

CONSTITUTION

Mature Age and Part-Time Students Association

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INDEX

PART 1 — PRELIMINARY

- 1 Name
- 2 Purpose
- 3 Interpretation
- 4 Definitions

PART 2 — POWERS OF THE DIVISION

- 5 Powers of the Division
- 6 Not for profit status

PART 3 — MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1 — Membership

- 7 Who is eligible to be a member
- 8 Duration of membership
- 9 Ordinary Membership
- 10 General rights of members
- 11 Honorary Life Membership
- 12 Rights not transferable
- 13 Ceasing membership

Division 2 — Disciplinary action

- 14 Grounds for taking disciplinary action
- 15 Disciplinary subcommittee
- 16 Notice to member
- 17 Decision of subcommittee
- 18 Appeal rights
- 19 Conduct of disciplinary appeal meeting

Division 3 — Grievance procedure

- 20 Application
- 21 Parties must attempt to resolve the dispute
- 22 Appointment of mediator
- 23 Mediation process
- 24 Failure to resolve dispute by mediation

PART 4 — GENERAL MEETINGS OF THE DIVISION

- 25 Chairperson
- 26 Annual general meetings
- 26A Ordinary general meetings
- 27 Extraordinary general meetings
- 28 Extraordinary general meeting held at request of members
- 29 Notice of general meetings
- 30 Proxies
- 31 Use of technology
- 32 Quorum at general meetings
- 33 Adjournment of general meeting
- 34 Voting at general meeting
- 35 Determining whether resolution carried
- 36 Minutes of general meeting

PART 5 — COMMITTEE

Division 1 — Powers of Committee

- 37 Role and powers
- 38 Delegation

Division 2 — Composition of Committee and duties of members

- 39 Composition of Committee
- 40 General Duties
- 41 Duties of committee members
- 42 Ancillary Members

Division 3 — Election of Committee members and tenure of office

- 43 Who is eligible to be a Committee member
- 44 Returning Officer
- 45 Positions to be declared vacant
- 46 Nominations
- 47 Election of committee members
- 48 Election Procedure
- 49 Term of office
- 50 Vacation of office
- 51 Removal from office
- 52 Co-option

Division 4 — Meetings of Committee

- 53 Chairperson
- 54 Meetings of Committee
- 55 Notice of meetings
- 56 Urgent meetings
- 57 Procedure and order of business
- 58 Use of technology
- 59 Quorum
- 60 Voting
- 61 Conflict of interest
- 62 Minutes of meeting
- 63 Leave of absence

PART 6 — FINANCIAL MATTERS

- 64 Source of funds
- 65 Management of funds
- 66 Financial records

PART 7 — GENERAL MATTERS

- 67 Notice requirements
- 68 Assets
- 69 Patron
- 70 Schedules
- 71 Amendment of Constitution

PART 8 — TRANSITIONAL PROVISIONS FOR 2021

- 72 Ordinary Membership for AGM Attendees
- 73 Committee Members Elected
- 72 Ordinary Membership for AGM Attendees

APPENDIX

- List of Schedules
- List of Honorary Life Members

PART 1 — PRELIMINARY

1 Name

- (1) The Name of the Division shall be “Mature Age and Part-Time Students Association.”**
- (2) The Division shall also be known as “MAPS”.**

2 Purpose

The purpose of the Division is to advance the education of the students of Monash University by—

- (1) Assisting the integration of mature age, part-time and distance education students into university life;**
- (2) Promoting and actively advancing the particular needs and interests of mature age, part-time and distance education students within the MSA, the university administration, and the university in general;**
- (3) Affording a recognised means of communication between mature age, part-time and distance education students and the academic and administrative authorities of the university;**
- (4) Keeping mature age, part-time and distance education students informed of issues relevant to their welfare;**
- (5) Providing a forum for open discussion on matters of general concern to mature age, part-time and distance education students;**
- (6) Creating opportunities for participation in non-academic activities by and between mature age, part-time and distance education students;**
- (7) Cooperating where possible with any bodies or organisations in the pursuit of its objects;**
- (8) Publishing such materials as it may from time to time determine;**
- (9) Administering such funds as may be made available to MAPS;**
- (10) Making representations on matters the Committee considers relevant to mature age, part-time students and distance education students to private organisations, to government departments, to parliamentary representatives, and to the community at large; and**
- (11) Considering, developing and implementing policies and proposals to promote the interests of mature age, part-time and distance education students**

3 Interpretation

The provisions of this constitution shall be construed subject to the constitution of MSA. Where this constitution is inconsistent with the constitution of MSA, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect. Where the constitution of MSA makes a provision for a matter or thing not otherwise provided for in this constitution, those provisions shall take effect as if they were contained in this constitution.

4 Definitions

In this constitution, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of MSA, and

AGM means the Annual General Meeting;

Chairperson, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 25 and 53;

Committee means the Committee, as defined in Part 5, having management of the business of the Division;

committee meeting means a meeting of the Committee held in accordance with this constitution;

committee member means a member of the Committee elected or appointed under Division 3 of Part 5 and listed in rule 39(2);

disciplinary appeal meeting means a meeting of the members of the Division convened under rule 18(3);

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 17;

disciplinary subcommittee means the subcommittee appointed under rule 15;

EGM means an Extraordinary General Meeting;

general meeting means a general meeting of the members of the Division convened in accordance with Part 4 and includes an annual general meeting, an ordinary general meeting, and an extraordinary general meeting;

member means a member of the Division;

MSA means Monash Student Association (Clayton) Inc. (ABN 20 147 061 074);

OGM means an Ordinary General Meeting;

ordinary member means a member referred to in rule 9(1);

ordinary member entitled to vote means an ordinary member who under rule 9(2) is entitled to vote at a general meeting;

PART 2 — POWERS OF THE DIVISION

5 Powers of the Division

- (1) The Division has power to do all things incidental or conducive to achieve its purposes, subject to any restrictions placed on it by MSA or in the constitution of MSA.
- (2) The Division may only exercise its powers and use its income and assets (including any surplus) for its purpose.

6 Not for profit status

- (1) The Division must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Division from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

PART 3 — MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1 — Membership

7 Who is eligible to be a member

In this constitution, mature age, part-time and distance education student means any undergraduate student currently enrolled at Monash University, Clayton campus who is either:

- (1) 23 years old or over; or
- (2) Enrolled 12 or fewer credits points; or
- (3) Attending Monash University, Clayton via distance education.

8 Duration of membership

A person's membership of the Division shall run from when they agree in writing to become a member, until 20 March of the following year, or when they are no longer eligible to be a member, as defined in rule 7.

9 Ordinary Membership

(1) Ordinary membership of the Division shall be automatically granted to all Clayton students who are eligible to be a member by virtue of rule 7 and who agree in writing to become members.

(2) An ordinary member is entitled to vote if—

- (a) they are a member of at least 28 days standing; and
- (b) the member's membership rights are not suspended for any reason.

10 General rights of members

An ordinary member of the Division who is entitled to vote has the right—

- (a) to receive notice of general meetings and of proposed changes to this constitution and other matters in the manner and time prescribed by this constitution; and
- (b) to submit items of business for consideration at a general meeting; and
- (c) to attend and be heard at general meetings; and
- (d) to stand for election to the Committee and be a committee member; and
- (e) to have access to the minutes of general meetings and committee meetings.

11 Honorary Life Membership

(1) A general meeting of the Division may confer Honorary Life Membership on a person who has made a substantial contribution to the Division if not less than two thirds of ordinary members present (either in person or by proxy) at a general meeting vote in favour of the decision.

(2) Honorary life members of the Division who are eligible for ordinary membership shall have all the rights of ordinary members.

(3) A list of honorary life members shall be noted in the appendix of this constitution.

12 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

13 Ceasing membership

Without limiting rule 8, the membership of a person ceases:

- (a) upon no longer having eligibility as defined by rule 7; or
- (b) as a result of disciplinary action in Division 2 of this constitution.

Division 2— Disciplinary action

14 Grounds for taking disciplinary action

The Division may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (1) has failed to comply with this constitution or its schedules; or
- (2) refuses to support the purpose of the Division; or
- (3) has engaged in conduct prejudicial to the Division.

15 Disciplinary subcommittee

(1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee of no more than 5 people to hear the matter and determine what action, if any, to take against the member.

(2) The members of the disciplinary subcommittee—

- (a) may be committee members, members of the Division or anyone else, provided they are students; but
- (b) must not be biased against, or in favour of, the member concerned.

16 Notice to member

(1) Before disciplinary action is taken against a member, the Treasurer/Secretary must give written notice to the member and the MSA Executive—

- (a) stating that the Division proposes to take disciplinary action against the member; and
- (b) stating the grounds for the proposed disciplinary action; and
- (c) specifying the date, place (which must be on the Clayton Campus) and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
- (d) advising the member that they may do one or more of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
- (e) advising the member that they can be accompanied by one person who may provide assistance, support or both, who may be—
 - (i) a counsellor;
 - (ii) a Monash University student or staff member; or
 - (iii) a family member; but—

may not be accompanied or assisted by anyone who is legally qualified;
and

- (f) setting out the member's appeal rights under rule 18.
- (2) The notice must be given no later than—
 - (a) 14 days, if held on an academic day; or
 - (b) 28 days, otherwise—
before the disciplinary meeting is held.

17 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) reprimand the member; or
 - (c) suspend the membership rights of the member for a specified period, including the right to stand for election and be a committee member; or
 - (d) expel the member from the Division.
- (3) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.
- (4) If the member is not present at the disciplinary meeting, the member must be informed of the outcome within 12 hours of the vote.
- (5) The Committee shall ensure that minutes of the disciplinary meeting are taken and submitted to the MSA Executive within 7 days.

18 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Division under rule 17 may give notice to the effect that they wish to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Treasurer/Secretary no later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 15 academic days, after the notice is received.

(4) Notice of the disciplinary appeal meeting must be given to the person appealing the decision of the disciplinary subcommittee, MSA Executive and to each ordinary member of the Division who is entitled to vote at least 14 days prior to the disciplinary appeal meeting and must—

(a) specify the date and time of the meeting, which must be held on an academic day; and

(b) state—

(i) the name of the person against whom the disciplinary action has been taken; and

(ii) the grounds for taking that action; and

(iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

(5) The location must be given to the person appealing the decision of the disciplinary subcommittee, the MSA Executive and each ordinary member of the Division who is entitled to vote at least 7 days before the disciplinary appeal meeting.

19 Conduct of disciplinary appeal meeting

(1) No business may be conducted at a disciplinary meeting unless a quorum of members is present.

(2) The quorum for a disciplinary appeal meeting is the physical presence of 5 ordinary members, however—

(a) If a quorum is not present within 20 minutes after the notified commencement time of a disciplinary appeal meeting—

(i) the disciplinary appeal meeting must be adjourned to an academic day no fewer than 5 and at most 10 academic days after the adjournment; and

(ii) notice of the date, time and place to which the meeting is adjourned must be confirmed by notice given to the person appealing the decision of the disciplinary subcommittee, MSA Executive and to each ordinary member of the Division who is entitled to vote as soon as practicable after the meeting; and—

(b) If a quorum is not present within 20 minutes after the time to which a disciplinary appeal meeting has been adjourned under subrule (2)(a), the ordinary members present at the meeting (if not fewer than 10) may proceed with the business of the meeting as if a quorum were present.

(3) At a disciplinary appeal meeting—

(a) no business other than the question of the appeal may be conducted;

(b) an ordinary member—

(i) elected by and from the attendants; and

(ii) who is not a committee member; and

(iii) who is not the person who is appealing the decision of the disciplinary subcommittee—

shall preside as chair for the duration of the disciplinary appeal meeting;
and

- (c) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
- (d) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (4) After complying with subrule (3), the ordinary members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (5) The chair, members of the Committee, the disciplinary subcommittee and the person who is appealing the decision of the disciplinary subcommittee must not vote.
- (6) A member may not vote by proxy at the meeting.
- (7) The decision is upheld if not less than two thirds of the ordinary members present at the disciplinary appeal meeting, excluding those listed in subrule (5), vote in favour of the decision.
- (8) The Committee shall ensure that minutes of the disciplinary appeal meeting are taken and submitted to the MSA Executive within 7 days.
- (9) A disciplinary appeal meeting shall not be considered to be a general meeting of the Division.

Division 3 — Grievance procedure

20 Application

- (1) The grievance procedure set out in this Division applies to disputes under this constitution between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Division.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

21 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

22 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 21, the parties must within 7 days—

- (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement, a person appointed by the MSA Executive.
- (3) A mediator may be a member or former member of the Division but in any case must not be a person who—
- (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

23 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
- (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

24 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the MSA Executive may, on the application in writing of either party, determine the dispute. In determining the dispute, the MSA Executive must comply with the requirements of rule 23(1), in the same way as the mediator.

PART 4 — GENERAL MEETINGS OF THE DIVISION

25 Chairperson

- (1) The President or, in the President's absence, the Vice President, is the Chairperson for any general meetings.
- (2) If the President and the Vice President are both absent, or are unable to preside, the Chairperson of the meeting must be an ordinary member elected by the other members present.

26 Annual general meetings

- (1) The Committee must convene an annual general meeting of the Division in September of each year, unless otherwise approved by the MSA Executive.**
- (2) The Committee or if the Committee is unable to make a decision, the Treasurer/Secretary, may determine the date, time and place of the annual general meeting, subject to rule 29(1).**
- (3) The ordinary business of the annual general meeting is as follows—**
 - (a) to confirm the minutes of the previous annual general meeting and of any general meetings held since then;**
 - (b) to receive and consider annual reports required under rule 41; and**
 - (c) to elect the members of the Committee.**
- (4) The annual election for all committee positions shall be held at the annual general meeting, unless otherwise approved by the MSA Executive.**
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with this constitution.**

26A Ordinary general meetings

- (1) There shall be one ordinary general meeting each year, to be held during the first semester.**
- (2) The Committee may determine the date, time and place of the ordinary general meeting, subject to rule 29(1).**
- (3) The usual business of an ordinary general meeting is as follows—**
 - (a) to receive and consider the President and Treasurer/Secretary reports and an update on the current activities of the Division; and**
 - (b) to provide a forum for members to give suggestions on Division activities and events.**
- (4) The ordinary general meeting may also conduct any other business of which notice has been given in accordance with this constitution.**

27 Extraordinary general meetings

- (1) Any general meeting of the Division, other than an annual general meeting or ordinary general meeting is an extraordinary general meeting.**
- (2) The Committee must convene an extraordinary general meeting to hold a by-election, if an ordinary general meeting was not already scheduled.**
- (3) The Committee may convene an extraordinary general meeting as required.**
- (4) The Committee may determine the date, time and place of an extraordinary general meeting, subject to rule 29(1).**
- (5) No business other than that set out in the notice under rule 29 may be conducted at the meeting.**

Note: General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 29 and the majority of members at the meeting agree.

28 Extraordinary general meeting held at request of members

- (1) The Committee must convene an extraordinary general meeting if a request to do so is made in accordance with 28.2 by at least 10% of the total number of ordinary members.
- (2) A request for an extraordinary general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Treasurer/Secretary.
- (3) If the Committee does not convene an extraordinary general meeting within 15 academic days after the date on which the member's request is made, the MSA Executive shall call one.
- (4) An extraordinary general meeting convened by the MSA Executive under subrule (3)—
 - (a) must be held within 30 academic days after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.

29 Notice of general meetings

- (1) General meetings may only be held on campus and on an academic day, unless otherwise approved by the MSA Executive.
- (2) The Treasurer/Secretary (or, in the case of an extraordinary general meeting convened under rule 28(3), the MSA Executive) must give to each member of the Division at least 14 days notice of a general meeting.
- (3) The notice must—
 - (a) specify the date and time of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) include any other information as required by this constitution; and

Example: Additional information is required to be included in the notice of a general meeting where there is a proposed change to the constitution, a motion to remove a committee member from office, etc.
 - (d) comply with rule 30(4).
- (4) The location must be given to each member of the Division at least 7 days before the general meeting.
- (5) If the general meeting has been called for any elections, the Returning Officer shall be appointed in accordance with rule 44 and this person's contact details notified to members at least 14 days prior to the date of the general meeting at which the election is to be held.

30 Proxies

- (1) An ordinary member may appoint another ordinary member as their proxy to vote and speak on their behalf at a general meeting.**
- (2) The appointment of a proxy may be—**
 - (a) in writing and signed by the member making the appointment on a form approved by the Committee; or**
 - (b) made by giving notice from the member's registered student email account.**
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on their behalf, otherwise the proxy may vote on behalf of the member on any matter as they see fit.**
- (4) Notice of a general meeting given to a member under rule 29 must—**
 - (a) state that an ordinary member may appoint another ordinary member as a proxy for the meeting; and**
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.**
- (5) The proxy list must be given to the Chairperson of the meeting before or at the commencement of the meeting.**
- (6) A form appointing a proxy sent by post or electronically, or notice from a member's registered student email account, is of no effect unless it is received by the Division no later than 72 hours before the commencement of the meeting.**
- (7) A person can act as a proxy for no more than 2 ordinary members.**

31 Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.**
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.**

32 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.**
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 31) of 15 ordinary members.**
- (3) If a quorum is not present within 20 minutes after the notified commencement time of a general meeting—**
 - (a) in the case of a meeting convened by the MSA Executive at the request of the members under rule 28—the meeting must be dissolved; or**

Note: If a meeting convened at the request of members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another general meeting, the members must make a new request under rule 28.

(b) in any other case—

- (i) the meeting must be adjourned to an academic day no fewer than 5 and at most 10 academic days after the adjournment; and
- (ii) notice of the date, time and place to which the meeting is adjourned must be confirmed by notice given to all members as soon as practicable after the meeting.

(4) If a quorum is not present within 20 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the ordinary members present at the meeting (if not fewer than 10) may proceed with the business of the meeting as if a quorum were present.

33 Adjournment of general meeting

(1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.

(2) Without limiting subrule (1), a meeting may be adjourned—

- (a) if there is insufficient time to deal with the business at hand; or
- (b) to give the members more time to consider an item of business.

(3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

(4) Notice of the date, time and place to which the meeting is adjourned must be confirmed by notice given to all members as soon as practicable after the meeting, unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 29.

34 Voting at general meeting

(1) On any question arising at a general meeting—

- (a) subject to subrule (3), each ordinary member who is entitled to vote, excluding the Chairperson, has one vote; and
- (b) ordinary members may vote personally or by proxy; and
- (c) unless otherwise specified in this constitution, the question must be decided by a majority of votes.

Example: A change to this constitution requires no less than two thirds of ordinary members present at a general meeting voting in favour of the proposed changes.

(2) If votes are divided equally on a question, the Chairperson of the meeting has a casting vote.

(3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

35 Determining whether resolution carried

(1) Subject to subrule (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—

(a) carried; or

(b) carried unanimously; or

(c) carried by a particular majority; or

(d) lost—

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

(2) If a secret ballot (where votes are cast in writing) is demanded by ten or more ordinary members on any question—

(a) the secret ballot must be taken at the meeting in the manner determined by the Chairperson of the meeting; and

(b) the Chairperson must declare the result of the resolution on the basis of the secret ballot.

(3) A secret ballot demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.

(4) A secret ballot demanded on any other question must be taken before the close of the meeting after the conclusion of discussion on the question.

36 Minutes of general meeting

(1) The Committee must ensure that minutes are taken and kept of each general meeting.

(2) The minutes of a general meeting must include—

(a) the names of the members attending the meeting; and

(b) proxy list given to the Chairperson of the meeting under rule 30(5); and

(c) the business considered at the meeting; and

(d) any resolution on which a vote is taken and the result of the vote; and

(e) the results of any elections held; and

(f) annual reports required under rule 41.

PART 5 — COMMITTEE

Division 1 — Powers of Committee

37 Role and powers

- (1) The activities of the Division must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Division except those powers that this constitution or the MSA Constitution or Regulations requires to be exercised by general meetings of the members of the Division.
- (3) The Committee may establish subcommittees consisting of ordinary members with terms of reference it considers appropriate, which should be codified within a policy or regulation as a schedule to this constitution under rule 73.

38 Delegation

- (1) The Committee may delegate to a member of the Committee or subcommittee any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) the power to approve expenditure; or
 - (c) a duty imposed on the Committee by this constitution and the constitution of the MSA.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2 — Composition of Committee and duties of members

39 Composition of Committee

- (1) The Committee shall consist of 4 committee members.
- (2) The members of the Committee are—
 - (a) a President; and
 - (b) a Vice President; and
 - (c) a Treasurer/Secretary; and
 - (d) a Social Secretary.

40 General Duties

- (1) As soon as practicable after being elected or co-opted to the Committee, each committee member must become familiar with this constitution and the constitution of MSA.
- (2) As soon as practicable after being elected or co-opted to the Committee, the President, Vice President and Treasurer/Secretary must complete training as prescribed by the MSA Executive and update their contact details with MSA.

- (3) The Committee is collectively responsible for ensuring that the Division complies with this constitution and that individual members of the Committee comply with this constitution.
- (4) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (5) Committee members must exercise their powers and discharge their duties—
- (a) honestly and in good faith in the best interests of the Division; and
 - (b) for a proper purpose.
- (6) Committee members and former committee members must not make improper use of—
- (a) their position; or
 - (b) information acquired by virtue of holding their position—
so as to gain an advantage for themselves or any other person or to cause detriment to the Division.
- (7) In addition to any duties imposed by this constitution, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

41 Duties of committee members

(1) President

- (a) The duties of the President shall be to—
- (i) preside as chair over committee meetings and general meetings;
 - (ii) attend meetings of the Monash Student Council, and report outcomes to the Committee;
 - (iii) co-ordinate the activities of the Committee;
 - (iv) approve and sign off on all off-campus event documentation requirements, as determined by the MSA Executive;
 - (v) represent the Division, and act as its spokesperson, to MSA, the University and other bodies, as appropriate;
 - (vi) submit reports to committee meetings, as appropriate; and
 - (vii) submit an annual report to the AGM and a general report as required under rule 26A(3)(a).

(2) Vice President

- (a) The duties of the Vice President shall be to—
- (i) attend committee meetings and general meetings;
 - (ii) preside as chair over committee meetings and general meetings, in the absence of the President;
 - (iii) assist the President in their duties;
 - (iv) perform the duties of the President if that office is vacant; and
 - (v) perform other duties, as the Committee may resolve.

(3) Treasurer/Secretary

(a) The duties of the Treasurer/Secretary shall be to—

- (i) attend committee meetings and general meetings;
- (ii) prepare agendas and minutes, and serve notice as prescribed, for general meetings and committee meetings;
- (iii) act as Returning Officer for Division elections, unless the Committee resolves otherwise;
- (iv) regularly check the Division's mail box and electronic mail account, supplied by the Divisions & Societies Council, for incoming correspondence;
- (v) ensure that inwards and outwards correspondence for the Division is handled correctly and in a timely manner;
- (vi) keep the Division's financial records in order;
- (vii) prepare a Division budget;
- (viii) submit an annual report to the AGM and a general report as required under rule 26A(3)(a);
- (ix) receive all moneys paid to or received by the Division and ensure receipts are issued for those monies in the name of the Division;
- (x) ensure that all moneys received are paid into the account of the Division within 2 working days after receipt, unless otherwise approved by the MSA Executive;
- (xi) make any payments authorised by the Committee or by a general meeting of the Division from the Division's funds;
- (xii) ensure cheques are signed by at least 2 of the President, Vice President, Treasurer/Secretary; and
- (xiii) liaise with MSA Finance Department and MSA Executive on any financial requirements.

(b) The Treasurer/Secretary must—

- (i) ensure that the financial records of the Division are kept in accordance with the MSA Finance Regulations;
- (ii) ensure that at least one other committee member has access to the accounts and financial records of the Division; and
- (iii) give the MSA Executive notice of their appointment within 14 days after the appointment.

(4) Social Secretary

(a) The duties of the Social Secretary shall be to—

- (i) attend committee meetings and general meetings; and
- (ii) perform such duties as the Committee may resolve.

42 Ancillary Members

(1) The Division or the Committee may from time to time create additional positions to assist the Committee with their duties, that—

- (a) can be held by ordinary members; and
- (b) should be codified within a policy or regulation as a schedule to this constitution under rule 73.

Example: The Committee may resolve to appoint a Webmaster to manage the Division website, which requires a member with specific skills.

(2) Such positions shall be ancillary members of the Committee, but are not defined as committee members under this constitution.

(3) Ancillary members have the right to attend and speak at committee meetings and shall be bound by rule 40.

Division 3 — Election of Committee members and tenure of office

43 Who is eligible to be a Committee member

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is an ordinary member entitled to vote under rule 9(2), and
- (b) is a Clayton student, and
- (c) is undertaking at least one unit of study at a Victorian campus of the University, and
- (d) has not had their membership rights suspended; and
- (e) is 23 years or older on the date they would take office.

44 Returning Officer

(1) The Returning Officer shall be appointed by the Committee at least 14 days prior to the date of the General Meeting at which an election is to be held

(2) The Treasurer/Secretary shall be appointed the Returning Officer unless the Committee resolves otherwise, or the Treasurer/Secretary self disqualifies.

(3) Upon receiving a written request to do so from 3 committee members, the MSA Executive shall appoint a Returning Officer instead of the Committee.

(4) The Returning Officer must be a Clayton student at the time of appointment.

(5) The Returning Officer shall not—

- (a) be a candidate;
- (b) endorse a candidate; or
- (c) vote;

in an election over which they preside.

45 Positions to be declared vacant

(1) Provided that quorum is present, the Returning Officer of the annual general meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 46 to 48.

(2) Where quorum is not present, the Chairperson must adjourn the meeting under rule 32(3)(b).

Note: Where quorum is not present at the annual general meeting adjourned under rule 32(3)(b), the meeting may proceed if quorum was present under rule 32(4).

46 Nominations

(1) Prior to the election of each position, the Returning Officer of the meeting must call for nominations to fill that position.

(2) In order to be nominated for a position, an ordinary member of the Division must—

(a) be nominated and seconded by ordinary members who are entitled to vote at a general meeting; and

(b) accept the nomination.

(3) An ordinary member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

47 Election of committee members

(1) Election for positions where there is only one office holder.

(a) At the annual general meeting, separate elections must be held for each of the following positions—

(i) President;

(ii) Vice-President;

(iii) Treasurer/Secretary;

(iv) Social Secretary.

(b) If only one member is nominated for the position, the Returning Officer of the meeting must declare the member elected to the position.

(c) If more than one member is nominated, a ballot must be held in accordance with rule 48.

(2) The positions shall be elected in the order that they are listed in rule 39(2).

48 Election Procedure

(1) Before the secret ballot is taken, each candidate may make a 1-minute speech in support of their election.

(2) The election shall be by secret ballot.

(3) The Returning Officer must give a ballot paper to—

- (a) Each ordinary member entitled to vote present in person; and
- (b) each proxy appointed by an ordinary member entitled to vote.

Example: If an ordinary member has been appointed the proxy of 2 other ordinary members, the member must be given 3 ballot papers—one for the member and one each for the other members.

- (4) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
 - (5) If the ballot is for more than one position—
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
 - (6) Ballot papers that do not comply with subrule (5)(b) are not to be counted.
 - (7) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
 - (8) The Returning Officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
 - (9) If the Returning Officer is unable to declare the result of an election under subrule (8) because 2 or more candidates received the same number of votes, the Returning Officer must—
 - (a) conduct a further election for the position in accordance with subrules (2) to (8) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.
- Example:** The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

49 Term of office

- (1) Subject to subrule (3), rule 50, 51 and 52, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Division may elect an eligible ordinary member of the Division to fill a vacant position in accordance with this Division.

50 Vacation of office

- (1) A committee member may resign from the Committee by written notice, specifying the date of cessation, addressed to the Committee.
- (2) A person ceases to be a committee member if they—
 - (a) cease to be a student enrolled in a course of study administered at the Clayton campus;
 - (b) are not enrolled in any units of study at a Victorian campus of the University; or

(c) cease to be a member of the Division.

(3) In the event that the office of the President, Vice President, Treasurer/Secretary and/or Social Secretary is vacated prior to the conclusion of an ordinary term or is vacant after an election, an EGM shall be called and held within 20 academic days of vacation to enable a by-election for the vacant position(s), unless an OGM or AGM will be held within the same period.

(4) The Committee may continue to act despite any vacancy in its membership.

51 Removal from office

(1) A committee member may be removed from office under Division 2 of Part 3 or under subrule (2) below.

(2) A general meeting of the Division may remove a committee member from office if not less than two thirds of the ordinary members present (either in person or by proxy) at a general meeting vote in favour of the decision, provided that—

(a) 14 days notice of the intention to move a motion of removal from office has been served on the committee member, members of the Division and the MSA Executive; and

(b) the committee member has been given a reasonable opportunity to speak to the motion; and—

(c) may elect an eligible ordinary member of the Division to fill the vacant position in accordance with this Division.

52 Co-option

The Committee may co-opt (appoint) an eligible ordinary member of the Division who is entitled to vote to fill a position on the Committee that—

(a) has become vacant under rule 50; or

(b) was not filled by election at the last annual general meeting—
who shall hold office until the next general meeting of the Division.

Division 4 — Meetings of Committee

53 Chairperson

(1) The President or, in the President's absence, the Vice President, is the Chairperson for any committee meetings.

(2) If the President and the Vice President are both absent, or are unable to preside, the Chairperson of the meeting must be a committee member elected by the other committee members present.

54 Meetings of Committee

(1) The Committee must meet at least 2 times in each half year at the dates, times and places determined by the Treasurer/Secretary.

(2) Special committee meetings may be convened at a specified date, time and place by the President or by any 2 members of the Committee.

55 Notice of meetings

(1) Notice of each committee meeting must be given in writing to each committee member no later than 3 days before the date of the meeting.

(2) Notice may be given of more than one committee meeting at the same time.

(3) The notice must state the date, time and place of the meeting.

(4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.

(5) The only business that may be conducted at a special committee meeting is the business for which the meeting is convened.

56 Urgent meetings

(1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 55 provided that as much notice as practicable is given to each committee member by the quickest means practicable.

(2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.

(3) The only business that may be conducted at an urgent committee meeting is the business for which the meeting is convened.

57 Procedure and order of business

(1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.

(2) The order of business may be determined by the members present at the meeting.

58 Use of technology

(1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.

(2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

59 Quorum

(1) No business may be conducted at a committee meeting unless a quorum is present.

(2) The quorum for a committee meeting is the presence (in person or as allowed under rule 58) of a majority of the committee members holding office, at least one of which must be the President, Vice President, Treasurer/Secretary.

(3) If a quorum is not present within 20 minutes after the notified commencement time of a committee meeting—

(a) in the case of a special or urgent meeting—the meeting lapses;

(b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 55.

60 Voting

(1) On any question arising at a committee meeting, each committee member present at the meeting, other than the Chairperson, has one vote.

(2) A motion is carried if a majority of committee members present at the meeting, excluding those who abstain, vote in favour of the motion.

(3) Subrule (2) does not apply to any motion or question which is required by this constitution to be passed by an absolute majority of the Committee.

(4) If votes are divided equally on a question, the Chairperson of the meeting has a casting vote.

(5) Voting by proxy is not permitted.

61 Conflict of interest

(1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.

(2) The member—

(a) must not be present while the matter is being considered at the meeting; and

(b) must not vote on the matter.

Note: If there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

(3) This rule does not apply to a material personal interest—

(a) that exists only because the member belongs to a class of persons for whose benefit the Division is established; or

(b) that the member has in common with all, or a substantial proportion of, the members of the Division.

62 Minutes of meeting

(1) The Treasurer/Secretary and Committee must ensure that minutes are taken and kept of each committee meeting.

- (2) The minutes must record the following—
- (a) the full names of the members, and their positions (if applicable) in attendance at the meeting;
 - (b) the meeting number, venue, commencement and close time;
 - (c) the business considered at the meeting;
 - (d) any resolution on which a vote is taken and the result of the vote;
 - (e) any material personal interest disclosed under rule 61.

63 Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 2 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

PART 6 — FINANCIAL MATTERS

64 Source of funds

The funds of the Division may be derived from donations, fund-raising activities, grants, interest, ticket sales, MSA funding, and any other sources approved by the Committee.

65 Management of funds

- (1) Subject to any restrictions imposed by a general meeting of the Division, the Committee shall approve expenditure on behalf of the Division.

66 Financial records

- (1) The Division must keep financial records that meet the requirements of the MSA Finance Department.
- (2) The Division must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer/Secretary must keep in their custody, or under their control—
- (a) the financial records for the current audit period; and
 - (b) any other financial records as authorised by the Committee.

PART 7 — GENERAL MATTERS

67 Notice requirements

(1) Any notice required to be given to a member or a committee member under this constitution may be given—

(a) by handing the notice to the member personally; or

(b) by email or text message.

(2) Subrule (1) does not apply to notice given under rule 56.

(3) Any notice required to be given to the Division or the Committee may be given—

(a) by handing the notice to a member of the Committee; or

(b) by sending the notice by post to the registered address; or

(c) by leaving the notice at the registered address; or

(d) by email to the Division's official C&S email account.

68 Assets

(1) All Division assets are the property of MSA.

(2) Tangible assets may not be disposed of through resale, donation, transfer or by any other means, without prior approval of the MSA Executive.

(3) Unless otherwise approved by the MSA Executive, all physical assets must be stored on the Clayton campus of the University.

(4) Upon deregistration, all assets that remain after the satisfaction of all debts and liabilities must be transferred to the MSA, which is charitable at law and which has rules prohibiting the distribution of its assets and income to its members.

69 Patron

(1) The Committee may, by absolute majority, award the title of Patron to a chosen person who has given substantial support to the Division.

(2) The Patron shall have the right to be given notice for, attend and speak at all general meetings.

70 Schedules

(1) The Division or Committee may draft and adopt policies or regulations, which shall be the schedules to this constitution.

(2) The method for amending or repealing schedules must be set out within the schedule.

(3) Subject to subrule (5), schedules to this constitution shall have the same force as this constitution.

(4) In schedules to this constitution, unless the contrary intention appears, words and expressions shall have the same meaning as they have in this constitution.

(5) Where a schedule to this constitution is inconsistent with this constitution, the latter shall prevail and the former shall, to the extent of the inconsistency, be without force or effect.

(6) A list of schedules, including the adopting or amending body and date that the schedule was adopted or amended, shall be noted in the appendix of this constitution.

71 Amendment of Constitution

This constitution may be amended if not less than two thirds of the ordinary members present (either in person or by proxy) at a general meeting vote in favour of the proposed changes, provided that—

- (a) the MSA Executive has first approved the sought amendment(s); and
 - (b) 14 days notice of the proposed amendment is served on all Division members.
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PART 8 — TRANSITIONAL PROVISIONS FOR 2021

72 Ordinary Membership for AGM Attendees

(1) Despite rule 9(1), attendees of the MAPS AGM held on 8 October 2021 who are eligible to be an ordinary member by virtue of rule 7 will be automatically granted ordinary membership of MAPS until 20 March 2022.

73 Committee Members Elected

(1) Committee Members previously elected to positions that have been abolished will cease to hold office, irrespective of any remaining time left in their term in office.

APPENDIX

List of Schedules

List of Honorary Life Members