Care for, Stand for, Act for Overseas Students

MELBOURNE UNIVERSITY OVERSEAS STUDENTS SERVICE

REGULATIONS

Adopted on 03 August 2012
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PART I

GENERAL

1 NAME

Melbourne University Overseas Students Service shall be hereinafter referred to as ‘MUOSS’.

2 DEFINITIONS

1.1 Unless the context otherwise requires, all terms in these Regulations have the same meaning as provided in the UMSU Constitution.

1.2 ‘International Student’ means any student of the University who does not hold Australian Permanent Residency, New Zealand Citizenship or Australian Citizenship.

1.3 ‘Non-International Student’ means any student of the University who does hold Australian Permanent Residency, New Zealand Citizenship or Australian Citizenship.

1.4 ‘Overseas Student’ has the same meaning as ‘International Student’ as defined in section 1.2.

1.5 ‘MUOSS Central’ means the elected members as defined in section 1.1.

1.6 ‘Executive Central Committee’ means the elected members as defined in section 12.

3 STATUS

MUOSS shall be an autonomous Department of UMSU known as the MUOSS Department.

4 AIMS AND OBJECTIVES

The aims and objects of MUOSS shall be to:

4.1 represent all International Students in all matters arising in the University and in any matters as deemed necessary or desirable by MUOSS;

4.2 promote and assist with the welfare, status, social, education and cultural activities of International Students;

4.3 foster a common bond amongst all International Students in the University;
4.4 work towards the goal of fostering goodwill between International Students and other Students;

4.5 implement all such activities as may be deemed conducive to any of the objectives of MUOSS;

4.6 encourage interest groups and clubs and societies for International Students on campus;

4.7 assume other such responsibilities and organise and direct such activities as may be deemed appropriate for giving expression to the interests of MUOSS, or of carrying out any of the objects aforesaid;

4.8 be represented within UMSU and cooperate with the Departments of UMSU and contribute to the specified aims and objectives of UMSU; and

4.9 afford a recognised means of communication between International Students, and with other Students, and authorities of the campus, University, the community at large and other organisations of Students.

5 RELATIONSHIP TO UMSU

5.1 UMSU recognises MUOSS as representing the unique interests of International Students, and as a part of UMSU, in representing the interests of International Students at the University.

5.2 MUOSS will work with other UMSU Departments to ensure the needs of International Students are met in an efficient and effective manner, and MUOSS officers and UMSU officers shall seek to establish good working relationships.

5.3 UMSU may not make representations to the University on issues specific to International Students unless requested to do so by MUOSS.

5.4 UMSU and its officers shall reserve the right to make public comment on issues relating to International Students, even where such comment expresses views or opinions that differ from those of MUOSS.

5.5 MUOSS and its officers shall reserve the right to make public comment on issues relating to International Students, even where such comment expresses views or opinions that differ from those of UMSU.

6 MEMBERSHIP

6.1 The Members of MUOSS shall be International Students enrolled in a higher education course at the University who have also fulfilled the UMSU membership requirements as laid out in the UMSU Constitution.

6.2 Any Non-International Student who is elected under the operation of sections 8 and 9, or co-opted under sub-section 21.17, is deemed to be a Member of MUOSS until the end of their term in office.
6.3 Any Student granted Honorary Life Membership of MUOSS under section 7 is deemed to be a Member of MUOSS.

7 HONORARY LIFE MEMBERSHIP

7.1 The MUOSS Central may grant Honorary Life Membership to any Student who has given outstanding service to MUOSS.

7.2 All MUOSS Presidents who have completed their presidential term shall be granted Honorary Life Membership, unless the MUOSS Central decides otherwise.

7.3 Decision for the purposes of this section 7 shall be carried by 2/3 majority of the exercisable votes of the MUOSS Central.

7.4 Subject to sub-section 7.1, any Member who has been nominated for Honorary Life Membership shall not participate in the voting process, and shall not be part of the counting of the exercisable votes.

PART II

GOVERNANCE OF MUOSS

8 ANNUAL GENERAL ELECTION

8.1 Members at the Annual General Election shall have the power to elect MUOSS Central members.

8.2 The MUOSS Central must appoint a minimum of one (1) and a maximum of two (2) Returning Officer(s) for each Annual General Election before notice for the Annual General Election is given.

8.3 Only Members of MUOSS are eligible to vote in the Annual General Election.

8.4 The Annual General Election must be conducted by secret ballot for all positions listed under section 11.

8.5 A Member of MUOSS may only vote once in each Annual General Election.

8.6 Members are not allowed to vote by proxy.

8.7 The Annual General Election must be held over a minimum of three (3) academic days.

8.8 Notice of the Annual General Election must be given at least four (4) weeks before the first day of the polling sessions of the Annual General Election.

8.9 The minimum number of votes cast for a valid Annual General Election is one hundred (100).
8.10 The manner in which the Annual General Election should be conducted shall be determined by the existing MUOSS Central, subject to sub-section 11.4(i) at the time of appointment of the Returning Officers.

8.11 A two-thirds (2/3) majority vote of confidence from the MUOSS Central shall be called for within six (6) weeks from the first day of the President officially taking office. If the President fails to receive confidence from the MUOSS Central, s/he shall cease to be President. A By-Election for the President’s position shall be held within three (3) weeks after the vote of no confidence with immediate notice subject to section 9.

9  BY-ELECTION

9.1 The MUOSS Central shall call for a By-Election for any vacant position in the Central if any of the Central members are terminated under Part VI.

9.2 The MUOSS Central must appoint a minimum of one (1) and a maximum of two (2) Returning Officers for each By-Election before the notice for the By-Election is given.

9.3 Only Members of MUOSS are eligible to vote in the By-Election(s).

9.4 The By-Election(s) must be conducted by secret ballot for all vacant positions.

9.5 A Member of MUOSS may only vote once in each By-Election.

9.6 Members are not allowed to vote by proxy.

9.7 The By-Election must be held over a maximum of three (3) academic days.

9.8 Notice of the By-Election must be given at least two (2) weeks before the first day of the polling sessions of the By-Election.

9.9 The minimum number of votes cast for a valid By-Election is fifty (50).

9.10 The manner in which the By-Election should be conducted shall be determined by the existing MUOSS Central, subject to sub-section 11.4(i) at the time of appointment of the Returning Officer(s).

10  RULES AND REGULATIONS OF ANNUAL GENERAL ELECTION AND BY-ELECTION

10.1 Each candidate contesting in the Annual General Election or in any By-Election must be nominated by an International Student and seconded by another International Student.

10.2 International Students are eligible to stand for any position in the elections.
10.3 Non-International Students who hold Australian Permanent Residency or New Zealand Citizenship are eligible to stand for the elections for the positions of MUOSS Secretary, MUOSS Treasurer, and any non-Executive Central Committee positions.

10.4 Non-International Students who hold Australian Citizenship are eligible to stand for the elections for any non-Executive Central Committee positions only.

10.5 MUOSS Central members are not eligible to run in the By-Election(s). MUOSS Central members who wish to do so must submit his/her resignation prior to the notice of the By-Election(s) being given.

10.6 When there is more than one (1) Non-International Student among the top two (2) candidates with the highest number of votes for the position of Education Officer, of these Non-International Students only one (1) shall be elected, with the other one (1) position going to the top International Student candidate.

10.7 When there is more than one (1) Non-International Student among the top two candidates with the highest number of votes for the position of Welfare Officer, of these Non-International Students only one (1) shall be elected, with the other one (1) position going to the top International Student candidate.

10.8 When there are more than two (2) Non-International Students among the top five (5) candidates with the highest number of votes for the position of Activities Officer, of these Non-International Students only the top two (2) shall be elected, with the other three (3) positions going to the top three (3) International Student candidates.

10.9 Any students who are not able to complete their full term as a MUOSS Central member within the duration of their course are not eligible to run in any MUOSS Annual General Election or By-Election(s).

10.10 Except under sub-section 22.7, a person shall not hold more than one (1) position in the MUOSS Central.

10.11 Each candidate contesting in the Annual General Election and/or By-Election(s) must comply with the Electoral Regulations, as determined by the MUOSS Central under recommendations from the Returning Officer(s) who is (are) appointed under sub-section 21.20.

11 MUOSS CENTRAL

11.1 MUOSS shall have a Central Committee (the ‘MUOSS Central’) elected annually by the Members of MUOSS.

11.2 The MUOSS Central shall consist of:

One (1) MUOSS President
One (1) MUOSS Vice-President (Education and Welfare)
One (1) MUOSS Vice-President (Cultural and Social)
One (1) MUOSS Secretary
One (1) MUOSS Treasurer
One (1) MUOSS Education and Welfare Director
One (1) MUOSS Cultural and Social Director
One (1) MUOSS Communications Director
One (1) MUOSS Human Resource Director
One (1) MUOSS Partnership and Sponsorship Director
Two (2) MUOSS Education Officers
Two (2) MUOSS Welfare Officers
Five (5) MUOSS Activities Officers
Two (2) MUOSS Publicity Officers
Two (2) MUOSS Media Officers
Two (2) MUOSS Partnership and Sponsorship Officers

11.3 The UMSU International Student Representative on UMSU Students’ Council shall be an ex-officio non-voting member of the MUOSS Central.

11.4 Subject to such oversight and direction as may be required by UMSU Students’ Council acting reasonably, the MUOSS Central shall have control over:
(a) executing and implementing the aims and objectives of MUOSS and UMSU;
(b) setting the direction of MUOSS;
(c) arranging and undertaking all activities of MUOSS;
(d) developing and administering the MUOSS budget and finances;
(e) overseeing grants to International Students;
(f) co-opting any International Student and/or any Non-International Student as it sees fit;
(g) forming and dissolving any sub-committee as it sees fit;
(h) relieving any irresponsible and misconducting MUOSS Central member or MUOSS Co-Opted Office Bearer of his/her post under Part VI;
(i) deciding upon the manner in which the Annual General Election and By-Election(s) shall be conducted under recommendations from the Returning Officer(s);
(j) appointing the Returning Officer(s) to conduct the Annual General Election and By-Election(s);
(k) interpreting the MUOSS Regulations as it sees fit;
(l) passing motion and adopting policy;
(m) granting Honorary Life Membership under section 7;

11.5 Subject to sub-section 21.1(h), each member of the MUOSS Central shall have one (1) vote.

11.6 All resolutions for the purpose of section 11 shall be carried by a simple fifty percent (50%) majority vote of the voting members of the MUOSS Central, unless otherwise stated in these Regulations.

11.7 The term of the MUOSS Central shall be from the first academic day after the Annual General Meeting in the year in which that MUOSS Central was elected until the dissolution of that particular MUOSS Central, subject to subsection 17.5.
11.8 The MUOSS Central does not have authority to direct any staff member of UMSU.

11.9 MUOSS is bound by all UMSU regulations and policy, but the UMSU Students’ Council is obligated to consult with the MUOSS Central before enacting any regulation or policy that may specifically affect MUOSS.

11.10 The MUOSS Annual General Election and By-Elections shall occur in accordance with the Electoral Regulations as determined and published by the existing MUOSS Central prior to the particular elections.

12 EXECUTIVE CENTRAL COMMITTEE

12.1 The MUOSS President, MUOSS Vice-President (Education and Welfare), MUOSS Vice-President (Cultural and Social), MUOSS Secretary, and MUOSS Treasurer shall form the Executive Central Committee.

12.2 The Executive Central Committee shall always act and ensure that the MUOSS Central acts in the best interests of MUOSS and its Members.

12.3 The Executive Central Committee shall assist the MUOSS Central in making the decisions in relation to the continuity, growth and progress of MUOSS and for International Students at the University.

12.4 The Executive Central Committee is responsible on behalf of the MUOSS Central for employment of staff by MUOSS, monitoring the finances of MUOSS, and determining urgent decisions.

13 MUOSS CENTRAL COMMITTEE MEETING

The MUOSS Central Committee Meeting, hereinafter referred to as CCM, shall be convened:

13.1 at least once a month unless, under special circumstances, the MUOSS Central decides otherwise for that particular month;

13.2 whereby all MUOSS Central members and MUOSS Co-Opted Office Bearers are obliged to attend, and notification of absence shall be given to the MUOSS President and the MUOSS Secretary.

13.3 whereby the quorum shall be half the voting members of the MUOSS Central; and

13.4 not earlier than seventy-two (72) hours after its notification.
14 **EMERGENCY MUOSS CENTRAL COMMITTEE MEETING**

When there is a written request by two-fifths (2/5) of the MUOSS Central members, an Emergency MUOSS Central Committee Meeting, hereinafter referred to as ECCM, shall be convened:

14.1 whereby the MUOSS Secretary shall summon the meeting within seven (7) days after receipt of such a request;

14.2 not earlier than twenty-four (24) hours after its notification; and

14.3 under the application of sub-sections 13.2 and 13.3.

15 **DISPUTES**

The UMSU Disputes rules shall be used in the event of a dispute between a Member and another Member, or between a Member and MUOSS.

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**PART III**

**FINANCE**

16 **FUNDING AND BUDGET OF MUOSS**

16.1 UMSU shall grant to MUOSS annually a level of funding at least equal to the sum of the following funding formula:

   (a) 9.03% of University grant funding, not including any funding for specific purposes or activities. This includes the annual allocation of any student amenities fee or similar funding;

   (b) any other such money distributed from MU Student Union Ltd or the University for the express use of MUOSS.

16.2 The operational budget shall be allocated to MUOSS from UMSU in semester instalments.

16.3 The MUOSS Central shall meet in November in each year and prepare a draft budget for MUOSS for the following year, in conjunction with the UMSU budget process.

16.4 This draft budget shall be presented to the UMSU Students’ Council.

16.5 As a Department of UMSU, MUOSS is accountable to the UMSU Students’ Council for the proper expenditure of funds allocated to it from the UMSU Budget.

16.6 MUOSS Central may choose to seek additional funding from International Students or external organisations through the payment of voluntary contributions, subscriptions, sponsorship, donations, etc. MUOSS shall not link the payment of such a fee to Membership of MUOSS or UMSU.
16.7 The approval of MUOSS Central is required for any expenditure exceeding the amount of five hundred dollars ($500.00), or deemed to be extraordinary and which is not included in the approved MUOSS Annual Budget.

16.8 All expenditures not exceeding the amount of $500 require written approval by three (3) members of the Executive Central Committee where one of the members of the Executive Central Committee is the MUOSS Treasurer or four (4) members of the Executive Central Committee where it does not include the MUOSS Treasurer.

PART IV
MEETINGS OF MUOSS

17 ANNUAL GENERAL MEETING

17.1 Subject to sub-section 17.2, the Annual General Meeting shall be held in the second semester but not later than four (4) weeks from the first day of the second semester.

17.2 It is to be held not earlier than fourteen (14) days after its notification to Members.

17.3 The quorum shall be fifty (50) Members.

17.4 It shall include:

(a) an annual report by the immediate outgoing MUOSS President, on the achievements of MUOSS for the year;

(b) an annual report by the immediate outgoing MUOSS Vice-President (Education and Welfare), on the achievements of the Education and Welfare portfolio in MUOSS for the year;

(c) an annual report by the immediate outgoing MUOSS Vice-President (Cultural and Social), on the achievements of the Cultural and Social portfolio in MUOSS for the year;

(d) an annual report by the immediate outgoing MUOSS Secretary, on the performance of MUOSS for the year; and

(e) an annual report by the immediate outgoing MUOSS Treasurer, on the financial performance of MUOSS for the year.

17.5 The dissolution of the outgoing MUOSS Central Committee takes place on the first academic day after the Annual General Meeting.

17.6 Subject to approval by the UMSU Students’ Council, such approval not to be unreasonably withheld, Members at an Annual General Meeting shall have the power to:

(a) decide the policies of MUOSS;

(b) interpret and amend the MUOSS Regulations;
(c) pass decisions regarding the structure of MUOSS;

(d) terminate the office of any MUOSS Central member;

(e) accept and approve the MUOSS President's Annual Report, the MUOSS Vice-President (Education and Welfare)'s Annual Report, the MUOSS Vice-President (Cultural and Social)'s Annual Report, the MUOSS Secretary's Annual Report and the MUOSS Treasurer's Annual Financial Report; and

(f) deal with all such matters that cannot be resolved by the MUOSS Central.

17.7 Only MUOSS Members present at the meeting are entitled to vote.

18 GENERAL MEETING

18.1 The General Meeting shall be convened:

(a) when requested by the MUOSS Central; or

(b) when requested by a signed petition from no less than thirty (30) Members;

(c) not earlier than fourteen (14) days after its notification to Members;

(d) within thirty (30) days after receipt by the MUOSS Central of the signed petition; and

(e) only where the quorum of fifty (50) Members is met.

18.2 Subject to approval by UMSU Students’ Council, such approval not to be unreasonably withheld, Members at a MUOSS General Meeting shall have the power to:

(a) decide the policies of MUOSS;

(b) interpret and amend the MUOSS Regulations;

(c) terminate the office of any MUOSS Central member; and

(d) deal with all such matters that cannot be resolved by the MUOSS Central.

18.3 Only MUOSS Members present at the meeting are entitled to vote.

19 EMERGENCY GENERAL MEETING

19.1 Where section 17.1 (e) is not satisfied, an Emergency General Meeting shall be convened:
(1) not earlier than seven (7) days and not later than thirty (30) days after the original General Meeting;
(2) not earlier than 7 (seven) days after its notification to Members; and
(3) only where the quorum of fifty (50) Members is met.

19.2 Subject to approval by UMSU Students’ Council, such approval not to be unreasonably withheld, Members at a MUOSS Emergency General Meeting shall have the power to:

(a) decide the policies of MUOSS; and

(b) deal with all such matters that cannot be resolved by the MUOSS Central.

19.3 Only MUOSS Members present at the meeting are entitled to vote.

20 MOTIONS AND RESOLUTIONS

Except for amendments to the MUOSS Regulations subject to Part VII, all motions and resolutions for the purposes of sections 17, 18, and 19 shall be carried by a simple majority of votes.

PART V
DUTIES AND POWERS

21 POWERS OF OFFICERS

Subject to such reasonable direction and oversight as may be applied by the UMSU Students’ Council, MUOSS officers shall have the following powers and responsibilities:

21.1 MUOSS President

The MUOSS President shall:

(a) represent MUOSS and act as the official spokesperson;

(b) chair the Annual General Meeting, General Meeting, Emergency General Meeting, CCM and ECCM, or appoint a nominee to be the Chairperson;

(c) ensure that the directions of the current MUOSS Central are in accordance with the objectives of MUOSS;

(d) ensure the efficiency and effectiveness of the MUOSS Central;

(e) establish and maintain good relations with other organisations;

(f) secure better representational positions for MUOSS;

(g) supervise any staff employed for MUOSS;
(h) have the casting vote in the event of a tie in votes during a CCM or ECCM;

(i) have a working knowledge of the MUOSS Regulations, and any motion, policy and standing policies passed by the MUOSS Central;

(k) prepare and present an annual report on the achievements of MUOSS for the year at the Annual General Meeting;

(l) together with the Treasurer, have the power to authorise payments, subject to Part III; and

(m) make decisions in accordance with section 12.

21.2 MUOSS Vice-President (Education and Welfare)

The MUOSS Vice-President (Education and Welfare) shall:

(a) address and represent Members on issues associated with the education, welfare and rights of Members;

(b) be the representative of the Education and Welfare sub-committee;

(c) coordinate, supervise and be responsible for all the affairs and performance of the Education and Welfare sub-committee;

(d) assist the MUOSS President to organise and supervise the operation of MUOSS;

(e) have a working knowledge of the MUOSS Regulations, and any motion, policy and standing policies passed by the MUOSS Central;

(f) prepare and present an annual report on the achievements of the Education and Welfare portfolio in MUOSS for the year at the Annual General Meeting;

(g) together with the Treasurer, have the power to authorise payments, subject to Part III;

(h) assume duties of the MUOSS President in the event of the absence of the MUOSS President; and

(i) make decisions in accordance with section 12.

21.3 MUOSS Vice-President (Cultural and Social)

The MUOSS Vice-President (Cultural and Social) shall:

(a) address and represent Members on issues associated with the cultural and social well-being of Members;

(b) promote cross-cultural understanding within the University community;

(c) be the representative of the Cultural and Social sub-committee;

(d) coordinate, supervise and be responsible for all the affairs and performance of the Cultural and Social sub-committee;
(e) have a working knowledge of the MUOSS Regulation, and any motion, policy and standing policies passed by the MUOSS Central;

(f) prepare and present an annual report on the achievements of the Cultural and Social portfolio in MUOSS for the year at the Annual General Meeting;

(g) together with the Treasurer have the power to authorise payments, subject to Part III;

(h) assume the duties of the MUOSS President in the event of the absence of the MUOSS President and the MUOSS Vice-President (Education and Welfare); and

(i) make decisions in accordance with section 12.

21.4 **MUOSS Secretary**

The MUOSS Secretary shall:

(a) take charge of the administration and correspondence of MUOSS;

(b) keep all records of MUOSS;

(c) organise and summon the Annual General Meeting, General Meeting, Emergency General Meeting, CCM and ECCM;

(d) prepare and keep the minutes of the meetings;

(e) record and chronicle any motion, policy and standing resolution that is passed by the MUOSS Central, all its sub-committees, the Annual General Meeting, General Meeting(s), and Emergency General Meeting(s) for the year;

(f) be the representative of the Communications sub-committee and supervise all matters related to publicity and publications by MUOSS;

(g) have a working knowledge of the MUOSS Regulations, and any motion, policy and standing policies passed by the MUOSS Central;

(h) prepare and present an annual report on the performance of MUOSS at the Annual General Meeting;

(i) together with the Treasurer, have the power to authorise payments, subject to Part III; and

(j) make decisions in accordance with section 12.

21.5 **MUOSS Treasurer**

The MUOSS Treasurer shall:

(a) take charge of all acquisitions, collections and distributions of the funds for MUOSS;

(b) keep relevant records of all financial transactions of MUOSS;
(c) be the representative of the Partnership and Sponsorship sub-committee and supervise all matters related to partnership and sponsorship and the Human Resource Director’s portfolio;

(d) have a working knowledge of the MUOSS Regulations, and any motion, policy and standing policies passed by the MUOSS Central;

(e) prepare and present an annual financial report at the Annual General Meeting; and

(f) make decisions in accordance with section 12.

21.6 **MUOSS Education and Welfare Director**

The MUOSS Education and Welfare Director shall:

(a) assist the MUOSS Vice-President (Education and Welfare) on issues and activities related to the education, welfare and rights of Members;

(b) promote the education and welfare status of Members;

(c) supervise and be responsible for the performance of the Education and Welfare sub-committee;

(d) propose to the MUOSS Central and carry out activities related to subsections (a) and (b) during the course of his/her term; and

(e) regulate financial usage and report directly to the MUOSS President or the MUOSS Treasurer whenever requested.

21.7 **MUOSS Cultural and Social Director**

The MUOSS Cultural and Social Director shall:

(a) assist the MUOSS Vice-President (Cultural and Social) on issues and activities related to the cultural and social well-being of Members;

(b) promote cross-cultural understanding within the University community;

(c) supervise and be responsible for the performance of the Cultural and Social sub-committee;

(d) propose to the MUOSS Central and carry out activities related to subsections (a) and (b) during the course of his/her term; and

(e) regulate financial usage and to report directly to the MUOSS President or MUOSS Treasurer, whenever requested.

21.8 **MUOSS Communications Director**

The MUOSS Communications Director shall:

(a) coordinate all publicity media and publications by MUOSS;

(b) supervise and be responsible for the performance of the Communications sub-committee;
21.9 MUOSS Human Resource Director

The MUOSS Human Resource Director shall:

(a) coordinate the recruitment and training of volunteers under the Overseas Student Ambassador (OSA) program;

(b) manage all affairs associated with the Overseas Student Ambassador program;

(c) facilitate a working relationship between volunteers and the MUOSS Central;

(d) propose to the MUOSS Central and carry out activities related to subsections (a), (b) and (c) during the course of his/her term; and

(e) regulate financial usage and report directly to the MUOSS President or the MUOSS Treasurer whenever requested.

21.10 MUOSS Partnership and Sponsorship Director

The MUOSS Partnership and Sponsorship Director shall:

(a) liaise with both internal and external organisations relative to the University;

(b) coordinate all matters associated with sponsorship related to MUOSS;

(c) maintain and foster a good relationship with student clubs and societies in the University, with particular focus on International Student-based organisations;

(d) supervise and be responsible for the performance of the Partnership and Sponsorship sub-committee;

(e) propose to the MUOSS Central and carry out activities related to subsections (a), (b) and (c) during the course of his/her term; and

(f) regulate financial usage and report directly to the MUOSS President or the MUOSS Treasurer whenever requested.

21.11 MUOSS Education Officers

MUOSS Education Officers shall:

(a) be members of the MUOSS Education sub-committee;

(b) assist the MUOSS Vice-President (Education and Welfare) and MUOSS Education and Welfare Director on issues and activities related to the education and rights of Members;
(c) assist in handling all general affairs of MUOSS; and
(d) take up special assignments when so entrusted by the MUOSS Central.

21.12 MUOSS Welfare Officers
MUOSS Welfare Officers shall:
(a) be members of the MUOSS Welfare sub-committee;
(b) assist the MUOSS Vice-President (Education and Welfare) and MUOSS Education and Welfare Director on issues and activities related to the welfare and rights of Members;
(c) assist in handling all general affairs of MUOSS; and
(d) take up special assignments when so entrusted by the MUOSS Central.

21.13 MUOSS Activities Officers
MUOSS Activities Officers shall:
(a) be members of the MUOSS Cultural and Social sub-committee;
(b) assist the MUOSS Vice-President (Cultural and Social) and MUOSS Cultural and Social Director on issues and activities related to the cultural and social well-being of Members in the University;
(c) assist in handling all general affairs of MUOSS; and
(d) take up special assignments when so entrusted by the MUOSS Central.

21.14 MUOSS Publicity Officers
MUOSS Publicity Officers shall:
(a) be members of the MUOSS Communications sub-committee;
(b) assist the MUOSS Communications Director on issues and activities related to publicity of MUOSS;
(c) assist in handling all general affairs of MUOSS; and
(d) take up special assignments when so entrusted by the MUOSS Central.

21.15 MUOSS Media Officers
MUOSS Media Officers shall:
(a) be members of the MUOSS Communications sub-committee;
(b) assist the MUOSS Communications Director on issues and activities related to publications of MUOSS;
(c) assist in handling all general affairs of MUOSS; and
(d) take up special assignments when so entrusted by the MUOSS Central.

21.16 MUOSS Partnership and Sponsorship Officers

MUOSS Partnership and Sponsorship Officers shall:

(a) be members of the MUOSS Partnership and Sponsorship sub-committee;

(b) assist the MUOSS Partnership and Sponsorship Director in issues and activities related to liaison with both internal and external organisations relative to the University;

(c) assist in handling all general affairs of MUOSS; and

(d) take up special assignments when so entrusted by the MUOSS Central.

21.17 MUOSS Co-Opted Office Bearers

(a) When the MUOSS Central is exercising the powers conferred upon it by sub-section 11.4 (f), a written request shall be delivered to the applicant to be co-opted. The terms and conditions for the Co-Opted Office Bearer/s shall be determined by the MUOSS Central and included in the written request. If the applicant concerned so accepts the offer, a written reply in the affirmative is required.

(b) MUOSS Co-Opted Office Bearers shall:

(i) be mandated to attend CCMs and ECCMs, but shall not vote;

(ii) take up special assignments when so entrusted by the MUOSS Central; and

(iii) automatically have their co-option terminated with the dissolution of the MUOSS Central Committee that co-opted them.

21.18 MUOSS Appointed Office Bearers

(a) When the MUOSS Central is exercising the powers conferred upon it by sub-section 22.7, a written request shall be delivered to the person to be appointed. If the person concerned so accepts the offer, a written reply in the affirmative is required.

(b) MUOSS Appointed Office Bearers shall:

(i) assume the duties, responsibilities, rank and powers of the respective position for which he or she has been appointed; and

(iii) automatically have their appointment terminated with the dissolution of the MUOSS Central Committee that appointed them.
21.19 MUOSS Ex-Officers

(a) The MUOSS Central may appoint one or more ex-officers based on the recommendations by the previous MUOSS Central.

(b) The MUOSS ex-officers shall:
   
   (i) act in an advisory role to the MUOSS Central Committee; and
   
   (ii) not vote in a CCM or ECCM.

(c) The office of MUOSS ex-officers shall cease automatically at the end of two calendar months from the date of the appointment.

21.20 MUOSS Returning Officers

(a) The MUOSS Central shall be responsible for appointing Returning Officer(s) for the purposes of sections 8 and 9, subject to sub-section 11.4 (j).

(b) The Returning Officers shall:

   (i) conduct the Annual General Election and By-Election(s) in an appropriate manner; and

   (ii) be subjected to the rules and regulations of the Annual General Election and By-Election(s), subject to sub-section 11.4 (i).
PART VI
TERMINATION

22 TERMINATION OF DUTIES

22.1 Any MUOSS Central member or MUOSS Co-Opted Office Bearer who intends to resign shall give a written letter of resignation to the Executive Central Committee. The MUOSS Central member or MUOSS Co-Opted Office Bearer is relieved of his/her post upon acceptance of the letter by the Executive Central Committee.

22.2 Any MUOSS Central member or MUOSS Co-Opted Office Bearer who fails to attend three (3) CCMs without notification of absence shall face a motion of no-confidence.

22.3 Any MUOSS Central member or MUOSS Co-Opted Office Bearer shall be relieved of his/her post and power where a motion of no-confidence in him/her is passed by a two-thirds (2/3) majority of votes of the MUOSS Central, whereby this particular MUOSS Central member shall not vote on this motion.

22.4 Where there is a termination under the operation of sub-sections 22.1, 22.2 or 22.3, the MUOSS Central shall notify Members within seven (7) days after the termination by appropriate means.

22.5 A By-Election shall be held to elect a person to the vacant office within twenty one (21) days after receipt of a notification of resignation and/or termination of a MUOSS Central member(s).

22.6 In the case where the vacancy in the current MUOSS Central occurs after the notice of the Annual General Election is given, the MUOSS Central shall decide whether to conduct a By-Election for that vacant position by a two-thirds (2/3) majority of votes of the MUOSS Central.

22.7 In the case where no one stands for election for the vacant position in a By-Election, the MUOSS Central shall appoint a Member of MUOSS to take up the position.

PART VII
AMENDMENTS TO REGULATIONS

23 The existing MUOSS Regulations may be partially amended during a MUOSS Annual General Meeting and General Meeting, subject to endorsement by simple majority of the UMSU Students’ Council.

24 Copies of proposed amendments shall be made available to Members simultaneously with the notification of the meeting.

25 Any valid and successful amendments to all or part of the MUOSS Regulations require a two-thirds (2/3) majority of votes cast at the Annual General Meeting or General Meeting, and endorsement by simple majority of the UMSU Students’ Council.