

## Monash Student Association

# Committee Regulations

Adopted by the Monash Student Council on 8 September, 2016  
Last amended by the Monash Student Council on 31 July, 2020.

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## **1. Definitions**

- 1.1. For the purposes of these regulations, terms defined in the MSA Constitution and other MSA regulations are applicable to these regulations. In addition:
  - 1.1.1. 'Constitution' means the MSA Constitution; and
  - 1.1.2. 'Committee' includes collective.

## **2. Status**

- 2.1. These regulations set the membership and responsibilities of MSA Committees, in addition to those prescribed in the MSA Constitution.

## **3. Authorising Provisions**

- 3.1. These regulations are made under clause 26 of the Constitution.

## **4. Applicability**

- 4.1. These regulations are applicable to all Committees referred to in these regulations.
- 4.2. These regulations are effective immediately on the passing of the referendum at the 2016 Annual Elections or amendment by MSC.

## **5. General Conduct**

- 5.1. All members of Committees are expected to:
  - 5.1.1. comply with directions given under authority of the Constitution;
  - 5.1.2. comply with all regulations and policies as adopted by MSC; and
  - 5.1.3. not to behave in an intimidating or inappropriate manner towards any other individual.

## **6. Conduct of Meetings**

- 6.1. Standing orders may be adopted and amended by each Committee by passing a resolution by an absolute majority. All meetings of that Committee must be conducted in line with those Standing Orders.
- 6.2. If no standing orders are adopted by a Committee, the MSC Standing Orders will act as a guide for meetings of that Committee.
- 6.3. The quorum for meetings of each Committee is the presence in person of half or more of the voting members at the time, unless some other quorum is specified in these regulations. For the avoidance of doubt, a proxy is not considered to be a voting member.
- 6.4. Meetings of Committees may be held at more than 1 place, provided that the technology used enables each member of the Committee present at all places the meeting is held to clearly and simultaneously communicate with every other such member. Without limiting this clause, meetings of Committees may be held by telephone.
- 6.5. Members of Committees may exercise their votes by proxy, unless the constitution or these regulations specify that votes on that Committee must be exercised in person. Appointments of proxies must be signed by the member and lodged with the secretary of the meeting. The regulations or the resolution establishing a Committee may also limit how, when and the number of proxies that may be exercised.
- 6.6. Meetings of Committees may only proceed in camera if:

- 6.6.1. the business to be considered relates to a confidential personal, staffing or legal matters;
- 6.6.2. the Committee passes a resolution to do so by an absolute majority; and
- 6.6.3. the meeting is reopened to non-members as soon as the in camera business has been considered.
- 6.7. Subject to the constitution and these regulations, Committees may:
  - 6.7.1. meet, adjourn and conduct their meetings as they think appropriate; and
  - 6.7.2. decide any questions by simple majority of votes cast.
- 6.8. Vacancies in the membership of Committees do not prevent them from meetings, so long as a quorum is present.
- 6.9. Each Committee must meet as least 8 times per year.

## **7. Powers**

- 7.1. Each Committee may:
  - 7.1.1. establish subcommittees with such membership and terms of reference as it thinks appropriate; and
  - 7.1.2. delegate its responsibilities and powers as it thinks appropriate.
- 7.2. A subcommittee to which or person to whom a responsibility or power is delegated may not delegate that responsibility or power further, unless the resolution under which the responsibility or power is delegated (or a subsequent resolution) specifically empowers that subcommittee or person to do so.

## **8. Conflict of Interest**

- 8.1. Members of Committees who have a material personal interest in a matter that is being considered at a meeting of the Committee must:
  - 8.1.1. disclose the nature and extent of their interest to the Committee as soon as they become aware of the interest;
  - 8.1.2. not be present while the matter is being considered at the meeting; and
  - 8.1.3. not vote on the matter.
- 8.2. Clause 8.1 does not apply to material personal interests that:
  - 8.2.1. exist only because the member of the Committee is a student; or
  - 8.2.2. the member of the Committee has in common with all or a substantial proportion of the members of the MSA.

## **9. Women's Affairs Committee**

- 9.1. The Women's Affairs Committee is responsible for:
  - 9.1.1. promoting and assisting in the development and maintenance of high quality services within the University that are responsive to the needs of women students;
  - 9.1.2. endeavouring to create greater opportunities for women students to fully participate in all aspects of the academic and non-academic life of the University;
  - 9.1.3. organising forums, educational and cultural events, guest speakers and debates on matters of interest to women students;
  - 9.1.4. initiating, reviewing and publishing research relating to issues of interest to women students;
  - 9.1.5. providing a forum for debating women's issues on the Clayton Campus of the

- University
- 9.1.6. calling general meetings of women students whenever it is appropriate, or when requested to do so by a petition signed by 30 women students;
  - 9.1.7. considering, developing and proposing policies on matters and issues of interest or concern to women students;
  - 9.1.8. making recommendations to the MSC on ways in which it could better co ordinate activities relevant to women students;
  - 9.1.9. managing areas, facilities and equipment provided by or through the MSA primarily for the use of women students;
  - 9.1.10. in co-operation with the other Committees, collecting, reviewing, compiling, publishing and disseminating information of interest to issues of concern or policies or services of concern to women students;
  - 9.1.11. co-operating with other people and bodies, both within and outside the University, as it thinks appropriate in order to carry out its responsibilities; and
  - 9.1.12. generally acting so as to promote equal opportunity and social justice for students, and to oppose all forms of unfair discrimination on the basis of a person's gender, sexual preference, race ethnicity, language or culture, disability, socio-economic status, or religious, social or political beliefs
- 9.2. The members of the Women's Affairs Committee are:
- 9.2.1. The Women's Officer (Convenor); and
  - 9.2.2. 9 members directly elected by and from women students only.
- 10. Activities Advisory Committee**
- 10.1. The Activities Advisory Committee is responsible for:
- 10.1.1. organising major social events for the Clayton Campus, including during Orientation Week;
  - 10.1.2. organising and promoting barbecues, balls, parties and union nights for students
  - 10.1.3. liaising with the relevant committees of the Divisions in order to expand, develop and co-ordinate the range of social activities for students; and
  - 10.1.4. making recommendations to the MSC on ways in which the MSA could better co-ordinate its activities relevant to social activities for students.
- 10.2. The members of the Activities Advisory Committee are:
- 10.2.1. the Activities Chairperson; and
  - 10.2.2. 9 members directly elected by and from students.
- 10.3. Meetings of the Activities Advisory Committee are to be chaired by the Activities Chairperson/s.
- 11. Creative and Live Arts Committee**
- 11.1. The Creative and Live Arts Committee is responsible for:
- 11.1.1. Organising major creative and live arts events for the Clayton Campus;
  - 11.1.2. working with MSA office bearers, staff and partners to expand the number and quality of creative and live arts events for Clayton students;
  - 11.1.3. promoting and assisting in the development and maintenance of a creative and live arts event agenda within the University;
  - 11.1.4. liaising with the relevant committees of the Divisions in order to expand, develop and co-ordinate the range of creative and live arts events for

- students; and
  - 11.1.5.** making recommendations to the MSC on ways in which the MSA could better coordinate its creative and live arts events for students.
  - 11.2.** The members of the Creative and Live Arts Committee are:
    - 11.2.1.** The Creative and Live Arts Officer; and
    - 11.2.2.** 9 members directly elected by and from students.
  - 11.3.** Meetings of the Creative and Live Arts Committee are to be chaired by the Creative and Live Arts Officer/s.
- 12. Student Affairs Committee**
- 12.1.** The Student Affairs Committee is responsible for:
    - 12.1.1.** informing and directing the Education Public Affairs Department, and for assisting the Education (Public Affairs) Officer/s and in their work;
    - 12.1.2.** initiating and co-ordinating education campaigns, particularly with regard to:
      - 12.1.2.1.** access and equity of education for all students,
      - 12.1.2.2.** the universal right of all students to a quality, free education,
      - 12.1.2.3.** equal opportunity;
      - 12.1.2.4.** initiating research relating to educational issues arising within and outside the University;
      - 12.1.2.5.** considering, developing and recommending policies to the MSC on any matter concerning the educational needs and issues of interest to students;
      - 12.1.2.6.** considering issues relating to the quality of education, student rights, equal opportunity and the needs of specific groups of students at the Clayton Campus;
      - 12.1.2.7.** making funding available to the student body at Clayton Campus, in order to fund campaigns and projects upon successful application to the Committee;
      - 12.1.2.8.** publicising the availability of funding for campaigns and projects to all students at the Clayton Campus at the beginning of the academic year;
      - 12.1.2.9.** organising regular forums, guest speakers and debates on issues of interest to students at the Clayton Campus;
      - 12.1.2.10.** raising awareness of student issues amongst students and staff at the Clayton Campus;
      - 12.1.2.11.** liaising with, and making representations on behalf of students at the Clayton Campus to bodies outside the MSA;
      - 12.1.2.12.** collecting, collating, publishing and disseminating information relating to student rights; and
      - 12.1.2.13.** liaising with student groups of interest and other student organisations, both inside and outside the University.
  - 12.2.** The members of the Student Affairs Committee are:
    - 12.2.1.** the Education (Public Affairs) Officer/s,
    - 12.2.2.** 9 members directly elected by and from students,
    - 12.2.3.** 1 member nominated by MUISS, and
    - 12.2.4.** 1 member nominated by MAPS.
  - 12.3.** Meetings of the Student Affairs Committee are to be chaired by the Education

(Public Affairs) Officer/s.

### **13. Student Welfare Committee**

**13.1.** The Student Welfare Committee is responsible for:

- 13.1.1.** informing and directing the Welfare Department, and for assisting the Welfare Officer/s in their work;
- 13.1.2.** initiating and co-ordinating welfare campaigns, particularly with regard to:
  - 13.1.2.1.** the social and economic welfare of students,
  - 13.1.2.2.** adequate student income support,
  - 13.1.2.3.** quality student support services, and
  - 13.1.2.4.** equal opportunity;
  - 13.1.2.5.** initiating research relating to student welfare issues arising within and outside the University;
  - 13.1.2.6.** considering, developing and recommending policies to the MSC on any matter concerning the social and economic needs and issues of interest to students;
  - 13.1.2.7.** considering issues relating to the quality of student rights, student welfare, safety on campus, equal opportunity and the needs of specific groups of students at the Clayton Campus;
  - 13.1.2.8.** making funding available to the student body at Clayton Campus, in order to fund campaigns and projects upon successful application to the Committee;
  - 13.1.2.9.** publicising the availability of funding for campaigns and projects to all students at the Clayton Campus at the beginning of the academic year;
  - 13.1.2.10.** organising regular forums, guest speakers and debates on issues of interest to students at the Clayton Campus;
  - 13.1.2.11.** raising awareness of student issues amongst students and staff at the Clayton Campus;
  - 13.1.2.12.** liaising with, and making representations on behalf of students at the Clayton Campus to bodies outside the MSA;
  - 13.1.2.13.** collecting, collating, publishing and disseminating information relating to student rights and welfare; and
  - 13.1.2.14.** liaising with student groups of interest and other student organisations, both inside and outside the University.

**13.2.** The members of the Student Welfare Committee are:

- 13.2.1.** the Welfare Officer/s,
- 13.2.2.** 9 members directly elected by and from students,

**13.3.** Meetings of the Student Welfare Committee are to be chaired by the Welfare Officer/s.

### **14. Academic Affairs Committee**

**14.1.** The Academic Affairs Committee is responsible for:

- 14.1.1.** discussing issues relating to Faculty policies;
- 14.1.2.** liaising with the Student Affairs Committee;
- 14.1.3.** providing a channel for education and welfare concerns;
- 14.1.4.** raising awareness of Faculty-specific and cross-Faculty issues amongst

- students and staff at the Clayton Campus;
  - 14.1.5. organising forums, guest speakers and debates on academic issues of interest to students and staff at the Clayton Campus;
  - 14.1.6. initiating research relating to academic issues within the University;
  - 14.1.7. making representation to the Student Affairs Committee on academic issues;
  - 14.1.8. initiating and co-ordinating campaigns, in consultation with the Student Affairs Committee, in relation to academic issues;
  - 14.1.9. advising the Student Affairs Committee on the establishment of or changes to existing courses;
  - 14.1.10. monitoring the implementation of education policy in the University; and
  - 14.1.11. ensuring that access and equity issues are monitored throughout the Faculties.
  - 14.2. The members of the Academic Affairs Committee are:
    - 14.2.1. Education (Academic Affairs) Officer (Chair);
    - 14.2.2. At least 1 student from the Faculty of Arts who is not in the School of Music;
    - 14.2.3. At least 1 student from the School of Music;
    - 14.2.4. At least 1 student from the Monash Business School;
    - 14.2.5. At least 1 student from the Faculty of Education;
    - 14.2.6. At least 1 student from the Faculty of Engineering;
    - 14.2.7. At least 1 student from the Faculty of Information Technology;
    - 14.2.8. At least 1 student from the Faculty of Law;
    - 14.2.9. At least 1 student from the Faculty of Science;
    - 14.2.10. At least 1 student from the School of Medicine;
    - 14.2.11. At least 1 student from the School of Biomedical Science;
    - 14.2.12. At least 1 student from the Department of Nutrition and Dietetics; and
    - 14.2.13. At least 1 international student nominated by MUISS.
  - 14.3. The members of the Academic Affairs Committee will be appointed by the MSC, following an application process and consultation with each faculties' representative society. The application process must be overseen and conducted by the Education (Academic Affairs) Officer prior to Week 4 of Semester 1, with all recommended appointment being taken to the next earliest meeting of the Monash Student Council.
  - 14.4. If there is no student that applies for a particular position, the Academic Affairs Committee shall proceed with the position remaining vacant until such time that a representative can be found.
- 15. Queer Affairs Committee**
- 15.1. The Queer Affairs Committee is responsible for:
    - 15.1.1. actively increasing visibility, awareness and acceptance of the presence of students of all sexualities and genders on campus;
    - 15.1.2. encouraging freedom of expression of all sexualities and genders at all levels of the University without fear of harassment or discrimination;
    - 15.1.3. discouraging queerphobic attitudes, violence and expression on campus;
    - 15.1.4. providing access to support services available in the wider community to students seeking sexuality or gender related information or referral;
    - 15.1.5. providing a safe and discreet queer space or environment in which to generate self-esteem, awareness and acceptance of queer students on

- campus;
- 15.1.6.** working with the Queer Collective and other relevant groups on campus to address issues relating to sexuality and gender;
- 15.1.7.** providing queer students with awareness of safe-sex practices and the prevention of STDs, and distributing information on sexual health issues;
- 15.1.8.** networking with other queer organisations and communities outside the University.
- 15.2.** The members of the Queer Affairs Committee are:
  - 15.2.1.** the Queer Officers (Co-Chairs); and
  - 15.2.2.** 6 students elected by and from the members of Queer Collective.
- 15.3.** Elections for the Queer Affairs Committee must be held annually. The election must be conducted such that:
  - 15.3.1.** the Queer Affairs Committee must appoint the Returning Officer no later than the Friday 3 weeks before the opening of nominations;
  - 15.3.2.** the Returning Officer must identify as Queer or Questioning and not be a currently enrolled student of the University;
  - 15.3.3.** notice of the election must be given at 9.00am on the Monday 2 weeks before the annual elections, by placing notice on the Queer Department Facebook Group and Page, and posters within the Queer Lounge;
  - 15.3.4.** nominations open at 9.00am on the Wednesday 2 weeks before the annual elections and subsequently close no later than 5.00pm on the Wednesday 1 week before the annual elections;
  - 15.3.5.** the annual elections must be held over 5 consecutive academic days during the second semester;
  - 15.3.6.** all Queer and Questioning students may vote in the elections; and
  - 15.3.7.** the elections must be conducted using an optional preferential proportional representation secret ballot.
- 16. Environment and Social Justice Committee**
  - 16.1.** The Environment and Social Justice Committee is responsible for:
    - 16.1.1.** developing policy on environment and social justice related issues;
    - 16.1.2.** providing students with a forum for the discussion of issues relating to the Environment and social justice;
    - 16.1.3.** raising awareness of environmental and social justice issues amongst students and staff;
    - 16.1.4.** facilitating, initiating, and coordinating environmental and social justice campaigns within the University;
    - 16.1.5.** liaising with relevant University committees and departments, environment organizations and student bodies within and outside the University;
    - 16.1.6.** making recommendations on ways in which the MSA could improve environmental practice.
  - 16.2.** The members of the Environment and Social Justice Committee are:
    - 16.2.1.** The Environment and Social Justice Officer
    - 16.2.2.** Up to any 20 Monash University Students, elected at the Monash Student Association General Elections

**17. Indigenous Affairs Collective**



- 17.1.** The Indigenous Affairs Collective is responsible for:
- 17.1.1.** creating and maintaining a high quality of services for all Indigenous students within the University;
  - 17.1.2.** working with the University and wider community to improve the levels of higher education for all Indigenous students;
  - 17.1.3.** organising activities for Indigenous students to provide a strong and understanding network of support;
  - 17.1.4.** developing and recommending policies to the MSC on Indigenous issues, including education, student rights, student welfare, equal opportunity and the needs of Indigenous students;
  - 17.1.5.** raising awareness of Indigenous issues amongst the staff and students of the University;
  - 17.1.6.** making funding available to Indigenous students at the University for campaigns and projects;
  - 17.1.7.** providing support and a safe space for Indigenous students in need;
  - 17.1.8.** organising forums, debates and guest speakers on issues of interest to Indigenous students at the University;
  - 17.1.9.** liaising with and representing Indigenous students at the University to bodies outside of the MSA;
  - 17.1.10.** collecting and distributing information on issues concerning Indigenous students throughout the University;
  - 17.1.11.** liaising with other officers on issues concerning Indigenous students and rights;
  - 17.1.12.** educating the wider community on issues concerning Indigenous rights; and
  - 17.1.13.** working with the Centre for Australian Indigenous Studies at the University to develop policies, ideas and procedures in order to increase Indigenous enrolments within the University, and also to give the required support to all Indigenous students.
- 17.2.** The members of the Indigenous Affairs Collective are:
- 17.2.1.** the Indigenous Officer (Chair); and
  - 17.2.2.** those Indigenous students who attend the meeting.
- 17.3.** The quorum for meetings of the Indigenous Collective is the presence in person of the Indigenous Officer and 4 other members.

## **18. Disabilities and Carers Committee**

- 18.1.** The Disabilities and Carers Committee is responsible for:
- 18.1.1.** actively increasing visibility, awareness and acceptance of the presence of disabled students and student carers on campus;
  - 18.1.2.** encouraging accessibility at all levels of the University without fear of harassment or discrimination;
  - 18.1.3.** discouraging ableist attitudes, violence and expression on campus;
  - 18.1.4.** providing access to support services available in the wider community;
  - 18.1.5.** providing a safe and discreet Disabilities and Carers space or environment in which to generate self-esteem, awareness and acceptance of disability and having caring responsibilities;
  - 18.1.6.** working with the Disabilities and Carers Collective and other relevant groups on campus to address issues relating to disabilities and carers;

- 18.1.7. networking with other relevant organisations and communities outside the University.
- 18.2. The members of the Disabilities and Carers Committee are:
  - 18.2.1. the Disabilities and Carers Officers (Co-Chairs); and
  - 18.2.2. students elected by and from the members of the Disabilities and Carers Collective.
- 18.3. Elections for the Disabilities and Carers Committee must be held annually. The election must be conducted such that:
  - 18.3.1. the Disabilities and Carers Committee must appoint the Returning Officer no later than the Friday 3 weeks before the opening of nominations;
  - 18.3.2. the Returning Officer must identify as disabled or having caring responsibilities and not be a currently enrolled student of the University;
  - 18.3.3. notice of the election must be given at 9.00am on the Monday 2 weeks before the annual elections, by placing notice on the Disabilities and Carers Department Facebook Group and Page, and posters within the Disabilities and Carers Lounge;
  - 18.3.4. nominations open at 9.00am on the Wednesday 2 weeks before the annual elections and subsequently close no later than 5.00pm on the Wednesday 1 week before the annual elections;
  - 18.3.5. the annual elections must be held over 4 5 consecutive academic days during the second semester;
  - 18.3.6. all disabled student and student carers may vote in the elections; and
  - 18.3.7. the elections must be conducted using an optional preferential proportional representation secret ballot.
- 19. **People of Colour Collective**
  - 19.1. The People of Colour Collective is responsible for:
    - 19.1.1. creating and maintaining a high quality of services for all students of colour within the University;
    - 19.1.2. working with the People of Colour department in conjunction with the university and wider community to improve the levels of higher education for all students of colour;
    - 19.1.3. assisting the People of Colour department to organise activities for students of colour to provide a strong and understanding network of support;
    - 19.1.4. assisting the People of Colour department in developing and recommending policies to the MSC on issues facing people of colour, including education, student rights, student welfare, equal opportunity and the needs of students of colour;
    - 19.1.5. raising awareness of issues facing people of colour amongst the staff and students of the University;
    - 19.1.6. making funding available to students of colour at the University for campaigns and projects;
    - 19.1.7. providing support for students of colour who are in need;
    - 19.1.8. organising forums, debates and guest speakers on issues of interest to students of colour at the University;
    - 19.1.9. liaising with and representing students of colour at the University to bodies outside of the MSA;

- 19.1.10. collecting and distributing information on issues concerning students of colour throughout the University;
  - 19.1.11. assisting the people of colour department in liaising with other officers on issues concerning students of colour and their rights; and
  - 19.1.12. educating the wider community on issues concerning the rights of people of colour.
- 19.2. The members of the People of Colour Collective are:
- 19.2.1. the People of Colour Officer (Chair),
  - 19.2.2. 9 members directly elected by and from students that identify as a person of colour, and
  - 19.2.3. those students who identify as people of colour who attend the meeting.
- 19.3. The quorum for meetings of the People of Colour Collective is the presence in person of the People of Colour Officer and 4 other members.
- 20. Mental health and resilience committee**
- 20.1. The Mental Health and Resilience Committee is responsible for:
- 20.1.1. advocating for University policies that consider and support students' mental health;
  - 20.1.2. organise events on Clayton Campus that provide students with skills to manage their mental health;
  - 20.1.3. reducing stigma around the discussion and promotion of student mental health;
  - 20.1.4. liaising with other MSA bodies to ensure that the mental health and resilience of students are considered in all MSA projects;
  - 20.1.5. making recommendations to the MSC on ways in which the MSA could better support the mental health or resilience of students
- 20.2. The members the Mental Health and Resilience Committee are:
- 20.2.1. The Welfare Officer, the Disabilities and Carers Officer and the President; and
  - 20.2.2. Up to any 20 Monash University Students, elected at the Monash Student Association General Elections
- 20.3. Meetings of the Mental Health and Resilience Committee are to be chaired by the President.
- 21. Modification of these regulations**
- 21.1. These regulations can be modified by a resolution of the MSC passed by an absolute majority. However, for the motion to be considered by the MSC:
- 21.1.1. the motion must include the particulars in writing of the proposed change;
  - 21.1.2. the motion must be distributed to all office-bearers and members of MSA bodies at least seven days before the meeting; and
  - 21.1.3. the wording of the proposed changes cannot be modified once it has been distributed to all office-bearers and members of MSA bodies.

**Amendment History**

Adopted by the Monash Student Council on 8 September, 2016;  
Amended by the Monash Student Council on 2 March, 2017;  
Amended by the Monash Student Council on 28 June, 2018;  
Amended by the Monash Student Council on 21 February, 2019;  
Amended by the Monash Student Council on 4 April, 2019;  
Amended by the Monash Student Council on 25 June, 2020;  
Last amended by the Monash Student Council on 31 July, 2020.