

Regulations made pursuant to Statute 2.7 *Student amenities and organisations* Division 3

1.0 DEFINITIONS

In this constitution:

“**MUISS**” is the acronym for Monash University International Students Service, an autonomous division of Monash Students Association responsible for matters particularly affecting International Students who have paid their amenities fees to Monash University, Clayton campus.

“**International Students**” means any student holding a valid Australian student visa currently enrolled in at least one academic subject in Monash University; mainly referring, but not absolutely restricted to Clayton campus.

“**Students**” means any student currently enrolled in at least one academic subject in Monash University; mainly referring but not absolutely restricted to Clayton campus.

“**Undergraduate**” means any student currently enrolled in a Monash University undergraduate course as prescribed by Monash University.

“**Simple Majority**” means votes cast in favor of a decision, resolution, motion and policy or alike, are more than 50% of all votes present.

“**Special Majority**” means votes cast in favor of a decision, resolution, motion and policy or alike, are at least two thirds of all votes present.

2.0 MEMBERSHIP OF MUISS

The members of the Monash University International Students Service shall be:

- 2.1 the members of the Monash University International Students Service Executive Committee comprising:
 - 2.1.1 a *president* elected as prescribed by and from Undergraduate International Students on Clayton campus;
 - 2.1.2 a *general secretary* elected as prescribed by and from Undergraduate International Students on Clayton campus;
 - 2.1.3 a *treasurer* elected as prescribed by and from Undergraduate International Students on Clayton campus;

- 2.1.4 an *activities officer* elected as prescribed from Students on Clayton campus, by International Students on Clayton campus, subject to article 1.1a;
 - 2.1.5 an *education officer* elected as prescribed from Students on Clayton campus, by International Students on Clayton campus, subject to article 1.1a;
 - 2.1.6 a *publications officer* elected as prescribed from Students on Clayton campus, by International Students on Clayton campus, subject to article 1.1a;
 - 2.1.7 a *services and welfare officer* elected as prescribed from Students on Clayton campus, by International Students on Clayton campus, subject to article 1.1a;
- 1.1a where a Student stands for election as a member of the Monash University International Students Service Executive Committee and is not an International Student;
- 1.1a.1 the Student must have served International Students in an official capacity for at least one year and has presented relevant documentation to the Returning Officer;
 - 1.1a.2 there is no more than a total of 3 non-International Students elected to the Monash University International Students Service Executive Committee;
- 2.2 the members of the Monash University international Students Service General Committee comprising up to twenty students:
- 2.2.1 appointed by MUISSEC; or
 - 2.2.2 elected as prescribed from students by International Students on Clayton campus; of whom at least fifty percent must be International Students on Clayton campus.

3.0 OBJECTS

MUISS shall pursue its objects and purposes and exercise its powers in relation to international students. The objects of MUISS are to:

- 3.1 Further the interests and welfare of international students to all relevant bodies;
- 3.2 Protect the welfare interests of international students;

- 3.3 Provide facilities and services in pursuance of the objects of MUISS;
- 3.4 Promote and facilitate cultural exchange between international students and the Monash community;
- 3.5 Promote international understanding;
- 3.6 Promote interaction between all international students;
- 3.7 Oppose the existence, creation or perpetuation of any disadvantage, inequality or injustice which obstructs the achievement of the objects of MUISS;
- 3.8 Undertake and implement in such a manner as it seems fit such other matters not inconsistent with the objects of MUISS as may from time to time be deemed necessary by the MUISSEC;
- 3.9 Afford a recognized means of communication between international students and the academic and administrative authorities of the University;

4.0 ROLE AND FUNCTIONS OF THE MUISSEC AND THE MUISSEC MEMBERS

4.1 MUISSEC:

- 4.1.1 shall be responsible for achieving the aims and objects of MUISS;
- 4.1.2 shall have the management and superintendence of MUISS;
- 4.1.3 shall direct the general committee members and any subcommittee members in achieving the aims and objects of MUISS.

4.2 The President shall:

- 4.2.1 be the official spokesperson of MUISS;
- 4.2.2 have the discretion to call MUISS General Committee meetings and MUISSEC meetings as he or she deems appropriate;
- 4.2.3 Chair the meetings of the MUISS committee and the MUISSEC with a casting vote only;
- 4.2.4 Chair the International Students General Meetings ('ISGM'), the International Students extraordinary general meetings ('ISEGM') and all other meetings conducted under the aegis of MUISS;

- 4.2.5 have the discretion to appoint a nominee, to assume his or her position as chairperson where he or she is absent and the general secretary is absent or where the President temporarily vacates the chair;
- 4.2.6 be responsible for the overall supervision of the operations of MUISS and have the discretion to delegate this supervisory function to whichever MUISSEC member he or she sees fit;
- 4.2.7 Approve payment for expenditure committed in accordance with the MUISS budget.

4.3 The general secretary shall:

- 4.3.1 assume the duties and the responsibilities of the president in his or her absence;
- 4.3.2 assist the President in carrying out his or her duties;
- 4.3.3 be responsible for the administrative affairs of MUISS;
- 4.3.4 Responsible for the minutes and correspondence of MUISS;
- 4.3.5 with the direction of MUISSEC, be responsible for any liaison between MUISS and any nominated bodies on and off campus;
- 4.3.6 with the direction of MUISSEC, be responsible for the management of the general committee.

4.4 The treasurer shall be:

- 4.4.1 Responsible for efficiently maintaining an accurate account of all financial matters pertaining to MUISS;
- 4.4.2 Responsible for administering all financial matters in accordance with MSA Finance procedures;
- 4.4.3 Responsible for the provision of regular financial reports to the MUISSEC;
- 4.4.4 responsible for overseeing all sponsorship matters pertaining to MUISS.

4.5 The activities officer shall be:

- 4.5.1 Responsible for the planning and co-ordination of the activities of MUISS.

4.6 The publications officer shall:

- 4.6.1 be responsible for the publications of MUISS;
- 4.6.2 be responsible for the publicity of the education, welfare and services issues affecting international students;
- 4.6.3 be responsible for the publicity of MUISS activities.

4.7 The education officer shall:

- 4.7.1 be responsible for addressing educational issues affecting international students;
- 4.7.2 be responsible for initiating educational projects and campaigns in collaboration with relevant bodies to further the interests and benefits of international students.

4.8 The services and welfare officer shall:

- 4.8.1 be responsible for addressing welfare issues affecting international students;
 - 4.8.2 under the direction of MUISSEC, be responsible for any ongoing projects concerning the welfare of International Students and monitor the development of services of MUISS.
- 4.9 No member may hold more than one position on the MUISSEC at the one time.
- 4.10 All elected members of the incoming MUISSEC shall assume office at such time as is determined by the outgoing MUISSEC, provided that such time is within one month of the election.
- 4.11 The term of office of all members of the MUISSEC shall terminate when the newly elected members take office.

5.0 MUISSEC MEETINGS

5.1 MUISSEC meetings shall be convened at the discretion of the president provided that at least one hour's notice is given to the MUISSEC members.

5.2 Notice of MUISSEC meetings shall be deemed to have been given if the MUISSEC member is personally advised either orally or in writing.

5.3 The president shall set the agenda and chair the MUISSEC meetings.

5.4 While the MUISSEC comprises of seven (7) members, a quorum of the MUISSEC shall be five (5) members.

5.5 Each member of the MUISSEC shall have one vote save the president who holds only a casting vote.

5.6 All MUISSEC resolutions shall be passed by a simple majority of votes.

6.0 ROLE AND FUNCTION OF GENERAL COMMITTEE MEMBERS

MUISS general committee members shall assist the MUISSEC in achieving the aims and objects of MUISS.

7.0 MUISS COMMITTEE MEETINGS

7.1 MUISS committee meetings shall be convened at the discretion of the president provided that notice of at least three (3) days is given to MUISS committee members.

7.2 Notice of MUISS committee meetings shall be deemed to have been given if the committee member is personally advised either orally or in writing.

7.3 The president shall set the agenda for MUISS Committee meetings. Any agenda item suggested by MUISS committee members shall be included in the agenda.

7.4 The quorum for the MUISS committee shall be two-thirds of the MUISS committee membership.

7.5 All members of the MUISS committee shall have one (1) vote each, save the President who shall have a casting vote only.

7.6 All resolutions of the MUISS committee shall be passes by a simple majority of votes.

8.0 REMOVAL OF COMMITTEE MEMBERS

8.1 Any international student may seek to remove any member(s) of the MUISS Committee for misperformance or non-performance of duty by moving a motion of 'no confidence' which must be approved by not less than two-thirds of the international students present at an ISGM. In the event that such a motion is passed, a casual vacancy will arise.

8.2 Any general committee member may be removed from office by not less than a two-thirds vote of the membership of the MUISS Committee, which shall then create a casual vacancy.

8.3 Any MUISS Committee member may be removed from office by not less than two-thirds vote of the membership of the MUISS Committee, which shall then create a casual vacancy.

8.4 Any MUISS Committee removed under Section 8.1 or Section 8.2 or Section 8.3 shall be reinstated by the MUISSEC if a motion to reinstate such a member is approved by not less than a two-thirds vote of the international students present at an ISGM.

9.0 CASUAL VACANCY

9.1 In the event of a resignation or a removal in accordance with Section 8, the remaining MUISSEC members shall, subject to Section 9.2, co-opt any student eligible to hold the position to full the vacancy.

9.2 If the number of elected members of the MUISSEC is reduced to four (4) or less, a by-election must be held for all positions not held by elected members.

9.3 Subsequent to Section 9.4, a by-election must be held within four (4) academic weeks of the vacancy arising.

9.4 A by-election need not be held if the vacancy occurs within two (2) months of the annual elections.

10.0 INTERNATIONAL STUDENTS GENERAL MEETING (ISGM)

10.1 An ISGM shall be facilitated by the MUISSEC:

10.1.1 to consider any matter deemed necessary by the MUISSEC.

10.1.2 to consider recommending the dismissal of any person elected under this constitution for misperformance or non-performance of duty. A misperformance shall be deemed as serious misconduct making a person unsuitable to hold office.

10.1.3 to consider any other matter and make recommendations to the MUISSEC accordingly, except for amendments to this constitutions.

10.2 The requirement for a valid ISGM shall be:

10.2.1 a request by petition of at least twenty (20) international students or a motion unanimously approved of by the MUISSEC.

10.2.2 the quorum for an ISGM shall be five per cent (5%) of the international students currently enrolled or fifty (50) international students, whichever is less.

10.2.3 At least seven (7) days notice must be given by announcement in the Daily News Sheet or by notice on the MUISS noticeboard.

10.3 An ISGM shall be held on campus between the hours of 12 noon and 2 pm on any university lecture day. Any meeting not closed by 2 pm shall be adjourned by the chairperson to another university lecture day.

10.3.1 Person(s) dismissed under sections 8.1 and 8.2 may stand again at the next election but may not be co-opted until after the next election.

10.4 Except as provided for in section 8.1 above, a simple majority of votes is required to pass any motion moved in an ISGM.

11.0 **INTERNATIONAL STUDENTS EXTRAORDINARY GENERAL MEETING (ISEGM)**

11.1 Proposed amendments to this constitution shall be recommended only at an ISEGM.

11.2 The requirement for a valid I.S.E.G.M. shall be:

11.2.1 a request by petition of at least twenty (20) international students or a motion unanimously approved of by the MUISSEC or requested by a committee member removed under section 9.

11.2.2 the quorum of the ISEGM shall be nine percent (9%) of the international students currently enrolled or seventy (70) international students, whichever is less.

11.2.3 At least ten (10) days' notice must be given by announcement in the Monash Daily News sheet, and by notice on the MUISS notice board.

11.2.4 The ISEGM shall be held on campus between the hours of 12 noon and 2 pm on any university lecture day Any meeting not closed by 2 pm shall be adjourned by the chairperson to another university lecture day.

11.3 Any recommendation to amend this constitution must be approved by a two-thirds majority of the international students present and voting.

12.0 **FINANCE**

12.1 The MUISSEC shall present an annual budget submission, with a detailed breakdown of all categories of expenditure, to the MSA Budget Committee.

- 12.2 The approved budget shall be expended accordingly at the direction of the MUISSEC.
- 12.3 All categories in the aforesaid budget must be in pursuance of the aims and objects of MUISS.
- 12.4 No payment shall be made out of the funds standing to the account of MUISS, whether by cheque or otherwise, except on the signature of the authorised signatories who shall first sign a statement that the payment is in order, and the MUISS treasurer shall retain each such statement for production to the auditor referred to in these regulations. For the purpose of this section, the authorised signatories shall be:
- 12.4.1 the president of MUISS, or, in the absence or incapacity of the president, or a vacancy in the office of president, a person nominated by the MUISSEC;
- 12.4.2 the treasurer of MUISS, or, in the absence or incapacity of the treasurer, or a vacancy in the office of treasurer, a person nominated by the MUISSEC; and
- 12.4.3 the senior executive of the MSA, or, in the absence or incapacity of the senior executive of the MSA, or a vacancy in the office of senior executive of the MSA, a person nominated by the general manager.

13.0 **STAFF**

- 13.1 Staff shall be responsible to the senior executive officer of the MSA.
- 13.2 All staff shall have line responsibility to the MUISSEC.

14.0 **RULES**

- 14.1 Subject to the Act and the statutes and regulations, the MUISSEC may, by a resolution adopted by the affirmative votes of an absolute majority of its members, make rules for or with respect to all matters relating to the organisation, management and good government of the MUISS or for prescribing or providing for any matter or thing authorised or directed to be prescribed for the purposes of this constitution.
- 14.2 Rules made under this constitution shall be promulgated by being exhibited on a notice board designated as the official notice board of the MUISS by the MUISSEC and after being so promulgated shall remain so exhibited for at least fourteen days not counting a day on which the university is on vacation.