

Procedures-Regulations for Student Representatives
Adopted 8 May, 2006
Last amended by Students' Council, 17 July, 2006



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1. Status

1.1 These regulations set those duties and responsibilities of Office Bearers, Students' Councilors and Committee Representatives^[j1] that are in addition to those prescribed in the Constitution, and shall be construed in accordance with the Constitution and other Regulations of UMSU, as laid out in C152-C173 and C153C174.^[j2]

1.1.2 The definitions of C2.1 and rules of construction of C2.2 are applicable to these regulations.

2. Office Bearer / Representative Induction

2.1 UMSU recognises that the responsible, efficient and successful operation of the organisation depends upon the skills of the elected officials and their ability to work with staff members.

2.2 UMSU ~~will~~shall organise induction programs for student representatives within one month of their positions commencing:

2.2.2.1 UMSU shall also organise additional training for representatives throughout the year.

~~2.2.1~~ ~~annually organise a mandatory Induction Program for Office Bearers/Representatives, after the exam period in the year of election of the afore-mentioned Representatives;~~

~~2.2.2~~ ~~ensure the President, President-Elect and Office Manager will be responsible for the development and induction of the year's program; and~~

~~2.2.3~~ ~~encourage full participation in the program during the year of election. However, in the instance that a substantial number of persons are unable to attend, the programme shall be repeated before commencement of Semester One the following year.~~

2.3 The development of the induction program at the beginning of each term shall be the responsibility of the President, General Secretary, President-Elect, General Secretary-Elect and Senior Staff Member.

~~3.~~ Discipline^[j3] of Student Representatives

~~3.1~~ ~~If the Students' Council considers that an Officer, other Representative of the Students' Council or of a Committee should be suspended or removed from their position because of:~~

~~3.1.1~~ ~~failure to comply with or observe the specific obligations of the position in accordance with the Constitution or the Act; or~~

~~3.1.2~~ ~~conduct which is prejudicial or detrimental to the performance of the Office held by that person;~~

~~3.2~~ ~~the Students' Council shall send to the Member concerned a written notice specifying:~~

~~3.2.1~~ ~~the proposed suspension or removal;~~

~~3.2.2~~ ~~the time, date and place of the Students' Council meeting at which the question of the suspension or removal will be considered; and~~

~~3.2.3~~ ~~particulars of the Member's conduct which is the subject of the notice;~~

- ~~3.2.4 not less than 21 days prior to the date of such Students' Council meeting.~~
- ~~3.3 At the Students' Council meeting referred to in R3.2, the Students' Council may, after having afforded the Member concerned a reasonable opportunity to be heard by, or to make written representations to, the Students' Council, recommend the suspension or removal of the Member or decline to recommend the suspension or removal of that Member from the office held and shall communicate the decision in writing to the Member within seven days of the Students' Council meeting at which the decision is made.~~
- ~~3.4 If the Students' Council determines to recommend the suspension or removal of the Member from the office held, the Secretary must call a General Meeting of the Members in accordance with C26.1 to determine whether or not the Member should be suspended or removed from the Office held.~~
- ~~3.5 The Association in General Meeting may, after having afforded the Member a reasonable opportunity to be heard by or to make written representation to, the Association and General Meeting, may suspend or remove the Member from the Office held on such terms as the General Meeting determines.~~
- ~~3.6 This rule does not apply to an Officer who ceases to be an Officer or other member of the Students' Council or of a Committee in accordance with C51.1.~~

4.3. Office Bearer Accountability

- 4.1 In order to be valid, all reports submitted by Office Bearers shall include in their report to each regular meeting of Students' Council and the Committee to which they are accountable must:
- 4.1.1 Include an accurate summary of their actions and achievements since the last report, and their relevance to the department; the projects and tasks undertaken or completed and how they were divided amongst the duties of the Office Bearer as described in the Regulations and Constitution; and
- 4.1.2 Include a record of any monies spent from the Department's budget approved for expenditure by the relevant Committee or Council since the previous report; [j4]
- 4.1.3 Not include personal attacks on other members of the organization;
- 4.1.4 Include a report on any conferences attended in their capacity as an Office Bearer since the previous report; and
- 4.1.24.1.5 Be submitted in writing to the General Secretary prior to the distribution of the Agenda, where the General Secretary has provided at least two days written notice of this deadline.
- 4.2 UMSU Representatives who attend meetings of University Council or Academic Board shall be required to submit an additional report to the next subsequent meeting of Students' Council, subject to the notice required in R4.1.5.
- 4.3 An Officer that does not submit a valid report to three consecutive regular meetings of the Students' Council or the Committee to which they are accountable shall not receive remuneration for the period of time that no reports were submitted a minimum of one pay cycle until a valid report is submitted. [j5]
- 4.4 All Office Bearers will be required to submit to Council an annual report near the end of their term. This annual report must:

4.4.1 Include an accurate summary of their actions and achievements throughout the year;

4.4.2 An evaluation on the success or otherwise of events, projects and campaigns undertaken during the year, with reference to that Officer's duties as outlined in the Constitution; and

4.4.3 Recommendations for future Office Bearers;^[16]

4.5 Office Bearers sharing a position may submit separate reports and annual reports if the Office Bearer seeking to submit separate reports has provided at least one week's written notice to the General Secretary and their co-Office Bearer(s).^[17]

4.6 All Office Bearers, excluding the Media Officers, are required to submit reports to every edition of Farrago. The submission process for these reports will be outlined by the Media Officers at the start of each term of office. Office Bearers must be provided with at least one week's written notice of every submission deadline.^[18]

4. Office Bearer Responsibilities and Duties

5.1 Each Officer is accountable to and subject to direction by the Students' Council, as the governing body of UMSU.

5.2 Each Officer is also accountable to and subject to direction by the relevant Committee corresponding to the office held by the Officer. The provisions of C79A.6 will apply in the event of any inconsistency between the direction of the Committee and the Students' Council.

5.3 The President and SecretaryGeneral Secretary^[19] are accountable to and subject to direction by the Students' Council and must act in accordance with the direction of the Students' Council except to the extent the direction would require the President or the SecretaryGeneral Secretary to act in breach of the Constitution or the Act.

5.4 The Media Officers are accountable to and subject to direction by the Students' Council in respect of finance and compliance with the law and with the Purposes of UMSU.

5.5 Each Officer in carrying out his or her functions and duties:

5.5.1 must report in writing to each regular meeting of the Students' Council and of the Committee to which they are accountable;

5.5.2 is directly accountable through the relevant Committee corresponding to the Office held by the Officer to the Members;

5.5.3 is bound at all times by UMSU Policy and Regulations in the execution of their duties;

5.5.4 is responsible for implementing the decisions of the relevant Committee corresponding to the Office held by the Officer;

5.5.5 must liaise with grant applicants and recipients at the direction of the relevant Committee corresponding to the Office held by the Officer;

5.5.6 must provide support and resources for Committees and the Students' Council;

- 5.5.7 must ensure that appropriate research has been undertaken to ensure an informed decision-making process occurs in the Students' Council and the Committees;
- 5.5.8 must endeavour to inform all Students of the working and decisions of the Committee corresponding to the Office held by the Officer by reporting to UMSU print and electronic media;
- 5.5.9 must maintain the Department ~~noticeboard and~~^[j10] web page corresponding to the Office held by the Officer;
- 5.5.10 must provide the Students' Council and the Committee corresponding to the Office held by the Officer with timely and accurate financial information;
- ~~5.5.11 must report in writing the workings of the Department corresponding to the Office held by the Officer to each regular meeting of the Students' Council;~~^[j11]
- ~~5.5.12~~^{5.5.11} must endeavour to provide information and assistance to Students with regards to UMSU Regulations and Policy;
- ~~5.5.13~~^{5.5.12} must liaise with other UMSU Departments to better coordinate the activities of UMSU;
- ~~5.5.14~~^{5.5.13} must liaise with other student organisations to better the interests of Students and to ensure that UMSU resources are used in an efficient and effective manner;
- ~~5.5.15~~^{5.5.14} must endeavour to implement the Purposes of UMSU;
- ~~5.5.16~~^{5.5.15} must endeavour to implement the aims and objectives of the Department corresponding to the Office held by the Officer;
- ~~5.5.17~~^{5.5.16} must act in good faith, honestly and for proper purposes consistent with the Purposes and interests of UMSU;
- ~~5.5.18~~^{5.5.17} must undertake ~~financial~~ and prudential oversight and ~~financial~~ management;
- ~~5.5.19~~^{5.5.18} must exercise appropriate care and diligence; ~~and~~
- ~~5.5.20~~^{5.5.19} must take reasonable steps to avoid all conflicts of interest; ~~:-~~
- ~~5.5.21~~^{5.5.20} ~~must ensure they are accessible to students for a reasonable proportion of hours each week~~
- ~~5.5.22~~^{5.5.21} ~~Must indicate their availability to students on their office door or other visible location and the UMSU website.~~^{[j12][j13]}

5.6 If there is a reasonable belief that an Officer has not carried out his or her responsibilities or duties, the ~~Secretary~~^{General Secretary} shall refer the Officer to the Students' Council as per ~~C194.R3~~.

5.6

6. Office Bearer Meetings

6.1 Office Bearers shall be reasonably required to attend Office Bearer meetings scheduled by the General Secretary.

6.2 Meetings shall be held on a regular or semi-regular basis, as determined by the General Secretary in consultation with Office Bearers.

6.3 The agenda of Office Bearer meetings shall include but not be limited to:

6.2.1 Reports on what each department and Office Bearer is working on, including events, projects and campaigns;

6.2.2 Opportunities for Office Bearers and departments to support each other and collaborate.

5. ~~Office~~^[j14] ~~Bearer / Representative Casual Vacancy~~

~~6.1 A person ceases to be an Officer or other Representative of the Students' Council or of a Committee if:~~

~~6.1.1 the Secretary receives a resignation in writing or by email from that person;~~

~~6.1.2 the person is dismissed by a General Meeting or Referendum;~~

~~6.1.3 the person ceases to be a Member;~~

~~6.1.4 the person is employed by the University, any body controlled by the University, MU Student Union Limited, or UMSU in at least a .5 position; or~~

~~6.1.5 the person, without leave granted by resolution of the Students' Council, fails on three consecutive occasions to attend at or within thirty minutes after the time specified for the commencement of a meeting (other than a special meeting) of the Students' Council. A meeting that fails to reach quorum shall be considered a meeting for the purpose of this rule.~~

~~6.2 Leave of absence may only be granted retrospectively to an Officer or other Representative if documented evidence is produced of the circumstances which prevented the timely application for a leave of absence, and no leave of absence may be granted if the person was absent at three consecutive meetings as laid out in R 6.1.5.~~

~~6.3 It shall be the responsibility of the Secretary to maintain an accurate record of attendance of all meetings of Students' Council and Committees.~~

~~6.4 If an Officer holding a position jointly ceases to be an Officer, the other joint holder continues to hold that office individually.~~

~~6.5~~^{6.2} ~~A casual vacancy will only arise if all joint holders of an office cease to hold that office.~~

6. ~~Filling Casual Vacancies~~

~~7.1 If a casual vacancy occurs in an elected position at any time between the declaration of results of the annual election prior to the relevant term of office commencing, and a date which is at least 21 days prior to the opening of polling in the annual election in the year of office, that vacancy is to be filled at a by-election.~~

~~7.2 Any by-election to be held in Semester Two before the end of the annual election must be held concurrently with the annual election.~~

~~7.3 If a casual vacancy in an elected position occurs during the term of office, but after the date 21 days before the opening of polling in the annual election, it is to be left unfilled, unless it is an Officer position.~~

~~7.4 If it is an Officer position, the procedure for temporarily filling a vacancy applies, unless the body entitled to fill that vacancy decides that it is not necessary to fill the vacancy.~~

7. Temporary Filling of Officer Positions

~~7.8.1 If an Officer position becomes vacant, Students' Council or the relevant Committee may appoint a Member to act as that Officer on a temporary basis, in accordance with C61.~~

~~If the Officer position of President becomes vacant, the Students' Council may appoint a Member to act as the President on a temporary basis.~~

~~8.2 If the Officer position of Secretary becomes vacant, the Students' Council may appoint a Member or Members to act as the Secretary on a temporary basis.~~

~~8.3 If the Officer position of Media Officer becomes vacant, the Students' Council may appoint a Member or Members to act as the Media Officer on a temporary basis.~~

~~8.4 If any other Officer position becomes vacant, the Committee to which that Officer is accountable may appoint a Member or Members to act as the Officer on a temporary basis.~~^[j15]

~~7.8.25 Prior to any temporary appointment, the General Secretary shall issue at least one week's notice and a call for nominations to members by: The vacancy must be notified to Members by the Secretary by:~~

~~7.8.5.1 email for at least one week prior to the appointment; and~~

~~7.8.5.2 posting notice on the UMSU website; and~~

~~8.5.3 posting notice on a prominent notice board in Union House.~~

~~8.6 The Students' Council or the appropriate Committee may not consider the filling of a casual vacancy unless fourteen days notice has been given.~~

~~7.8.47 The Secretary General Secretary shall be responsible for collecting nominations, or if the Secretary's position is vacant, it shall be the responsibility of the President.~~

~~8.4.1 If the General Secretary's position is vacant, the President shall be responsible for collecting nominations.~~

~~8.4.2 If both the General Secretary and President positions are vacant, the senior staff member shall be responsible for collecting nominations.~~^[j16]

~~7.8.58 When determining who shall be appointed to fill a vacant Officer position, the Students' Council or relevant Committee shall take into consideration the person's:~~

~~7.8.8.1 previous experience;~~

~~7.8.8.2 involvement in UMSU, Department, Collective, Committee, Students' Council or any other body thereof;~~

~~7.8.8.3 previous or current holding of a Officer position in UMSU; and~~

~~78.8.4~~ proven honesty and integrity; and

~~78.8.5~~ proven commitment to the aims and objectives of UMSU.

~~8.9 If a person so appointed is an elected voting Representative of the Students' Council or a Committee under this Constitution, the right to vote, but not membership of the Committee or the Students' Council, is suspended while the person is acting as an Officer.~~

~~8.10 — The Staffing Sub-Committee may appoint a Member to act as an Officer on a temporary basis if that position is vacant as per C146.1(c), if the vacancy has not already been filled by the Students' Council or the relevant Committee.~~

8. Farrago

~~89.1~~ Farrago shall be an independent publication of UMSU, and the Media Officers shall have discretion as to the content of each edition, notwithstanding any requirements of the Constitution, Regulations or ~~agreements with MU Student Union Limited Policy~~

~~89.2~~ Farrago shall not publish material that is contrary to the aims and objectives of UMSU.

~~89.3~~ Each issue of Farrago shall prominently state:

~~89.3.1~~ "Farrago is the Newspaper of the University of Melbourne Student Union (UMSU). Farrago is published by the ~~Secretary General Secretary~~. The views expressed herein are not necessarily those of UMSU."

~~89.4~~ The Media Officers shall ensure that the production of Farrago and any other publication of the Media Department are produced in an environmentally and financially responsible manner.

9. UMSU Publications

~~9.1~~ The Publisher of all materials produced by UMSU or any UMSU Department shall be the General Secretary.

~~9.2~~~~10.4~~ The UMSU Logo shall be prominently displayed on all material produced by UMSU or any Department of UMSU.

~~10.2~~ ~~The Publisher~~ 9.2.1 The Publisher may order the destruction, confiscation, ceasing of distribution or refusal of payment for production of any material produced by UMSU or a Department thereof that fails to prominently display the UMSU Logo, or is in contravention of R~~9~~~~10.5~~.

~~10.3~~ ~~The UMSU Logo shall appear in Appendix A.~~

~~109.34~~ Any Departments wishing to develop their own logo shall incorporate the UMSU Logo as part of their individual logo, or if a Department wishes to use a logo that does not incorporate the UMSU Logo, the UMSU Logo must still be prominently displayed on all material produced by that Department.

~~910.45~~ No material funded ~~ed~~ in part or wholly by UMSU ~~or otherwise supported by UMSU~~ may be used for militaristic ~~or nationalist, sexist, racist, homophobic~~ purposes, or to promote ~~racial, sexual or religious~~ discrimination on the basis of race, colour, sex sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion or national or social origin. [17]

940.56 All material published by UMSU or any Department of UMSU must be lodged with the SecretaryGeneral Secretary and the Marketing and Research Officer.Senior Staff Member.^[j18]

940.7 Copies of all material published by UMSU or any department of UMSU must be kept and sent at the end of the year to the Rowden White Library Archives.

10. Press Releases

104.1 The spokesperson of UMSU shall be the President.

104.2 Only the President may engage in discussions with the media (including press releases) subject to the President or Students' Council directing another Officer to do so,deferring this power to another Officer.

104.2.1 Other officers mayThe President or Students' Council may delegate in writing the authority to issue press releases or communicate with the media on behalf of their-a department or a specific UMSU campaign or activity to another Office Bearer. -and this must be made clear in all communication.^[j19]

104.3 In the event of the President not being available for comment, the SecretaryGeneral Secretary will do so if there is the reasonable belief that the President and/or the Students' Council will be in agreement with the substance of their discussions and/or press release.

104.4 UMSU Staff should not make press releases or speak to the media on behalf of UMSU except for the purposes of promoting or publicising UMSU events/services.

112. Political Campaigning

112.1 Officers and UMSU staff^[j20] in their capacity as officers or staff of UMSU, shall not campaign for any state or national political party in their capacity as officers or staff of UMSU and shall not make use of any UMSU resource for that purpose.

112.2 Officers and UMSU staff shall uphold the policies of UMSU and their Department, and may campaign on any issue that affect Students or UMSU.

112.3 Officers and UMSU staff shall not campaign during UMSU elections, except if they take a leave of absence for the period of the election between opening of polling and the closing of polling.

11.3.1 Requests for leave from Office Bearers for the purpose of campaigning during UMSU elections shall be automatically accepted, without requiring approval from Students' Council.^[j21]

112.4 Officers may not use their capacity as Officers or UMSU resources not available to all students, as determined by the Returning Officer and Electoral Regulations, for the purposes of UMSU elections at any time during their term of office. ^[j22] during an UMSU election, including but not limited to, offices, computers, whiteboards, phones, facsimiles, printers, photocopiers, and risographs, as determined from time to time by the Returning Officer.

13. Policy Consultation

~~13.1 Any policy submitted to the relevant committee or Students' Council must be displayed on the UMSU website for at least one week prior to being discussed and/or adopted.~~

~~13.2 The body considering the proposed policy must advertise for at least one week in the Student Union's bulletin the time, date and location of the meeting that will consider the policy.~~

~~13.3 The relevant body may resolve to extend the period of consultation to a period greater than one week.~~

~~13.4 The relevant body must resolve to hold forums, working groups or any other method of consultation in addition to those contained in these regulations, so long as at least one weeks notice is given.~~

~~13.5 All policy submissions to the Students' Council or a Committee must include a summary of who was consulted or would be consulted about the proposed policy.~~

~~13.6 Person(s) or group(s) submitting policy to the Students' Council or a Committee must consult with current and previous relevant Officers, relevant University Committee representatives, relevant committees and collectives, and/or relevant community or student groups, where appropriate.~~^[j23]

124. Termination of Office Bearer Positions**Office Bearer Handover**

~~124.1 This section applies to the end of an Officer's term of office, regardless of the circumstance under which the term ends.~~

~~all methods of termination including the exhaustion of a term in office.~~

~~1412.2~~ In order to receive the final payment of their term in office, Office Bearers must,

in accordance with the fields set out in the ~~SOB Termination-Office Bearer End of Term~~ Checklist:

~~1412.2.1~~ Provide access to any accounts including UMSU computers (unless continuing for another term) and any and all social media accounts pertaining to their office's activities.

~~1412.2.2~~ Handover voicemail access codes for their office phone.

~~1412.2.3~~ Complete a final report in the template provided by the UMSU secretariat.

~~1412.2.4~~ Return office keys.

~~1412.2.5~~ Return any outstanding loan items to the Rowden White Library

~~14.12.2.6~~ Ensure that their office is clean

~~1412.2.7~~ Provide to the organisation all minutes and finance documents yet to be finalised.

~~1412.2.8~~ Handover parking permits if any.

~~1412.2.9~~ Provide an archive consisting of any ~~of the following~~ items pertaining to their term of office not required by

the incoming Office Bearer:

- ~~Letters~~
- ~~Pamphlets~~
- ~~Posters~~
- ~~Flyers~~
- ~~Files~~
- ~~Photographs~~
- ~~Video recordings~~
- ~~Audio recordings~~
- ~~T-shirts~~
- ~~Computer files~~
- ~~Banners~~

~~14.2.10 The UMSU General Manager/Senior Staff Member and the UMSU Secretary will be~~

~~responsible for ensuring the office bearers are provided with further instructions in relation all termination arrangements prior to November 30 each year.~~

~~12.2.10 Prepare a written handover document that:~~

~~12.2.10.1 Includes an evaluation of events, projects and campaigns undertaken by the department, including recommendations for future Office Bearers;~~

~~12.2.10.2 For departments, includes a copy of the department's initial budget, any subsequent amended budgets and an evaluation of the allocations within those budgets.~~

~~12.2.10.3 Includes a list of relevant contacts within UMSU, the University and beyond~~

~~12.2.10.4 Includes advice on issues and situations future Office Bearers will likely encounter, including ongoing projects and issues;~~

~~12.2.10.5 Includes a summary of significant assets belonging to the department or Office.~~

~~12.2.10.6 In the case of shared Offices, one handover document shall be required per Office.~~

~~12.2.10.7 Shall be included in hard copy in the archive required in 12.2.9 and submitted in soft copy to the General Secretary, incoming Office Bearer(s) and Senior Staff Member. [24]~~

~~12.3 The UMSU Senior Staff Member and the UMSU General Secretary will be responsible for ensuring the office bearers are provided with further instructions in relation all end of term arrangements prior to October 31 each year.~~

Amendment History

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[Appendix A](#)

