



Care for, Stand for, Act for International Students

**University of Melbourne
Student Union International**

REGULATIONS

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PART I
GENERAL

1 NAME

University of Melbourne Student Union International shall be hereinafter referred to as 'UMSU International'.

2 DEFINITIONS

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

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

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

2.4 'UMSU International Central' means the elected members as defined in section 11.

2.5 'Executive Central Committee' means the elected members as defined in section 12.

2.6 Unless the context otherwise requires, 'Members' means the members of UMSU International as defined in section 6.

3 STATUS

UMSU International is a special constituency within the UMSU Constitution known as UMSU International Department.

4 AIMS AND OBJECTIVES

The aims and objectives of UMSU International 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 UMSU International;
- 4.2 Promote, protect, develop and assist the interests of International Students with regards to financial, social, educational, professional, cultural and welfare matters and to encourage interest groups and clubs and societies for International Students on campus;
- 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 Non-International Students;
- 4.5 Implement all such activities as may be deemed conducive to any of the objectives of UMSU International;
- 4.6 Assume responsibilities to organise and direct activities as may be deemed appropriate for furthering the aims and objectives of UMSU International aforementioned;
- 4.7 Be represented within UMSU, cooperate with the Departments of UMSU, contribute to the specified aims and objectives of UMSU, and
- 4.8 Afford a recognised means of communication between International Students, Non-International Students, and authorities of the campus, the University, the community at large and other organisations of Students.

5 RELATIONSHIP TO UMSU

- 5.1 UMSU recognises UMSU International 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 UMSU International will work with other UMSU Departments to ensure the needs of International Students are met in an efficient and effective manner, and UMSU International 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 UMSU International in accordance with rule 8.3 of the UMSU Constitution.

- 5.4 UMSU International and its designated officers shall reserve the right to make public comment on issues relating to International Students as the official representatives of International students, even where such comment expresses views or opinions that differ from those of UMSU.
- 5.5 UMSU shall endeavour to not make public comment on issues relating to International Students without consulting with the UMSU International President.

6 MEMBERSHIP

- 6.1 The Members of UMSU International shall be International Students enrolled in a higher education course at the University.
- 6.2 Any Non-International Student who is elected under the operation of sections 8 and 9, or co-opted under subsection 21.17, is deemed to be a Member of UMSU International until the end of their term in office.
- 6.3 Any Student granted Honorary Life Membership of UMSU International under section 7 is deemed to be a Member of UMSU International.

7 HONORARY LIFE MEMBERSHIP

- 7.1 The UMSU International Central may grant Honorary Life Membership to any Student who has given outstanding service to UMSU International.
- 7.2 All UMSU International Presidents who have completed their presidential term shall be granted automatic Honorary Life Membership, unless the UMSU International Central decides otherwise by motion.
- 7.3 Decisions for the purposes of this section shall be carried by a two-thirds (2/3) majority votes of the UMSU International Central.
- 7.4 Subject to subsection 7.1, a Member who has been nominated for Honorary Life Membership shall not be present or allowed to participate in the voting process granting them Honorary Life Membership, nor shall they be involved in the counting process of the votes for the purposes of subsection 7.3.

PART II

GOVERNANCE OF UMSU INTERNATIONAL

8 ANNUAL GENERAL ELECTION

- 8.1 Members at the Annual General Election shall have the power to elect UMSU International Central members.
- 8.2 The UMSU International Central must appoint an odd number of Internal Returning Officer(s) and may appoint a number of External Returning Officers less than or equal to the number of Internal Returning Officers for each Annual General Election before the notice for the Annual General Election is given in accordance with subsection 8.3.
- 8.3 The notice of an Annual General Election must be given by formally notifying the members of UMSU International through the main communication channels including, but not limited to:
- (a) posting the notice of Annual General Election on the UMSU International website; and
 - (b) posting the notice of Annual General Election on prominent notice boards in Union House, with hard copies restricted to signature approval by the Returning Officers of the Annual General Election.
- 8.4 Only Members of UMSU International are eligible to vote in the Annual General Election.
- 8.5 The Annual General Election must be conducted by secret ballot for all positions listed under section 11.
- 8.6 A Member of UMSU International may only vote once in each Annual General Election.
- 8.7 Members are not allowed to vote by proxy.
- 8.8 The Annual General Election voting sessions must be held over a minimum of three (3) and a maximum of five (5) consecutive academic days.
- 8.9 The Notice of the Annual General Election must be given at least four (4) weeks before the first day of the voting sessions of the Annual General Election.
- 8.10 The minimum number of votes cast for a valid Annual General Election is five hundred (500).

- (a) If the number of votes cast does not reach this minimum number, a by-election will be held where the minimum number of votes cast for a valid result is three hundred (300).

8.11 The manner in which the Annual General Election should be conducted shall be determined by the UMSU International Electoral Regulations as prescribed by section 10 "RULES AND REGULATION OF ANNUAL GENERAL ELECTION AND BY-ELECTION".

8.12 A two-thirds (2/3) majority vote of confidence from the UMSU International Central shall be called for within six (6) weeks from the first day the President officially takes office. If the President fails to receive confidence from the UMSU International Central, he/she 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, subject to section 9.

- (a) Under operations of subsection 8.3, the notice for the By-Election for the purposes of subsection 8.12 must be given at least twelve (12) academic days before the first day of the polling sessions of the By-Election. – Previously 8.13

9 BY-ELECTION

9.1 The UMSU International Central shall call for a By-Election for any vacant position in the Central unfilled by any election or if any of the Central members are terminated under Part VI.

9.2 The UMSU International Central must appoint either one (1) or three (3) Returning Officer(s) for each By-Election before notice for the By-Election is given under operations of subsection 9.3.

9.3 The notice of a By-Election must be given by formally notifying the members of UMSU International through UMSU International's main communication channels including, but not limited to:

- (a) Posting the notice of By-Election on the UMSU International website; and
- (b) Posting the notice of By-Election on prominent notice boards in Union House, with hard copies restricted to signature approval by the Returning Officers of the By-Election.

9.4 Only Members of UMSU International are eligible to vote in the By-Election(s).

- 9.5 The By-Election(s) must be conducted by secret ballot for all vacant positions.
- 9.6 A Member of UMSU International may only vote once in each By-Election.
- 9.7 Members are not allowed to vote by proxy.
- 9.8 The By-Election voting sessions must be held over a minimum of two (2) and maximum of three (3) consecutive academic days.
- 9.9 Notice of the By-Election must be given at least nine (9) days before the first day of the voting sessions of the By-Election.
- 9.10 The minimum number of votes cast for a valid By-Election is fifty (50).
- 9.11 The manner in which the By-Election should be conducted shall be determined by the UMSU International Electoral Regulations.

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 and seconded by two different International Students. An International Student may nominate or second more than one candidate.
- 10.2 International Students are eligible to stand for any position in the elections.
- 10.3 All Non-International Students who hold Australian Permanent Residency or New Zealand Citizenship but not Australian Citizenship are eligible to stand for any position in the elections, except UMSU International President.
- 10.4 UMSU International Central members are not eligible to run in the By-Election(s). UMSU International Central members who wish to do so must submit his/her resignation prior to the notice of the By-Election(s) being given.
- 10.5 When there are more than two (2) Non-International Student among the top four (4) candidates with the highest number of votes for the position of Education & Welfare Officer, of these Non-International Students only two (2) shall be elected, with the other two (2) position going to the top International Student candidate.

- 10.6 When there are more than two (2) Non-International Students among the top six (6) candidates with the highest number of votes for the position of Cultural and Social Officer, of these Non-International Students only the top two (2) shall be elected, with the other four (4) positions going to the top four (4) International Student candidates.
- 10.7 When there is more than one (2) Non-International Students among the top three (3) candidates with the highest number of votes for the position of Media & Communications Officer, of these Non-International Students only the top one (1) shall be elected, with the other two (2) positions going to the top two (2) International Student candidates.
- 10.8 Any students who are not able to complete their full term as an UMSU International Central member within the duration of their course are not eligible to run in any UMSU International Annual General Election or By-Election(s).
- 10.9 A person shall not hold more than one (1) position in the UMSU International Central.
- 10.10 Each candidate contesting in the Annual General Election and/or By-Election(s) must comply with the Electoral Regulations, as determined by the UMSU International Central under recommendations from the Returning Officer(s) who is (are) appointed under subsection 21.20.

11 UMSU INTERNATIONAL CENTRAL

- 11.1 UMSU International shall have a Central Committee (the 'UMSU International Central') elected annually by the Members of UMSU International.
- 11.2 The UMSU International Central shall consist of:
- One (1) UMSU International President
 - One (1) UMSU International Vice-President (Education and Welfare)
 - One (1) UMSU International Vice-President (Cultural and Social)
 - One (1) UMSU International Vice-President (Media and Communications)
 - One (1) UMSU International Secretary
 - One (1) UMSU International Treasurer
 - One (1) UMSU International Education Director
 - One (1) UMSU International Welfare Director
 - One (1) UMSU International Cultural and Social Director
 - One (1) UMSU International Media & Communications Director

One (1) UMSU International Human Resource Director
One (1) UMSU International Partnership and Sponsorship Director
Three (3) UMSU International Education Officers
Three (3) UMSU International Welfare Officers
Six (6) UMSU International Cultural and Social
Three (3) UMSU International Media & Communication Officers
One (1) UMSU International Partnership and Sponsorship Officer
One (1) UMSU International Human Resources Officer

- 11.3 UMSU's International Student Representative on the UMSU Students' Council shall be an ex-officio non-voting member of the UMSU International Central.
- 11.4 Subject to such oversight and direction as may be required by UMSU Students' Council acting reasonably, the UMSU International Central shall have control over:
- (a) executing and implementing the aims and objectives of UMSU International and UMSU;
 - (b) setting the direction of UMSU International;
 - (c) arranging and undertaking all activities of UMSU International;
 - (d) overseeing grants to International Students;
 - (e) relieving any irresponsible and misconducting UMSU International Central member or UMSU International Co-Opted Office Bearer of his/her post under Part VI;
 - (f) deciding upon changes to the UMSU International Electoral Regulations (if any) under recommendations from Returning Officers;
 - (g) appointing the Returning Officer(s) and Dispute Committee members to conduct the Annual General Election and By-Election(s);
 - (h) interpreting the UMSU International Regulations as it sees fit;
 - (i) passing motion and adopting policy;
 - (j) granting Honorary Life Membership under section 7;
- 11.5 Subject to sub-section 21.1(h), each member of the UMSU International 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 UMSU International Central, unless otherwise stated in these Regulations.
- 11.7 The term of the UMSU International Central shall be from the first academic day after the Annual General Meeting in the year in which that UMSU International Central was elected until the dissolution of that particular UMSU International Central, subject to sub-section 17.5.

- 11.8 The UMSU International Central does not have authority to direct any staff member of UMSU.
- 11.9 UMSU International is bound by all UMSU regulations and policy.
- 11.10 The UMSU International Central shall always act in the best interests of UMSU International and its Members so far as this is consistent with the aims and objectives of UMSU International set out in section 4.

12 UMSU INTERNATIONAL EXECUTIVE CENTRAL COMMITTEE

- 12.1 The UMSU International President, UMSU International Vice-President (Education and Welfare), UMSU International Vice-President (Cultural and Social), UMSU International Vice-President (Media and Communications) UMSU International Secretary, and UMSU International Treasurer shall form the Executive Central Committee.
- 12.2 The Executive Central Committee shall always act and ensure that the UMSU International Central acts in the best interests of UMSU International and its Members.
- 12.3 The Executive Central Committee shall assist the UMSU International Central in making decisions in relation to the continuity, growth and progress of UMSU International and for International Students at the University.
 - (a) The Executive Central Committee is responsible on behalf of the UMSU International Central for employment of staff by UMSU International, determining the budget allocations for the financial year that begins during their term of office, and ensuring that any expenditure by UMSU International is made in accordance with the budget or as deemed to satisfy the aims and objectives of UMSU International set out in section 4.
- 12.4 The Executive Central Committee is responsible for making urgent decisions, defined as those arising when a decision must be made immediately, but where the next Central Committee Meeting is more than 3 academic days away, so far as this is deemed to satisfy the aims and objectives of UMSU International set out in section 4.

- 12.5 The Executive Central Committee shall also undertake the responsibilities of co-opting any International Student and/or Non-International Student as well as forming and dissolving any sub-committee as it sees fit.

13 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 UMSU International.

PART III

FINANCE

14 FUNDING AND BUDGET OF UMSU INTERNATIONAL

- 14.1 Each year, following UMSU Student's Council's grant allocation to UMSU International, UMSU International Central shall prepare a draft budget for UMSU International's following year of operation.
- 14.2 This draft budget shall be presented to the General Manager of UMSU.
- 14.3 As a Department of UMSU, UMSU International is accountable to the UMSU Students' Council for the proper expenditure of funds allocated to it from the UMSU Budget.
- 14.4 UMSU International Central may choose to seek additional funding from International Students or external organisations through the payment of voluntary contributions, subscriptions, sponsorship, donations, etc. UMSU International shall not link the payment of such a fee to Membership of UMSU International or UMSU.
- 14.5 The approval of UMSU International 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 UMSU International Annual Budget.
- 14.6 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 UMSU International Treasurer or four (4) members of the Executive Central Committee where it does not include the UMSU International Treasurer.

PART IV

MEETINGS OF UMSU INTERNATIONAL

15 ANNUAL GENERAL MEETING

- 15.1 Subject to sub-section 15.2, 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.
- 15.2 The Annual General Meeting is to be held not earlier than fourteen (14) days after its notification to Members.
- 15.3 The quorum for the Annual General Meeting shall be fifty (50) Members.
- 15.4 The Agenda for the Annual General Meeting shall include:
- (a) An annual report by the immediate outgoing UMSU International President, on the achievements of UMSU International for the year;
 - (b) An annual report by the immediate outgoing UMSU International Vice-President (Education and Welfare), on the achievements of the Education and Welfare portfolio in UMSU International for the year;
 - (c) An annual report by the immediate outgoing UMSU International Vice-President (Cultural and Social), on the achievements of the Cultural and Social portfolio in UMSU International for the year;
 - (d) An annual report by the immediate outgoing UMSU International Vice-President (Media and Communications), on the achievements of the Media and Communication portfolio in UMSU International for the year;
 - (e) An annual report by the immediate outgoing UMSU International Secretary, on the internal performance of UMSU International for the year; and
 - (f) An annual report by the immediate outgoing UMSU International Treasurer, on the financial performance of UMSU International for the year.
- 15.5 The dissolution of the outgoing UMSU International Central Committee takes place on the first academic day after the Annual General Meeting.
- 15.6 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 UMSU International;

- (b) Interpret and amend the UMSU International Regulations;
- (c) Pass decisions regarding the structure of UMSU International;
- (d) Terminate the office of any UMSU International Central member;
- (e) Accept and approve the UMSU International President's Annual Report, the UMSU International Vice-President (Education and Welfare)'s Annual Report, the UMSU International Vice-President (Cultural and Social)'s Annual Report, the UMSU International Vice-President (Media and Communication)'s Annual Report, the UMSU International Secretary's Annual Report and the UMSU International Treasurer's Annual Financial Report; and
- (f) Deal with all such matters that cannot be resolved by the UMSU International Central.

- 15.7 Only UMSU International Members present at the Annual General Meeting are entitled to vote.
- 15.8 The Annual General Meeting shall be held on an academic day in an area generally accessible to Members of UMSU International.
- 15.9 If quorum for the Annual General Meeting, as per stated in 15.3, cannot be met, another Annual General Meeting should be scheduled at the earliest possible date subject to 15.1 with the notification period in 15.2 shortened to seven (7) days.

16 GENERAL MEETING

- 16.1 A General Meeting shall be convened by UMSU International Secretary:
 - (a) When requested by the UMSU International Central; or
 - (b) When requested by a signed petition from no less than thirty (30) Members;
 - (c) Only where the quorum of fifty (50) Members is met.
- 16.2 A General Meeting shall be held:
 - (a) Not earlier than fourteen (14) days after its notification to Members; and
 - (b) Within thirty (30) days after receipt by the UMSU International Central of the signed petition.
- 16.3 Subject to approval by UMSU Students' Council, such approval not to be unreasonably withheld, Members at a UMSU International General Meeting shall have the power to:
 - (a) Decide the policies of UMSU International;
 - (b) Interpret and amend the UMSU International Regulations;

- (c) Terminate the office of any UMSU International Central member;
and
 - (d) Deal with all such matters that cannot be resolved by the UMSU International Central.
- 16.4 Only UMSU International Members present at the meeting are entitled to vote.
- 16.5 If the UMSU International Secretary does not convene a General Meeting under section 18 within the timeframe specified in subsections 18.2 (d) and 18.2 (e), any Member of the UMSU International Central may convene the General Meeting in accordance with these Regulations.
- 16.6 A General Meeting shall be held on an academic day in an area generally accessible to Members of UMSU International.

17 EMERGENCY GENERAL MEETING

- 17.1 Where section 16.1(c) is not satisfied, an Emergency General Meeting shall be convened by UMSU International Secretary:
- (a) Not earlier than seven (7) days and not later than thirty (30) days after the original General Meeting;
 - (b) Not earlier than seven (7) days after its notification to Members; and
 - (c) Only where the quorum of fifty (50) Members is met.
- 17.2 Subject to approval by UMSU Students' Council, such approval not to be unreasonably withheld, Members at a UMSU International Emergency General Meeting shall have the power to:
- (a) Decide the policies of UMSU International; and
 - (b) Deal with all such matters that cannot be resolved by the UMSU International Central.
- 17.3 Only UMSU International Members present at the meeting are entitled to vote.
- 17.4 If the UMSU International Secretary does not convene an Emergency General Meeting under section 17 within the timeframe specified in subsections 17.1(a) and 17.1(b), any Member of the UMSU International Central may convene the Emergency General Meeting in accordance with these Regulations.
- 17.5 An Emergency General Meeting shall be held on an academic day in an area generally accessible to Members of UMSU International.

18 UMSU INTERNATIONAL CENTRAL COMMITTEE MEETING

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

- 18.1 At least once a month during the academic calendar unless, under special circumstances, the UMSU International Central decides otherwise by motion for that particular month;
- 18.2 Whereby all UMSU International Central members and UMSU International Co-Opted Office Bearers are obliged to attend, and notification of absence shall be given to the UMSU International President and/or the UMSU International Secretary at least forty-eight (48) hours prior to the CCM or with documentation provided to support extenuating circumstances.
- 18.3 Whereby the quorum shall be half the voting members of the UMSU International Central, rounded up; and
- 18.4 Not earlier than seventy-two (72) hours after its notification.

19 EMERGENCY UMSU INTERNATIONAL CENTRAL COMMITTEE MEETING

When there is a written request by two-fifth ($\frac{2}{5}$) of the UMSU International Central members, an Emergency UMSU International Central Committee Meeting, hereinafter referred to as ECCM, shall be convened:

- 19.1 whereby the UMSU International Secretary shall summon the meeting within seven (7) days after receipt of such a request;
- 19.2 not earlier than twenty-four (24) hours after its notification;
- 19.3 under the application of sub-sections 18.2 and 18.3; and
- 19.4 If the UMSU International Secretary does not comply with a written request under section 19 within the timeframe specified in sub-sections 19.1 and 19.2, any Member of the UMSU International Central may convene the Emergency UMSU International Central Committee Meeting in accordance with these Regulations.

20 MOTIONS AND RESOLUTIONS

Except for amendments to the UMSU International 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, UMSU International officers shall have the following powers and responsibilities:

21.1 UMSU International President

The UMSU International President shall:

- (a) Represent UMSU International 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 UMSU International Central are in accordance with the objectives of UMSU International;
- (d) Ensure the efficiency and effectiveness of the UMSU International Central;
- (e) Establish and maintain good relations with other organisations;
- (f) Secure better representational positions for UMSU International;
- (g) Supervise any staff employed for UMSU International;
- (h) Supervise all matters related to publicity and publications by UMSU International along with the Secretary **and/or Media and Communication Vice President**;
- (i) Have the casting vote in the event of a tie in votes during a CCM or ECCM;
- (j) Have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;
- (k) Prepare and present an annual report on the achievements of UMSU International for the year at the Annual General Meeting;
- (l) Prepare a monthly report on the meetings attended for the month to be included in an UMSU International Central Committee Meeting.
- (m) Together with the Treasurer, have the power to authorise payments, subject to Part III;
- (n) Assist the UMSU International Human Resources Director in improving and maintaining relationships between members of UMSU International central; and
- (o) Make decisions in accordance with section 12.

21.2 UMSU International Vice-President (Education and Welfare)

The UMSU International 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 sub-committee and the Welfare sub-committee;
- (c) Coordinate, supervise and be responsible for all the affairs and performance of the Education sub-committee and the Welfare sub-committee;
- (d) Assist the UMSU International President to organise and supervise the operation of UMSU International;
- (e) Represent UMSU INTL in all places as advised by the UMSU INTL President
- (f) Have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;
- (g) Prepare and present an annual report on the achievements of the Education and Welfare portfolio in UMSU International for the year at the Annual General Meeting;
- (h) Together with the Treasurer, have the power to authorise payments, subject to Part III;
- (i) Assume duties of the UMSU International President in the event of the absence of the UMSU International President;
- (j) Assist the UMSU International Human Resources Director in improving and maintaining relationships between members of UMSU International central; and
- (k) Make decisions in accordance with section 12.

21.3 UMSU International Vice-President (Cultural and Social)

The UMSU International 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 UMSU International Regulation, and any motion, policy and standing policies passed by the UMSU International Central;
- (f) Prepare and present an annual report on the achievements of the Cultural and Social portfolio in UMSU International 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 UMSU International President in the event of the absence of the UMSU International President and the UMSU International Vice-President (Education and Welfare);
- (i) Assist the UMSU International Human Resource Director in improving and maintaining relationships between members of UMSU International central; and
- (j) Make decisions in accordance with section 12.

21.4 UMSU International Vice-President (Media and Communication)

The UMSU International Vice-President (Media and Communication) shall:

- (a) Address issues associated with UMSU INTL engagement and reach out on digital platforms with Members;
- (b) Promote cross-cultural understanding within the University community using UMSU INTL channels;
- (c) Be the representative of the Media and Communication sub-committee;
- (d) Coordinate, supervise and be responsible for all the affairs and performance of the Media and Communications sub-committee;
- (e) Have a working knowledge of the UMSU International Regulation, and any motion, policy and standing policies passed by the UMSU International Central;
- (f) Prepare and present an annual report on the achievements of the Media and Communications portfolio in UMSU International 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 UMSU International President in the event of the absence of the UMSU International President, the UMSU International Vice-President (Education and Welfare) and the UMSU INTL Vice-President (Cultural and Social);
- (i) Consult the executive committee before any major communication decisions and refrain from making comments on issues pertaining to media relevance;
- (j) Assist the UMSU International Human Resources Director in improving and maintaining relationships between members of UMSU International central; and
- (k) Make decisions in accordance with section 12.

21.5 UMSU International Secretary

The UMSU International Secretary shall:

- (a) Take charge of the administration and correspondence of Umsu International;
- (b) Keep all records of Umsu International;
- (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 Umsu International 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 Human Resources sub-committee and supervise all matters related to the Human Resources Portfolio;
- (g) Be the representative of the Media & Communications sub-committee and supervise all matters related to publicity and publications by Umsu International;
- (h) Supervise all matters related to publicity and publications by Umsu International along with the President;
- (i) Have a working knowledge of the Umsu International Regulations, and any motion, policy and standing policies passed by the Umsu International Central;
- (j) Prepare and present an annual report on the performance of Umsu International at the Annual General Meeting;
- (k) Together with the Treasurer, have the power to authorise payments, subject to Part III;
- (l) Assist the Umsu International Human Resources Director in improving and maintaining relationships between members of Umsu International central; and
- (m) Make decisions in accordance with section 12.

21.6 Umsu International Treasurer

The Umsu International Treasurer shall:

- (a) Take charge of all acquisitions, collections and distributions of the funds for Umsu International;
- (b) Keep relevant records of all financial transactions of Umsu International;
- (c) Be the representative of the Partnership and Sponsorship sub-committee and supervise all matters related to partnership and sponsorship portfolio;
- (d) Have a working knowledge of the Umsu International Regulations, and any motion, policy and standing policies passed by the Umsu International Central;
- (e) Prepare and present an annual financial report at the Annual General Meeting;

- (f) Assist the UMSU International Human Resources Director in improving and maintaining relationships between members of UMSU International central; and
- (g) Make decisions in accordance with section 12.

21.7 UMSU International Education Director

The UMSU International Education Director shall:

- (a) Assist the UMSU International Vice-President (Education and Welfare) on issues and activities related to the education and rights of Members;
- (b) Promote the education status of Members;
- (c) Supervise and be responsible for the performance of the Education sub-committee;
- (d) Propose to the UMSU International Central and carry out activities related to sub-sections (a) and (b) during the course of his/her term; and
- (e) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.
- (f) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.
- (g) Represent UMSU INTL in all places as advised by the UMSU INTL President and/or UMSU INTL Executive Committee.

21.8 UMSU International Welfare Director

The UMSU International Welfare Director shall:

- (a) Assist the UMSU International Vice-President (Education and Welfare) on issues and activities related to the welfare, wellbeing and rights of Members;
- (b) Promote the welfare status of Members;
- (c) Supervise and be responsible for the performance of the Welfare sub-committee;
- (d) Propose to the UMSU International Central and carry out activities related to sub-sections (a) and (b) during the course of his/her term; and
- (e) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.
- (f) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for

the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

- (g) Represent UMSU INTL in all places as advised by the UMSU INTL President and/or UMSU INTL Executive Committee

21.9 UMSU International Cultural and Social Director

The UMSU International Cultural and Social Director shall:

- (a) Assist the UMSU International 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 UMSU International Central and carry out activities related to sub-sections (a) and (b) during the course of his/her term; and
- (e) Regulate financial usage and to report directly to the UMSU International President or UMSU International Treasurer, whenever requested.
- (f) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

21.10 UMSU International Media and Communication Director

The UMSU International Media and Communication Director shall:

- (a) Coordinate all publicity media and publications by UMSU International;
- (b) Supervise and be responsible for the performance of the Media & Communications sub-committee;
- (c) Propose to the UMSU International Central and carry out activities related to sub-section (a) during the course of his/her term; and
- (d) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.
- (e) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

21.11 UMSU International Human Resources Director

The UMSU International Human Resource Director shall:

- (a) Coordinate the recruitment and training of volunteers under the International Student Ambassador (ISA) program;
- (b) Manage all affairs associated with the International Student Ambassador program;
- (c) Facilitate a working relationship between volunteers and the UMSU International Central;
- (d) Work together with the UMSU International Executive Central Committee to facilitate cohesion between members of UMSU International Central.
- (e) Be in charge of the performance evaluation of UMSU International Central members.
- (f) Propose to the UMSU International Central and carry out activities related to sub-sections (a), (b) and (c) during the course of his/her term; and
- (g) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.
- (h) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

21.12 UMSU International Partnership and Sponsorship Director

The UMSU International 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 UMSU International;
- (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 UMSU International Central and carry out activities related to sub-sections (a), (b) and (c) during the course of his/her term; and
- (f) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.
- (g) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

21.13 UMSU International Education Officers

The UMSU International Education Officers shall:

- (a) Be members of the UMSU International Education sub-committee;
- (b) Assist the UMSU International Vice-President (Education and Welfare) and UMSU International Education Director on issues and activities related to the education and rights of Members;
- (c) Assist in handling all general affairs of UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central.
- (e) Represent UMSU International in all places as advised by the UMSU International President and/or UMSU International Executive Committee

21.14 UMSU International Welfare Officers

The UMSU International Welfare Officers shall:

- (a) Be members of the UMSU International Welfare sub-committee;
- (b) Assist the UMSU International Vice-President (Education and Welfare) and UMSU International Welfare Director on issues and activities related to the welfare, wellbeing, and rights of Members;
- (c) Assist in handling all general affairs of UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central.
- (e) Represent UMSU International in all places as advised by the UMSU International President and/or UMSU International Executive Committee

21.15 UMSU International Cultural and Social Officers

The UMSU International Cultural and Social Officers shall:

- (a) Be members of the UMSU International Cultural and Social sub-committee;
- (b) Assist the UMSU International Vice-President (Cultural and Social) and UMSU International 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 UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central.

21.16 UMSU International Media and Communication Officers

The UMSU International Media and Communication Officers shall:

- (a) Be members of the UMSU International Media & Communications sub-committee;

- (b) Assist the UMSU International Media & Communications Director on issues and activities related to publicity of UMSU International;
- (c) Assist in handling all general affairs of UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central.

21.17 UMSU International Human Resources Officer

The UMSU International Human Resource Officers shall:

- (a) Be members of the UMSU International Human Resources sub-committee;
- (b) Assist the UMSU International Human Resources Director in affairs related to the International Student Ambassador (ISA) Program, and improving or maintaining relationships between members of UMSU International Central;
- (c) Assist in handling all general affairs of UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central.

21.18 UMSU International Partnership and Sponsorship Officers

The UMSU International Partnership and Sponsorship Officers shall:

- (a) Be members of the UMSU International Partnership and Sponsorship sub-committee;
- (b) Assist the UMSU International 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 UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central.

21.19 UMSU International Co-Opted Office Bearers

- (a) When the UMSU International 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 UMSU International Central and included in the written request. If the applicant concerned so accepts the offer, a written reply in the affirmative is required.
- (b) UMSU International Co-Opted Office Bearers shall:
 - (i) Be mandated to attend CCMs and ECCMs, with voting rights;
 - (ii) Take up special assignments when so entrusted by the UMSU International Central; and

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

21.20 UMSU International Appointed Office Bearers

- (a) When the UMSU International 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) UMSU International 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
 - (ii) Automatically have their appointment terminated with the dissolution of the UMSU International Central Committee that appointed them.

21.21 UMSU International Ex-Officers

- (a) The UMSU International Central may appoint one or more ex-officers based on the recommendations by the previous UMSU International Central.
- (b) The UMSU International ex-officers shall:
 - (i) Act in an advisory role to the UMSU International Central Committee; and
 - (ii) Not vote in a CCM or ECCM
- (c) The office of UMSU International ex-officers shall cease automatically at the end of two calendar months from the date of the appointment.

21.22 UMSU International Returning Officers

- (a) UMSU International Central shall be responsible for appointing Returning Officers for the purposes of sections 8 and 9, subject to subsection 11.4(g).
- (b) The UMSU International Returning Officers shall
 - (i) Be subject to the rules and regulations of section 10, and the UMSU International Electoral Regulations;
 - (ii) Undertake the tasks outlined under the "Returning Officer" sub-section of the UMSU International Electoral Regulations; and
 - (iii) Automatically have their appointment terminated one (1) week after the release of the results of the Annual General Election or By-Election for which they were appointed.

21.23 UMSU International Election Officers

- (a) The UMSU International Election Officers shall:
- (i) Be subject to the rules and regulations of section 10, and the UMSU International Electoral Regulations;
 - (ii) Undertake the tasks outlined under the “Returning Officer” subsection of the UMSU International Electoral Regulations; and
 - (iii) Automatically have their appointment terminated one (1) week after the release of the results of the Annual General Election or By-Election for which they were appointed.

21.24 UMSU International Dispute Committee

- (a) UMSU International Central shall be responsible for appointing Dispute Committee Members for the purposes of section 8 and 9, subject to subsection 11.4(g).
- (b) The UMSU International Dispute Committee shall:
- (i) Be subject to the rules and regulations of section 10, and the UMSU International Electoral Regulations;
 - (ii) Undertake the tasks outlined under the “Dispute Committee” subsection of the UMSU International Electoral Regulations; and
 - (iii) Automatically have their appointment terminated one (1) week after the release of the results of the Annual General Election or By-Election for which they were appointed.

PART VI

TERMINATION AND PENALTIES

22 INFRINGEMENT PROCEDURES AND TERMINATION OF DUTIES

- 22.1 Any UMSU International Central member or UMSU International Co-Opted Office Bearer who intends to resign shall give a written letter of resignation to the Executive Central Committee. The UMSU International Central member or UMSU International Co-Opted Office Bearer is relieved of his/her post upon acceptance of the letter by the Executive Central Committee.
- 22.2 All UMSU International Central members, UMSU International Co-Opted Officer Bearers, and UMSU International Appointed Office Bearers shall be subject to the UMSU International Infringement Procedures (Provisional) and its related consequences.
- 22.3 Where there is a termination under the operation of sub-sections 22.1 or 22.2, the UMSU International Central shall notify Members within seven (7) days after the termination by appropriate means.
- (a) 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 an UMSU International Executive Central Committee member(s) or member(s) that holds director position.
 - (b) A By-election or co-option 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 an UMSU International Central Committee member(s).
- 22.4 In the case where the vacancy in the current UMSU International Central occurs after the notice of the Annual General Election is given, the UMSU International Central shall decide whether to conduct a By-Election for that vacant position by a two-thirds (2/3) majority of votes of the UMSU International Central.
- (a) In the case where no one stands for election for the vacant position in a By-Election, the UMSU International Central shall appoint a Co-Opted Office Bearer to take up the position.

PART VII

AMENDMENTS TO REGULATIONS

- 23** The existing UMSU International Regulations may be partially amended during a UMSU International Annual General Meeting and General Meeting, subject to endorsement by a 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 UMSU International Regulations require a two-thirds (2/3) majority of votes cast at the Annual General Meeting or General Meeting, and endorsement by a simple majority of the UMSU Students' Council.