



## ELECTORAL BY-LAWS

Any queries regarding these by-laws must be emailed to the Secretary of the Bond University Student Association Inc (BUSA) at [elections.busa@bond.edu.au](mailto:elections.busa@bond.edu.au).

The following by-laws have been made by the BUSA Management Committee pursuant to Clause 31 of the Constitution.

### Definitions:

In these by-laws, unless where otherwise indicated:

**BUSA** refers the Bond University Student Association Incorporated.

**Candidate** refers to an individual who fulfils the criteria for candidacy in an election of the Management Committee and self-nominates for a designated position or is nominated for a position in accordance with the Constitution.

**Candidates' briefing** refers to the meeting held by the Chair of the Electoral Subcommittee to brief candidates upon the closure of nominations.

**Campaign days** refers to the days of on-campus campaigning.

**Campaign suspension** refers to disciplinary action taken by the Electoral Subcommittee against a candidate whereby the candidate may not actively campaign or be involved in the campaign process at all, for the specified time period, in accordance with the relevant penalty unit(s) issued.

**Constitution** refers to the BUSA Constitution.

**Election** refers to the election of the BUSA Management Committee.

**Returning Officer** means an independent person who is not a current student tasked with overseeing the election. This may include staff or alumni and will be announced at the candidates' briefing.

**Election period** means the period between the opening and closing of voting.

**Election Promotions Policy** refers to Appendix A of these by-laws.

**Promotional activities** refer to any methods of promotion of a candidate including any communication referring to the election made by any candidate or for the benefit of any candidate.

**Promotional material** refers to any communication intended to promote a candidate for the purpose of the election.

**Scrutineer** means an independent person who is not a current student who is responsible for scrutinizing the votes to ensure their accuracy. This may include staff or alumni and will be announced at the candidates' briefing.

**Sponsorship** includes any cash or in kind donations provided by another entity, or exchanges made between a candidate and another entity.

**Student** means all individuals who are admitted and enrolled in at least one subject at Bond University, and all individuals who have been enrolled in at least one subject at Bond University but are currently on a leave of absence with the intention of returning to Bond University to complete their studies.

**University** means Bond University Limited.

## 1. Governing Rules

- a. The Election of the BUSA Management Committee, including the nomination of candidates, campaigning, voting, counting of votes, announcement of the committee, and any other function pertaining to the election, shall be governed by the Constitution and these by-laws.
- b. These by-laws are subject to the interpretation of the Electoral Subcommittee.

## 2. Electoral Subcommittee

- a. The Electoral Subcommittee for 2026 will be:

- i. Ms Ashley McClelland (Chair)
- ii. Mr Blake Atkins
- iii. Ms Alexis Hill

- b. Decisions of the Electoral Subcommittee must be decided by a simple majority vote.

c. Where there is a disagreement about the meaning of these by-laws, a simple majority of the Electoral Subcommittee have the authority, subject to any relevant laws or regulations, to determine the meaning of these by-laws or the outcome of the matter. For the avoidance of doubt, this section replaces the rule in section 13.2 of the Constitution as it pertains to these by-laws.

- d. All decisions of the Electoral Subcommittee are final and binding upon all parties, subject to the review clauses below.

## 3. Electoral System

- a. Candidates may run independently or in a complete or partial pod of the following:

### Senior Executive:

- President
- Secretary
- Treasurer

### Education:

- Vice President (Education)
- Postgraduate Director
- International Director

### Representation:

- Vice President (Representation)
- First Nations Director
- Wellness Director
- Inclusion Director

### Recreation:

- Vice President (Recreation)
- Social Director
- Clubs and Societies Director
- Clubs and Finance Liaison

### Sport:

- Vice President (Sport)
- Sporting Clubs and Events Director

### Communications:

- Vice President (Communications)
- Publications Director
- External Relations Director
- Brand & Content Director

- b. Candidates cannot affiliate with a candidate outside of their electoral pod. For the purpose of this section, a candidate will be deemed to affiliate if they explicitly or implicitly suggest an alliance or campaigning relationship between candidates. This includes conducting joint promotional activities and the distribution of promotional material.

- c. In the event that no nominations are received for any of the positions above, that position will be filled by the incoming Management Committee in accordance with the Constitution.

## 4. Nominations

- a. Nominations for candidates open at 9am on Tuesday 4 August 2026 (Week 11, Semester 262) and close 9 am Friday 11 September 2026 (Orientation Week, Semester 263).

- b. Nomination forms are accepted only in the form of Appendix 2 emailed to [elections.busa@bond.edu.au](mailto:elections.busa@bond.edu.au).

## 6. Eligibility

- a. Students who are currently facing Academic Exclusion or are currently on Conditional Enrolment are not eligible to nominate.

b. All other members of BUSA who are as of 14 October 2026 over the age of 18, full-degree seeking students, and will be enrolled as a student at the University until Semester 273 are eligible to nominate.

c. Students must indicate that they do not intend to engage in an international semester long exchange, including the New Columbo Plan or other extended overseas travel during academic semesters, which would prevent them from acting in their role on the Management Committee.

## **5. Candidates' Briefing**

a. The candidates' briefing will be held on Sunday 13 September 2026 (Orientation Week, Semester 263) at the Bond University Varsity site. All candidates must attend the candidates' briefing.

b. If a candidate is unable to attend the candidates' briefing for a legitimate reason, notice must be given to the Chair of the Electoral Subcommittee at least three (3) calendar days prior to the commencement of the candidates' briefing.

## **6. Candidates' Debate**

a. A candidates' debate will be held on Tuesday 15 September 2026 (Week 1, Semester 263).

b. If a candidate is unable to attend the candidates' debate for a legitimate reason, notice must be given to the Chair of the Electoral Subcommittee at least three (3) calendar days prior to the commencement of the candidates' debate.

## **7. Promotional Activities**

a. All candidates must abide by the Election Promotions Policy (Appendix 1).

b. No promotional activities are to be conducted before the conclusion of the candidates' briefing.

## **8. Complaints Procedure**

a. Complaints against a candidate must be made in writing to the Chair of the Electoral Subcommittee at [elections.busa@bond.edu.au](mailto:elections.busa@bond.edu.au).

b. The Electoral Subcommittee will acknowledge the receipt of a complaint as soon as is practicable.

c. The Electoral Subcommittee must then investigate and, if necessary, convene a meeting to respond to a complaint within three (3) business days of receiving the complaint.

## **9. Disciplinary Measures**

a. In the event that any candidate is deemed by the Electoral Subcommittee to be in breach of these by-laws, the Electoral Subcommittee has the power to take disciplinary actions against a candidate.

b. Without limiting the range of orders available to the Electoral Subcommittee under this section, upon a finding of misconduct or breach of these by-laws, the Electoral Subcommittee may:

- i. issue a candidate with a written warning;
- ii. issue an order to remove certain promotional materials;
- iii. order the disqualification of a candidate from the election; or
- iv. refer a matter to the University Registrar.

c. An order per the above must be given to the offending candidate in writing and include:

- i. the alleged misconduct or breach of the by-laws;
- ii. when the misconduct or breach occurred; and
- iii. the nature of the disciplinary action imposed.

d. Disciplinary action may be taken by the Electoral Subcommittee upon a finding of misconduct, regardless of whether the Electoral Subcommittee has received a complaint.

g. The Chair must keep a record of the proceedings of each case containing a fair summary of the evidence submitted to, or obtained by the committee, and other minutes of its proceedings necessary to show fairly the way in which it conducted the inquiry.

i. Decisions of the Electoral Subcommittee may be appealed in accordance with the review provisions below.

## **10. Election of the BUSA Management Committee**

a. The election of each position will be determined by a 'first-past-the-post' voting system (i.e., the candidate with the greatest numbers of votes is elected).

c. Voting will open on Monday 14 September 2026 (Week 1, Semester 263) and close on Monday 21 September 2026 (Week 2, Semester 263).

d. Voting will be conducted via an electronic token provided by the University Registrar to all students. This token will serve as the ballot paper and be limited to one completion per student.

e. Votes will be collated automatically at the close of polling and provided to the Scrutineer for checking and final confirmation before release to the Returning Officer.

i. all result statistics are confidential and accessible only by the Returning Officer;

ii. only the voting results for the successful candidates will be released at the Annual General Meeting;

iii. unsuccessful candidates can access results via written request to the Returning Officer.

f. In the event that two or more candidates obtain an equal number of votes, the ultimate victor will be determined in a by-election to be held at a time determined by the incoming BUSA Management Committee in accordance with the Constitution.

g. Subject to the section above, the announcement of the BUSA Management Committee will occur at the Student Gala (Thursday, 24 September 2026) and confirmed at the Annual General Meeting (Wednesday, 14 October 2026).

## **11. Effect of By-Laws**

a. These by-laws are to be deemed effective on release; however, any breaches of the by-laws prior to these by-laws coming into effect may be acted upon at the Electoral Subcommittee's discretion.

b. A candidate shall have a right of appeal against any determination made under the Constitution or these by-laws to the Returning Officer. Such an appeal must be lodged in writing to the Returning Officer within one (1) business day of that decision being communicated to the candidate. The decision of the Returning Officer is final and cannot be appealed.

## **Appendix 1: Election Promotions Policy**

- a. This Appendix outlines the promotions policy as determined by the Electoral Subcommittee.
- b. Lists in this appendix are not intended to be exhaustive.
- c. All promotional activities and items must be approved by the Electoral Subcommittee before being distributed or used as a promotional tool by any candidates or their representatives.
- d. Any candidate who breaches this policy may face disciplinary action in accordance with the by-laws.
- e. The Electoral Subcommittee may, at any time, prohibit any promotional activity or item regardless of the rules contained in this policy, and the candidate may be required to cease the promotion in the manner prescribed by the Electoral Subcommittee.

### **Expressly Prohibited**

- a. The following activities and items are to be taken as being prohibited and will under no circumstances be approved by the Electoral Subcommittee:
  - i. letters under the doors of on-campus residential rooms;
  - ii. the use of pens or markers to write on another person's body or clothes;
  - iii. unsolicited messaging (including to distribution lists); and
  - iv. any promotional materials of more than \$100 per individual or more than \$400 per pod. Receipts must be provided upon request.
- b. No Candidate is to defame a staff member or student of the University, current BUSA officeholders or another candidate.
- c. No promotional activities are to purport to have the support of the University or any Faculty, office department, or the BUSA Management Committee (or any of their Affiliated Bodies)
- d. No candidate is to vadalise property of the University or any staff member or student
- e. Candidates must behave in a manner that is consistent with honest and fair competition and must not alter any promotional materials of any other candidate
- f. No candidate or representative of a candidate may offer:
  - i. alcohol; or
  - ii. promotional material related to alcohol; or
  - iii. promotional material related to nightclubs, bars, and taverns.
- g. No representative of an organisation that is providing sponsorship for a candidate may have a physical presence on the University's campus that is in any way related to the promotion of that candidate during the election period.
- h. Candidates are obliged to encourage supporters and representatives to uphold the spirit of campaigning and general rules provided for in these by-laws.

### **BUSA Approved Promotions**

- a. Provided that the materials are emailed to [elections.busa@bond.edu.au](mailto:elections.busa@bond.edu.au) before the candidates' briefing, BUSA will provide candidates the following promotions:
  - i. a stall at the physical campaigning locations explained in the candidates' briefing; and
  - ii. the name of each candidate, short bio, and a professional headshot to be used on the electronic ballot.
- b. Otherwise, candidates are solely responsible for all other promotions including, but not limited to posters (compliant with the Poster Procedure), hand-outs, how-to-vote cards, merchandise, wristbands, and social media pages.

## Appendix 2: Nomination Form

| Nominee Details                                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------|--|
| Full name of person nominated ('nominee'):                                                                                             |  |
| Nomination for the position of:                                                                                                        |  |
| Nominee's Student ID number:                                                                                                           |  |
| Nominee's date of birth:                                                                                                               |  |
| Nominee's phone number:                                                                                                                |  |
| Nominee's bio (max 100 words):                                                                                                         |  |
| Nominee's headshot:                                                                                                                    |  |
| If nominating as part of a pod, my pod name:                                                                                           |  |
| <b>Pod Details (complete if nominating in a full or partial pod)</b><br>NOTE: All pod members must complete a separate nomination form |  |
| Candidate 1: Full name                                                                                                                 |  |
| Candidate 1: Position nominated for                                                                                                    |  |
| Candidate 2: Full name                                                                                                                 |  |
| Candidate 2: Position nominated for                                                                                                    |  |
| Candidate 3: Full name                                                                                                                 |  |
| Candidate 3: Position nominated for                                                                                                    |  |
| Candidate 4: Full name                                                                                                                 |  |
| Candidate 4: Position nominated for                                                                                                    |  |

I certify that all information supplied on this form is correct and I agree that I have read and understand the Electoral by-laws.

Further, by signing below, I accept:

- i. to be bound by BUSA's Constitution and Electoral by-laws; and
- ii. that I am required to attend the candidates' briefing and candidates' debate; and
- iii. I may only be nominated for one position on the BUSA Management Committee.
- iv. If appointed, I will be required to attend periodic training sessions that empower me and BUSA to maintain a safe, inclusive and respectful environment in-line with BUSA's obligations under the *National Higher Education Code to Prevent and Respond to Gender-Based Violence*.

I also affirm that at 14 October 2026, I:

- a. Will be 18 years of age; and
- b. Will be a full-degree seeking student; and
- c. Will be enrolled as a student at the University until Semester 273; and
- d. Do not intend to engage in an international exchange program, including the New Columbo Plan or other extended overseas trips during academic semesters, which would prevent me from fulfilling my BUSA responsibilities.

Signature:

Date:

Nominations must be returned by email to the Chair of the Electoral Subcommittee by 9 am (AEST) on 11 September 2026 via [elections.busa@bond.edu.au](mailto:elections.busa@bond.edu.au). Nominations returned after this time will not be accepted.