



**CONSTITUTION, REGULATION
& POLICY WORKING GROUP**

Terms of Reference

ENDORSED

March 2023



BACKGROUND AND DEFINITIONS

UMSU Inc. (UMSU) is an incorporated association under the Corporations Act (Cth) and Incorporated Association Reform Act (Vic), and associated legislation. As part of this arrangement, UMSU has a Constitution, which broadly 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 both a detailed and broad 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.

The Working Group is empowered to contemplate the creation of policy in relation to Student Representatives and cross departmental policy. This is distinct from policies pertaining to the operation and functions of staff at UMSU, which are developed and managed by Management and endorsed by Student's Council, and of policies pertaining to a single student department which are managed by the departmental committees (C21.1(c)). As such, staff policies and individual departmental policies are outside the scope of this working group.

ROLE OF THE WORKING GROUP

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

- The ongoing oversight and review of UMSU regulations and organisational policies, ensuring policies are reviewed and updated within their timeframes
- To make recommendations to Student's Council pertaining to proposed changes to the constitution, regulation and where relevant organisational policies of UMSU,
- To hear requests for the development or implementation of new regulations or policy,
- To, where applicable and when judged appropriate, seek legal advice regarding proposed changes to the constitution, regulations or policy, or else where clarification of constitution, regulation or policy contents are required or is requested,
- Other matters such that the CRPWG may see fit.

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.

The UMSU CEO is an ex officio member who will provide advice and support where required, and action items including seeking legal advice on matters before the working group.

Staff of UMSU may be invited by the Chair to attend where relevant as ex officio members.



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, 2023, 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 single set or several tranche(s) of changes to policy, regulation and the Constitution, to be put at the appropriate time to Council and an SGM as required.

DEFINITIONS

Organisational Policies – are those which govern the operations or stance of the entire organisation.