

## **University of Sydney (Amendment Act) Rule 1999 (as amended)**

<b>Approved on:</b>	6 October 1998
<b>Amended on:</b>	12 June 2012
	1 December 2014
<b>Amendment effective from:</b>	1 January 2013
	18 December 2014

### **Part 1 – Preliminary**

#### **1. Commencement and purpose of Rule**

- 1.1 This Rule is made by the Senate pursuant to section 37(1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.
- 1.2 This Rule comes into force on 6 August 1999.
- 1.3 The purpose of this Rule is to regulate certain matters for which rules may be made by the Senate.

#### **2. Definitions**

In this Rule, a reference to a Chapter means a reference to a Chapter of the *University of Sydney By-law 1999*.

### **Part 2 – Standard format of Rules**

#### **3. Requirements**

All Rules must specify:

- 3.1 by whom they are made;
- 3.2 that they are made pursuant to section 37(1) of the Act for the purposes of the *University of Sydney By-law 1999*;
- 3.3 when they commence;
- 3.4 their purpose; and
- 3.5 if they are intended to replace Rules or resolutions already in existence,
  - 3.5.1 the Rules or resolutions that they will replace; and
  - 3.5.2 that those Rules or resolutions already in existence are taken to be repealed by the Rules replacing them.

### **Part 3 – Procedures of Senate**

#### **4. Secretary**

- 4.1 The Secretary to Senate is to act as secretary at all meetings of the Senate.
- 4.2 The Secretary to Senate is responsible for:
  - 4.2.1 issuing notices for all meetings of the Senate; and
  - 4.2.2 keeping minutes of the proceedings of Senate.

#### **5. Time and frequency of ordinary meetings of Senate**

- 5.1 Meetings of the Senate are normally to be held:
  - 5.1.1 according to the following pattern:
    - 1st Monday in February
    - 3rd Monday in March
    - 1st Monday in May
    - 3rd Monday in June
    - 1st Monday in August

3rd Monday in September

1st Monday in November

1st Monday in December

or, if any of the days specified is a public holiday, on the nearest convenient day.

5.1.2 eight times in each calendar year.

5.2 Meetings of the Senate may be held at times other than those specified in Rule 5.1 if the Senate so resolves.

5.3 Meetings of Senate may be adjourned to a convenient later time to conclude any unfinished business.

5.4 Additional meetings of the Senate may be held on an ad hoc basis where required as a matter of urgency or workload.

## **6. Special meetings of the Senate**

6.1 At any time between meetings convened under Rule 5.1, either:

6.1.1 the Chancellor; or

6.1.2 in the absence of the Chancellor, the Deputy Chancellor; or

6.1.3 in the absence of the Chancellor and the Deputy Chancellor, the Vice-Chancellor,

may, if there is an emergency, call a special meeting of the Senate to consider any business he or she may wish to submit, by notifying the Secretary to Senate in writing to that effect.

6.2 If the Secretary to Senate receives a request under Rule 6.1, he or she must convene a meeting of the Senate to be held as soon as conveniently possible.

6.3 At any time upon written request given by any 3 Fellows:

6.3.1 the Chancellor; or

6.3.2 in the absence of the Chancellor, the Deputy Chancellor; or

6.3.3 in the absence of the Chancellor and the Deputy Chancellor, the Vice-Chancellor; or

6.3.4 in the absence of the Chancellor, the Deputy Chancellor and the Vice-Chancellor, the Secretary to Senate

must convene a special meeting of the Senate, to be held as soon as conveniently possible, and no earlier than seven days after that written request is received.

## **7. Notice of meetings and motions**

7.1 Subject to Rule 7.2, the Secretary to Senate must give at least three days' notice of any meeting of Senate (including any date for re-convening an adjourned meeting).

7.2 There is no minimum prescribed time for giving notice of a special meeting of Senate under Rule 6.1.

7.3 Except for a motion moved by the Vice-Chancellor which, in the opinion of the Vice-Chancellor and the Chancellor is a matter of urgency, no motion initiating a subject for discussion at a meeting of the Senate may be made unless that motion is included in the notice of meeting given by the Secretary to Senate under Rule 7.1, or in a notice of the previous meeting.

## **8. Quorum**

If there is no quorum of Senate, as prescribed by clause 8 of Schedule 1 of the Act, within 30 minutes of the hour appointed for that meeting, those Fellows present may appoint a future time convenient to re-convene that adjourned meeting.

## **9. Minutes**

9.1 All proceedings of Senate are to be recorded in minutes, and must be confirmed as a true and correct record at the ordinary meeting immediately following that to which the minutes relate.

9.2 The person presiding at the meeting at which minutes are confirmed as a true and correct record must sign the minutes to that effect.

## **Part 4 – Convocation**

### **10. Exemption from membership of Convocation**

A person may be exempted from membership of Convocation upon satisfying the Senate that he or she objects on the grounds of conscience to such membership.

### **11. Standing Committee of Convocation**

11.1 Rescinded.

11.2 Rescinded.

11.3 The Standing Committee of Convocation may be referred to as the University of Sydney Alumni Council.

### **12. Register of graduates and members of Convocation**

12.1 A register of graduates of the University shall be kept by the Registrar in such manner as the Senate shall from time to time direct.

12.2 A register of members of Convocation shall be kept by the Registrar in such manner as the Senate shall from time to time direct and such register shall be conclusive evidence that any person whose name shall appear thereon at the time of his or her claiming a vote at a meeting of Convocation or for an election of Fellows of the Senate is so entitled to vote.

### **13. Meeting procedures of Convocation**

13.1 The Chancellor, or in his or her absence the Deputy Chancellor, or in the absence of both, the Vice-Chancellor, shall in pursuance of a resolution of the Senate, or upon the receipt of a requisition signed by at least 20 members of Convocation, summon a meeting of Convocation to be held at such time and place as he or she shall direct. Such meeting shall be held accordingly within 28 days from the receipt of the requisition. And notice of such meeting shall be given by public advertisement not less than 14 days before the day appointed for the meeting: provided that every such requisition shall specify the subjects which it is proposed to bring before Convocation. If, in the opinion of the summoning officer, the subjects so specified, or any of them, are such as ought not to be discussed in Convocation, he or she shall refer the matter to the Senate, which shall decide whether the meeting shall be held or not: provided that no such meeting shall be held in the month of January.

13.2 At all meetings so summoned, the Chancellor, or in his or her absence, the Deputy Chancellor, or in the absence of both, the Vice-Chancellor, shall preside. In the absence of the Chancellor, the Deputy Chancellor or the Vice-Chancellor, the members of the Convocation present shall elect one of their number to preside at that meeting.

13.3 Apart from the meetings of Convocation provided for in this Rule, Convocation shall meet when summoned:

13.3.1 by the Standing Committee; or

13.3.2 as provided for by standing orders of Convocation.

13.4 Convocation shall hold at least 1 meeting in each year.

13.5 The presence at any meeting of one hundred members of Convocation shall be necessary to form a quorum. And if within 30 minutes from the time of meeting there shall be no quorum present the meeting shall lapse.

13.6 At all meetings of Convocation the Secretary to Senate or the Secretary to Senate's nominee shall act as secretary and keep the minutes of all proceedings.

13.7 Every meeting may be adjourned by the person presiding at the meeting to such day and hour as may be fixed by resolution.

- 13.8 All questions submitted to the Convocation shall be decided by a majority of members present. The person presiding at the meeting shall have a deliberative as well as a casting vote.
- 13.9 All resolutions of Convocation shall be signed by the person presiding at the meeting and shall be laid by the Secretary to Senate before the Senate at its next meeting.
- 13.10 Convocation shall make standing orders providing for:
- 13.10.1 Rescinded.
  - 13.10.2 the number of ordinary meetings to be held in each year;
  - 13.10.3 the time and place of and manner of convening meetings summoned by the Standing Committee;
  - 13.10.4 for the regulation of meetings so summoned;
  - 13.10.5 and for any other matters with respect to which it is empowered by the Senate to make standing orders so far as such standing orders are not inconsistent with the Act or any Rule.
- 13.11 Rescinded.
- 13.12 Rescinded.
- 14. Powers of Convocation and of Standing Committee**
- 14.1 Convocation shall submit for the consideration of the Senate such suggestions as it thinks fit with respect to the affairs and concerns of the University, and the Senate may take all such suggestions into consideration and report to Convocation its determinations thereon.
- 14.2 Rescinded.
- 14.3 Rescinded.
- 14.4 Rescinded.
- 14.5 Rescinded.

## **Part 5 – Appointment to Student Proctorial Panel**

Part 5 has been repealed and replaced by a new Rule, the *University of Sydney (Student Proctorial Panel) Rule 2003*.

## **Part 6 – Seal and Arms of the University**

### **17. Affixing the Seal**

- 17.1 The Seal of the University may not be affixed to any document except as authorised by a resolution of the Senate including, without limitation, pursuant to a delegation of authority given under section 17 of the Act.
- 17.2 Every document to which the Seal is affixed must be signed by:
- 17.2.1 the Chancellor; or
  - 17.2.2 the Deputy Chancellor; or
  - 17.2.3 the Vice-Chancellor;
- and counter-signed by the Secretary to Senate.

### **18. Arms of the University**

- 18.1 Consent to use or reproduce the Arms of the University may only be conferred by resolution of the Senate (including, without limitation, pursuant to a delegation of authority conferred under section 17 of the Act). No person, body or organisation may use the Arms except in accordance with this Rule.
- 18.2 Notwithstanding Rule 18.1, any person, body or organisation (including any club, society, foundation or other body established within the University) which, before this Rule commenced, had authority to use or reproduce the Arms of the University, may

continue to do so, subject to this Rule and any terms imposed as a condition of such use or reproduction.

#### **19. Arms design**

- 19.1 The Arms of the University may only be used, reproduced or represented in a design or format approved by the Senate from time to time.
- 19.2 No other design or format representing the Arms of the University may be used, except with the approval of the Senate.
- 19.3 Any design or format representing the Arms which:
  - 19.3.1 exists when this Rule commences; and
  - 19.3.2 has previously been approved by the Senate,may continue to be used, subject to this Rule and to any terms imposed as a condition of such use.
- 19.4 Any person or body to whom the Senate, before the commencement of this Rule, has given approval to use, reproduce or otherwise deal with the Arms may continue to do so after this Rule commences, subject to any terms imposed as a condition of such use, reproduction or dealing.

### **Part 7 – Senior Officers of the University**

#### **20. Deputy Vice-Chancellors**

- 20.1 The Senate may appoint one or more Deputy Vice-Chancellors.
- 20.2 A Deputy Vice-Chancellor shall assist the Vice-Chancellor as the Vice-Chancellor may require.
- 20.3 A Deputy Vice-Chancellor is, while holding office as Deputy Vice-Chancellor, a member of the Academic Board and its committees, and of every Faculty, College Board and Board of Studies.

#### **21. Pro-Vice-Chancellors**

- 21.1 The Senate may appoint one or more Pro-Vice-Chancellors.
- 21.2 A Pro-Vice-Chancellor shall assist the Vice-Chancellor as the Vice-Chancellor may require.

#### **22. University Librarian**

- 22.1 The University Librarian shall, under the Vice-Chancellor, be responsible for the operation and management of the University Library and shall assist the Vice-Chancellor on such other matters as the Vice-Chancellor may require.
- 22.2 The University Librarian is, while holding office as University Librarian, a member of every Faculty, College Board and Board of Studies.
- 22.3 The University Librarian may nominate another member of staff of the Library to act as a member of a Faculty, College Board or Board of Studies in the University Librarian's place.

### **Part 8 – Intellectual Property**

Part 8 has been repealed and replaced by a new Rule, the *University of Sydney (Intellectual Property) Rule 2002*.

### **Part 9 – Admission to courses**

Part 9, Divisions 1 through 9 have been repealed and replaced by a new Rule, the *University of Sydney (Coursework) Rule 2014* and the Coursework Policy 2014.

### **Division 10: Admission to candidature for postgraduate courses**

#### **Division 11: Conditions of postgraduate study**

Part 9, Divisions 10 and 11 have been repealed and replaced by a new Rule, the *University of Sydney (Higher Degree by Research) Rule 2011*.

## Notes

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### **University of Sydney (Amendment Act) Rule 1999**

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Date made: 6 October 1998

Date registered:

Date commenced: 6 August 1999

Administered by: University Secretariat

Publication date:

Review date:

Related documents

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### **Amendment history**

<b>Provision</b>	<b>amendment</b>	<b>commencing</b>
	...	...
	12 June 2012	15 June 2012
	12 June 2012	1 September 2012
	12 June 2012	1 January 2013
Part 9	1 December 2014	18 December 2014
11.1		
11.2		
12.2		
13.10.1		
13.10.4		
13.11		
13.12		
14.2		
14.3		
14.4		
14.5		