

Students' Council Briefing Paper

Proposed Regulations

November 20, 2024

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1. Purpose

Subsequent to the new Constitution passing the SGM on 1 October 2024, this Briefing Paper sets out proposed changes to UMSU’s Regulations which have been formulated by the UMSU Constitutional, Regulation and Policy Working Group (CRPWG) and relevant staff. Many of these are required to bring the regulatory framework into alignment with the new Constitution.

The Terms of reference for the CRPWG are:

Background and Definitions

UMSU Inc. (UMSU) is an incorporated association under the *Incorporated Association Reform Act (Vic)*. As part of this arrangement, UMSU has a Constitution, which sets out the rules of the organisation. These rules also contemplate the creation of both regulation and policy by the governance bodies of UMSU, Students’ Council being empowered to create the former and both Students Council and Departmental Committees being empowered to create the latter.

These additional documents allow for the regulation and management of UMSU at a detailed level, in line with the UMSU Constitution.

It is the usual practice for a Working Group considering these three tiers of governance to be established each year, and for consideration to be given to matters requiring the amending, repeal or introduction of Constitutional clauses, regulation and policy. This Working Group aims to reflect on and improve UMSU's Constitution, its regulation and policy.

Role of the Working Group

The role of the Constitution, Regulation and Policy Working Group (CRPWG) is:

- To examine recommendations from the 2021 Governance Audit Report accepted by the Students’ Council;
- To submit proposed changes to the Students' Council for review, and;
- Other matters such that the CRPWG may see fit.

All of the above will be considered with regard to independent legal advice.

Membership

Membership of the CRPWG shall be open to all Members of UMSU, as well as all students at the University of Melbourne, and all Members may attend meetings of the CRPWG and speak. The General Secretary shall be the chair of meetings of the CRPWG.

Term and Frequency

Meetings of the CRPWG shall occur at least bi-weekly in semester and shall be convened by the General Secretary. Meetings shall continue until the commencement of Semester 2, 2021, or until the Working Group concludes its discussion, whichever is later.

Meetings

Appropriate notice shall be given for all meetings as per the Constitution and Standing Orders, but no meeting shall be deemed invalid for lack of notice. There shall be no quorum. The agenda of each meeting shall be guided by the Role of the Working Group. There shall be no votes, and decisions will be reached by consensus, or where consensus is absent, decisions shall be made by the General Secretary, UMSU. All decisions must be approved by the Students' Council to have effect, as contemplated by the Constitution.

Reporting and Recommendations

The CRPWG shall report to Students' Council, via the General Secretary, upon conclusion and at the request of Council. The CRPWG shall, upon completion, enable the General Secretary to compile a or several tranche(s) of changes to policy, regulation and the Constitution, to be put at the appropriate time to Students' Council for endorsement and/or a Special general meeting called for the purpose of effecting Constitutional changes.

2. Executive Summary

The briefing paper outlines proposed changes to UMSU's Regulations that are recommended by the CRPWG and relevant staff.

The proposals have been formulated over several years, incorporating consultation with UMSU Elected Student representatives, members and staff. At an SGM on 1st October 2024 called by Students' Council, Members passed a resolution to make related changes to the Constitution.

Subsequently, a new Discipline Regulation is required to support the Constitution and changes are proposed to the following UMSU Regulations:

- The Students' Council Charter
- The Financial Regulations
- The Standing Orders

These Regulations must be enacted via Students' Council determination requiring two thirds of all the Voting Council Representatives vote in favour of it (C19).

As required by 8.1(e) of our Funding Agreement, approval has been sought and received from the University of Melbourne for the proposed changes to the Financial Regulations prior to their enactment by Students' Council.

2.1 Recommendations

- That the Students' Council endorse these proposed changes to existing Regulations.
- That the Students' Council endorse the new Discipline Regulation which is required to give effect to the current Constitution.

3. Proposed Changes

The proposed changes have arisen through recommendation to the UMSU CRPWG between 2022 and 2024.

Sections 3.1-3.3 in this briefing paper provide rationale for some of the key proposals. A list of proposed changes are set out in a table at the end of this document with tracked changes. Clean copies of the proposed Regulations will also be provided.

3.1 Students' Council Charter

R4. ROLE AND ACCOUNTABILITY OF COUNCILLORS - R4(a)(ii)

Proposed amendment to include reference to the roles and responsibilities statement signed by Councillors-elect on commencement of their term.

R8. INDUCTION AND TRAINING

Proposed amendment to reflect the development of a more extensive induction program for officers and Councillors to support the new Complaints Framework at UMSU. Essential to create mandatory training on prevention and elimination of sexual misconduct in order to meet our positive duty under the law.

3.2 Standing Orders

R2. ATTENDANCE – RR2.5, 2.7 & 2.8

In accordance with C9.2 of the Constitution which allows for hybrid meetings of Council – this amendment would ensure those who meet via zoom follow appropriate protocols for camera on and declaration there is no one else in room when in camera.

R11. MOTIONS

Proposed amendment to clarify the conditions required for a motion to be accepted without notice and the power of the General Secretary to make this determination. Historically, motions have sometime been submitted without notice in order to bypass proper consideration of the substantive matters Council is to consider.

R11.MOTIONS - R11.10

Proposed amendment to make express the power of the General Secretary to exercise this judgement in compiling the agenda. This ensures there is a mechanism to prevent risk to UMSU through agenda items which are out of order being published and circulated in the agenda.

3.3 Financial Regulations

R2. GENERAL - RR2.1, 2.2 & 2.3

The proposed changes are intended to bring UMSU's Financial Regulations in line with its current organisational structure, responsibilities, and obligations to relevant funding agreements (e.g. SSAF). Overall, authority to administer day-to-day financial affairs is changed to the Finance staff in the Office of the CEO, rather than solely vested in the CEO, to expediate day to day operations. This makes sure that there will always be a staff member present to handle financial matters, and to streamline decision making process, but retains the CEO, President and General Secretary delegations.

The proposed changes also introduce an express expectation for monthly financial reporting, to improve rigour. Additionally, the implementation of NAB's flexipurchase expenditure management system will greatly improve oversight, control and reporting of student department spending.

RR3.3(a), 3.4, 3.5, 4.1(b), 6.3, 7.3, 8.2, 8.3, 8.4, 15.2

Proposal to bring Financial Regulations in line with current organisational structure and responsibilities.

R4. AUTHORISATION AND SIGNATORIES – R4.2

Proposed amendment to clarify the meaning of "financial papers" by replacing it with "invoices or other individual payments".

R4. AUTHORISATION AND SIGNATORIES – R4.4

Proposal to differentiate the approval process between budgeted expenditure and unbudgeted expenditure.

R6. EXPENDITURE BY OFFICERS – R6.5

Proposal on recommendation of auditors in 2022 - as with Gift Cards below, to ensure expenditure of this kind does not contravene the Not for Profit clauses of the UMSU Constitution which govern the circumstances in which UMSU funds can be transferred to members.

R6. EXPENDITURE BY OFFICERS – R6.6

Proposal to not authorise expenditure that may present a conflict of interest, or attract Fringe Benefits Tax, or are otherwise not allowed.

R9. MAJOR EXPENDITURE - RR9.1 & 9.2

Proposal to set a different limit in respect of student departments, and only apply this rule when student representatives are seeking beyond preferred suppliers and contractors.

R9. MAJOR EXPENDITURE – RR9.3 & 9.4

Proposed correction, based on previous versions of Regulations.

R10. GRANTS - R10.9

Proposed amendment to reflect current practice that the Creative Arts Department does not run eight grants rounds every year.

R10. GRANTS - R10.10

Proposed correction, based on previous versions of Regulations.

R12. APPEALS AGAINST COMMITTEE DECISIONS – R12.1

Proposed amendment to reflect that UMSU does not occupy the Union House space anymore.

R13. WHOLE OF UNION FUND – R13.1

Proposed minor amendment to clarify cross-departmental and cross-campus activities, projects and/or events are referring to those within UMSU.

R14. STUDENT INITIATIVE FUND - R14.4

Proposed amendment to decide on the outcome of Student Initiative Fund applications by a simple majority in Students' Council.

R14. STUDENT INITIATIVE FUND - R14.5

Proposed amendment to reflect new total cost in respect of annual inflation rate of 2.5%. Total change in cost is 48.2 %, over 16 years, at an average annual inflation rate of 2.5%.

R19. CREDIT CARD – RR 19.10 & 19.11

Proposed addition to make express Council’s authority to cancel unwanted cards.

Proposal to add new provisions to accommodate virtual credit cards. Provisions outline chain of authority for procurement and use of virtual cards.

R20. USE OF GIFT CARDS

New provision on recommendation of auditors to make express that the only condition for use of gift cards at UMSU is for provision of welfare/financial aid to students- as they had previously been used as a de facto payment for students performing work and ‘committee appreciation’.

R21. DEFINITIONS

Adding in new definitions for “Business Day”, “Capital items”, “Finance Team”, "Office of the CEO", and "Student Representatives".

4. New Discipline Regulation

The proposed regulation will govern the manner in which UMSU must conduct disciplinary processes where an Elected Student Representative has been referred to an UMSU Discipline Panel in accordance with C8.3 of the UMSU Constitution.

The regulation establishes the grounds for taking action, the constitution of the Discipline Panel (TOR), the notice requirements for convening a Panel, the disciplinary process and determinations available, and the appeal process. It is recommended that the new Discipline Regulation is reviewed in 12 months and the Discipline Panel TOR inserted into the Constitution (to give it equal standing with the Charter Tribunal Terms of Reference and to ensure the TOR cannot be easily altered).

The Discipline Panel would be constituted by one Voting Council Representative appointed by the Students’ Council, one Office Bearer appointed by the Students’ Council, and one UMSU staff member appointed by the Chief Executive Officer. The Regulation stipulates that no members of the Discipline Panel may be a party to the relevant matter under consideration, and that the members appointed by the Students’ Council must not be partisan or share a political affiliation with any of the parties in the matter under consideration. The Discipline Panel would be provided only with the material findings of fact and any recommendations for disciplinary action arising from a formal complaint investigation.

Importantly, the Panel does not itself investigate complaints. It is restricted to considering the recommendation of the impartial investigator and determining which of a limited range of outcomes are appropriate. This minimises the potential for political bias or interference in complaint processes, while ensuring the investigation findings derive from a fair process undertaken by an investigator with the requisite skill and experience.

Consistent with the rules of procedural fairness, the respondent in the matter must be given an opportunity to be heard in relation to the disciplinary decision.

With this process in place, complaints that are sensitive and confidential in nature can be effectively resolved without the need to publish the issue widely. It will improve the safety of everyone at UMSU, create a more person-centred approach for reporters, and ensure there are viable consequences for unacceptable workplace conduct concerning Elected Student Representatives.

STUDENTS' COUNCIL CHARTER

Clause	Proposed change	Rationale
<p>4. ROLE AND ACCOUNTABILITY OF COUNCILLORS</p>	<p>(a) Members of Council must use their best endeavours to implement or carry out:</p> <ul style="list-style-type: none"> (i) the Constitutional purposes of UMSU; (ii) the duties and responsibilities set out in the relevant Roles and Responsibilities Statement; and (iii) if the individual is an Officer: ... 	<p>Proposed amendment to include reference to the roles and responsibilities statement signed by Councillors-elect on commencement of their term.</p> <p>Addition of (ii) for clarity and avoidance of doubt.</p>
<p>8. INDUCTION AND TRAINING</p>	<p>(a) All members of Council must attend and participate in an induction program designed by the Coordinator, Student representation in collaboration with the President and General Secretary. Induction will cover matters including:</p> <ul style="list-style-type: none"> (iv) the duties of members of Council and office bearers under the relevant legislation and as set out in this Council Charter; (v) prevention of sexual harm, expected behavioural standards and workplace health and safety; (vi) information about the procedures and policies of UMSU and the Students' Council; and (vii) training in how to read financial statements and prepare and monitor budgets. 	<p>Proposed amendment to reflect the development of a more extensive induction program for officers and Councillors as part of the new Complaints Framework at UMSU. Essential to create mandatory training on prevention and elimination of sexual misconduct in order to meet our positive duty under the law.</p>

	<ul style="list-style-type: none">(b) Members of Council must attend and participate in any ongoing Students' Council governance training.(c) Eligibility for any Sitting Fee or Honoraria is conditional on completion of the induction program and ongoing participation in training.(i) Where a Member of Council fails to comply with R8, the Students' Council may resolve to withhold part or all of the Member's Sitting Fees or Honoraria until the Member complies.	
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STANDING ORDERS

Clause	Proposed change	Rationale
<p>2. ATTENDANCE</p>	<p>2.5 Officers and Voting Council Representatives must attend meetings of Students' Council in person, <u>unless the individual has been granted permission to attend via video link by the General Secretary, and may not attend or participate remotely via the use of mobile phone or other technology. Permission to attend via video link may only be granted for access and inclusion reasons and subject to R2.</u> This restriction does not apply to Committees.</p> <p>...</p> <p><u>2.7</u> The General Secretary is responsible for ensuring meetings are accessible for individuals with a disability, <u>including (where required) granting permission for attendance by video link.</u></p> <p><u>2.8</u> Where attendance is permitted via video link,</p> <p><u>(a) the attendee must have their camera on at all times; and</u> <u>(b) during in camera items, the attendee must ensure that no other person is in the room or on the call with them.</u></p> <p><u>2.9</u> Where the conditions referred to in R2.8(a) are not possible for reasons outside the control of the attendee, <u>the General Secretary may accept alternative evidence of the identity of the attendee.</u></p> <p><u>2.7.10</u> If the General Secretary determines that an Officer or Voting Council Representative is in breach of R2.8, <u>any permission to attend via video link will be automatically revoked.</u></p>	<p>In accordance with new Constitution at C9.2 to allow for hybrid meetings of Council - this amendment would ensure those who meet via zoom follow appropriate protocols for camera on and declaration there is no one else in room when in camera.</p>

<p>11. MOTIONS</p>	<p>11.1 <u>Motions submitted to the General Secretary by the deadline specified in the Notice of Students' Council Meeting will be deemed Motions on Notice and, subject to R11.10, will be set out in the agenda for that meeting.</u></p> <p>11.2 <u>Motions submitted after the deadline specified in the Notice of Students' Council Meeting will be deemed Motions without Notice.</u></p> <p>11.3 <u>Motions without Notice will be included in the agenda for that meeting only where the General Secretary determines that the motion pertains to an urgent matter which cannot be dealt with by Operations Subcommittee and cannot be deferred until the next Ordinary meeting of Students' Council.</u></p> <p>...</p> <p>11.11 The <u>General Secretary when preparing the Agenda, or the Chair when Council is sitting, may rule out any motion that they, acting reasonably, consider to be:</u></p> <p>11.11.1 disrespectfully worded;</p> <p>11.11.2 substantially restating a resolution previously adopted;</p> <p>11.11.3 inconsistent with the Constitution, the Regulations or the Standing Orders; or</p> <p>11.11.4 otherwise out of order.</p>	<p>Proposed amendment to clarify the conditions required for a motion to be accepted without notice. Historically, motions have sometime been submitted without notice in order to bypass proper consideration of the substantive matters Council is to consider. While the authority to make this determination is implied in the duty of the General Secretary to comply with their fiduciary duties under the AIR Act, this change makes that expectation clear.</p> <p>Proposed amendment to make express the power of the General Secretary to exercise this judgement in compiling the agenda. This ensures there is a mechanism to prevent risk to UMSU through agenda items which are out of order being published and circulated in the agenda.</p>

FINANCIAL REGULATIONS

Clause	Proposed change	Rationale
Throughout document	Internal cross-references, numbering and formatting have been updated where required.	There was a need to correct or update internal cross-references and some formatting. Numbering to be updated once proposed provisions are accepted by Students’ Council.
R2. GENERAL	<p>2.1 Any expenditure from SSAF or other funding sources must not contravene the relevant funding agreement per relevant legislation and/or guidelines.</p> <p>2.12 The Chief Executive Officer <u>Office of the CEO</u> will administer day-to-day financial affairs, in consultation with the President and General Secretary, Officers and Voting Council Representatives.</p> <p>2.3 <u>The Finance Team will use its best endeavours to provide financial reports on monthly spending to the Students’ Council, Officers, and Divisional Managers not later than the fifteenth (15th) Business Day of the following month.</u></p> <p>2.35 If a payment is authorised in a Students’ Council, Sub-Committee or Committee motion or budget but it is unclear from which budget line any payment is to be made, the Office of the CEO will determine the appropriate budget line to apply. If a dispute arises under this regulation, the Operations Sub-Committee will resolve any dispute.</p>	<p>Proposal to bring Financial Regulations in line with current organisational structure and responsibilities. Authority to administer day-to-day financial affairs given to the Office of the CEO rather than solely vested in the CEO. Makes sure that there will always be a staff member present to handle financial matters, also to streamline decision making process. There is also scope to outline an approval process, such as minimum 2 members approving any given contentious decision / ambiguous situation.</p> <p>Proposal to make express expectation for monthly financial reporting.</p>
RR3.3(a), 3.4, 4.1(b), 6.3, 7.3, 8.2, 8.3, 8.4, 15.2	<p>3.3 UMSU will not accept responsibility for orders placed unless they have:</p> <p>(a) received the authorisation of the Chief Executive Officer <u>and/or Finance Team</u>; and</p> <p>(b) received the authorisation of either the President or the General Secretary</p>	Proposal to bring Financial Regulations in line with current organisational structure and responsibilities.

as required under these Regulations.

3.4 The Chief Executive Officer and/or Finance Team may refuse payment if:

(a) funds have been used for a purpose inconsistent with the approved budget; or

(b) further expenditure would incur financial liability on UMSU for the following year.

3.5 A decision of the Chief Executive Officer and/or Finance Team to refuse payment may be appealed to the Operations Sub-Committee.

4.1 Approved UMSU expenditure includes:

(b) all expenditure for UMSU staff departments authorised by the Chief Executive Officer ~~or authorised UMSU staff,~~ the Finance Team and/or the relevant Divisional Manager.

6.3

No money can be spent without the authorisation of the Chief Executive Officer and/or Finance Team and either the President or the General Secretary in line with R4.1 and R4.2.

7.3 No money can be spent without the authorisation of the Chief Executive Officer and/or Finance Team and either the President or the General Secretary in line with R4.1 and R4.2.

8.2 The ~~Chief Executive Officer~~ Finance Team will approve staff expenditure that is within the Students' Council-approved budget, and consistent with the purpose, aims and objectives of UMSU.

	<p>8.3 The Chief Executive Officer may delegate power to authorise expenditure of up to and including \$10,000 to the Chief Financial Officer, Divisional Managers or other relevant staff for their area of activity.</p> <p>8.4 The <u>Chief Financial Officer</u> and Divisional <u>Managers</u> may, with approval from the Chief Executive Officer, delegate power to authorise expenditure granted in R8.3 of up to <u>and including</u> \$10,000 to department coordinators for their relevant area of activity.</p> <p>15.2 Sponsorship agreements can only be authorised by the Chief Executive Officer <u>and/or Finance Team</u> and either the President or General Secretary.</p>	
<p>R4. AUTHORISATION AND SIGNATORIES</p>	<p>4.2 Cheques, financial papers <u>invoices</u> or <u>other individual</u> payments exceeding <u>the amount of</u> \$10,000 must be signed or otherwise authorised by the Chief Executive Officer, President and General Secretary.</p> <p>4.4 Any expenses up to and including \$10,000 that are not within a budget approved by the Students' Council must be authorised as follows:</p> <p>(a) The Students' Council must authorize any student department or Students' Council expenses; and</p> <p>(b) Staff department expenses must be reviewed by the Finance Team and then authorised by the CEO or Students' Council in accordance with R8 of these Regulations or C27.1 of the Constitution.</p>	<p>Proposed amendment to clarify the meaning of "financial papers" by replacing it with "invoices or other individual payments".</p> <p>Proposal to differentiate the approval process between budgeted expenditure and unbudgeted expenditure.</p>
<p>R6. EXPENDITURE BY OFFICERS</p>	<p>6.3 No money can be spent without the authorisation of Chief Executive Officer <u>and/or Finance Team</u> and either the President or the General Secretary in line with R4.1 and R4.2.</p>	

	<p><u>6.5 Expenditure for the express purpose of Committee appreciation and not expressly in furtherance of UMSU’s purposes, such as gifts, meals (excluding catering for Committee meetings), trips and excursions, or other outings, is not authorised.</u></p> <p><u>6.6 Expenditure associated with:</u> <u>(a) a direct personal benefit that could present a conflict of interest, or attract Fringe Benefits Tax; or</u> <u>(b) purposes that are otherwise not allowed,</u> <u>shall not be authorised.</u></p>	<p>Proposal on recommendation of auditors in 2022 - as with Gift Cards below, expenditure of this kind may contravene the Not for Profit clauses of the UMSU Constitution which govern the circumstances in which UMSU funds can be transferred to members.</p> <p>Proposal to not authorise expenditure that may present a conflict of interest, or attract Fringe Benefits Tax, or are otherwise not allowed.</p>
<p>R9. MAJOR EXPENDITURE</p>	<p>9.1 Any expenditure request greater than \$500 must be supported by at least two quotes.</p> <p><u>9.1 A request for any expenditure that is:</u> <u>(a) sourced beyond UMSU’s preferred suppliers and contractors; and</u> <u>(b) greater than \$1,000,</u> <u>must be authorised in accordance with R9.4 and must be supported by at least two quotes (subject to R9.3), with such quotes presented to the relevant Committee.</u></p> <p><u>9.2 Where the relevant Committee is</u> <u>(a) vacant; or</u> <u>(b) cannot reach quorum; or</u> <u>(c) is unable to make a decision</u> <u>the quotes must be presented to Students’ Council.</u></p> <p>9.2 Any expenditure request greater than \$1,500 must be supported by at least three quotes.</p> <p><u>9.3 Any expenditure requests made pursuant to R9.1 for amounts greater than \$5,000 must be supported by at least three quotes.</u></p>	<p>Proposal to set a different limit in respect of student departments, and only apply this rule when student representatives are seeking beyond preferred suppliers and contractors.</p>

	<u>9.5 Authorisation for any requests for expenditure made pursuant to R9.1 or 9.2 can only be provided by the relevant Committee (or, if there is no relevant Committee, Students' Council).</u>	
R10. GRANTS	<p>10.9 Grants provided through the Creative Arts Department will have annual grants rounds, the dates of which will be set by the Creative Arts Committee at the first meeting of the Committee for the year.</p> <p>10.10 If it becomes clear to the Students' Council or Committee that granted money is not being or will not be used consistently with information provided under 10.5 the granted money must be returned. The General Secretary must require the individual or group to return the money.</p>	<p>Proposed amendment to reflect current practice that the Creative Arts Department does not run eight grants rounds every year.</p> <p>Proposed correction, based on previous versions of Regulations.</p>
R12. APPEALS AGAINST COMMITTEE DECISIONS	12.1 If a Committee makes a decision on budgets, to spend money or approve a grant it must provide notice of that decision on the UMSU website and on a prominent noticeboard in Union House.	Proposed amendment to reflect that UMSU does not occupy the Union House space anymore.
R13. WHOLE OF UNION FUND	13.1 There will be a fund called the Whole of Union Fund, which is exclusively for the funding of UMSU's cross-departmental and cross-campus activities, projects, and/or events.	Proposed minor amendment to clarify cross-departmental and cross-campus activities, projects and/or events are referring to those within UMSU.
R14. STUDENT INITIATIVE FUND	<p>14.4 <u>Subject to R14.5, the Students' Council may not approve any grant</u> that is more than 5% of the total budget for Student Initiatives, unless a resolution to grant funding for a greater amount of up to 10% of the total budget for Student Initiatives is passed by a two thirds <u>simple</u> majority of <u>Students' Council members</u> those present <u>and voting</u>.</p> <p>14.5 No person or organisation may receive more than \$1500 (indexed annually to CPI from 1 January 2006 Consumer Price Index as referenced to Melbourne, all groups) from the Student Initiative Fund in a calendar year.</p>	<p>Proposed amendment to decide on the outcome of Student Initiative Fund applications by a simple majority in Students' Council.</p> <p>Proposed amendment to reflect new total cost in respect of annual inflation rate of 2.5%. Total change in cost is 48.2 %, over 16 years, at an average annual inflation rate of 2.5%.</p>

<p>R19. CREDIT CARD</p>	<p>19.9 An individual must be provided with this R19.20 prior to becoming a Cardholder. 19.10 UMSU may cancel any credit card by a resolution of Students' Council.</p> <p><u>19.10 The Students' Council may, by resolution, authorise the cancelling of any credit card.</u></p> <p><u>19.11 The only credit cards that may be issued to Students are Virtual Credit Cards in accordance with R19.12.</u></p> <p><u>19.12 Virtual Credit Cards may be used instead of, or in addition to, physical credit cards, subject to the following:</u></p> <p><u>(a) Students' Council members may request a virtual credit card with a limit not exceeding the amount of expenditure approved by their Committee or the Students' Council, as appropriate.</u></p> <p><u>(b) The Finance Manager is responsible for overseeing and managing the administration and compliance of virtual credit card requests.</u></p> <p><u>(c) Requests for credit cards from Students' Council members will be reviewed and issued by the Finance Manager having regard to the relevant Committee's approval will be for the expenditure and, available for 48 hours for the approved expenditure.</u></p> <p><u>(d) The Office of the CEO will procure the virtual credit card under the authorisation process in accordance with this Rule.</u></p> <p><u>(e) Unless otherwise provided elsewhere in these Regulations, R19.1 to R19.10 also applies to virtual credit card operations and limits.</u></p>	<p>Correction to reference error in previous version of Regulation. R19.9 should refer to R19 CREDIT CARD not R20.</p> <p>Proposed addition to make express Council's authority to cancel unwanted cards.</p> <p>Proposal to add new provisions to accommodate virtual credit cards for student representatives that are administered by the Office of the CEO Finance Manager to improve financial rigour and tracking using the NAB Flex purchase system.</p> <p>Provisions outline chain of authority for procurement and use of virtual cards.</p>
<p>R20. USE OF GIFT CARDS</p>	<p><u>The Office of the CEO may authorise the purchase and distribution of gift cards, which may be used only for the purpose of alleviating</u></p>	<p>New provision on recommendation of auditors to make express that the only condition for use of</p>

	<p><u>hardship, meeting immediate student welfare needs, or for other purposes at the sole discretion of the CEO.</u></p>	<p>gift cards at UMSU is for provision of welfare/financial aid to students- as they had previously been used as a <i>de facto</i> payment for students performing work and 'committee appreciation'.</p>
<p>R21. DEFINITIONS</p>	<p>"Business Day" means any day on which the University is open for business and excludes all Saturdays, Sundays, public holidays that are observed by the University and University holidays declared on an annual basis (such as Easter Tuesday and Christmas shutdown periods).</p> <p>"Capital items" means an investment that provides benefit to the business over a period of time, including tangible goods or equipment.</p> <p>"Finance Team" means the Chief Financial Officer, Finance Manager, and/or other Finance staff that are UMSU employees.</p> <p>"Office of the CEO" means an UMSU staff member employed within this division and acting under the express authority of the Chief Executive Officer.</p> <p><u>"SSAF" means the University's student services and amenities fee.</u></p>	<p>Proposed addition to support change under R2.</p> <p>Proposed to aid interpretation and implementation of R9.4.</p> <p>Proposed to make clear the divisional delegation of authority.</p>

<p>R19. CREDIT CARD</p>	<p>19.10 UMSU may cancel any credit card by a resolution of the Students' Council.</p> <p>19.11 Virtual Credit Cards may be used instead of, or in addition to, physical credit cards, subject to the following:</p> <p>(a) Student Representatives may request a virtual credit card with a limit not exceeding the amount of expenditure approved by their Committee or the Students' Council, as appropriate.</p> <p>(b) The Finance Manager is responsible for overseeing and managing the administration and compliance of virtual credit card requests.</p> <p>(c) Requests for credit cards from Student Representatives will be reviewed and issued by the Finance Manager, and will be available for 48 hours for the approved expenditure.</p> <p>(d) The Office of the CEO will procure the virtual credit card under the authorisation process in accordance with this Rule.</p> <p>(e) Unless otherwise provided elsewhere in these Regulations, RError! Reference source not found.9.1 to RError! Reference source not found..10 also applies to virtual credit card operations and limits.</p>	<p>Proposed addition to make express Council's authority to cancel unwanted cards.</p> <p>Proposal to add new provisions to accommodate virtual credit cards. Provisions outline chain of authority for procurement and use of virtual cards.</p>
<p>R20. USE OF GIFT CARDS</p>	<p>20.1 Gift cards may be used exclusively for programs aimed at alleviating hardship or meeting immediate student welfare needs.</p> <p>20.2 The use of gift cards for any other purpose is not permitted as it may contravene the Not for Profit clauses of the UMSU Constitution which govern the circumstances in which UMSU funds can be transferred to members.</p>	<p>New provision on recommendation of auditors to make express that the only condition for use of gift cards at UMSU is for provision of welfare/financial aid to students- as they had previously been used as a <i>de facto</i> payment for students performing work and 'committee appreciation'.</p>

<p>R21. DEFINITIONS</p>	<p>“Business Day” means any day on which the University is open for business and excludes all Saturdays, Sundays, public holidays that are observed by the University and University holidays declared on an annual basis (such as Easter Tuesday and Christmas shutdown periods).</p> <p>“Capital items” means an investment that provides benefit to the business over a period of time, including tangible goods or equipment.</p> <p>“Finance Team” means the Chief Financial Officer, Finance Manager, and/or other Finance staff that are UMSU employees.</p> <p>“Office of the CEO” means an UMSU staff member employed within this division and acting under the express authority of the Chief Executive Officer.</p> <p>“Student Representatives” means Officers, and/or Voting Members of the Students’ Council.</p>	<p>Proposed addition to support change under R2.</p> <p>Proposed to aid interpretation and implementation of R9.4.</p> <p>Proposed to make clear the divisional delegation of authority.</p>
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5. Next Steps

It is recommended that Student's Council:

- Approve the proposed changes presented in this Briefing Paper to ensure alignment with the new Constitution.