01: THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) CONSTITUTION

01.01: TITLE

01.01: 1) The name of the Association shall be the Sydney University Postgraduate Representative Association, hereinafter called the Association, within the University of Sydney.

01.02: DEFINITIONS

01.02: 1) The University of Sydney shall be known as the University.
01.02: 2) The Senate of the University of Sydney shall be known as the Senate.
01.02: 3) A Constituent is a constituent member of the Association.
01.02: 4) A Member is a subscribed member of the Association.
01.02: 5) An Associate Member is a subscribed member of the Association with only some of the provisions of a Member.
01.02: 6) The Council of the Sydney University Postgraduate Representative Association shall be known as the Council.
01.02: 7) A Councillor shall refer to any member of Council.
01.02: 8) A Councillor shall be any member of Council elected through the General Election, Equity Election, Supplementary Election, or by filling a casual vacancy.
01.02: 9) An Office shall refer to any elected position of Council held by a Councillor.
01.02: 10) An Officer or Office Bearer shall refer to any Councillor who holds an Office of Council.
01.02: 11) An Executive Committee is a type of Standing Committee charged with the governance and management of executive matters.
01.02: 12) A Working Committee is a type of Standing Committee charged with the administration of particular aspects of the work of the Association.
01.02: 13) *In camera* shall refer to items of discussion during the course of a meeting considered confidential.

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01.02: 14) *Ex camera* shall refer to items of discussion during the course of a meeting considered non-confidential.

01.02: 15) *Ex officio* shall refer to any duty or membership that occurs by fact of holding an Office.

01.02: 16) The SUPRA Policy Manual refers to an organised collection of policies of the association, approved by the General Meeting.

01.02: 17) Records shall refer to all books, documentation, files, securities, and formal correspondence of the Association.

01.02: 18) Custody shall mean the responsibility for the collection, securing, maintenance and filing of Records by a designated Officer.

01.02: 19) A Chain of Custody shall refer to any transference of authority to hold, maintain, secure, and administer records.

01.02: 20) Custodial Officer shall refer to any Officer who has Custody of a given set of Records.

01.02: 21) Custodial Bearer shall refer to any person who is authorised to hold, maintain, secure, and administer records through a Chain of Custody.

01.02: 22) Rural and Regional Areas shall be defined as any area where the population is under two hundred and fifty thousand people. This precludes people from metropolitan Greater Sydney, Greater Melbourne, Greater Brisbane, Greater Perth, Greater Adelaide, Gold Coast, Newcastle, Canberra, Wollongong and the Sunshine Coast.

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**02: OBJECTS**

02.01: 1) The overriding object of the Association shall be to promote the interests of the University’s postgraduate students.

02.01: 2) The Association shall seek to reflect the views of the postgraduate students of the University, and to that end shall consult their opinions regularly on matters of concern.

02.01: 3) The Association shall represent the postgraduate students of the University and make appropriate representations on their behalf. It shall seek to defend their needs and uphold their aspirations at all times.

02.01: 4) The Association shall provide independent representation, advocacy and advice to postgraduate students of the University of Sydney.

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**03: MEMBERSHIP**

**03.01: ELIGIBILITY**

03.01: 1) All Candidates for a postgraduate degree, postgraduate diploma, or postgraduate certificate within the University are Constituents.

03.01: 2) Constituents become Members by providing their contact details and Student Identification Number (SID) in writing to:
2.a) the offices of the Association; or
2.b) a third party acting on behalf of the Association for this purpose.

03.01: 3) Persons who are located or studying at the University of Sydney while enrolled as postgraduate students at another tertiary institution may apply for Associate Member status.

03.01: 4) Persons who are studying a course at the University of Sydney but not examined by the University may apply for Associate Member status.

03.01: 5) Any person who is eligible for membership but who has suspended their candidature shall remain a Constituent and/or a Member of the Association for the duration of their suspension. This includes the retention of their rights under 03.02: 2).

03.02: Benefits

03.02: 1) All Constituents of the Association are entitled to:
   1.a) be provided with notice of elections and general meetings; and
   1.b) be given the opportunity to participate in these processes by becoming Members of the Association.

03.02: 2) All Members of the Association are entitled to:
   2.a) stand for and hold elected positions of the Association;
   2.b) vote in elections and general meetings; and
   2.c) access the services, events, activities, and resources offered by the Association.

03.02: 3) All Associate Members of the Association are entitled to:
   3.a) access the services, events, activities, and resources offered by the Association.

03.02: 4) The access and benefits as outlined in clause 03.02: 2) and 03.02: 3) of this Constitution shall be prescribed by the Council of the Association.

03.03: Expiration

03.03: 1) In the event that a Constituent completes the prescribed requirements for a degree, diploma, or certificate, they shall be deemed to be a Constituent until the date of their graduation, save where they are also a Member of the Association.

03.03: 2) In the event that a Member completes the prescribed requirements for a degree, diploma, or certificate they shall be deemed to be a Member of the Association until the conclusion of the first General Meeting following their graduation, and shall be eligible to vote at any General Meeting of the Association.

04: General Meetings

04.01: Schedule of General Meetings

04.01: 1) There shall be an Annual General Meeting first called after April 1 but before May 15 of each year.
04.01: 2) Any rescheduling due to adjournment or lack of quorum shall not be considered to contravene 04.01: 1).

04.01: 3) An Extraordinary General Meeting can be called by the President, or delegated authority, with the agreement of Council, to conduct business of the Association, in accordance with Subsection 04.02:.

04.01: 4) An Extraordinary General Meeting shall be called by the President, or delegated authority, on the written request of any twenty Members of the Association, which has also set out the business to be conducted.

04.01: 5) If the President, or delegated authority, does not cause a General Meeting to be held within one month of the date on which the requisition in Article 04.01: 4) is received, then the Members making the requisition may convene an Extraordinary General Meeting to be held no later than three months after that date.

04.02: CONVENING GENERAL MEETINGS

04.02: 1) At least twenty-one days’ notice shall be given of any General Meeting of the Association.

04.02: 2) Notice of any General Meeting shall set out the time, date, and location of the meeting, along with the business to be conducted.

04.02: 3) Notice of any General Meeting must be:

3.a) posted at and around the University;
3.b) advertised in at least one publication authorised by the Council; and,
3.c) circulated via email to all Constituents of the Association subject to Article 04.02: 4).

04.02: 4) The caller of any General Meeting shall make a request of the University to facilitate any appropriate assistance to notify Constituents by circulation.

04.03: QUORUM FOR GENERAL MEETINGS

04.03: 1) The quorum for a General Meeting shall be twenty-five Members, which shall include at least five Members who are not Councillors.

04.03: 2) If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting shall lapse.

04.03: 3) If the General Meeting is convened upon the requisition of Members, as per Article 04.01: 4), then it shall be dissolved.

04.03: 4) If the General Meeting is convened in a manner other than the requisition of Members, as per Article 04.01: 4), it shall stand adjourned until a time no earlier than the same day and time in the next week, but no later than two weeks post the date declared.

04.03: 5) Any meeting adjourned as per Article 04.03: 4) shall:

5.a) have a quorum of at least fifteen Members, with a minimum of five Members who are not Councillors;
5.b) be able to transact the business for which the meeting was called; and
5.c) have fresh notice given by the Secretary as per 04.02: 3).

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04.04: Business of a General Meeting

04.04: 1) The business of an Annual General Meeting must include on the agenda the following items:

1.a) The President shall present an Annual Report of the Association;
1.b) The Treasurer shall present the Financial Statement of the previous year and the accounts of the Association, having been audited in accordance with Article 08.03: 1);
1.c) The Returning Officer shall present a report on the General Election;
1.d) The Council shall appoint an Auditor for the following year; and,
1.e) The Secretary shall present the minutes of the previous General Meeting.

04.04: 2) The business of a General Meeting may include:

2.a) Any of the items listed under 04.04: 1);
2.b) Constitutional Amendments that have been duly submitted, where duly submitted shall mean submitted in writing to the Secretary seven (7) days prior, and circulated to Council and in a publication approved by Council five (5) days prior, to a General Meeting.
2.c) Elections of Equity Officers;
2.d) Supplementary Election;
2.e) The removal of Councillors;
2.f) The officer(s) in charge of the Policy Portfolio shall present the SUPRA Policy Manual with recommendations of changes or updates from the Council; or
2.g) A call for Any Other Business not listed.

04.04: 3) The Annual Report, Financial Statement, Constitution (should it have been amended), and draft minutes shall be submitted to the Senate, where possible, for the next regular Senate Meeting after the General Meeting.

04.05: Standing Orders for General Meetings

04.05: 1) Each Member shall have one vote.
04.05: 2) A General Meeting shall decide matters by a simple majority of Members present, save where otherwise prescribed within the Constitution or Regulations.
04.05: 3) The Constitution may only be amended by a two-thirds majority of Members present at a General Meeting. The amendments shall take effect when approved by the Senate.
04.05: 4) The President shall initially Chair all General Meetings until the meeting can appoint a Chair. In the absence of the President, the meeting shall appoint a Chair.
04.05: 5) The Chair may be replaced by a procedural motion of the General Meeting.
04.05: 6) Any motion to remove any or all Councillors from their position on Council at a General Meeting shall be invalid except that:
6. a) it be placed on notice after the manner prescribed in Subsection 04.02: of this Constitution; and

6. b) it shall, where possible, specify by name those Councillors who it is proposed should be removed from Council.

04.05: 7) All other standing orders shall be as prescribed in the Rules of Order.

05: COUNCIL

05.01: ELIGIBILITY

05.01: 1) No person shall be eligible for election as a Councillor who is not, at the time of being elected or appointed to Council, a Member of the Association.

05.01: 2) Any person who has completed their Candidature but remains a Member, as prescribed by Article 03.03: 2), shall not be eligible to nominate for Council.

05.01: 3) Any Councillor who has completed their Candidature but remains a Member, as prescribed by Article 03.03: 2), shall be required to present to the next General Meeting as to why they should remain a Councillor until the conclusion of their term. If not approved by the General Meeting, their position and any Office they hold will be declared vacant 28 days following the conclusion of the General Meeting.

05.02: COUNCIL POWERS

05.02: 1) There shall be a Council, which shall have power to determine and interpret policy and to take action in accordance with the aims of the Association, subject to the powers of a General Meeting.

05.02: 2) The Council shall:

2. a) oversee the Association’s performance;

2. b) monitor the policy, as per the SUPRA Policy Manual, aims, and other aspects of its strategic direction;

2. c) establish and monitor the Association’s annual budget;

2. d) oversee risk management and risk assessment across the Association;

2. e) establish and monitor the Association’s systems of control and accountability; and

2. f) regularly review its own performance in light of powers and obligation under this Constitution.

05.02: 3) Council shall have the power to establish and dissolve any Offices, as it may determine appropriate from time to time, except those prescribed by Subsection 06.03:.

05.02: 4) Council shall have the power to elect any of the Offices prescribed in this Constitution at a meeting of Council from among Councillors who nominate from the floor.

05.02: 5) Council shall have the power to establish Subcommittees from time to time as it thinks fit, except those prescribed by Subsection 07.02:.
05.02: 6) Council shall have power to grant a Leave of Absence to any Councillor through an ordinary motion.

05.03: **COUNCIL MEMBERSHIP**

05.03: 1) The Council shall consist of twenty-nine Councillors, where twenty-three are elected through the General Election, and where six positions shall be autonomously elected as per 05.03: 4).

05.03: 2) Of the Councillors, there shall be positions reserved for:
   
   2.a) six international students;
   
   2.b) twelve women-identifying and/or non-cis male students;

   2.c) three students located at Campuses other than the Main (Camperdown/Darlington) Campus;
   
   2.d) six coursework students; and
   
   2.e) six research students.

05.03: 3) The provisions within 05.03: 2) are not exclusive, and a Councillor may count towards more than one of those positions.

05.03: 4) The equity positions shall count for all intents and purposes as Councillors in Officer positions. They shall be elected as defined by Article 05.05: of the Constitution and as within the Electoral Regulations and:

   4.a) the Aboriginal and Torres Strait Islander Officer shall be an Aboriginal or Torres Strait Islander Member of the Association;
   
   4.b) the International Student Officer shall be an international student Member of the Association;
   
   4.c) the Women’s Officer shall be a woman Member of the Association;
   
   4.d) the Queer Officer shall be a queer-identifying Member of the Association; and 4.e) the Disabilities Officer shall be a Member of the Association who identifies as having a disability.

   4.f) The Rural and Regional Officer shall be a Member of the Association who either comes from a rural or regional area, or is currently studying regularly within a rural and regional area.

05.04: **ELECTION TO COUNCIL**

05.04: 1) The General Election shall be conducted each year and shall:

   1.a) elect up to twenty-three Councillors for the term of July first of the same year to June thirtieth of the following year;

   1.b) be completed by no later than May 15;

   1.c) be conducted in such a manner as the Council may prescribe, subject to this Constitution and the Electoral Regulations;

   1.d) be conducted by an Returning Officer appointed by the Council; and
1.e) be completed prior to, or at, the Annual General Meeting.

05.04: 2) The Returning Officer of the General Election shall:

2.a) be suitably qualified by experience to conduct elections; and
2.b) not be a Constituent of the Association.

05.04: 3) At least fourteen days’ notice of the close of nominations shall be given for any general election.

05.04: 4) Notice of any nomination of election to Council shall be given by publication of a notice of election which shall:

4.a) be posted at and around the University;
4.b) advertised in at least one publication approved by Council; and,
4.c) circulated via email to all Constituents of the Association subject to Article 05.04: 5).

05.04: 5) The caller of any nominations shall make a request of the University to facilitate any appropriate assistance to notify Constituents by circulation.

05.04: 6) If, following the General Election, there are vacancies within the Councillors for the following Council Year, a Supplementary Election or Equity Election may be held at a General Meeting to fill vacancies on Council.

05.04: 7) At least seven days’ notice of close of nominations for any Supplementary Election shall be given by publication in the manner prescribed in 05.04: 4).

05.04: 8) The Returning Officer for the General Election shall also act for any Supplementary Elections needed at this time.

05.04: 9) Each Equity Election shall appoint their own Returning Officer from within the Equity Network. They may refer to the Returning Officer of the General Election for advice. The Equity Election Returning Officer may not be a candidate in the Equity Election, but must be a Member of the Association.

05.04: 10) In the event that there are fewer nominations tendered under the provisions in 05.03: 2) than positions reserved for those groups, then those nominees shall be declared elected and the remaining reserved positions shall remain vacant until nominations are received for the positions as per Subsection 05.08:.

05.04: 11) No Member may hold more than one of the Councillor positions referred to in 05.03: 1).

05.04: 12) If a Member contesting the General Election is elected as a Councillor through the Equity Elections then:

12.a) if they are elected before the ballot form is finalised for the General Election, they shall be excluded from the ballot for the General Election;
12.b) if they are elected after the ballot form is finalised, but before it is counted, they shall be excluded at the start of the counting process as per point 1 of Schedule 1 of this constitution; and
12.c) if elected after the ballot for the General Election is counted, and they had been allocation one of the Councillor positions, then their position shall become vacant and shall be filled in the manner prescribed in 05.08:.

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05.04: 13) Councillors shall hold office from the first day of July in the year of their election until the thirtieth day of June in the year after their election, subject to Subsections 05.06; 05.07; 05.04: 14), 05.04: 16), and Articles 03.03: 2) and 04.05: 6) of this Constitution.

05.04: 14) All Councillors are required to attend Council Inductions, or arrange to have a private induction before August’s meeting of Council or within a month of their appointment.

05.04: 15) All Executives are required to attend the Executive Inductions or arrange to have a private induction before August’s meeting of Council or within a month of their appointment.

05.04: 16) All Councillors must sign a Disclosure Agreement stating their awareness and understanding of what it means to be on the governing body of a non-incorporated association before they begin their term on Council.

05.05: **Equity Elections**

05.05: 1) Six Councillors shall be elected from Members of the Association through Equity Elections.

05.05: 2) The election shall be conducted each year, where possible, by April 30, and shall be:

2.a) in such a manner as the Council may prescribe;

2.b) subject to this Constitution; and

05.05: 3) Equity Officer nominees and electors must submit their name and student ID to ensure they are members, and this information shall be retained until the conclusion of the Equity Election.

05.05: 4) In the absence of an Equity Officer, Council may appoint a Councillor to act in the role:

4.a) Should the Councillor identify with or be a member of the equity group, they shall be termed the Acting Equity Officer.

4.b) Should the Councillor not identify with the equity group, but rather be an ally, they shall be termed the Equity Liaison Officer.

4.c) An Acting Officer shall be elected over a Liaison Officer.

4.d) Where an Equity Officer is elected, any Acting or Liaison Officer will surrender their role.

05.05: 5) The individual Equity Officers shall be elected as follows:

5.a) the Aboriginal and Torres Strait Islander Officer shall be elected by a meeting of the Aboriginal and Torres Strait Islander Members;

5.b) the International Student Officer shall be elected by a meeting of the international student Members;

5.c) the Women’s Officer shall be elected by a meeting of the women Members;

5.d) the Queer Officer shall be elected by a meeting of the queer-identifying Members;

5.e) the Disabilities Officer shall be elected by a meeting of Members who identify as having a disability; and
5.f) the Rural and Regional Officer shall be elected by a meeting of Members from rural and regional areas, or currently studying in rural and regional areas.

05.06: Resignations from Council

05.06: 1) A Councillor may resign from Council by tendering resignation in writing or in person to:

1.a) a meeting of Council; or
1.b) the President or Secretary.

05.06: 2) A resignation is effective immediately unless the Councillor has specified a date in their notification, in which case the resignation takes place on that date.

05.06: 3) An Equity Officer may seek to resign from their position and remain a Councillor, provided that:

3.a) a current vacancy exists on Council for a Councillor not elected by an Equity Network;
3.b) they are currently eligible to nominate to Council; and,
3.c) an election by the Equity Network for the Equity Officer position is called within two months.

05.06: 4) If the procedure in 05.06: 3) is executed in respect of a Councillor who also holds an Office along with the Equity Position, that person shall retain their other Office(s) in the assumption of their acceptance to position on Council.

05.06: 5) If the place of any member of Council becomes vacant through resignation the Council shall fill the vacancy through appointing as prescribed in Subsection 05.08:.

05.07: Removal from Council

05.07: 1) Except as otherwise provided by this Constitution, a Councillor may be removed from Council only by resolution of a General Meeting.

05.07: 2) The position of a Councillor becomes vacant automatically if a Councillor fails to attend three meetings of Council in a row without having been granted prior leave of absence or submitting apologies appropriately.

05.07: 3) The position of a Councillor becomes vacant automatically if a Councillor fails to attend three meetings of their allocated subcommittee in a row without having been granted prior leave of absence or submitting apologies appropriately.

05.07: 4) Council may declare vacant the position of any Councillor who has been absent for more than half of the meetings of Council, or a Councillor’s allocated subcommittees, held since their term commenced, except in cases where:

4.a) a prior Leave of Absence has been granted by Council, which disqualifies any absence from this Article’s consideration; and
4.b) fewer than three meetings of Council have been held since their appointment or election.

05.07: 5) A position of a Councillor becomes automatically vacant if that Councillor has three successful motions of censure put against them.
05.07: 6) If the place of any member of General Council becomes vacant through removal, the Council shall fill the vacancy through appointment as prescribed in Subsection 05.08:

05.08: Appointment to Council Vacancies

05.08: 1) If the place of any Councillor becomes vacant through resignation, the Council shall fill the vacancy by appointing to the position a Member nominated by the vacating Councillor, subject to that nominee’s consent.

05.08: 2) If the place of a Councillor is not filled by the General Election, declared vacant in accordance with Subsection 05.07; or if a resigning Councillor is unable to provide a nominee for replacement, then the Council or any General Meeting of the Association may appoint a Member of the Association to Council provided that:

2.a) the Secretary receives a written nomination (in a form to be determined by Council from time to time) from two Members of the Association; and

2.b) the nomination be accepted in writing by the nominee.

05.08: 3) Council acknowledges the value of as diverse a representation of the postgraduate student body as possible from amongst its constituency. Efforts will be undertaken to advertise Council vacancies widely and to target students in designated equity groups. Casual vacancies must be advertised at least seven (7) days prior to the Council meeting at which the casual vacancy elections will take place.

05.08: 4) Councillors appointed under this Subsection shall hold Office until the thirtieth day of June subsequent to their appointment subject to their continued eligibility to be a Councillor.

05.08: 5) The Council should endeavour to ensure good representation of Candidates who are women, international students, or who identify as queer, disabled, and/or Aboriginal or Torres Strait Islander in filling vacancies.

05.09: Schedule of Meetings

05.09: 1) Council shall meet at least once per month.

05.09: 2) At least seven days’ notice of the meeting shall be given in writing to all Councillors by the Secretary, or delegated authority, and shall:

2.a) include the place, date and time of the meeting;

2.b) include the nature of the business to be transacted; and

2.c) be circulated by appropriate means.

05.10: Quorum for Council

05.10: 1) Quorum for a Council meeting shall be nine, subject to any necessary devolution of authority as prescribed in Articles 05.13: 1), 05.13: 2) & 05.13: 3).

05.10: 2) If a quorum for a meeting of Council is not reached within thirty minutes after the appointed time for the commencement of that meeting, the meeting of Council lapses.

05.10: 3) In the event that a meeting of Council lapses, the President or appropriate representative of Council, may recall that meeting provided that:
3.a) it holds the same agenda as the lapsed meeting;
3.b) it is called within 24 hours of the time it has lapsed; and
3.c) it is held in a period of no fewer than three days but no more than seven days after the date of the lapsed meeting.

05.11: Standing Orders for Council

05.11: 1) The Council may determine Standing Orders for any of its meetings subject to this Subsection.
05.11: 2) Motions shall be carried by a simple majority of Councillors present, except as otherwise provided for in this Constitution.
05.11: 3) The Chairperson of any meeting of Council shall have only a casting vote and cannot exercise proxies except when voting for candidates in elections.
05.11: 4) The President shall generally Chair meetings of Council.
05.11: 5) The Council may appoint another Councillor to Chair by an ordinary motion.
05.11: 6) Council may determine to move a discussion in camera, and the following discussions are automatically considered in camera:
   6.a) the management, staff compensation, employment, and termination of Staff of the Association.
05.11: 7) Persons may hold observer status to Council, which may be granted by an ordinary motion of Council. Observers may:
   7.a) attend any meeting of Council;
   7.b) observe and speak to any ex camera matter before Council; and
   7.c) request items to be included on the agenda by submitting them in writing to the President.
05.11: 8) The following persons automatically hold observer status to Council:
   8.a) all Members of the Association;
   8.b) any postgraduate student appointed as representatives to Academic Board or the Senior Executive Group or their Subcommittees;
   8.c) any postgraduate student who is elected or appointed a Faculty representative;
   8.d) the Postgraduate Fellow of the University of Sydney Senate;
   8.e) the President(s) of the Student Representative Council of the University; and,
   8.f) A member of Staff of the Association, who is appointed as a delegate by Staff.
05.11: 9) Council may suspend an individual’s observer status by an ordinary motion for any length of time it determines, save when that person is also a Member of the Association.
05.11: 10) Council may permit, through an ordinary motion, for an observer to sit in on any individual in camera item for that meeting.
05.11: 11) Persons may be invited as a guest to any meeting of Council by the President or appropriate representative(s) of Council. This invitation may be overridden by an ordinary motion of Council.

05.11: 12) All meetings of Council shall be subject to the Safer Spaces Charter, the Code of Conduct, and the Rules of Order.

05.12: Conflict of Interest

05.12: 1) Councillors shall disclose to any meeting of the Association any material or personal interest that Councillor has or may have in a matter before the meeting, during the starring of items, or during the relevant agenda item.

05.12: 2) All disclosures of a Conflict of Interest shall be recorded in the minutes of the meeting at which the disclosure was made.

05.12: 3) In response to a Conflict of Interest, the Member with the declared conflict may elect to:

3.a) leave the room for the duration of discussion;
3.b) refrain from participating in the discussion and/or in decision making; or
3.c) suspend their voting rights, which shall automatically include any proxies they may hold.

05.12: 4) Council may move, by Ordinary Motion, to implement one of the options listed in 05.12: 3), in response to a Conflict of Interest.

05.13: Delegated Authority

05.13: 1) The Council shall have full authority, notwithstanding any vacancy on the Council, provided that there shall be not fewer than twelve members of Council.

05.13: 2) Should the number of Councillors, at any time, fall below twelve then any quorate meeting of the Councillors remaining in office shall only have the power to fill vacancies on Council pursuant to Article 05.08: of this Constitution.

05.13: 3) Should the number of Councillors, at any time, fall below nine, then the remaining Councillors must meet to make necessary arrangements for an Extraordinary General Meeting of the Association for the purpose of filling the vacant positions on Council.

05.13: 4) In the absence of the President, the Vice-President may act as the President, excepting that Council instead may appoint another Councillor so to act.

05.13: 5) In the absence of the Vice-President, the Secretary, or Treasurer, Council may appoint a Councillor to act as Vice-President, Secretary, or Treasurer until such time as an election can be held.

05.14: Motions by Circulation

05.14: 1) In exceptional circumstance where there is an urgent matter of business that is both essential to the operations of the Association and must be completed before the date of a meeting, then Council may make motions through circulation.
05.14: 2) Motions by circulation require an absolute majority of Council, and all members of Council hold one vote.

05.14: 3) Motions by circulation are only valid where the President presents the matter for decision to all members of Council via appropriate methods of circulation, and ensuring that:
   3.a) the matter is formulated as an ordinary motion of Council; and
   3.b) a deadline is set for the completion of voting.

05.14: 4) The deadline for the voting of motions by Circulation shall be:
   4.a) no earlier than the first day subsequent to the President presenting the question to Council;  
   4.b) no later than the seventh day subsequent to the President presenting the question to Council; and
   4.c) set for a time determined in the motion that is no fewer than twenty-four hours after the time of declaring the motion.

05.14: 5) Votes for motions by circulation members must be submitted in writing to either the President or Secretary, or both. The results must be presented to the Council at its next meeting.

05.14: 6) Should the number of votes, including abstentions, received by the deadline not equal an absolute majority of Council, the motion shall be taken as failed, excepting that it may be taken to a subsequent meeting of Council.

05.15: MOTIONS OF CENSURE

05.15: 1) A motion of censure is a formal expression of disapproval or opposition to the actions, conduct or statements of a Councillor or Councillors.

05.15: 2) Council shall endeavour to consider all options possible to resolve an issue prior to considering a motion of censure.

05.15: 3) A motion of censure shall require a mover and seconder.

05.15: 4) A motion of censure shall require to be carried:
   4.a) In the first instance, a simple majority; and
   4.b) In subsequent instances, where a Councillor has had a motion of censure successfully put against them, a two-thirds majority.

05.15: 5) The Council may determine a motion of censure to be frivolous or vexatious by ordinary motion with a two-thirds majority, or the Chair may rule it out of order in line with 06.04: 1) of the SUPRA Rules of Order.

05.15: 6) Discussion of a motion of censure shall take the form of a debate in accordance with 02.04 of the SUPRA Rules of Order.

05.15: 7) A motion of censure can be moved by any Councillor if:
   7.a) A councillor is in clear breach of the SUPRA Constitution, Code of Conduct and other SUPRA policies;

SUPRA constitution - ratifed by the University of Sydney Senate: 2 September, 2016
7.b) A Councillor fails to adhere to a directive of Council;
7.c) A Councillor is in clear breach of the confidentiality of SUPRA, in accordance with any one or more of the following:
   i) 10.03.; 10.04: 4), 10.04: 7) of the Constitution;
   ii) 02.08: 5) of the Rules of Order, 02.04: of the Code of Conduct; and
   iii) 04.01 of the Grievance Policy & Procedures;
7.d) An Office Bearer is in clear breach of their duty statement; or
7.e) A Councillor fails to adhere to their requirements regarding Council & Subcommittee attendance, in accordance with 05.07: 4) of the Constitution.

05.15: 8) In the ordinary course of events, the consequences for motions of censure shall be:
8.a) A first Censure motion shall be considered a formal warning against the conduct of the Councillor or Councillors.
8.b) A second censure motion shall result in any non-Equity Office held by the individual being declared vacant, with further remedial action to be determined by Council.
8.c) A third censure motion shall result in the Councillor or Councillors being removed form Council and any Equity Office they hold being opened to election.

05.15: 9) A motion of censure shall be considered a formal warning in line with 05.02: 1.a) of the Grievance Policy and Procedures.

05.16: Extraordinary Powers

05.16: 1) In exceptional circumstances where there is an urgent matter of business that is both essential to the operations of the Association and must be completed before the date of a meeting, then the Executive may take actions and make decisions on behalf of Council.
05.16: 2) Any extraordinary decisions or actions taken on behalf of Council are to be reported to the next meeting of Council.
05.16: 3) Extraordinary powers as prescribed by this Subsection shall not extend to matters related to:
   3.a) the appointment or election of any Member to Council;
   3.b) the appointment or election of any Offices;
   3.c) the removal of any Councillor from Council or Office; or
   3.d) any expenditure greater than $5,000.

06: Offices

06.01: Eligibility

06.01: 1) Only Councillors are eligible to hold or run for an Office of the Association, excepting the Council-elect as per Article 06.04:.
06.01: 2) Any Councillor who has completed their Candidature, but remains a Councillor as prescribed by Article 05.01: 3), shall:
   2.a) not be eligible to nominate for Office in the manner prescribed in Subsections 06.04: and 06.07:; but
   2.b) retain any Offices they currently hold until the end of the Council term, subject to Subsections 06.05: and 06.06:.

06.01: 3) A person who is holding any other Office of the Association may not nominate for the Office of President unless a Deputy Officer is appointed and the full duties and stipend shall be delegated.

**06.02: The Executive**

06.02: 1) There shall be an Executive, which shall act as both the management of the offices of the Association, and the representatives of Council between meetings of Council, subject to direction by Council.

06.02: 2) The Executive will have the following powers, subject to the direction of a meeting of the Council and other limitations as prescribed under this section of the Constitution:
   2.a) have authority and responsibility for the daily administration of the Association; and
   2.b) take actions, make decisions, and act as representatives on behalf of Council.

06.02: 3) The Executive will consist of the Offices of the President, Vice-President, Education Officer, Secretary, and Treasurer.

06.02: 4) Duty Statements for the current Executive will be made available at the AGM within the Policy Manual.

06.02: 5) Duty Statements of Executive roles to be proposed or amended within the Constitution must be provided to the AGM where those roles will be voted on.

**06.03: Permanent Offices**

06.03: 1) The Following Offices shall be permanent and subject to election each term:
   1.a) President
   1.b) Vice-President
   1.c) Education Officer
   1.d) Treasurer
   1.e) Secretary
   1.f) Director of Student Publications

06.03: 2) The President will have duties and powers as:
   2.a) the General Manager of the Offices of the Association;
   2.b) Chief Executive Officer of the Association; and
   2.c) Chairperson and Spokesperson of the Council; and,
   2.d) as defined within their description statement.
06.03: 3) The Vice-President will have duties and powers as defined within their description statement.

06.03: 4) The Secretary who will have duties and powers as defined within their description statement.

06.03: 5) The Treasurer who will have duties and powers as defined within their description statement.

**06.04: Initial Election to Office**

06.04: 1) The Councillors-elect shall meet at least seven days after the Annual General Meeting and the elections for the Equity Councillors, but no later than the second week of June in the same year as they were elected.

06.04: 2) The convener of the meeting referred to in 06.04: 1) shall be the Returning Officer of the General Election, or their nominee, who shall:

2.a) not be eligible to vote;

2.b) not be able to nominate for any position; and,

2.c) hand over the Chair to the President-elect upon election to that Office as prescribed in this Subsection of the Constitution.

06.04: 3) The meeting shall have the business of electing Councillors to the Offices prescribed in Subsection 06.03; and any other Offices determined by the Council in this meeting, for the new term. The order of the election shall be:

3.a) President

3.b) Vice-President

3.c) Education Officer

3.d) Secretary

3.e) Treasurer

3.f) Director of Student Publications

3.g) Any other position Council wishes to vote upon.

06.04: 4) The Nominees shall:

4.a) be Councillors-elect;

4.b) nominate no later than 48 hours prior to the commencement of the meeting in Article 06.04: 1);

4.c) be seconded;

4.d) be allowed to self-nominate;

4.e) in the instance of the Equity Convenor, be only accepted from the Equity Officers-elect, but need not be seconded by an Equity Officer-elect.

4.f) be allowed to nominate with another Councillor-elect to run as co-Officers, subject to any other limitations as prescribed in this Constitution; and

4.g) declare any previous offences of fraud at the time of their nomination.
06.04: 5) All elections shall be conducted in the following manner:

5.a) be a secret ballot;

5.b) include a no-candidate option;

5.c) have its votes counted by a Returning Officer; and

5.d) entitle Nominees to appoint a scrutineer to observe the conduct of any such ballot in which they may be a Candidate, excepting that no scrutineer may be also be a Nominees in the ballot for which they have been appointed.

06.04: 6) Where no nominations have been received for an elected position, or where the election of that position returns a No Candidate result, the Returning Officer may call for nominations from the floor at that Electoral Meeting.

06.04: 7) Proxies may be accepted for the meeting.

06.05: **OFFICE RESIGNATIONS**

06.05: 1) An Officer of the Association may resign from their Office by tendering their resignation in writing to a meeting of Council but shall remain a Councillor unless they also resign from Council itself.

06.06: **REMOVAL FROM OFFICE**

06.06: 1) Council may, at any time by a two-thirds majority vote of the total number of Councillors, remove from Office and replace any of the Officers specified in this Constitution or formed by Council.

06.06: 2) The vote to remove a Councillor must be carried out as followed:

2.a) The motion to vote must have a mover and a seconder.

2.b) The vote must be done by secret ballot.

2.c) Have votes counted by a Returning Officer; and

2.d) Entitle councillor moved to be removed to appoint a scrutineer to observe the conduct of any such ballot, excepting that no scrutineer may be also subject to removal in that particular vote.

2.e) Entitle councillor moving to remove a councillor the ability to appoint a scrutineer to observe the conduct of any such ballot, excepting that no scrutineer may be also subject to removal in that particular vote.

06.06: 3) If a Councillor is removed from Council in the manner prescribed in Subsection 05.07: and they are also an Officer, that person shall be removed from their Office as well.

06.07: **APPOINTMENT TO OFFICE VACANCIES**

06.07: 1) In the event that one of the Offices specified in this Constitution remains unfilled, or falls vacant, the Council shall hold an election for that Office at a meeting of Council.

06.07: 2) Elections for any Office vacancies shall be from among Councillors who nominate from the floor at any meeting with this business.
06.08: **Shared Offices**

06.08: 1) Nominations for two Candidates to run jointly for an Office may be accepted.

06.08: 2) A sole holder of an Office may call for a nomination of a Councillor to hold their Office jointly any time during their term. This may be filled by nomination of the Officer or by nomination from the floor, subject to the approval of Council.

06.08: 3) Holders of an Executive Office are not eligible to nominate to share another Executive Office.

06.08: 4) Councillors appointed to share an Office shall hold this position until a time specified by the Council at the time of appointment or as otherwise specified in this Constitution.

06.08: 5) As Equity Officer positions, on election, are allocated a seat on the Council, they may not run as joint candidates. However, following the election of an Equity Officer, they may nominate another Councillor or call for Councillors to nominate as Deputy Equity Officer to assist them in the discharge of their duties, subject to the approval of Council.

06.08: 6) Councillors appointed to share or deputise in an Office shall, through negotiation:

   6.a) share in the duties and responsibilities of that Office; and

   6.b) be allowed to a portion of the stipend for that Office.

06.08: 7) Should one of the co-Officers elect to resign, the Council may:

   7.a) appoint the other Officer to the full position;

   7.b) seek nominations for a Councillor to fill the co-Officer position; or,

   7.c) call for a new election of Councillors for the Office.

07: **Subcommittees**

07.01: **Subcommittee Powers**

07.01: 1) Subcommittees shall make policy, take action, exercise delegated authority, and advise Council in relation to their terms of reference.

07.01: 2) Under no circumstances shall the terms of reference of any Subcommittee increase the prerogative of that Subcommittee to beyond the exercising of authority properly delegated by Council.

07.02: **Standing Committees**

07.02: 1) The Subcommittees prescribed here in this Subsection of the Constitution shall be permanent or Standing Committees.

07.02: 2) The Standing Executive Committees shall include the Management Committee and the Finance Committee.

07.02: 3) The Management Committee shall meet at least once a month and have terms of reference including but not limited to:

   3.a) staffing;
3.b) administration;
3.c) finances;
3.d) infrastructure; and,
3.e) monthly oversight of expenditure;

07.02: 4) The Finance Committee shall meet at least once a quarter and shall have terms of reference including but not limited to:
4.a) economic modelling;
4.b) budget planning and scheduling;
4.c) quarterly reviews of the budget; and
4.d) preparing a draft of the annual budget.

07.02: 5) The Standing Working Committees shall include the Policy Committee, the Education Committee, the Publications and Media Committee, the Community Engagement and Activities Committee, and the Equity Committee.

07.02: 6) The Policy Committee shall have terms of reference including but not limited to:
6.a) internal policy;
6.b) submissions;
6.c) any matters relevant to the activities of the officer(s) in charge of the Policy Portfolio; and
6.d) any matters as determined from time-to-time by Council.

07.02: 7) The Education Committee shall have terms of reference including but not limited to:
7.a) monitoring and campaigning on the quality and standard of education at the University of Sydney;
7.b) any matters relevant to the duties of the Education Officer in charge of the Education portfolio; and
7.c) any matters as determined from time-to-time by the Council.

07.02: 8) The Publications and Media Committee shall have terms of reference including but not limited to:
8.a) the upkeep of SUPRA’s marketing and publications;
8.b) the maintenance of SUPRA’s website and social media presence;
8.c) the scheduling of any major publications of the Association;
8.d) any matters relevant to the duties of the officer(s) in charge of the Publications and Media Portfolios; and
8.e) any matters as determined from time-to-time by the Council.

07.02: 9) The Community Engagement and Activities Committee shall have terms of reference including but not limited to:
9.a) Outreach;
9.b) Community development and engagement;
9.c) Any matter relevant to the duties of the officer(s) chairing this committee;
9.d) Any matters as determined from time to time by the Council.

07.02: 10) The Equity Committee shall have terms of reference including but not limited to:
10.a) the review and planning of events across the Equity Networks;
10.b) any matters as determined from time-to-time by the Council.

07.03: **SUBCOMMITTEE MEMBERSHIP**

07.03: 1) In general, a Councillor may be a member of any Subcommittee. Any Councillor may attend and partake in any Subcommittee specified in 07.03: 4), regardless if they have nominated to the Subcommittee.

07.03: 2) Council may elect to limit the membership of a Subcommittee in some circumstances.

07.03: 3) All Office Bearers are automatically members of Management Committee.

07.03: 4) Each Councillor, excepting the Executive, shall nominate to be part of at least two of the following Subcommittees by July’s meeting of Council, or within two weeks of their appointment:

   4.a) Management Committee;
   4.b) Finance Committee;
   4.c) Policy Committee;
   4.d) Education Committee;
   4.e) Publications and Media Committee; or,
   4.f) Community Engagement and Activities Committee.

07.03: 5) The Equity Committee shall have as its members the Disabilities Officer, the Queer Officer, the Women’s Officer, the International Officer, the Aboriginal and Torres Strait Islander Officer, the Rural and Regional Officer, and any Deputy, Acting, or Liaison Officers. The Equity Committee may invite any other person to attend as required.

07.03: 6) Council may declare vacant the position of any Councillor who has been absent for more than half of the meetings of their nominated Subcommittee(s) held since their term commenced, except in cases where:

   6.a) a prior Leave of Absence has been granted by Council, which disqualifies any absence from this Article’s consideration; and
   6.b) fewer than three meetings of the Subcommittee have been held since their appointment or election.

07.03: 7) The Executive shall be assumed to be members of all the committees listed in 07.03: 4).
07.03: 8) The Secretary shall keep records related to Subcommittee Membership.
07.03: 9) Any Member of the Association may attend and observe any Subcommittee, except those specified in 07.03: 2), but shall only have voting rights at Working Committees.
07.03: 10) Any staff of the Association or other external guest may be invited to attend and observe a Subcommittee on the invitation of the Chair.

07.04: Schedule of Meetings

07.04: 1) The schedule for any Executive Committees shall be to meet as prescribed by their terms of reference.

07.04: 2) The schedule for any Working Committees shall be as convened by the Chair.

07.04: 3) At least five days' notice of the meeting shall be given in writing to all members by the Chair, or delegated authority, and shall:
   3.a) include the place, date and time of the meeting;
   3.b) be circulated by appropriate means.

07.04: 4) The Standing Working Committees shall meet at least once every two months.

07.05: Quorum

07.05: 1) Quorum for any Executive Committee meeting shall be four, where at least one member present is not a member of the Executive.

07.05: 2) Quorum for any Working Committee meeting shall be three, where at least one Councillor present is a member of the Executive.

07.06: Standing Orders

07.06: 1) Subcommittees shall have standing orders as prescribed by Subsection 04.05: of this Constitution, save for quorum, chairing and record-keeping.

07.06: 2) The Chairs of the Subcommittees shall generally be as following:
   2.a) The Chair of the Management Committee shall be the President or nominee.
   2.b) The Chair of the Finance Committee shall be the Treasurer or nominee.
   2.c) The Chair of the Policy Committee shall be the Vice-President or nominee.
   2.d) The Chair of the Education Committee shall be the Education Officer or nominee.
   2.e) The Chair of the Publications and Media Committee shall be the Director of Student Publications or nominee.
   2.f) The Chair of the Community Engagement and Activities Committee shall be the Education Officer or nominee.
   2.g) The Chair of the Equity Committee shall be an Equity Officer or nominee from an Equity Network chosen by the six Equity Officers.

07.06: 3) The meeting may elect to appoint another Chair at its discretion.

07.06: 4) Executive Committees shall have minutes of their meetings recorded, with the Minute-taker being the Secretary or nominee.

07.06: 5) Working Committees shall have a report of actions, and decisions recorded and presented to Council, as drafted by the Chair of the meeting.
08: Finances

08.01: Assets

08.01: 1) The Council may determine that a bank account or accounts be opened in the name of the Association.

08.01: 2) In the event of the Association being dissolved, as per Section 11:, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes, and which is not carried on for the profit or gain of its individual members.

08.02: Management and Expenditure

08.02: 1) The assets and income of the Association shall be applied solely in furtherance of its objects prescribed in Section 02:, and no portion shall be distributed directly or indirectly to the Constituents or Members of the association except where:

1.a) it is bona fide compensation for services rendered or expenses incurred on behalf of the Association; and

1.b) all expenses are approved by the Council, or delegated authority.

08.02: 2) At least two members of the Executive, and any other members of Council as Council may determine from time-to-time, and two senior staff members are signatories to the accounts of the Association.

08.02: 3) Expenditure shall be made only with the approval of Council, provided that Council may devolve funds to any Standing Committee or Office, it thinks fit for purposes and within limits specified by Council.

08.02: 4) The Council shall engage a person with an appropriate financial background who will be accountable for ensuring that the Association is properly managed from a financial perspective and who will provide advice and reports to the Council on financial management of the Association.

4.a) This individual should report misconduct or breach of financial regulation, made by Councillors or Executive.

4.b) This individual will be protected when reporting a misconduct or a breach of the financial regulations.

08.03: Auditing

08.03: 1) The accounts of the Association shall be audited by an auditor registered under the Public Accountants Act 1945, as amended. The auditor shall be appointed at the Annual General Meeting or, where no such appointment is made or where a vacancy occurs, at a subsequent General Meeting.
09: Employment

09.01: Employers

09.01: 1) For the purposes of employment, the employer shall be the Association’s Councillors as defined in Section 06.02: of this Constitution.

09.02: Employment of Members

09.02: 1) An employee of the Association who is also a Member of the Association shall not stand for election to Council or for any other elected position in the Association.

09.02: 2) A Councillor of the Association shall not be employed by the Association, and shall not apply to be considered for paid employment by the Association.

09.02: 3) Articles 09.02: 1) and 09.02: 2) shall, in no way, prevent the Council from offering stipends to any of its elected Officers.

09.02: 4) Should a Councillor wish to apply for paid employment with the Association, then that Councillor must first resign from Council.

10: Records

10.01: Custody of Records

10.01: 1) The Custodial Officers for all general Records shall be the Executive.

10.01: 2) The Custodial Officers for all Confidential Records shall be the Secretary and the President.

10.01: 3) The Custodial Officers for all Financial Records shall be the Treasurer, Secretary, and President.

10.01: 4) The Custodial Officer for all Sensitive Records shall be the President.

10.01: 5) All duties of Custody are subject to Subsections 10.03: & 10.04:.

10.02: Chain of Custody

10.02: 1) A Custodial Officer may authorise a transfer of Custody through a Chain of Custody, subject to any regulations of the Association.

10.02: 2) A Custodial Bearer may only hold Custody for Records that are relevant to the discharge of their duties to the Association.

10.02: 3) All Custodial Bearers are required to uphold the duties of Custody.

10.03: Confidential and Sensitive Records

10.03: 1) Confidential Records shall include, but are not limited to, all:

1. a) in camera minutes;

1. b) correspondence relating to in camera minutes;
1.c) commercial-in-confidence materials;
1.d) documents which relate to budget or staffing matters; and
1.e) documents of legal proceedings.

10.03: 2) Any other document may be declared confidential by an ordinary motion of the Council or the Management Committee.

10.03: 3) Sensitive Records shall include, but are not limited to, all:
3.a) documents pertaining to personal matters;
3.b) personnel files and documents;
3.c) documents pertaining to complaints and grievances; and
3.d) other documents considered private according to Australian legislation.

10.04: Access of Records

10.04: 1) All approved minutes of General Meetings, Council, and Standing Committee meetings, except in camera portions, shall:
1.a) be displayed on the website of the Association; and
1.b) be available in the offices of the Association for viewing by Members of the Association.

10.04: 2) Any Member of the Association is entitled to examine any records, and make copies of any of the Association’s records.

10.04: 3) A Member seeking access to documents shall apply in writing to the President. If the requested records are non-confidential, the President shall provide the requested records for examination and/or copying within five working days of receipt of the request.

10.04: 4) Notwithstanding Article 10.04: 3), the President may delay access to any record of the Association until the end of the next meeting of Management Committee if it is considered that the requested records refer to a matter which may be confidential.

10.04: 5) If the President delays access to records under Article 10.04: 4), then they shall communicate this in writing to the Member requesting the information within five working days of receipt of the request.

10.04: 6) Councillors may examine any record kept by the Association during office hours, except those that are Sensitive Records.

10.04: 7) No person outside a given Chain of Custody may access Sensitive Records except where:
7.a) it is required by law;
7.b) it is used for legitimate purposes of business, not in contravention of privacy legislation; or
7.c) consent has been given by the person to whom the Record relates.
11: Dissolution

11.01: 1) The Association shall become extinct when six successive General Meetings have lapsed for want of quorum and in that event the Association shall be dissolved by the Senate of the University.

12: Reserve Powers

12.01: 1) This constitution is subject to Senate Resolution 284/06.

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1 An Article which read: ‘The Council may resolve, by ordinary resolution, to seek the incorporation of the Association or of any subsidiary or related part of the Association’ was endorsed by the 1998 AGM of the Association, but was rejected by the University Senate in December 1998.

2 Senate Resolution 284/06 states in part: ‘The Vice-Chancellor may recommend to Senate that the internal auditor of the University or an appropriately qualified external expert with experience in a not-for-profit or community sector (“Investigator”) carry out an investigation (“Investigation”) into alleged financial, electoral or other governance irregularities concerning a Student Organisation of which the Vice-Chancellor becomes aware and which the Vice-Chancellor believes may be of a serious nature.’ Senate Resolution 284/06 has a note which states: ‘It is not intended that the administrator, the Vice-Chancellor or the Vice-Chancellor’s nominee have the capacity to determine the outcome of decisions about a Student Organisation’s financial and operating policies. The full version of Senate Resolution 284/06 is included as Schedule 2 of this Constitution.'
SCHEDULE 1

PROPORTIONAL REPRESENTATION WITH THE SINGLE TRANSFERABLE VOTE METHOD OF COUNTING VOTES WHERE MORE THAN ONE POSITION IS TO BE FILLED:

1: The number of first choices recorded for each Candidate shall be counted. Any choices for Candidates who are ineligible for election by virtue of having already been elected as an Equity Councillor shall be distributed at the same value to the next choice listed.

2: The aggregate number of such first choices shall be divided by one more than the number of Candidates required to be elected and the quotient increased by one, disregarding any remainder, shall be the quota, and (except as hereinafter provided in Rule No. 9) no Candidate shall be elected until he or she obtains a number of votes equal to or greater than the quota.

3: Any Candidate who has, upon the first choices being counted, a number of such votes equal to or greater than the quota shall be declared elected.

4: Where the number of such votes obtained by anyone Candidate is equal to the quota, the proportion of votes in excess of the quota shall be transferred to the other Candidates not yet declared elected, next in order of the voters’ preferences, in the following manner:

   a) All the voting papers on which a first choice is recorded for the elected Candidate shall be re-examined, and the number of second choices, or third or next consecutive choices recorded for each unelected Candidate thereon shall be counted.

   b) The surplus of the elected Candidate shall be divided by the total number of votes obtained by him or her on the counting of the first choice and the resulting fraction shall be the transfer value.

   c) The number of second or other choices ascertained in Rule 1., to be recorded for each unelected Candidate, shall be multiplied by the transfer value.

   d) The resulting number shall be credited to each unelected Candidate, and added to the number of votes obtained by her or him on the counting of the first choices.

5: 

   a) Where, on the counting of the first choices, or on any transfer, more than one Candidate has a surplus, the largest surplus shall be first dealt with. If then, more than one Candidate has a surplus, the then largest surplus shall be first dealt with, and so on; provided that, if one Candidate has obtained a surplus at a count or transfer previous to that at which another Candidate obtains a surplus, the surplus of the former shall be first dealt with.

   b) Where two or more surpluses are equal, the surplus of the Candidate who was the highest on the poll at the count or transfer which they last had an unequal number of votes shall be first dealt with, and if they have had an equal number of votes at all preceding counts or transfers, the Returning Officer shall decide by lot which Candidate’s surplus shall be first dealt with.

6: 

   a) Where the number of votes obtained by a Candidate is raised up to, or above, the quota by a transfer as aforesaid, he or she shall thereupon be declared elected; and in such case,
notwithstanding the fact that he may have reached the quota, such transfer shall be completed, and all the votes to which he is entitled there from shall be transferred to her or him, but no votes of any other Candidate shall be transferred to her or him.

b) Where the number of votes obtained by a Candidate is raised up to, but no above, the quota by a transfer as aforesaid, the whole of the voting papers on which such votes are recorded shall be set aside as finally dealt with.

c) Where the number of votes obtained by a Candidate is raised above the quota by a transfer as aforesaid, his or her surplus shall be transferred to the Candidates next in order of the voters' respective preferences, in the following manner:

i) The voting papers on which are recorded the votes obtained by the elected Candidate in the last transfer shall be re-examined, and the number of third or, in the case provided for in Rule 11, next consecutive choices recorded for each unelected Candidate thereon counted.

ii) The surplus of the elected Candidate shall be divided by the total number of voting papers mentioned in paragraph (i) and the resulting fraction shall be the transfer value.

iii) The number of second, or other, choices, ascertained in paragraph (i) to be recorded for each unelected Candidate shall be multiplied by the last mentioned transfer value.

iv) The resulting number shall be credited to each unelected Candidate, and added to the number of votes previously obtained by her or him.

7:

a) Where, after the first choices have been counted, and all surpluses (if any) have been transferred as herein before directed, no Candidate or less than the number of Candidates required to be elected, has or have obtained the quota, the Candidate who is the lowest on the pool shall be excluded, and all votes obtained by her or him shall be transferred to the Candidates next in order of the voters' respective preferences, in the same manner as is directed in Rule 5.

b) The votes obtained by such excluded Candidate as first choices shall be first transferred, the transfer value of each vote in this case being 1.

c) The other votes of such excluded Candidates shall then be dealt with in the order of the transfers in which, and at the transfer value at which he or she obtained them.

d) Each of the transfers which takes place under the two previous clauses of this Rule shall be deemed for all purposes to be a separate transfer.

8:

a) Where the number of votes obtained by a Candidate is raised up to or above the quota by any such transfer as aforesaid, he or she shall thereupon be declared as elected; and in such case, notwithstanding the fact that he or she may have reached the quota, such transfer shall be completed, and all the votes to which he or she is entitled therefrom be transferred to him or her, but no other votes shall be transferred to her or him.

b) Where the number of votes obtained by a Candidate is raised up to, but not above, the quota, by any such transfer as aforesaid, the whole of the voting papers on which such votes are recorded shall be set aside as finally dealt with.
c) Where the number of votes obtained by a Candidate is raised above the quota by any such transfer as aforesaid, his or her surplus shall be transferred to the Candidate next in the order of the voters’ respective preferences in the same manner as directed in Rule 6, Clause (c); provided that such surplus shall not be dealt with until all the votes of the excluded Candidates have been transferred.

d) Where any surplus exists, it shall be dealt with before any other Candidate is excluded.

9: The same process of excluding the Candidate lowest on the poll and transferring to other Candidates her or his votes, shall be repeated until all the Candidates, except the number required to be elected, have been excluded, and the un-excluded Candidates who have not already been so declared, shall then be declared elected.

10: Where at any time it becomes necessary to exclude a Candidate and two or more Candidates have the same number of votes and are lowest on the poll, then whichever of such Candidates was lowest on the poll at the last count or transfer at which they had an unequal number of votes shall be first excluded, and if they have had an equal number of votes at all preceding counts or transfers, the Returning Officer shall decide which Candidate shall be first excluded.

11: In determining what Candidate is next in the order of the voters’ preferences, any Candidates who have been declared elected shall not be considered, and the order of the voters’ preferences shall be determined as if the names of such Candidates had not been on the voting paper.

12: Votes shall be counted to the nearest hundredth part of a vote only, and transfer value calculated to the third decimal place only.

13: Where a single position is to be elected, and there is an equality of votes for two Candidates which cannot be resolved:

a) The Candidates shall be permitted time to address the voters, if possible

b) The same voters shall be offered the opportunity to vote for the two candidates. No new voters shall be permitted.

14: Should, following the process in 13:, an equality of votes still remain unable to be resolved, the Returning Officer shall place the ballots into a receptacle, and shall randomly draw out the ballots one at a time. The Candidate Elected shall be named on the last ballot drawn.

15: Where a single position is to be elected, and there is an equality of votes for one Candidate and no candidate, that Candidate shall be declared elected.
SCHEDULE 2

SENATE RESOLUTION FOR RESERVE POWERS FOR CERTAIN STUDENT ORGANISATIONS

1: Each of the following student organisations is a student organisation (‘Student Organisation’) to which this Resolution applies: the Sydney University Postgraduate Representative Association and the Students’ Representative Council.

2: The Vice-Chancellor may recommend to Senate that the internal auditor of the University or an appropriately qualified external expert with experience in a not-for-profit or community sector (‘Investigator’) carry out an investigation (‘Investigation’) into alleged financial, electoral or other governance irregularities concerning a Student Organisation of which the Vice-Chancellor becomes aware and which the Vice-Chancellor believes may be of a serious nature.

3: Before making any such recommendation to Senate, the Vice-Chancellor will consult with the governing body of the relevant Student Organisation.

4: Senate will consider any such recommendation by the Vice-Chancellor and may, if it believes it is appropriate to do so, authorise an Investigation.

5: Any authorisation by Senate of an investigation must be reported by the Registrar of the University to the governing body of the relevant Student Organisation and unless the Registrar believes there is good reason not to do so, to the members of the relevant Student Organisation.

6: Members of the governing body, staff and members of the relevant Student Organisation must provide the Investigator with all such information and documentation as the Investigator may reasonably require.

7: Upon completion of the Investigation, the Investigator must report findings and any recommendations to the Vice-Chancellor or the Vice-Chancellor’s nominee, who may take any one or more of the following actions having regard to that report and/or recommendations:

   a) appoint, for a specified temporary period, an administrator with power to do all things necessary or convenient to be done for or in connection with or incidental to the management of the affairs of the relevant Student Organisation;

   b) direct the carrying out of a fresh election of all or any Officers under the supervision of the University and/or an independent firm of accountants or lawyers or other appropriately qualified expert;

   c) appoint, for a specified temporary period, an external auditor for ongoing monitoring and appraisal of the relevant Student Organisation;

   d) implement such other steps which take account of the findings or recommendation of the Investigation.

8: The Vice-Chancellor will report, in a timely way as required by Senate, on any action taken or proposed to be taken pursuant to this Resolution to Senate; and will recommend how and to whom further reports will be made.

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3 It is not intended that the administrator, the Vice-Chancellor, or the Vice-Chancellor’s nominee have the capacity to determine the outcome of decisions about a Student Organisation’s financial and operating policies.

SUPRA CONSTITUTION – RATIFIED BY THE UNIVERSITY OF SYDNEY SENATE: DECEMBER, 2014