

GOVERNANCE REGULATIONS

MONASH PARKVILLE STUDENT UNION INCORPORATED

**Inc No: A0046217Y
ABN: 88 160 180 107**



**An Incorporated Association under the
Associations Incorporation Reform Act 2012 (Vic)**

Amended by the MPSU Committee on 22nd November 2019

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INDEX

INDEX	i
PART 1 —PRELIMINARY	1
1 Preliminary	1
2 Definitions	1
PART 2 —OFFICERS OF THE ASSOCIATION	1
DIVISION 1 —OFFICERS AND DUTIES.....	1
3 Composition.....	1
4 Duties of Officers	1
5 Duties of Year Level Representatives	4
6 Executive	4
7 Duties of Executive	5
DIVISION 2 —MEETING OF COMMITTEE-ELECT.....	5
8 Chair	5
9 Meeting of Committee-Elect	5
10 Notice of meetings.....	5
11 Procedure and order of business	5
12 Use of technology	6
13 Quorum.....	6
14 Voting	6
15 Minutes of meeting	6
DIVISION 3 — APPOINTMENT AND TENURE OF OFFICE	7
16 Conduct.....	7
17 Returning Officer.....	7
18 Who is eligible to be an officer of the Association	7
19 Nominations.....	8
20 Appointment of officers.....	8
21 Procedure	8
22 Counting of Votes.....	9
23 Declaration of Results	10
24 Term of Office	10
25 Vacation of Office	10
26 Removal from Office.....	10
27 Filling casual vacancies	10

PART 1—Preliminary

1 Preliminary

- (1) The Rules of Association (2018) of the Monash Parkville Student Union Incorporated (the Association) directs the Committee to make regulations for the appointment, removal, duties and responsibilities of the officers of the association and the Executive.
- (2) These regulations are effective immediately on adoption or amendment by the Committee under rule 36.

2 Definitions

- (1) Definitions in these regulations shall be the same as in the rules, with the following additions—

Committee-elect means all of the students elected as the year level representatives following the annual elections in October before they take office on 1 December, including the two Third Year Representatives continuing as Fourth Year Representatives under rule 44(3);

Committee member-elect means an individual elected as a year level representative who is a member of the Committee-elect;

PART 2—Officers of the Association

Division 1—Officers and Duties

3 Composition

- (1) The officers of the Association are the—
 - (a) positions listed in the rule 50(1), being the—
 - (i) President; and
 - (ii) Treasurer; and
 - (iii) Secretary; and—
 - (b) following positions permitted under rule 50(1)(d), being the—
 - (i) Events Officer; and
 - (ii) Academic Officer; and
 - (iii) Clubs & Societies Officer; and
 - (iv) Welfare Officer; and
 - (v) Diversity & Sustainability Officer; and
 - (vi) Sponsorship & Communications Officer; and

4 Duties of Officers

- (1) President
 - (a) The duties of the President are to—
 - (i) undertake duties listed under rule 51(1);
 - (ii) ensure that all University requirements for off campus events are met;
 - (iii) submit reports to Committee meetings as required; and

- (iv) perform any other duties as the committee resolves.
- (2) Treasurer
 - (a) The duties of the Treasurer are to—
 - (i) undertake duties listed under rule 51(2);
 - (ii) liaise with the Graduation Ball organisers;
 - (iii) submit reports to Committee meetings as required;
 - (iv) undertake duties prescribed in the Clubs & Societies Handbook;
 - (v) review club grant applications with the Clubs & Societies Officer; and
 - (vi) perform any other duties as the committee resolves.
 - (b) The Treasurer shall also—
 - (i) liaise with the Third Year Pharmaceutical Science and Fourth Year Representatives with the organisation and budgeting of the Graduation Ball; and
 - (ii) ensure that all University requirements for the graduation ball are met.
- (3) Secretary
 - (a) The duties of the Secretary are to—
 - (i) undertake duties listed under rule 51(3);
 - (ii) submit reports to Committee meetings as required; and
 - (iii) perform any other duties as the committee resolves.
- (4) Events Officer
 - (a) The duties of the Events Officer are to—
 - (i) Facilitate the social experience of the student community;
 - (ii) coordinate all social activities, including the annual ball;
 - (iii) ensure that all University requirements for off campus events are met;
 - (iv) coordinate the activities of the Events Sub-Committee;
 - (v) coordinate a pool of volunteers to assist with social events;
 - (vi) submit reports to Committee meetings as required; and
 - (vii) perform any other duties as the committee resolves.
- (5) Academic Officer
 - (a) The duties of the Academic Officer are to—
 - (i) represent the academic interests of the student community, and ensure that the University and the Faculty acts in a fair, consultative and accountable manner;
 - (ii) act in a lobbyist and representative role as the undergraduate representative on University and Faculty academic committees;
 - (iii) ensure that students facing academic disciplinary action have access to appropriate representation;
 - (iv) receive academic concerns from the student community;
 - (v) coordinate the activities of the Academic Affairs Sub-Committee;
 - (vi) coordinate events and campaigns to raise awareness about academic issues;
 - (vii) coordinate a pool of volunteers to assist with academic events and campaigns;
 - (viii) submit reports to Committee meetings as required; and

(ix) perform any other duties as the committee resolves.

(6) Clubs & Societies Officer

(a) The duties of the Clubs & Societies Officer are to—

- (i) oversee the activities of Clubs;
- (ii) ensure that Clubs adhere to all University requirements for off campus events;
- (iii) maintain a list of committee members of Clubs;
- (iv) receive and process applications for grants;
- (v) coordinate a calendar which includes all Club events;
- (vi) coordinate Club participation in orientation events;
- (vii) coordinate the provision of relevant equipment for Clubs using the BBQ;
- (viii) facilitate the printing posters and other relevant files on behalf of Clubs;
- (ix) submit reports to Committee meetings as required; and
- (x) perform any other duties as the committee resolves.

(b) The Clubs & Societies Officer must also—

- (i) facilitate C&S Meetings;
- (ii) review the Clubs & Societies Regulations as appropriate; and
- (iii) ensure Clubs adhere to requirements listed in the Clubs & Societies Regulations and report any breaches to the Committee.

(7) Welfare Officer

(a) The duties of the Welfare Officer are to—

- (i) represent the welfare and equity interests of the student community;
- (ii) act in a lobbyist and representative role as the undergraduate representative on appropriate University and Faculty committees;
- (iii) liaise with the University and Faculty regarding welfare and equity events.
- (iv) coordinate all welfare and equity activities;
- (v) receive welfare and equity concerns from the student community;
- (vi) coordinate the activities of the Welfare Sub-Committee;
- (vii) coordinate campaigns to raise awareness about welfare and equity issues;
- (viii) coordinate a pool of volunteers to assist with welfare and equity events and campaigns;
- (ix) submit reports to Committee meetings as required; and
- (x) perform any other duties as the committee resolves.

(8) Diversity & Sustainability Officer

(a) The duties of the Diversity & Sustainability Officer are to—

- (i) represent the diversity interests of the student community, including those from a rural and international background;
- (ii) represent sustainability interests of the student community;
- (iii) act in a lobbyist and representative role as the undergraduate representative on appropriate University and Faculty committees;
- (iv) liaise with the University and Faculty regarding diversity and sustainability and events;
- (v) coordinate all sustainability and diversity activities;

- (vi) receive diversity and sustainability concerns from the student community;
 - (vii) coordinate the activities of the Diversity & Sustainability Sub-Committee
 - (viii) coordinate campaigns to raise awareness about diversity and sustainability issues;
 - (ix) coordinate a pool of volunteers to assist with diversity and sustainability events and campaigns;
 - (x) submit reports to Committee meetings as required; and
 - (xi) perform any other duties as the committee resolves.
- (9) Sponsorship & Communications Officer
- (a) The duties of the Sponsorship & Communications Officer are to—
 - (i) facilitate the creation of marketing material for all events and campaigns;
 - (ii) under the direction of the Executive, facilitate the management the Association website;
 - (iii) under the direction of the Executive, manage the Association’s social media accounts;
 - (iv) source and maintain relationships with sponsors for the Association;
 - (v) submit reports to Committee meetings as required; and
 - (vi) perform any other duties as the committee resolves.

5 Duties of Year Level Representatives

- (1) The duties of the Year Level Representatives are to—
- (a) undertake duties listed under rule 39;
 - (b) receive feedback and questions on any matter from students within their year level and degree and pass on to the relevant officer or committee as appropriate;
 - (c) assist with ticket sales to events;
 - (d) promote the completion of SETU evaluations;
 - (e) attend student general meetings;
 - (f) undertake the duties of the officer position they are appointed to in accordance with Division 3 of Part 2; and
 - (g) perform any other duties as the committee resolves.

6 Executive

- (1) The Executive of the Association are the—
- (a) positions listed in the rule 64(1), being the—
 - (i) President; and
 - (ii) Treasurer; and
 - (iii) Secretary; and—
 - (b) following positions permitted under rule 64(1)(d), hereby specified as being the—
 - (i) Events Officer; and
 - (ii) one Fourth Year Representative.

7 Duties of Executive

- (1) The duties of the Executive are to—
 - (a) undertake duties listed under rule 63;
 - (b) authorise payments in accordance with rule 80(5); and
 - (c) perform any other duties as the committee resolves.

Division 2—Meeting of Committee-Elect

8 Chair

- (1) The Chair for the Committee-elect meeting shall be the Returning Officer.

9 Meeting of Committee-Elect

- (1) The Committee-elect must meet before the beginning of their term, subject to clause 16(2)
- (2) The date, time and place, of the Committee-elect meeting must be determined by the Committee-elect as soon as practicable after their election, subject to subclause (4).
- (3) Where the Committee-elect does not make a determination as required under subclause (2), the Secretary shall determine the date, time and place of the Committee-elect meeting, subject to subclause (4).
- (4) The meeting of the Committee-elect must take place on the Parkville Campus during business hours.

10 Notice of meetings

- (1) Notice of the Committee-elect meeting must be given to each of the Committee members-elect and the Returning Officer no later than seven days before the date of the meeting.
- (2) The notice must state the date, time and place of the Committee-elect meeting.

11 Procedure and order of business

- (1) The business of the Committee-elect meeting shall be to determine the—
 - (a) officers of the Association; and
 - (b) the date, time and place of the first Committee meeting—
after taking office on 1 December.
- (2) During the Committee-elect meeting, before calling for nominations, the Returning Officer shall receive expressions of interest from the Committee-elect for the following positions—
 - (i) President;
 - (ii) Treasurer;
 - (iii) Secretary;
 - (iv) Academic Officer;
 - (v) Events Officer;
 - (vi) Clubs & Societies Officer;
 - (vii) Welfare Officer;
 - (viii) Diversity & Sustainability Officer

- (ix) Sponsorship & Communications Officer; and
 - (x) the Fourth Year Representative who will be the member of the Executive
- (3) The Returning Officer must then allow for discussion by the Committee-elect regarding the expressions of interest, however shall not permit any behaviour or discussion that seeks to pressure the withdrawal of an expression of interest.
 - (4) After the conclusion of discussions, the Returning Officer shall call for nominations and conduct ballots in accordance with clause 18 to 23.

12 Use of technology

- (1) A Committee member-elect who is not physically present at the Committee-elect meeting may participate in the Committee-elect meeting by the use of technology that allows that person the other people present at the Committee-elect meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a person participating in a Committee-elect meeting as permitted under subclause (1) is taken to be present at the Committee-elect meeting and, if the person votes at the Committee-elect meeting, is taken to have voted in person.
- (3) A person in attendance under this clause must provide direction to the Returning Officer on their intention to vote. The Returning Officer will complete any ballot papers adhering to directions given.

13 Quorum

- (1) No business may be conducted at a Committee-elect meeting unless a quorum is present.
- (2) The quorum for a Committee-elect meeting is the presence of seven Committee members-elect.
- (3) If a quorum is not present within 90 minutes after the notified commencement time of a Committee-elect meeting, the Committee-elect meeting must be adjourned to a date no later than 7 days after the adjournment and notice of the time, date and place to which the Committee-elect meeting is adjourned must be given in accordance with clause 10.

14 Voting

- (1) For any election at Committee-elect meeting, each Committee member-elect present at the Committee-elect meeting, has one vote.
- (2) Voting by proxy is not permitted, notwithstanding clause 12(3) and clause 21(2)(b).

15 Minutes of meeting

- (1) The Committee-elect must ensure that minutes are taken and kept of the Committee-elect meeting.
- (2) The minutes must record the following—
 - (a) the names of the people in attendance at the Committee-elect meeting; and
 - (b) the results of elections held.

Division 3— Appointment and Tenure of Office

16 Conduct

- (1) The officers of the Association shall be appointed via secret ballot, using the full preferential method

Note: The name of every candidate for a position must be written in order of preference on the ballot paper.

- (2) After the annual elections in October, but before the SGM convened under rule 92(2)(b), the Committee-elect must meet in accordance with Division 2 of Part 2 to appoint the incoming officers of the Association listed in clause 20(1) as of 1 December.
- (3) Any other officer position which is vacant or becomes vacant after 1 December shall be appointed at a Committee in accordance with this division.

17 Returning Officer

- (1) The Returning Officer is responsible for the conduct of the appointment of the officers of the Association.
- (2) The Returning Officer must be—
 - (a) in the case of the Committee-elect meeting—a person appointed by the outgoing Executive by resolution, and
 - (b) in any other case—a person appointed by the Executive by resolution.
- (3) The Returning Officer must not—
 - (a) be Committee member-elect; or
 - (b) endorse a candidate; or
 - (c) vote—in an election over which they preside.

18 Who is eligible to be an officer of the Association

- (1) An officer of the Association must be a member of the Committee when they take office.
- (2) In addition to subclause (1) above—
 - (a) The positions of—
 - (i) President; and
 - (ii) Treasurer; and
 - (iii) Secretary—must be held by Third Year Representatives, who have not previously held any of the above listed positions for a period of time exceeding six months; and
 - (b) the positions of—
 - (i) Events Officer; and
 - (ii) Academic Officer; and
 - (iii) Clubs & Societies Officer; and
 - (iv) Welfare Officer; and
 - (v) Diversity & Sustainability Officer; and

(vi) Sponsorship & Communications Officer; and
must not be held by First Year Representatives.

- (3) Where nominations have not been received from those eligible for the positions listed in subclause (2), any other person eligible under subclause (1) above may be a candidate.
- (4) No person may hold more than one position listed in clause 3.

19 Nominations

- (1) After fulfilling the requirements of clause 11 and prior to the secret ballot for a position, the Returning Officer must call for nominations to fill that position.

20 Appointment of officers

- (1) At the Committee-elect meeting, separate secret ballots must be held to appoint each of the following officer positions—
 - (i) President; and
 - (ii) Treasurer; and
 - (iii) Secretary; and—
 - (iv) Events Officer; and
 - (v) Academic Officer; and
 - (vi) Clubs & Societies Officer; and
 - (vii) Welfare Officer; and
 - (viii) Diversity & Sustainability Officer; and
 - (ix) Sponsorship & Communications Officer; and
 - (x) the Fourth Year Representative who will be the member of the Executive.
- (2) At a Committee meeting, separate secret ballots shall be held for any vacant officer position.
- (3) If only one member is nominated for the position, the Returning Officer of the meeting must declare the member appointed to the position.
- (4) If more than one member is nominated, a ballot must be held in accordance with clause 21.
- (5) Secret ballots for positions shall be held in the order that they are listed in subclause (1) above.
- (6) Notwithstanding subclause (5) above, the order of secret ballots for the positions listed in subclause (1)(iv) to (1)(ix) may be amended by the Returning Officer with the consent of those present.

21 Procedure

- (1) Before a secret ballot is taken, each candidate may make a short speech in support of their election.
- (2) The Returning Officer must—
 - (a) give a ballot paper to each Committee member-elect present in person; and
 - (b) complete a ballot paper on behalf of each Committee member-elect present at the meeting under clause 12.

- (3) A candidate must poll a majority (over 50%) of all formal votes cast to be appointed.
- (4) The voter must indicate their order of preference for candidates by—
 - (a) writing the name of their first preference at the top of the ballot paper;
 - (b) writing the name of their second preference below the first preference; and
 - (c) writing the name of their third preference below the second preference—and so forth until the names of all nominated candidates appear on the ballot paper in order of preference.
- (5) Ballot papers that do not comply with subclause (4) are informal and are not to be counted.
- (6) The Returning Officer shall determine the successful candidate by observing the procedure set out below—
 - (a) If, after all first preference votes have been counted, no candidate has obtained a majority of all formal votes, then the candidate with the fewest number of first preference votes is excluded. That excluded candidate's second preference votes are then distributed to the remaining candidates. If there are two or more candidates with the lowest number of votes, the Returning Officer shall decide by lot which candidate is to be eliminated.
 - (b) If after that exclusion no candidate has obtained a majority of formal votes, the next remaining candidate with the fewest votes is excluded and all of that candidate's votes (ie. first preference votes plus those votes received from the first excluded candidate) are distributed to the remaining candidates.
 - (c) The above process is continued until one candidate obtains a majority of formal votes and is appointed.
 - (d) If at any exclusion, the next available preference is for a previously excluded candidate, then that preference is disregarded and the vote is distributed to the continuing candidate for whom the next available preference is shown.
 - (e) If two or more candidates each receive the same number of votes the Returning Officer shall hold a further ballot only including those candidates.
 - (f) If after a further ballot two or more candidates each receive the same number of votes, the Returning Officer shall decide by lot which candidate is to be appointed.

Example: The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

22 Counting of Votes

- (1) The Returning Officer must start counting the ballots of an election immediately after they have all been collected.
- (2) The only people that may be present during the counting are—
 - (a) the Returning Officer; and
 - (b) one other person appointed by the Returning Officer, with the acknowledgment of the candidates, who must not be a Committee member-elect.

23 Declaration of Results

- (1) The Returning Officer must announce the result of a secret ballot immediately after counting.
- (2) The Returning Officer must submit a written report to a special general meeting convened under rule 92(2)(b)(i) so that the results can be noted.

24 Term of Office

- (1) Subject to clause 25 to 27, the term of office of the officers of the Association shall be from 1 December following their appointment by the Committee-elect in accordance with this division until 30 November of the following year.
- (2) Where an appointment has been made under clause 27(1), the term of office shall be from the date of appointment until 30 November.

25 Vacation of Office

- (1) An officer of the Association may resign from their position by giving written notice, specifying the date of cessation, addressed to the Committee.
- (2) A person shall cease to be an officer of the Association if they cease to be a Committee member.
- (3) A person shall cease to be the Secretary if they do not reside in Australia.

26 Removal from Office

- (1) A person can only be removed as an officer of the Association if they are removed as a Committee member under rule 47.

27 Filling casual vacancies

- (1) The Committee may appoint a Committee member to fill a vacant officer position in accordance with this division.
- (2) The Committee must convene a special general meeting to note appointments to vacant positions.
