Committee may only exempt member organisations from the requirements of B3-B6 by resolution passed by an absolute majority if it is satisfied that the provisions were substantially complied with so that the election was fairly conducted.
- 7.3 If no report from the returning officer has been received, the Accreditation Committee may accredit the delegates of a member organisation if a majority of them submit statutory declarations stating that:
- a) they have been unable to contact the returning officer.
 - b) the election was conducted in accordance with R18 and B3-B6; and
 - c) they will ensure that a returning officer's report is sent as soon as the returning officer can be contacted.

B8. Review of Accreditation

- 8.1 The Accreditation Committee must meet to review the accreditation of a delegate or observer when requested by a member Conference in writing, stating the grounds of objection.

B9. Business

- 9.1 The ordinary business of National Conference is to consider:
- a) the audited statement of accounts,
 - b) reports of the National and State Officers, and
 - c) urgency motions

B10. Reports to National Conference

- 10.1 National Officers and State Presidents must give to the National General Secretary by 15th November a written report on their activities for consideration by National Conference.

B11. Conference Organiser

- 11.1 The National Executive must appoint a Conference Organiser before each meeting of National Conference.
- 11.2 The Conference Organiser may be the same person as the Returning Officer.
- 11.3 The Conference Organiser may only delegate their duties under the rules to individuals who are not members of conference

B12. Business Committee

- 12.1 National Executive must elect a Business Committee of 5 persons before each meeting of National Conference.
- 12.2 Any decision of the Business Committee may be overturned by resolution of Conference passed by a simple majority of votes cast.
- 12.3 A member of the Business Committee or nominee must attend each session.
- 12.4 Decisions of the Business Committee are made by a $\frac{3}{4}$ majority of the members or nominees present.

B13. Conference Volume

- 13.1 The Business Committee must:
- a) amalgamate motions dealing with the same issue, in consultation with the movers and seconders;
 - b) spilt motions dealing with a number of issues into separate parts, so that all motions dealing with a particular issue can be considered together;
 - c) redraft motions so that they are unambiguous and properly worded; and
 - d) order motions for debate.
- 13.2 The Business Committee must produce a conference volume setting out in order of debate the motions with any alterations made under the rules.
- 13.3 The proposed policy to be discussed at the National Conference shall be set out in the following chapters:
- a) Student Unionism;
 - b) Trade Unionism;
 - c) Education;
 - d) Welfare;
 - e) Women's;
 - f) Queer;
 - g) First Nations;
 - h) Disability;
 - i) International;
 - j) Ethnocultural;
 - k) Regional;
 - l) Vocational Education;
 - m) Environmental;
 - n) Other.

B14. Agenda/Sessions

- 14.1 The Business Committee must determine the agenda and session times.
- 14.2 The Business Committee must give members of Conference at least 1 hours' notice of the agenda and session times, and changes to the agenda and sessions times by the quickest practicable means at the time. The failure of 1 or more members to receive notice does not invalidate those sessions or the decisions made at those sessions.

- 14.3 Sessions of Conference may only take place between 8:00am and 8:00pm, unless otherwise agreed by resolution of Conference passed by an absolute majority.

B15. Membership

- 15.1 For the purposes of this Part, the members of Conference are:
- a) the delegates of member organisations,
 - b) the observers of member organisations,
 - c) the members of National Executive; and
 - d) the State Officers.
- 15.2 All members have moving, seconding and speaking rights.
- 15.3 The voting members of conference are the delegates and other members to whom delegates have proxied voting rights.

B16. Observers

- 16.1 Member organisations may only appoint as observers, students eligible to be elected as delegates of that member organisation.
- 16.2 Associate members may appoint the number of observers determined by National Executive.
- 16.3 Non-member student organisations may only appoint as observers, students entitled to elect the governing body and elected representatives of that non-member organisation.
- 16.4 Non-member student organisations may only appoint 2 observers.
- 16.5 The observers from associate members and non-member student organisations are:
- a) not members of Conference; and
 - b) do not have moving, seconding or speaking rights.
- 16.6 Appointments of observers may only be made by resolution of the governing body of the organisation.
- 16.7 Notification of the appointment of observers must be:
- a) on letterhead of the organisation signed by the President or equivalent officer of the organisation; and
 - b) be received by the Accreditation Committee before 12 midnight Eastern Standard Time on 1 December.
- 16.8 The Accreditation Committee may only accredit observers who comply with

the requirements of this by-law.

B17. Chair

- 17.1 Sessions must be chaired by:
 - a) The President, or
 - b) A person nominated by the business committee.
- 17.2 The chair
 - a) Must be heard in silence and without interruption; and
 - b) May name any person for behavior disruptive to the conduct of conference.
- 17.3 Members may only address conference when called to do so by the chair.
- 17.4 Speakers must be heard in silence and may only be interrupted by the chair.
- 17.5 Any person named three times during one session:
 - a) Must not be recognized by the chair; and
 - b) Must leave Conference for the remainder of that session.
- 17.6 If the chair wishes to take part in the debate on any question, another person must be nominated as chair for the duration of the debate and vote.
- 17.7 The chair may make decisions as to the conduct of conference subject to the rules.
- 17.8 Any decision of the chair made under subclause 5 may be overturned by a majority vote of conference.

B18. Point of order

- 18.1 Members may at any time raise points of order in regard to:
 - a) A ruling of the chair (Including an interpretation of the rules of NUS); or
 - b) Any irregularity if the proceedings or interpretation of the rules of NUS
- 18.2 Points of order must be made to the Business Committee. The Business Committee must either:
 - a) determine in agreement with the member that there has been no irregularity;
 - b) determine in agreement with the member that there has been an irregularity, and immediately make consequent

- recommendation to Conference; or
- c) if there is no agreement between the member and the Business Committee – refer the matter immediately to the chair for resolution by Conference.

B19. Procedural Motions

- 19.1 All procedural motions must be given to the business committee.
- 19.2 The business committee must pass the motion to the chair as soon as it is in order for conference to consider it.
- 19.3 Upon receipt of a procedural motion, the chair must put it to conference for resolution..

B20. Motions

- 20.1 The National General Secretary may make rules for the form and submission of motions subject to the rules.
- 20.2 All motions must have a mover and a seconder who must be a member of conference.
- 20.3 Movers and seconders of motions and amendments may reserve their speaking rights.
- 20.4 Members may delegate their moving, seconding and speaking rights to any other member by notification to the chair.
- 20.5 If the mover or seconder of a motion or amendment is not present, any member may move or second the motion or amendment.
- 20.6 Motions and amendments may be altered by their mover.
- 20.7 Motions and amendments may be withdrawn by their mover, subject to the right of the seconder or any other member to take up the moving of the motion or amendment.
- 20.8 Members may only speak once to a motion or amendment, unless they are the mover of the motion exercising their right of reply.
- 20.9 Each member of conference may only move two urgency motions per conference, members may only move additional urgency motions subject to approval of the business committee or by resolution of conference.

B21. Motions en bloc

21.1 Motions dealing with the same or similar matters may be moved together and considered by conference as one resolution.

B22. Recommittal

22.1 Any motion that has or could validly have been considered by Conference may be recommitted on receipt by the chair of a petition signed by delegates entitled to exercise in their own right an absolute majority of votes or by resolution of conference.

22.2 Any motion so petitioned must be considered by Conference 24 hours after it has been received by the chair, unless Conference resolves by an absolute majority to consider the motion earlier

B23. Quorum

23.1 The chair must ensure that quorum is present before declaring a session open.

23.2 The chair must ensure that no vote is taken without quorum being present.

23.3 If a quorum is not present within half an hour of Conference attempting to proceed to a vote, the chair must adjourn Conference until the next session.

B24. Register of Attendance and Voting Cards

24.1 Voting members must not vote at Conference until they have:

- a) Registered their attendance for that session with the Conference Organiser; and
- b) been issued with a voting card.

24.2 The Conference Organiser must issue each voting member attending a session with a voting card, which must:

- a) be easily identifiable by the chair;
- b) record the total number of votes exercisable by the member including votes held by proxy; and
- c) be signed by the member

24.3 The Conference Organiser may only issue voting cards in accordance with

the accreditation report of the Accreditation Committee.

24.4 Voting members who intend to leave a session must first sign register their leaving and return their voting card.

24.5 If a voting member who has left a session fails to sign off or return their voting card, any member may approach the conference organiser, which must amend the register and retrieve the voting card.

B25. Proxy voting

25.1 Delegates may only proxy their voting rights to other members of conference.

25.2 No member may exercise the votes of more than five delegates at any one time except in the election of National Officers, State Officers, General Executive Members and Campus Representatives.

25.3 Proxies must be made by the delegate in the form set out by the National General Secretary.

25.4 The delegate must register the proxy with the conference organiser.

25.5 The Conference Organiser must give the votes of the delegate who has made the proxy to the member next entitled to exercise it.

25.6 If the member has already been issued with a voting card, the Conference Organiser must amend it to record the new total number of votes exercisable by the member.

25.7 If the member has not been issued with a voting card:

- a) the Conference Organiser must issue them with a voting card;
and
- b) the member must register their attendance as a voting member.

25.8 If the delegate returns while their proxy is being exercised:

- a) the proxy lapses,
- b) the delegate must inform the Conference Organiser of their return; and
- c) the Conference Organiser must amend their register and amend or retrieve the voting card of the member exercising the proxy.

B26. Voting

26.1 No vote may be taken until all individuals present are seated.

- 26.2 The chair must name any person who is not seated within 1 minute of Conference proceeding to vote.
- 26.3 Voting is by show of hands, unless the chair otherwise determines. Each voter must stand and display their voting cards.
- 26.4 A count of votes must be conducted when requested by 25 voting members standing in their place and displaying their voting cards within 1 minutes of the result of the vote being declared.
- 26.5 Conference may by resolution put without amendment, adjournments or debate determine to record the vote of each member.
- 26.6 If an equal number of votes are cast for and against a motion or amendment, the chair must declare the motion or amendment lost.
- 26.7 The Conference Organiser must assist the chair in the conduct of voting.

B27. Suspension

- 27.1 The Standing Orders of National Conference (by-laws) may be suspended by resolution passed by an absolute majority.

B28. Secretary

- 28.1 The National General Secretary must assist Business Committee with compiling the conference volume and ensure the conference volume, agenda and session times are sent to members of conference as required in the rules.
- 28.2 The National General Secretary must ensure the National Officer reports, State Officer reports and the audited statement of accounts are sent to members of conference as required in the rules.
- 28.3 The National General Secretary must ensure that a proper record is kept of the proceedings of Conference.
- 28.4 The National General Secretary must send each member organisation and member of National Executive the minutes of National Conference, the Policy Platform and other policies of NUS and the current rules of the NUS within three months of a meeting of National Conference.

B29. Delegate Reports

- 29.1 Member Organisations may make policy or regulations governing reporting on conferences by delegates representing that member organisation.

Division 4 – Committees

B30. Accreditation Committee

- 30.1 The National Executive must by three-quarters majority appoint an Accreditation Committee which must be at least one individual who has been admitted to practice as a solicitor for at least five years..
- 30.2 The Accreditation Committee must:
- a) accredit delegates and observers in accordance with B2 and B17;
 - b) review the accreditation of delegates and observers in accordance with B8;
 - c) allocate votes to delegates in accordance with R20; and
 - d) verify the delegation of voting rights by delegates unable to attend Conference in accordance with B9.
- 30.3 Decisions of the Accreditation Committee may only be overturned by resolution of Conference passed by an absolute majority.
- 30.4 The Accreditation Committee must prepare an accreditation report, which includes for each member organisation:
- a) the EFTSL,
 - b) confirmation of the payment of the annual subscription,
 - c) confirmation that the election of delegates satisfies the requirements of the constitution, regulations and by-laws,
 - d) the names of the delegates and observers, and
 - e) the number of votes for each delegate.
- 30.5 The Accreditation Committee must send the accreditation report to:
- a) all member organisations, and
 - b) all members of National Executive, at least 1 week before each meeting of National Conference.

B31. Business Committee

- 31.1 National Executive must elect a PreConference Business Committee of 5 persons before each meeting of National Conference.
- 31.2 The Pre-Conference Business Committee holds office until the Conference Business Committee takes office.
- 31.3 National Conference must elect a Conference Business Committee of 7 persons on the first day of Conference, immediately after the election of the returning officer under B48.
- 31.4 The Conference Business Committee holds office from the declaration of its election by the returning officer until the end of Conference.
- 31.5 The Pre-Conference Business Committee:
 - a) must produce the pre-conference volume in accordance with B11;
 - b) must produce the conference volume in accordance with B14; and
 - c) has the powers of the Conference Business Committee until the Conference Business Committee takes office.
- 31.6 The Conference Business Committee must:
 - a) maintain a register of delegations of voting rights in accordance with B9 and B22;
 - b) determine the agenda and session times in accordance with B18;
 - c) maintain the register of attendance in accordance with B19;
 - d) nominate the chair in accordance with B23;
 - e) determine the procedure for the debate of foreshadowed motions in accordance with B29;
 - f) facilitate the consideration of procedural motions and points of order in accordance with B35 and B36; and
 - g) assist the chair in the conduct of voting in accordance with B38.

- 31.7 Any decision of the Conference Business Committee may be overturned by resolution of Conference passed by a simple majority of votes cast, except for a determination under B18.2.
- 31.8 A member of the Business Committee or nominee must attend each session.
- 31.9 The functions of the Business Committee may be performed by any or all members of the Business Committee present
- 31.10 The Business Committee may nominate a person or persons to carry out its functions for a particular session if no member of the Business Committee is present.
- 31.11 Decisions of the Business Committee are made by a majority of the members or nominees present.

Division 5 – Elections

B32. Applicability

- 32.1 This Division applies to the election of:
- a) National officers, and
 - b) State officers, and
 - c) General Executive Members.
- 32.2 B46 and B54 apply to the election of the Conference Business Committee.

B33. Returning Officer

- 33.1 The National Executive must at least one (1) month prior to the meeting of National Conference must appoint by a resolution passed by 75% of its members appoint a Returning Officer for National Conference, and may also appoint a Deputy Returning Officer.
- 33.2 The Returning Officer and any Deputy Returning officer must:
- a) have appropriate expertise and experience for the position;
 - b) not be:

- i) an employee or agent of, or contractor to NUS (other than as returning officer or deputy returning officer), or
 - ii) the spouse or relative of any current officer of NUS; or
 - iii) the spouse or relative of any current officer of a Member Organisation; and/or,
 - c) not have been:
 - i) an officer of NUS or delegate of any member of any member organization for at least 5 years,
 - ii) an elected officer of any member organization for at least 5 years.
- 33.3 The returning officer may prescribe all matters of detail not inconsistent with this Division.

B34. Form of Nominations

- 34.1 Nominations must be on the prescribed form obtainable from the returning officer.
- 34.2 Nominations must be:
- a) signed by the nominator, who must be a current enrolled student represented by an affiliated student organisation;
 - b) signed by the seconder, who must be a current enrolled student represented by an affiliated student organization; and
 - c) signed by the candidate, consenting to the nomination.
- 34.3 The candidate must attach a statutory declaration of eligibility for election.
- 34.4 A candidate may include with their nomination a statement of not more than five hundred (500) words. The Returning Officer shall, upon the close of nominations, circulate all statements received

34.5 The Returning Officer must establish a means by which to receive nominations be persons who are not in attendance at the meeting of National Conference

B35. Close of Nominations

35.1 The Returning Officer must give at least 4 weeks notice of the closing date for nominations to all member organisations.

35.2 Nominations close at such time determined by the Returning Officer that shall be between 24 and 48 hours before the scheduled time.

35.3 If less nominations are received by the closing time than the number of positions, Conference may resolve to reopen nominations for the unfilled positions

35.4 Nominations for reopened positions close 6 hours before the scheduled time for voting.

B36. Verification of Eligibility

The returning officer must verify the eligibility of candidates

B37. Unopposed Eligibility

If the number of nominations received does not exceed the number of positions, to be filled, the returning officer must immediately after verification of eligibility declare elected the candidate or candidates nominated.

B38. Ballot

38.1 If the number of nominations received exceeds the number of positions to be filled, there must be a ballot.

38.2 Candidates for national officer positions must be given 3 minutes to address Conference in support of their nomination on the day before the ballot.

- 38.3 In the case of a ballot for the office of State President or State Education VicePresident of a state branch, only he delegates to National Conference of member organisations which are members of that state branch are entitled to vote.
- 38.4 In the case of a ballot for the office of Campus Representative, only the delegates to National Conference of the member organisation represented by that Campus Representative are entitled to vote. If there are no such delegates, then the office of Campus Representative will remain vacant

B39. Disputes

- 39.1 Decisions of the returning officer may only be overturned by resolution of conference passed by an absolute majority.
- 39.2 Conference must not consider a motion to overturn a decision of the returning officer unless the aggrieved party can show that the decision might materially have affected the result.
- 39.3 Conference may only consider a motion to overturn a decision of the returning officer if the objections is taken within 1 hour of the declaration of the election.
- 39.4 If Conference resolves to overturn a decision of the returning officer, it may order a new election in whole or in part.

PART 3 – CAMPUS RESOLUTIONS

B40. Moving

- 40.1 A campus resolution may be moved by:
- a) a member organisation, or
 - b) a petition signed by at least 300 students represented by a member organisation.

- 40.2 Motions for campus resolution must be sent to the National General Secretary
- 40.3 A copy of the petition under B55.1(b) (if applicable) must be attached.

B41. Circulation

- 41.1 The NationalGeneralSecretarymust circulate the motion to member organisations within 2 weeks of its receipt.
- 41.2 Any supporting or opposing statements submitted by member organisations or members of National Executive must be attached.
- 41.3 A voting form stating the closing date for the receipt of votes and a copy of this Division must be included.

B42. Close of Voting

- 42.1 The closing date for the receipt of votes is 4 weeks from its sending to member organisations, unless in cases of emergency National Executive otherwise resolves.
- 42.2 National Executive may extend the closing date by notification in writing to member organisations at least 1 week before the original closing date.
- 42.3 With the consent of the mover, the NationalGeneralSecretary may before the circulation of the motion set a closing date of more than 4 weeks.

B43. Method of Voting

- 43.1 The votes of each member organisation must be cast in proportion to the votes cast at the meeting or referendum at which the decision was made with respect to votes for and against the motion and active abstentions from voting.
- 43.2 Member organisations may only exercise their votes by completing the voting form circulated.
- 43.3 The voting form must:

- a) include the details of the actual votes cast at the meeting or referendum;
- b) be signed by the President or the equivalent officer of the member organisation;
- c) be accompanied by a copy of the minutes of the meeting or a report of the returning officer on the referendum; and
- d) be sent to the National General Secretary by certified mail, courier, fax or email, or be hand delivered.

43.4 Members may alter their votes in accordance with a subsequent decision of the member organisation by the submission of a fresh voting form before the close of voting.

B44. Voting by General Meeting or Referendum

- 44.1 National Conference or National Executive may resolve that a campus resolution be decided by member organisation in accordance with their procedures for general student meetings or referendums.
- 44.2 The votes of member organisations may then not be counted unless a general student meeting or referendum was conducted by the member organisation to determine the casting of its votes

PART 4 – NATIONAL EXECUTIVE

Division 1 – Meetings

B45. Agenda

The agenda for meetings of National Executive must be sent to each member organisation and member of National Executive at least 1 week before the meeting.

B46. Chair

46.1 Meetings of National Executive must be chaired by:

- a) the National President, or
- b) a person elected by the meeting.

46.2 Meetings of National Executive must elect a person to be deputy chair.

46.3 If the chair of the meeting wishes to take part in a debate, the deputy chair must chair the meeting for that debate.

B47. Proxies

47.1 Appointments of proxies under R29.5 must:

- a) Specify:
 - i) the duration of the appointment
 - ii) the proxy or proxies appointed, and
 - iii) any conditions attached to the appointment;
- b) be signed by the member;
- c) state the date and time the appointment was made;
- d) not be altered once signed; and
- e) be given to the National General Secretary.

B48. Minutes and Reports

The National General Secretary must send:

- a) the draft minutes of the meeting, and
- b) the officer reports under B61 to each member organisation within 1 week of the meeting.

B49. Travel Expenses

49.1 Members of National Executive are entitled to be reimbursed for the return economy fare to meetings of National Executive:

- a) by bus or rail if the total travelling time 1 way will be less than 12 hours, or
- b) otherwise by air.

49.2 If a voting member of National Executive does not attend a meeting of National Executive, their proxy (if not themselves a member of National Executive) is entitled to be reimbursed for travel to the meeting up to the amount the member would have been entitled under B66.1.

49.3 National Executive:

- a) may request the attendance of any officer at a meeting of National Executive; and
- b) must reimburse the officer for travel in accordance with B66.1.

Division 2 – International Relations

B50. International Representatives

50.1 National Executive must elect the official representatives of NUS to international meetings.

50.2 All official representatives are:

50.3 Each official representative must submit a written report to National Executive within 2 weeks of the end of the international meeting.

B51. National PAVE Officer

51.1 Without limiting R42 and R47.1, the National VE Officer has the following specific responsibilities:

- a) VE education research;
- b) VE education campaigns; and
- c) responsible for conducting a phone linkup at least 2 times a semester of campus VE officers (or equivalent position on campus), as well as campus activists to direct the National VE Officer on campaigns and priorities.

PART 5 – NATIONAL OFFICERS

Division 1 – Additional Duties

B52. Behaviour

National Officers must at all times act with propriety, recognising that poor behaviour reflects badly on NUS.

B53. Campus Elections

National Officers must not participate in any way in any campus election, including the election of delegates to National Conference.

B54. Officer meetings

54.1 The national officers must meet regularly to discuss the implementation of the policies of NUS, and the co-operative performance of their duties.

54.2 Officer meetings may be convened by any national officer.

B55. Changeover

Each outgoing national officer:

- a) is responsible for inducting their successor during a 1 week changeover period in January; and
- b) must be paid for that period

Division 2 – Specific Responsibilities

B56. National President

56.1 Without limiting R33, the National President has the following specific responsibilities:

- a) making representations on behalf of NUS to other organisations and bodies;
- b) liaison with state branches, the commonwealth government and other organisations with which NUS has dealings (except in areas for which another national officer has responsibility);
- c) implementing the student unionism policy of NUS; and
- d) authorising and acting as the publisher of all publications of NUS.

56.2 The National President may, in consultation with National Executive or the other national officers, delegate responsibilities to other national officers, members of National Executive and staff.

B57. National General Secretary

57.1 Without limiting R34 and R47.1, the National General Secretary has the following specific responsibilities:

- a) management of the national office;
- b) acting as secretary to National Conference, National Executive and other committees of NUS;

- c) in consultation with the National President, co-ordination of all campaigns associated with the affiliation and disaffiliation of campus student organisations;
- d) co-ordination of the provision of services to member organisations;
- e) liaison with any service subsidiary of NUS concerning the provision of services to member organisations;
- f) promotion of NUS;
- g) maintaining effective communication with, resourcing, and being a first point of contact for, member organisations and state branches; and
- h) authorising orders and payments in accordance with R72 and R73;
- i) ensuring the secure custody of the records and common seal in accordance with R76.1 and R78.1, and managing the inspection of the accounting records in accordance with R76.2;
- j) circulating monthly financial statements to members of the National Executive in accordance with R75;
- k) giving notice of:
 - i) meetings of National Conference in accordance with R17.6, and
 - ii) the close of nominations for positions elected at National Conference in accordance with B50.1; and
- l) ensuring the proper conduct of campus resolutions under Part 3 of the by laws.

B58. National Education Officer

Without limiting R35 and R47.1, the National Education Officer has the following specific responsibilities, in consultation with the National President:

- a) education research;
- b) education campaigns; and

- c) responsible for conducting a phone linkup at least 2 times a semester of campus education officers, state Education VicePresidents as well as campus activists to direct the National Education Officer on campaigns and priorities.

B59. National Welfare Officer

Without limiting R36 and R47.1, the National Welfare Officer has the following specific responsibilities, in consultation with the National President:

- a) liaison with national welfare and community sector groups and peak bodies;
- b) welfare research;
- c) co-ordinating the provision of information on welfare to member organisations;
- d) welfare and community sector campaigns;
- e) acting as a further point of contact for those campuses that have no state branch representation;
- f) convening a phone linkup at least 2 times a semester of campus welfare officers (or equivalent position on campus) as well as campus activists to direct the National Welfare Officer on campaigns and priorities.

B60. National Small and Regional Campuses Officer

Without limiting R37 and R47.1, the NationalSmallandRegionalCampuses Officer has the following specific responsibilities:

- a) liaising between the small and/or regional campuses represented by NUS to ensure they are adequately engaged with and informed about NUS campaigns and activities;
- b) coordinating research into the specific needs and issues of small and/or regional campuses.
- c) running campaigns relevant to small and/or regional campuses, and giving these campuses a voice within the broader campaigns run by NUS.
- d) convening a National Small and Regional CampusesConference;

- e) acting as a further point of contact for those campuses that have no state branch representation;
- f) convene a phone linkup at least 2 times a semester of Presidents from NUS Small and Regional Campuses (or their representative) as well as campus activists to direct the National Small and Regional Officer on campaigns and priorities.

B61. National Women's Officer

Without limiting R38 and R47.1, the National Women's Officer has the following specific responsibilities:

- a) making representations on behalf of women students to the commonwealth government, unions and community organisations;
- b) support of feminist initiatives by resourcing and servicing campus women's groups in such a way as to promote their formation and their ongoing feminist development, and encouraging member organisations in this process;
- c) support, resourcing and servicing student representatives on the equal opportunity and affirmative action committees of post-school institutions, and encouraging campus student organisation to do the same, and also promoting cross-campus communication between such student representatives;
- d) developing affirmative action programs to promote the involvement of women students in NUS in all aspects of its operation, and encouraging and assisting campus student organisation to develop such programs;
- e) co-ordinating national campaigns on issues of concern to women students;
and,
- f) The National Women's Officer is also responsible for conducting a phone linkup at least 2 times a semester of campus Women's Officer as well as

campus activists to direct the National Women's Officer on campaigns and priorities

B62. National Queer/LGBTI Officers

Without limiting R39 and R 47.1, the National Queer/LGBTI Officers have the following specific responsibilities:

- a) making representations on behalf of Queer/LGBTI students to the commonwealth and state (i) governments, unions and community organisations;
- b) liaising and working with Queer/LGBTI groups in the wider community on issues and campaigns relating to Queer/LGBTIs;
- c) initiating and organising the national Queer/LGBTI student conference;
- d) support of Queer/LGBTI initiatives by resourcing and servicing campus Queer/LGBTI groups in such a way as to promote their formation and their ongoing development and encouraging member organisations in this process;
- e) support resourcing and servicing campus Queer/LGBTI Officers and encouraging communication between them;
- f) promoting the involvement of Queer/LGBTI students in NUS in all aspects of its operation
- g) promoting the involvement of Queer/LGBTI students in their respective student organisation;
- h) promoting the involvement of Queer/LGBTI students in their respective student organisation;
- i) Both National Queer/LGBTI Officers are jointly responsible for convening a phone linkup at least two times a semester of campus Queer/LGBTI/LGBTI Officers as well as campus activists to direct the National Queer/LGBTI/LGBTI Officers on campaigns and priorities.

B63. National Aboriginal and Torres Strait Islander Officer

Without limiting R40 and R47.1, the National Aboriginal and Torres Strait Islander Officer has the following specific responsibilities:

- a) making representations on behalf of Indigenous students to the commonwealth government, unions and community organizations;
- b) support progressive initiatives by resourcing and servicing campus Indigenous groups in such a way as to promote their formation and their ongoing development, and encouraging member organisations in this process;
- c) developing programs to promote the involvement of Indigenous students in NUS in all aspects of its operation, and encouraging and assisting campus student organisations to develop such programs;
- d) convening a phone linkup at least 2 times a semester of campus National Aboriginal and Torres Strait Islander Officers as well as campus activists to direct the National Aboriginal and Torres Strait Islander Officer on campaigns and priorities.

B64. National Ethno-Cultural Officer

Without limiting R41 and R47.1, the National Ethno-Cultural Officer has the following specific responsibilities:

- a) making representations on behalf of Ethno-Cultural students to the commonwealth government, unions and community organisations;
- b) support progressive initiatives by resourcing and servicing different cultural and linguistically diverse campus groups in such a way as to promote their formation and their ongoing development, and encouraging member organisations in this process;

- c) developing programs to promote the involvement of ethno-cultural students in NUS in all aspects of its operation, and encouraging and assisting campus student organisations to develop such programs;
- d) convene a phone linkup at least 2 times a semester of campus ethnocultural Officers (or equivalent position on campus) as well as campus activists to direct the National Ethno- Cultural Officer on campaigns and priorities

B65. National International Student Officer

The National International Students Officer has the following specific responsibilities:

- a) representing and furthering the interests of international students in Australia on matters of concern to them, and acting as the means for the expression of international student concerns;
- b) co-ordinating and assisting the activities of member organisations and state branches, and coordinating national campaigns on international student issues;
- c) maintaining and improving the quality of access to education in Australia for international students;
- d) establishing and maintaining a national resource base;
- e) promoting international understanding and the principle of multiculturalism;
- f) opposing the existence, creation or perpetuation of any disadvantage, discrimination, inequality or injustice that obstructs the achievement of any of these responsibilities; and
- g) representing international students on government panels and committees with the sole purpose of enhancing the status of international students in Australia.

B66. National Disability Officer

Without limiting R42 and R47.1, the National Disability Officer has the following specific responsibilities:

- a) making representations on behalf of students with disabilities to the commonwealth government, unions and community organisations;
- b) support progressive initiatives by resourcing and servicing different disability campus groups in such a way as to promote their formation and ongoing development, and encouraging member their organisations in this process;
- c) developing programs to promote the involvement of students with disabilities in NUS in all aspects of its operation, and encouraging and assisting campus student organisations to develop such programs;
- d) convene a phone linkup at least 2 times a semester of campus disability officers (or equivalent position on campus) as well as campus activists to direct the National Disability Officer on campaigns and priorities.

PART 6 – STATE BRANCHES

Division 1 – Communication with National Executive and National Officers

B67. Meeting of national Officers and State Presidents

67.1 Meetings of all national officers and State Presidents:

- a) must be held immediately after meetings of National Executive to co-ordinate the implementation of decisions of National Executive; and
- b) may be called at any other time by the National President or any 3 State Presidents

B68. Copies of Material

68.1 The National General Secretary must send to each state branch copies of all documents and other material sent to all member organisations.

68.2 Each State President must send the National General Secretary copies of all documents and other material sent to all member organisations in that state.

Division 2 – State Officers

B69. State General Secretary

69.1 If there is a State General Secretary, they have specific responsibility for the state policy formulation process, including:

- a) receiving and distributing policy motions;
- b) tabulating and recording results; and
- c) ensuring the rules of NUS have been complied with.

B70. Officer Meetings

70.1 The State Officers must meet:

- a) regularly – to discuss the implementation of the policies of NUS, and the co-operative performance of their duties; and
- b) after meetings of National Executive and State Executive – to co-ordinate the implementation of the decisions of National Executive and the State Executive.

70.2 Officer meetings may be convened by any state officer.

PART 7 – ELECTIONS GENERALLY

B71. Optional Preferential Proportional Representation.

for the purposes of R18.2(b) and R48, the election must be conducted in accordance with the following procedure:

- a) The voter must indicate an order of preference for 1, some or all of the candidates by placing the number 1 against the candidate of first preference

and consecutive higher numbers against candidates of lower preference in order;

- b) Each ballot paper must be given a value of 1;
- c) The value of each paper must be allocated to the candidate against whose name appears the lowest number on the ballot paper among those candidates not elected or eliminated;
- d) A ballot paper that does not show a valid preference for at least 1 continuing candidate is exhausted and may not be allocated further;
- e) A “stage of counting” is when all ballot papers have been allocated to candidates not yet elected or eliminated;
- f) A quota must be calculated at each stage of counting by dividing the total value of ballot papers allocated to continuing candidates by 1 or more than the number of positions remaining to be filled and rounding up the answer so obtained in at least the 6th decimal place;
- g) If at any stage of counting a candidate is allocated a value in excess of the quota, that candidate must be declared elected, and each ballot paper allocated to that candidate must be assigned a new value obtained by multiplying its current value by the candidate’s transfer value;
- h) The “candidate’s transfer value” is an elected candidate’s value, less the quota, all divided by the elected candidate’s value;
- i) If at any stage of counting no candidate is allocated a value in excess of the quota, the candidate with the lowest value must be eliminated; If there are 2 or more candidates with an equal value and no candidate has a lower value at an earlier stage of the counting the returning officer must determine by lot which of these candidates is to be eliminated.
- j) The procedure in B86(a)-B86(i) must be followed in order until the number of positions to be filled is filled.

B72. Filling of Vacancies

- 72.1 If a vacancy occurs prior to the 24th of September in the office of:
- 72.2 In the case of a vacancy in the office of State President or other state officer, only the delegates to National Conference of member organisations in that state are entitled to vote.
- 72.3 In the case of a vacancy in the office of Campus Representative, only the delegates to National Conference of the member organisation represented by that Campus Representative are entitled to vote. If there are no such delegates, then the office of Campus Representative will remain vacant.
- 72.4 National Executive must elect a returning officer:
- a) to conduct the postal ballot; and
 - b) to allocate votes to delegates in accordance with R20.
- 72.5 The returning officer must conduct the election as closely as possible in accordance with Division 5 of Part 2, except that:
- a) only 3 weeks notice of the close of nominations need be given to member organisations;
 - b) ballot papers must be sent to delegates at the address of their member organisation within 24 hours after nominations close; and
 - c) the ballot closes 2 weeks after ballot papers have been sent.
- 72.6 Decisions of the returning officer may only be overturned by campus resolution.
- 72.7 Despite B87.1, vacancies occurring after 24 September need not be filled.
- 72.8 If a vacancy occurs after the 24th of September, the National Executive may, elect someone to fill the vacancy by way of a simple majority.
- 72.9 If a National Officer, General Executive Member or State Officer has ceased to hold office in accordance with the regulations, then that person will not be

eligible to nominate for that office at any ballot conducted in accordance with this by-law.

PART 8 – FINANCIAL AND LEGAL

B73. Budget

- 73.1 National Executive must elect a Budget Committee of 5 members of National Executive before 1 February each year.
- 73.2 The National General Secretary is responsible for convening meeting of the Budget Committee.
- 73.3 The Budget Committee must before 1 March prepare a draft budget for consideration by National Executive.
- 73.4 National Executive must:
- a) before 1 October set the budget of NUS in accordance with R28(a)(i);
 - and
 - b) Set the budget for the NUS financial year, as defined in C27, and
 - c) Distribute the budget to member organisations.

B74. Self Funding Projects

- 74.1 Officers who wish to commit NUS to expenditure on projects in excess of or outside budget allocation, in the belief that the excess expenditure will be recovered from the project, must obtain prior approval from the National General Secretary
- 74.2 The National General Secretary may stop the expenditure if it appears that it will not be recovered.

B75. Loans

- 75.1 Loans may only be made by written agreement drawn up by NUS's solicitor and signed on behalf of NUS by the National General Secretary or National President
- 75.2 All loans must be for a specific period and must be authorised by the National General Secretary.
- 75.3 All loans must be reported to National Executive.

B76. Publication of Material

- 76.1 Persons producing material for publications of NUS must ensure that the material is not defamatory or sexist.
- 76.2 The National President or nominee:
 - a) must have access to all material prior to publication; and
 - b) may, in consultation with NUS's solicitor, stop publication of the material.
- 76.3 In any action for defamation against NUS, NUS reserves the right to join any officer or other person responsible for the publication or production of the material the subject of the action.

B77. Fees Review Committee

- 77.1 National Executive must at its first meeting each year elect a Fees Review Committee consisting of 5 members of National Executive.
- 77.2 The Fees Review Committee:
 - a) is a committee of National Executive; and
 - b) exercises delegated power from National Executive:
 - i) to consider applications from member organisations for reductions in subscriptions under R6.1; and

- ii) to make recommendations to the National Executive in relation to those applications.

77.3 The National General Secretary:

- a) is responsible for convening meetings of the Fees Review Committee; and
- b) must convene a meeting of the Fees Review Committee within 1 month of receiving an application from a member organisation for reduction of its subscription.

77.4 The National General Secretary must include the following information with the invoices for the annual subscriptions sent to member organisations in accordance with R6.5;

- a) how annual subscriptions are calculated;
- b) how applications for reductions in subscriptions are determined, including how and when applications must be lodged;
- c) the timelines for the processing of applications, including:
 - i) when the Fees Review Committee will consider applications;
 - ii) when National Executive will consider the recommendations of the Fees Review Committee and make a final decision; and
 - iii) when applicants will be notified of the outcome.

B78. Interpretation

78.1 These by-laws are to be interpreted in accordance with R81, as if they formed part of the regulations.

78.2 In addition, in these by-laws, unless the contrary intention appears:

- a) “academic day” means a day on which teaching is conducted by the majority of the teaching departments of that post- school institution; and
- b) “Conference” means a meeting of National Conference.

78.3 A reference to "B" followed by a number or a number and letters is a reference to the correspondingly numbered provision of these by-laws.