

UMSU regulations for student representatives

Adopted 22 January 2020

Last amended by Students' Council, 22
January 2020

MOORES

Level 1, 5 Burwood Road,
Hawthorn Vic 3122
PO Box 6137,
Hawthorn West

Tel: 61 3 9843 2100
Fax: 61 3 9843 2102
Ref: RLS/182277

TABLE OF CONTENTS

1.	STATUS	1
2.	INDUCTION	1
3.	ACCOUNTABILITY	1
4.	OFFICERS RESPONSIBILITIES AND DUTIES.....	1
5.	OFFICER MEETINGS	1
6.	TEMPORARY FILLING OF OFFICER POSITIONS.....	2
7.	FARRAGO	2
8.	UMSU PUBLICATIONS	2
9.	PRESS RELEASES	3
10.	CAMPAIGNING.....	3
11.	OFFICER HANDOVER	3
12.	DEFINITIONS.....	3
13.	INTERPRETATION	3

1. STATUS

- 1.1 These regulations set duties and responsibilities of Officers, Voting Council Representatives and Committee members that are in addition to those prescribed in the Constitution.

2. INDUCTION

- 2.1 UMSU recognises that the responsible, efficient and successful operation of the organisation depends upon the skills of the Officers and Voting Council Representatives and their ability to work with staff members.
- 2.2 UMSU must organise induction programs for Officers and Voting Council Representatives within one month of their positions commencing. UMSU may also organise additional training for Officers and Voting Council Representatives throughout the year.
- 2.3 The development of the induction program at the beginning of each term is the responsibility of the President, General Secretary, President-Elect, General Secretary-Elect and Chief Executive Officer. The induction program must cover the matters set out in clause 8 of the Council Charter.

3. ACCOUNTABILITY

- 3.1 Officers and Council Voting Representatives must submit reports in accordance with clause 11 of the Council Charter. Those who fail to do so may be subject to clause 11(c) of the Council Charter.
- 3.2 Officers, Voting Council Representatives or Committee members who attend meetings of the Students' Council must submit an additional report to the next subsequent meeting of Students' Council.
- 3.3 If an Office is held jointly by two or more Officers, each Officer must submit a separate report, unless the relevant Committee to which those Officers report approves the submission of a joint report in advance and both or all Officers support the joint submission. A Committee may only authorise the submission of a joint report one meeting in advance.

4. OFFICERS RESPONSIBILITIES AND DUTIES

- 4.1 All Officers, Voting Council Representatives and Committee members must act in accordance with the Council Charter at all times while in office.
- 4.2 If an Officer, Voting Council Representative or Committee members considers that a member of Council should be sanctioned for violating the Council Charter, they should follow the process as set out in C8.

5. OFFICER MEETINGS

- 5.1 Officers must attend Officers' meetings scheduled by the General Secretary as set out in clause 10 of the Council Charter.
- 5.2 Meetings must be held on a regular or semi-regular basis, as determined by the General Secretary in consultation with Officers.

6. TEMPORARY FILLING OF OFFICER POSITIONS

If an Officer position becomes vacant, a Member may be appointed to act as that Officer on a temporary basis in accordance with C6.12.

7. FARRAGO

7.1 Farrago is an independent publication of UMSU, and the Media Officers will have discretion as to the content of each edition, consistent with any requirements of the Constitution, Regulations or Policy.

7.2 At the beginning of each academic year, the Media Officers must meet and allocate one Media Officer with the responsibility of ensuring the accuracy of information published in Farrago and Radio Fodder. The selected Media Officer is responsible for ensuring systems and protocols are in place to monitor the accuracy of information.

7.3 Material that is contrary to the aims and objectives of UMSU cannot be published in Farrago.

7.4 Each issue of Farrago must prominently include the following words: "Farrago is the Newspaper of the University of Melbourne Student Union (UMSU). Farrago is published by the General Secretary. The views expressed herein are not necessarily those of UMSU."

7.5 The Media Officers must ensure that the production of Farrago and any other publication of the Media Department are produced in an environmentally and financially responsible manner.

8. UMSU PUBLICATIONS

8.1 The publisher of all materials produced by UMSU or a Department must be the General Secretary.

8.2 The UMSU logo must be prominently displayed on all material produced by UMSU or any Department.

8.3 The publisher may order the destruction, confiscation, ceasing of distribution or refusal of payment for production of any material produced by UMSU or Department that fails to prominently display the UMSU logo or is in contravention of R8.6.

8.4 Any Department wishing to develop its own logo must incorporate the UMSU logo as part of its individual logo. If a Department wishes to use a logo that does not incorporate the UMSU logo, the UMSU logo must be prominently displayed on all material produced by that Department in addition to the Department's chosen logo.

8.5 No material funded or supported by UMSU may be used for militaristic or nationalist purposes, or to promote discrimination on the basis of race, colour, sex sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion or national or social origin.

8.6 All material published by UMSU or any Department must be lodged with the General Secretary and the Chief Executive Officer.

- 8.7 Copies of all material published by UMSU or any Department must be retained and sent at the end of each year to the Rowden White Library Archives.

9. PRESS RELEASES

- 9.1 The spokesperson of UMSU is the President. The President is permitted to engage in discussions with the media (including press releases), subject to the Students' Council directing another Officer to do so.
- 9.2 In the event of the President not being available for comment, the General Secretary must comply with clause 6(e) of the Council Charter.
- 9.3 Other Officers may issue press releases or otherwise communicate with the media in accordance with clause 6(d)(ii) of the Council Charter.
- 9.4 UMSU Staff must not make press releases or speak to the media on behalf of UMSU except for the purposes of promoting or publicising UMSU events or services, or where the President has made a delegation to the Chief Executive Officer for this purpose.

10. CAMPAIGNING

Officers, Voting Council Representatives and Committee members are only permitted to campaign for any State or national political party in accordance with clause 7 of the Council Charter.

11. OFFICER HANDOVER

At the end of an Officer's term of office, regardless of the circumstance under which the term ends, Officers must comply with the handover requirements set out in clause 12 of the Council Charter.

12. DEFINITIONS

- 12.1 Words or expressions defined in the Constitution have the same meaning or effect as set out in the Constitution, unless the context otherwise requires.
- 12.2 For the purpose of these Regulations, the following definitions also apply:

"Constitution" means the Constitution of UMSU Incorporated (as amended from time to time), and any reference to **"C"** immediately followed by a number refers to that section or subsection of the constitution.

"Regulations" means these Regulations, and any reference to **"R"** immediately followed by a number refers to that rule or sub rule of these Regulations.

13. INTERPRETATION

- 13.1 Where these Regulations are inconsistent with the Constitution, the latter prevails and the former to the extent of inconsistency is invalid. The inconsistent rule remains valid for all other purposes.
- 13.2 Where relevant and subject always to rule 28.1, these Regulations will be taken to interpret those parts of the Constitution governing the conduct of Officers, Voting Council Representatives and Committee members.

- 13.3 Words or expressions defined in the Constitution have the same meaning or effect as set out in the Constitution, unless the context otherwise requires.
- 13.4 Provisions in the Constitution dealing with the conduct of Officers, Voting Council Representatives and Committee members are incorporated by reference into these Regulations and have the same operation and effect as if set out in these Regulations in the form which they appear in the Constitution.

Amendment History

First adopted by Students' Council on 8.5.2006

Amended 17.7.2006

Amended 30.11.2016

Amended [insert]