

RMIT Student Union

REGULATIONS

October 2014

Contents

Section	page
SECTION 1	STANDING ORDERS/MEETING PROCEDURES 4
Section 1.1:	Conduct of Meetings 4
Section 1.2:	Quorum 4
Section 1.3:	Agenda 4
Section 1.4:	Rules of Debate - Powers & Duties of the General Secretary 5
Section 1.5:	Rules of Debate - Motions 6
Section 1.6:	Rules of Debate - Amendments of Motions 6
Section 1.7:	Rules of Debate - Recommittal of Motions 7
Section 1.8:	Rules of Debate - General 7
Section 1.9:	Voting 7
Section 1.10:	Proxies 8
Section 1.11:	Suspension of Standing Orders 8
Section 1.12:	Validity of Voting 8
Section 1.13:	Circulation of these Regulations 8
Section 1.14:	Matters Not Dealt With 8
Section 1.15:	Timely Reporting 8
SECTION 2:	SECRETARIAT 8
Section 2.1:	Membership 9
Section 2.2:	Meetings 9
Section 2.3:	The Powers, Duties and Responsibilities 9
SECTION 3:	CLUBS: COMMITTEES, DEPARTMENTS, COLLECTIVES, COUNCILS OF THE STUDENT UNION COUNCIL 9
Section 3.1:	Definition of Student Union Clubs and Societies 9
Section 3.2:	Standing Committees 10
Section 3.3:	Education Collective 10
Section 3.4:	Welfare Collective 11
Section 3.5:	Womyn's Collective 12
Section 3.6:	Queer Collective 14
Section 3.7:	RMIT Association of International Students 15
Section 3.8:	RMIT Student Union Postgraduate Association 23
Section 3.9:	Campus Collectives 30
Section 3.10:	Clubs and Societies 31
Section 3.11:	Activities Collective 35
Section 3.12:	Media Collective 37
Section 3.13:	Editorial Board 37
Section 3.14:	The Student Union Environment Collective 39
SECTION 4:	FINANCIAL 40
Section 4.1:	Limitation of the sources of non-RMIT University income 40
Section 4.2:	Financial reports to the SUC 40
Section 4.3:	Finance Standing Committee 41
Section 4.3:	Recommendation on the level of University Grant 41
Section 4.4:	SUC recommendation to RMIT on the level of the University Grant 42
Section 4.5:	Special budget meeting 42
Section 4.7:	Audit 43
Section 4.9:	Payments 43
Section 4.10:	Signatories 43
Section 4.11:	Financial Year 43
Section 4.13:	Assets Register 43
Section 4.14:	Petty Cash Float 43

Section 4.15:	Account Correspondence	44
SECTION 5:	ELECTORAL	44
Section 5.1	Applicability	44
Section 5.2	Conduct of Elections	44
Section 5.3	Appointment of Returning Officer(s), Deputy Returning Officer(s) and Assistant Returning Officer(s), Polling Clerks and Counters	44
Section 5.4	Duties of Returning Officer(s), Deputy Returning Officer(s) and Assistant Returning Officer(s) and Counters	45
Section 5.5	Polling	45
Section 5.6	Nominations	46
Section 5.7	Verification of eligibility	48
Section 5.8	Policy statements and Photographs	48
Section 5.9	Candidates Publicity Material:	48
Section 5.10	Campaign Assistants	50
Section 5.11	Official Publicity	50
Section 5.12	Student Union Publications and the elections	51
Section 5.13	Voting Procedure	51
Section 5.14	Election Resources	53
Section 5.15	Declaration of the Poll	54
Section 5.16	Disputes	54
Section 5.17	SUC appeals committee	55
Section 5.18	Forbidden Practices	56
Section 5.19	Discipline	57
Section 5.20	Defamation	57
Section 5.21	Indemnity	58
APPENDIX 1	GRANT SCHEDULE – AFFILIATED CLUBS AND SOCIETIES	60
APPENDIX 2	MODEL CONSTITUTION - AFFILIATED CLUBS AND SOCIETIES	63
APPENDIX 3	RUSU AFFILIATE - CLUBS CODE OF CONDUCT	71

SECTION 1 STANDING ORDERS/MEETING PROCEDURES

Section 1.1 Conduct of Meetings

- 1.1.1 These Regulations are the standing orders and rules of debate for the conduct of meetings of the SUC of the Royal Melbourne Institute of Technology, and for the order of its Office Bearers, Committees and affiliated bodies.
- 1.1.2 The Agenda of the Council shall be determined by the SUC General Secretary in consultation with the SUC President.
- 1.1.3 Apologies shall be given in writing to the General Secretary before a SUC meeting and shall give sufficient reason to warrant being excused. The Chairperson may at their discretion accept verbal apologies.
- 1.1.4 Any duly convened Special Meeting shall deal only with the business arising out of the objects set forth in the notices convening the Special Meeting.
- 1.1.5 Unless otherwise stated in the Agenda, meetings of the Council shall be convened at 6.00pm.
- 1.1.6 The General Secretary shall call a ten (10) minute adjournment at least once in every continuous two (2) hour sitting of the Council. Four (4) hours after the appointed starting time of the meeting, if there is still business before the Council, the General Secretary shall put the following procedural motion without debate. The motion shall be won or lost by a simple majority of the Council members that vote. "That this meeting remains convened in order to deal with the business remaining on the agenda." If the motion is lost the General Secretary shall close the meeting immediately. If won, the motion shall be put again at thirty (30) minute intervals. No new business shall be added to the agenda after the above procedural motion has first been put and carried. Notwithstanding the above sentence no new business shall be added to the agenda after the commencement of the agenda item "General Business".
- 1.1.7 The RMIT University Student Union Council, where practicable, will conduct two SUC meetings per year at both Brunswick and Bundoora campuses. Bundoora meeting locations will be up to the discretion of the General Secretary to determine whether the meetings be held at Bundoora West or East.

Section 1.2 Quorum

Pursuant to Section 6.2.3 of the SUC Constitution the quorum of an ordinary SUC meeting shall be:

- 1.2.1 One half (1/2) plus one (1) of the total number of voting members of the SUC; and
- 1.2.2 If the quorum for a SUC meeting is not in attendance thirty (30) minutes after the specified time, then such a meeting shall be not held, and the business for such meeting shall be placed on the agenda for the next SUC meeting.
- 1.2.3 If the quorum at any SUC meeting lapses, the General Secretary shall close the meeting, and notwithstanding that subsequently a quorum shall reappear, the meeting shall remain closed.

Section 1.3 Agenda

- 1.3.1 Each meeting of the SUC must include the following items on the agenda:
 - a. attendance
 - b. apologies
 - c. observers
 - d. proxies
 - e. consideration and business arising from previous meeting minutes
 - f. starring and double starring of items. Starred items are for discussion, double starred items are for earlier consideration on the agenda, and unstarred items are for noting. Any member may request an item to be starred or double starred.
 - g. financial reports as per article 4.2.1 of these regulations
 - h. a written report of no less than fifty (50) words from each voting member of the student union council shall be included for noting at each ordinary meeting of the student union council, unless starred.
 - i. Motions.

j. other business

- 1.3.2 The General Secretary shall call for agenda items ten (10) working days prior to the meeting. Items to be included on the agenda must be submitted to the General Secretary seven (7) calendar days prior to the meeting. This includes 1.3.1.j. Agenda items shall be numbered and placed before the meeting in the order in which they have been received by the Secretary. Emergency items may be included for consideration at the meeting, and shall be introduced under other business. For items to be considered emergency items, they shall have information that is time sensitive and not have been available when the call for agenda items was made. The General Secretary shall determine if items are emergency items or can be included on the next SUC meeting agenda.
- 1.3.3 The agenda shall be distributed to all members seven (7) calendar days prior to the meeting. It shall also be posted on SUC noticeboards

Section 1.4: Rules of Debate - Powers & Duties of the General Secretary

- 1.4.1 Pursuant to 5.1.2 of the Constitution, the General Secretary shall be elected as the general secretary and shall chair all meetings of the SUC.
- 1.4.2 The General Secretary shall be heard in silence and without interruption; when they rise during debate, all discussion shall cease.
- 1.4.3 If the General Secretary wishes to enter into debate they shall vacate the Chair and call upon another member of the SUC to act as General Secretary.
- 1.4.4 Any member desiring to speak shall address their remarks to the General Secretary in restrained and courteous language, such remarks being relevant to the subject under consideration.
- 1.4.5 When two (2) or more members indicate their desire to speak, the General Secretary shall call upon the member who, in their opinion, first indicated their intention.
- 1.4.6 The General Secretary shall maintain order and may at any time eject a member for misbehaving, or adjourn a meeting which in their opinion has become disorderly.
- 1.4.7 The General Secretary shall reject any motion which is not in accordance with the aims and objectives, Constitution, Regulations or Standing Orders of the SUC.
- 1.4.8 The General Secretary shall interpret matters which are not dealt with in the Standing Orders or Rules of Debate.
- 1.4.8.1 If any member:
- (a) persistently and wilfully obstructs the business of the Council;
 - (b) is guilty of disorderly conduct;
 - (c) uses objectionable words and refuses to withdraw such words;
 - (d) persistently and wilfully refuses to conform to Regulation 1 or any parts thereof; or
 - (e) persistently and wilfully disregards the authority of the Chair, they may be named by the General Secretary.
- 1.4.8.2 When any member is named they shall be called upon to stand up in their place and make any explanation or apology they may think fit, and afterwards a motion may be moved - "That such a member be suspended from the service of the Council." No amendment, adjournment or debate shall be allowed on such motion, which shall immediately be put by the General Secretary.
- 1.4.8.3 If any member be suspended, their suspension shall be for the remainder of that day's sitting.
- 1.4.8.4 When a member has been suspended they shall withdraw from the table and thereafter, during their period of suspension, be deemed absent from the meeting. Such member shall be deemed to be present for the purpose only of including them in the numbers constituting a quorum.
- 1.4.9 The general secretary may be removed as chair if two-thirds (2/3) majority of the SUC vote to do so.
- 1.4.10 The President shall act pro-tem should the General Secretary position become vacant and solely for the purpose of calling a special meeting to elect an interim General Secretary from the members of the SUC and by two-thirds (2/3)

majority of the SUC. Seven calendar days notice of the meeting shall be provided. Notice shall include the time, location and stated purpose of electing an interim General Secretary. No other business may proceed until the position has been filled.

Section 1.5: Rules of Debate - Motions

- 1.5.1 All business shall proceed by way of motion which is affirmative in character. If the General Secretary requests any motion shall be put in writing and handed to them, provided that this shall not apply to procedural motions.
- 1.5.2 Notwithstanding anything contained in these rules, any member may move to end debate by stating "That the motion now be put", if the motion is duly seconded, the General Secretary shall then ask the members to vote to end debate. If carried, the motion or amendment before the meeting shall be put forthwith, without debate or amendment; if lost the debate shall proceed. Such a motion shall not be moved while a member is speaking.
- 1.5.4 No person shall interrupt another whilst they are speaking except on a point of order or in order to move that the speaker be no longer heard.
- 1.5.5 Questions shall not be accepted by the General Secretary at any time if a motion has been put.
- 1.5.6 At any time a member may move "That strict order of debate be followed." Such motion duly seconded, shall be put to the vote forthwith without debate; if carried, thereafter no member shall, without the permission of the General Secretary, speak more than once to each motion or amendment under discussion. The mover of the motion or amendment shall have the right of reply. The strict order of debate shall proceed once per motion, including amendments. The mover may speak on the introduction of their motion, and has the right to reply. Right of reply shall be allowed to the mover of a substantive amendment and once exercised all discussion on the amendment shall cease.
- 1.5.7 At any time during the debate, the chair may state, "This is now a formal debate". Which shall be in effect for the next ten minutes. Each member is entitled to ask one question to either the mover or seconder of the motion or amendment, and the responses should be either yes or no. At the end of the ten minutes, the question shall be called and proceed to a vote. If 2/3 of the voting members abstain from voting the motion shall be carried forward to the next secretariat meeting.
- 1.5.8 Except as hereinafter provided, any ruling of the General Secretary may be challenged by a motion "That the Council dissents from the Chairs' ruling." On such a motion proposed and seconded, the General Secretary shall vacate the Chair. The mover of such a motion shall have the right to speak thereto and the General Secretary to reply. Then the motion shall be put forthwith to the council who will vote on in the motion that "That the General Secretary's ruling be upheld". Once the decision is voted on, chair is reinstated.
- 1.5.9 A motion shall be superseded and lapse by a motion "That Council proceed to the next business" being resolved in the affirmative. The General Secretary at His/her discretion may put such motion without debate.
- 1.5.10 Any person during the debate may raise a point of order, which must be seeking clarification in regard to the proceedings. The speaker called to order shall cease speaking until the point of order is decided, by the chair. The person raising the point of order shall state it concisely. Then the General Secretary, without further discussion, shall give his/her ruling. The General Secretary's ruling on a point of order is final. A point of order may be taken with regard to any irregularity in the proceedings but an explanation or contradiction is not a point of order, and is out of order.
- 1.5.11 Explanations may be accepted at the discretion of the General Secretary.
- 1.5.12 Any SUC member may move at any time "That the meeting proceed in camera." Such a motion, duly seconded, shall be put without further debate, and if carried, no minutes shall be taken nor shall the business be discussed outside the meeting. On such a motion being resolved in the affirmative, the General Secretary shall have the power to exclude non-SUC members as they think fit.
- 1.5.13 A visitor may be given speaking rights applying only to a particular topic provided a motion proposing such is passed by the meeting.

Section 1.6: Rules of Debate - Amendments of Motions

- 1.6.1 A motion may be amended or withdrawn by the mover with the consent of the seconder; a motion may be withdrawn by the mover without the consent of the seconder provided that the seconder shall have a primary option to move the motion as originally drafted.

- 1.6.2 Any member proposing an amendment may be required to forward it in writing to the General Secretary. Any motion or amendment not seconded shall not be further debated and shall lapse.
- 1.6.3 The motion or amendment under discussion may be amended by the deletion, substitution or addition of words, provided that no amendment shall be accepted by the General Secretary which directly negates the motion or amendment under discussion. While an amendment is under discussion, it shall be voted on or removed prior to additional amendments being put forward.
- 1.6.4 Order of Action
 - (a) Amendments
 - (b) Substantive/Amendments
 - (c) Foreshadowed
 then
 - (d) Substantive/Motions
 - (e) Foreshadowed/Motions
- 1.6.5 Providing that foreshadowed amendments and motions have not lapsed due to the substantive motion being resolved in the affirmative, remaining foreshadowed business shall be dealt with in the order it is accepted by the General Secretary.

Section 1.7: Rules of Debate - Recommittal of Motions

- 1.7.1 Matters decided shall not be again considered within a period of two (2) months unless the SUC receives notice of recommittal containing a motion signed by at least two (2) SUC members. Any motion twice rejected by the council within a period of two (2) months shall not be discussed again for a period of three (3) months from the date of the last rejection.
- 1.7.2 Notice of recommittal shall enable the person giving such notice to move any motion relative to the recommitted motion at the time for which notice was given. They shall not be compelled to move the recommitted motion.
- 1.7.3 After notice of recommittal has been received at a meeting the General Secretary shall rule as to whether or not, in the best interests of the Student Union, action should proceed upon a motion that was carried before the time of the recommittal.
- 1.7.4 After notice of recommittal has been received from a member at a time other than at a meeting, the Secretariat shall rule as to whether or not, in the best interests of the Student Union, action should proceed upon a motion that was carried before the time of the recommittal.

Section 1.8: Rules of Debate - General

- 1.8.1 Motions with notice must be submitted in writing for inclusion under 1.3.1.i in the Agenda and shall be submitted to the General Secretary seven (7) days before the meeting. Such motions on notice shall be numbered and placed before the meeting in the order in which they have been received by the Secretary.

Section 1.9: Voting

- 1.9.1 At their discretion, the General Secretary may order a recount of votes and in any case shall do so at the request of any two (2) members of Council, providing that not more than two (2) recounts shall be taken unless a motion of the SUC so directs.
- 1.9.2 Save as otherwise provided in the Constitution of the SUC, at any meeting each elected SUC representative shall be entitled to exercise one (1) vote.
- 1.9.3 The General Secretary shall have a casting vote in addition to their representative vote provided that they exercise the right to vote before the count is taken.
- 1.9.4 Ex-officio members have the right to move or second a motion, speak to it, but not to vote on it.

Section 1.10: Proxies

- 1.10.1 A member may appoint another SUC member as defined in 5.1 of the Student Union Constitution to attend the meeting and vote instead of that member.
- 1.10.2 A proxy must be given in writing to the General Secretary twenty-four (24) hours in advance of the meeting.
 - 1.10.2.1 Proxies may be given from members who shall be:
 - (a) absent from a meeting; or
 - (b) who expect to be absent at the time when the motion is put.
 - 1.10.2.2 In respect of motions of which notice has been given or foreshadowed motions by a person:
 - (a) who is present at the time when notice is given, or the motion is foreshadowed; but
 - (b) who expects to be absent when the motion is put.

Section 1.11: Suspension of Standing Orders

- 1.11.1 Standing Orders or Rules of Debate may be suspended provided that such motion shall have the concurrence of two-thirds (2/3) of the voting members of the SUC.

Section 1.12: Validity of Voting

- 1.12.1 Objections of non-compliance with these Regulations, must be made prior to the termination of the next meeting and no motion, amendment, resolution passed, decision made or action taken at a properly convened and constituted meeting of the SUC shall be deemed invalid.

Section 1.13: Circulation of these Regulations

- 1.13.1 A full copy of these Regulations shall be circulated by the General Secretary of the SUC to all members of the SUC, and to other affiliated bodies.

Section 1.14: Matters Not Dealt With

- 1.14.1 Any matters not dealt with in the above standing orders shall be ruled on by the Chair.

Section 1.15: Timely Reporting

- 1.15.1 Reports pursuant to 1.3.1.h of these Regulations shall be submitted to the General Secretary as agenda items pursuant to 1.3.2 of these Regulations.
- 1.15.2 Any member of the SUC who fails to appropriately submit such a report without prior leave of the SUC shall be required to submit and present such a report and an apology to the next ordinary meeting of the SUC.
 - 1.15.2.1 A motion shall then be put "that the student union council accepts the apology of the member". If the motion is unsuccessful, and where the member receives an honorarium for their position, a motion shall then be put "that one fortnight's payment of the member's honorarium be withheld". If the motion is successful, the General Secretary or President shall arrange appropriate adjustment of payment due to the member, providing the pay period falls after the appeal period has expired.
 - 1.15.2.2 If the member is absent from an SUC meeting that determines to withhold their honorarium, the General Secretary shall immediately notify the member of the decision and their right to appeal.
 - 1.15.2.3 The member shall have the right to appeal the decision at the next ordinary meeting of the SUC. Such an appeal must be submitted within seven (7) days of the decision and shall only be heard once. Honorarium shall not be withheld until after such an appeal has been heard by the next ordinary meeting of the SUC.
- 1.15.3 Where a member is aware of their likely inability to submit a report to the next ordinary meeting of the SUC, they may submit a request to the SUC for prior leave of this duty for up to one (1) meeting. Such leave shall be granted at the discretion of the SUC.

SECTION 2: SECRETARIAT

Section 2.1: Membership

- 2.1.1 Pursuant to Section 7 of the Student Union Constitution there shall be a Secretariat of the Student Union Council that shall include the following voting members:
- President of the SUC.
 - General Secretary.
 - Carlton/Brunswick Campus Co-ordinator.
 - Swanston Street Campus Co-ordinator.
 - Bundoora Campus Co-ordinator.
 - Tivoli/Business Campus Co-ordinator
 - One (1) other officer of the student union elected by the first SUC meeting, as per article 7.1.7 of the constitution.

Section 2.2: Meetings

- 2.2.1 A Meeting of the Secretariat may be called by:
- The SUC President; or
 - The SUC General Secretary; or
 - The General Secretary at the request of any two members of the secretariat.
- 2.2.2 The General Secretary of the SUC shall be the Chair of the Secretariat and shall have a casting vote.
- 2.2.3 The quorum of the Secretariat shall be four (4).

Section 2.3: The Powers, Duties and Responsibilities

- 2.3.1 To provide advice on policy issues in areas where SUC policy is absent.
- 2.3.2 To interpret policy if required between SUC meetings.
- 2.3.3 To consult on expenditure regarding cross-campus Secretariat costs and make recommendations as appropriate.
- 2.3.4 To initiate and organise cross-campus emergency campaigns as required.
- 2.3.5 To make recommendations to the SUC, SUC President and/or Campus collective's as appropriate.
- 2.3.6 To make documentation available to the SUC on all decisions made by the Secretariat.
- 2.3.7 All decisions of the SUC Secretariat must be forwarded to the next SUC meeting for ratification.
- 2.3.8 To undertake the administration, financial and staff management, pursuant to the terms and conditions outlined in the Industrial Agreement, and the SUC Constitution, Regulations and Policies
- 2.3.9 To appoint a list of three (3) complaints people at the first meeting of the secretariat. This list shall consist of one (1) member of the secretariat, one (1) student union general representative and the Governance Officer of the student union. The person making the complaint shall determine with which person they shall lodge their complaint. The list of the complaints people with their contact details shall be made available to student union participants on the student union website.

SECTION 3: CLUBS: COMMITTEES, DEPARTMENTS, COLLECTIVES, COUNCILS OF THE STUDENT UNION COUNCIL

Section 3.1: Definition of Student Union Clubs and Societies

- 3.1.1 Student Union Clubs are a fundamental to the Student Union and are distinct from affiliate clubs.
- 3.1.2 Items 3.2.1.1 through to 3.2.1.12 shall be considered Student Union Clubs and Societies.

Section 3.2: Standing Committees

- 3.2.1 Pursuant to Section 6.3 of the constitution the following Cross Campus Standing Committees shall be established:
- 3.2.1.1 The Education Collective;
 - 3.2.1.2 The Welfare Collective;
 - 3.2.1.3 The Womyn's Collective;
 - 3.2.1.4 The Queer Collective;
 - 3.2.1.5 The RMIT Association of International Students (RAIS);
 - 3.2.1.6 The RMIT Postgraduate Association (RPA);
 - 3.2.1.7 The Campus Collectives;
 - 3.2.1.8 Clubs and Societies Council;
 - 3.2.1.9 The Activities Collective;
 - 3.2.1.10 Media Collective;
 - 3.2.1.11 Editorial Board;
 - 3.2.1.12 Environment Collective;
- 3.2.2 With the exception of specific Regulations to the contrary, Standing Committees may form sub-committees to deal with matters which are the responsibility of that Standing Committee.
- 3.2.3 The SUC may at any time determine that a standing Committee shall carry out a function not set out in this regulation, such function must not be inconsistent with the aims and objectives and functions of that Committee, or the SUC.
- 3.2.4 All motions of a Standing Committee relating to policy shall become recommendations to the SUC and such motions shall not become operative until adopted by the SUC.
- 3.2.5 Subject to this Regulation, a Standing Committee shall have the power to undertake any action regarding matters which are the responsibility of that Standing Committee, provided that such action does not contravene Student Union Constitution, Aims and Objectives and policy.
- 3.2.6 In cases of urgency the Secretariat of the SUC may authorise a Standing Committee to act without first obtaining the approval of the SUC. Such action must be ratified at the next SUC meeting. Any such action must be consistent with the achievement of the Aims and Objectives of the Student Union Council.
- 3.2.7 With exceptions of specific regulations to the contrary, notice shall be seven (7) calendar days.
- 3.2.8 No convenor of a student union standing committee may be an executive member of any other student union club.

Section 3.3: Education Collective

- 3.3.1 Membership of the Education Collective:
- 3.3.1.1 The education officer elected from all students enrolled at RMIT, as per article 5.1.3 of the constitution.
 - 3.3.1.2 Two (2) members elected at the general elections to represent students at university council.
 - 3.3.1.3 Two (2) members elected at the general elections to represent students at academic board
 - 3.3.1.4 Three (3) students nominated by the student union to represent students at policy and programs committee
 - 3.3.1.5 Other students who represent students and/or the student union on various university committees.
 - 3.3.1.6 At least one resource staff member, ex-officio non-voting, nominated by the Education Officer and approved by the Secretariat.
- 3.3.2 Meetings of the Education Collective
- 3.3.2.1 Meetings shall be convened by the Education Officer of the Student Union.
 - 3.3.2.2 Meetings of the Education Collective shall be open to all RMIT students.

- 3.3.2.3 The Education officer shall provide seven (7) days notice for meetings. Such notice shall be sent each student committee representatives and the governance officer of the student union.
- 3.3.2.4 Emergency meetings may be called with 24 hours notice, at the discretion of the convenor.
- 3.3.2.5 A meeting shall also be called by the education officer at the request of (2) two committee members.
- 3.3.2.6 Quorum for meetings is four (4) student representatives.
- 3.3.2.7 In the absence of an Education Officer the committee shall elect an interim officer.
 - 3.3.2.7.1 Such decision must be recorded in the committee minutes and forwarded to the SUC for approval.
 - 3.3.2.7.2 The actions of the interim officer shall not contravene article 5.3.3 of the constitution; after approval of the SUC such person shall have access to student union resources; including communication tools.
 - 3.3.2.7.3 The interim officer may call meetings of the education collective as outlined in 3.3.2.3
 - 3.3.2.7.4 Such a decision may not be retroactive.
- 3.3.2.8 A chairperson shall be elected on a rotating basis; each term being two (2) months, by and from the members of the Education Collective and the convenor shall act as Secretary to the Collective.
- 3.3.2.9 The education Officer shall forward the minutes of the collective meetings to all student union committees and the general secretary of the student union.
- 3.3.3 The aims and objectives of the Education Collective shall be ensure adequate and informed student representation on all university committees.
- 3.3.4 The duties and responsibilities of the Education Collective:
 - 3.3.4.1 Communicate needs, concerns and issues to student representatives on university committees. Also ensure that the student union has adequate representation on all committees.
 - 3.3.4.2 Act as a Co-ordinating Committee for the student union campaigns meeting at least six (6) times during the calendar year.
 - 3.3.4.3 Work in close liaison with relevant staff to research, develop and organize campaigns on issues of importance to students and develop resources for Student Union members on such issues. Specifically issues around education and RMIT policies.
 - 3.3.4.4 Bring university committee actions to the notice of the SUC.
- 3.3.5 While the Education Collective may develop individual issues, it shall not contravene the Constitution or policy of the SUC.
- 3.3.6 At the beginning of each semester, the Education Collective shall recommend to the SUC, and Campus Collectives, the names and positions of student representatives on the various university committees.
- 3.3.7 No expenditure shall be made, liability incurred or other actions taken unless expenditure, liability or action is provided for by the SUC.
- 3.3.8 The Education Collective (or equivalent), shall ensure that campaign information is distributed on each campus, in the student union paper and on the website, as appropriate.

Section 3.4: Welfare Collective

- 3.4.1 Membership of the Welfare Collective:
 - 3.4.1.1 The Welfare officer elected from all students enrolled at RMIT, as per article 5.1.4 of the constitution.
 - 3.4.1.2 One (1) member elected by and from each student union standing committee.
 - 3.4.1.3 At least one resource staff member, ex-officio non-voting, nominated by the Welfare Officer and approved by the Secretariat.

- 3.4.1.4 Other students and financial members of the student union.
- 3.4.2 Meetings of the Welfare Collective
 - 3.4.2.1 Meetings shall be called by the Welfare Officer of the Student Union.
 - 3.4.2.2 The Welfare officer shall provide seven (7) days notice for meetings. Such notice shall be sent to campus collectives, student union standing committees and posted on SUC notice boards and website.
 - 3.4.2.3 Emergency meetings may be called with 24 hours notice, at the discretion of the convenor.
 - 3.4.2.4 A meeting shall also be called by the welfare officer at the request of two committee members.
 - 3.4.2.5 Quorum for meetings is four (4) students or financial members of the student union.
 - 3.4.2.6 In the absence of a Welfare Officer the collective shall elect an interim officer.
 - 3.4.2.6.1 Such decision must be recorded in the collective minutes and forwarded to the SUC for approval.
 - 3.4.2.6.2 The actions of the interim officer shall not contravene article 5.3.3 of the constitution; after approval of the SUC such person shall have access to student union resources; including communication tools.
 - 3.4.2.6.3 The interim officer may call meetings of the welfare collective as outlined in 3.2.2
 - 3.4.2.7. Such a decision may not be retroactive and becomes effective after endorsement by the Secretariat.
 - 3.4.2.8 A chairperson shall be elected on a rotating basis; each term being four (4) months, by and from the members of the Welfare Collective and the convenor shall act as Secretary to the collective.
 - 3.4.2.9 The Welfare Officer shall forward the minutes of meetings to the General Secretary of the student union for inclusion in the next SUC agenda.
- 3.4.3 The aims and objectives of the Welfare Collective shall be to work for the general welfare and education of all members of the Student Union and RMIT students.
- 3.4.4 The duties and responsibilities of the Welfare Collective:
 - 3.4.4.1 Ensure that Affirmative Action practices, policies and procedures regarding the provision of services is adhered to and reported on to the SUC.
 - 3.4.4.2 Act as a Co-ordinating Committee for the student union campaigns meeting at least eight (8) times during the calendar year.
 - 3.4.4.3 Work in close liaison with relevant staff to research, develop and organize campaigns on issues of importance to students and develop resources for Student Union members on such issues. Specifically issues around education and RMIT policies.
 - 3.4.4.4 Bring student concerns to the notice of the SUC.
 - 3.4.4.5 Encourage inter-campus liaison and general liaison with external organisations in the interests of advancing the aims of the Student Union.
 - 3.4.4.6 While the Committee may develop individual issues, it shall not contravene the Constitution or policy of the SUC.
 - 3.4.4.7 At the beginning of each semester, the Welfare Committee shall recommend to the SUC, and Campus Collectives, the expenditure for campaigns.
 - 3.4.4.8 No expenditure shall be made, liability incurred or other actions taken unless expenditure, liability or action is provided for by the SUC.
 - 3.4.4.9 The Welfare Committee (or equivalent), shall ensure that campaign information is distributed on each campus, in the student union paper and on the website, as appropriate.

Section 3.5: Womyn's Collective

- 3.5.1 Membership of the Womyn's Collective:

- 3.5.2.1 The Womyn's officer elected from students enrolled at RMIT, as per article 5.1.5 of the constitution shall convene the Womyn's Collective.
 - 3.5.2.2 One (1) member elected by and from each student union standing committee.
 - 3.5.2.3 At least one female resource staff member, ex-officio non-voting, nominated by the Womyn's Officer and approved by the Secretariat.
 - 3.5.2.4 Other female students and financial members of the student union.
- 3.5.2 Meetings of the Womyn's Collective:
- 3.5.2.1 Meetings shall be open to all RMIT female identifying students and RMIT Students, Student Union Representatives and staff members who are not womyn upon invitation by a collective member.
 - 3.5.2.2 Meetings shall be called by the convener.
 - 3.5.2.4 The convener shall provide seven (7) days notice for meetings. Such notice shall be sent to student union clubs, including campus collectives and student union standing committees. It shall be posted on SUC notice boards and the Student Union website. Emergency meetings may be called with 24 hours notice, at the discretion of the convenor.
 - 3.5.2.5 A meeting shall also be called by the convener at the written request of two (2) committee members.
 - 3.5.2.6 Quorum for the meetings is four (4) female students or financial members of the SUC.
 - 3.5.2.7 In the absence of a Womyn's Officer the committee shall elect a convener.
 - 3.5.2.7.1 Such decision must be recorded in the committee minutes and forwarded to the SUC for approval.
 - 3.5.2.7.2 The actions of the convener shall not contravene article 5.3.3 of the constitution; after approval of the SUC such person shall have access to student union resources; including communication tools. Such a decision shall not be retroactive and becomes effective after Secretariat approval.
 - 3.5.2.7.3 The convener may call meetings of the as outlined in 3.5.2.
 - 3.5.2.8 A chairperson for Womyn's collective meetings shall be elected on a rotating basis; each term being four (4) months, by and from the members of the Committee and the convenor shall act as Secretary to the Committee.
 - 3.5.2.9 The convenor shall forward the minutes of the Collective to the General Secretary of the student union for inclusion in the next SUC agenda.
 - 3.5.2.10 The aims and objectives of the Committee shall be to work for the general well-being all womyn.
- 3.5.3 The duties and responsibilities of the Committee shall be to:
- 3.5.3.1 Ensure that all the student union works for womyn's equality and rights at the university, community, country and globally.
 - 3.5.3.2 Ensure that the student union is not sexist or misogynist in any of its events, actions, communications or structure and meets the needs of all womyn students, student union members and staff members.
 - 3.5.3.2 Act as a Co-ordinating Committee for the student union womyn's collective meeting at least eight (8) times during the calendar year.
 - 3.5.3.3 Work in close liaison with relevant staff to organize and support womyn at RMIT.
 - 3.5.3.4 Communicate with all student union members, to ensure that aims of equality and fairness are upheld.
 - 3.5.3.5 Encourage inter-campus liaison and general liaison with external organisations in the interests of advancing the aims of the Womyn.
 - 3.5.3.6 While the Committee may develop individual activities, it shall not contravene the Constitution or regulations of the SUC.

- 3.5.3.7 The womyn's collective shall determine a budget for activities, meeting room resources, communications and campaign material and such information shall be forwarded to the SUC for approval.
- 3.5.3.8 No expenditure shall be made, liability incurred or other actions taken unless expenditure, liability or action is provided for by the SUC.
- 3.5.3.9 The Womyn's Committee (or equivalent), shall ensure that event information is distributed on each campus, in the student union paper and on the website, as appropriate.

Section 3.6: Queer Collective

- 3.6.1 Queer Collective Membership:
 - 3.6.1.1 The Queer officers elected from students enrolled at RMIT, as per article 5.1.6 of the constitution and they shall act as convenor.
 - 3.6.1.2 At least one resource staff member, ex-officio non-voting, nominated by the Queer Officer and approved by the Secretariat.
 - 3.6.1.3 President of the SUC or nominee
 - 3.6.1.4 Other students and financial members of the student union as required.
- 3.6.2 Meetings of the Queer Collective
 - 3.6.2.1 Meetings shall be open to all RMIT queer, bisexual, lesbian, gay, transgendered and intersexual identifying students, members of the student union and supporters by invitation from collective members.
 - 3.6.2.2 seven (7) days notice shall be provided for meetings. Such notice shall be sent to student union clubs, including campus collectives and student union standing committees. It shall be posted on SUC notice boards and the Student Union website. Emergency meetings may be called with 24 hours notice.
 - 3.6.2.3 A meeting shall also be called by at the written request of two (2) committee members.
 - 3.6.2.4 Quorum for the meetings is four (4) students or financial members of the SUC.
 - 3.6.2.5 A chairperson for queer collective meetings shall be elected on a rotating basis; each term being two (2) months, by and from the members of the Committee and the queer officer shall act as Secretary to the Committee.
 - 3.6.2.6 a queer officer shall forward the minutes of the Collective to the General Secretary of the student union for inclusion in the next SUC agenda.
- 3.6.3 The aims and objectives of the Committee shall be to work for the general well-being all queer identifying students
- 3.6.4 The duties and responsibilities of the Committee shall be to:
 - 3.6.4.1 Ensure that all the student union works for equality and queer rights at the university, community, country and globally.
 - 3.6.4.2 Ensure that the student union is not sexist or queerphobic in any of its events, actions, communications or structure and meets the needs of all students, student union members and staff members.
 - 3.6.4.3 Act as a Co-ordinating Committee for the student union queer collective meeting at least four (4) times during each semester.
 - 3.6.4.4 Work in close liaison with relevant staff to organize and support queer students at RMIT.
 - 3.6.4.5 Communicate with all student union members, to ensure that aims of equality and fairness are upheld.
 - 3.6.4.6 Encourage inter-campus liaison and general liaison with external organisations in the interests of advancing the aims of the queer students.
 - 3.6.4.7 While the Committee may develop individual activities, it shall not contravene the Constitution or regulations of the SUC.

- 3.6.4.8 The queer collective shall determine a budget for activities, meeting room resources, communications and campaign material and such information shall be forwarded to the SUC.
- 3.6.4.9 No expenditure shall be made, liability incurred or other actions taken unless expenditure, liability or action is provided for by the SUC.
- 3.6.4.10 The queer Committee (or equivalent), shall ensure that event information is distributed on each campus, in the student union paper and on the website, as appropriate.

Section 3.7: RMIT Association of International Students

- 3.7.1. The name of the Association is "The RMIT Association of International Students" (RAIS).
- 3.7.2. Definitions
 - In these Regulations:
 - 3.7.2.1 "Association" means The RMIT Association of International Students
 - 3.7.2.2 "Committee" means the committee of the RMIT Association of International Students and is the governing body of the Association.
 - 3.7.2.3 "University" means Royal Melbourne Institute of Technology.
 - 3.7.2.4 "AGM" means the Annual General Meeting of the Association.
 - 3.7.2.5 "Student Union Council" (SUC) is the governing body of the Student Union.
 - 3.7.2.6 "Campus Committees" means those Campus based committee at either the City, Tivoli, Carlton and Northern campuses.
 - 3.7.2.7 "Ex-Officio" means any person not directly elected to the Student Union Council or Campus Student Council, who holds a specified non-voting position as defined by the Constitution or Regulation which entitles the said person to such membership.
- 3.7.3. Aims
 - 3.7.3.1 To represent international students of RMIT;
 - 3.7.3.2 To improve the conditions for international students at RMIT;
 - 3.7.3.3 To provide services and assistance to international students at RMIT;
 - 3.7.3.4 To develop and institute policies and programs to further the interests of international students;
 - 3.7.3.5 To provide a means of communication between international students, within and across campuses;
 - 3.7.3.6 To facilitate communication between international students and academic and administrative authorities within RMIT;
 - 3.7.3.7 To elect or nominate international students to all committees within the university which have provision for RAIS representatives;
 - 3.7.3.8 To expand international student representation on student union clubs; including the campus committees, womyn's collective, queer collective and postgraduate association.
 - 3.7.3.9 To campaign on issues affecting international students;
 - 3.7.3.8 To educate international students on issues that affects them.
 - 3.7.3.10 Working with the activities collective to encourage, organize and promote academic and non-academic activities;
 - 3.7.3.11 To administer and use appropriately any monies made available to the Association;
 - 3.7.3.12 To represent RMIT international students on national and international student bodies; and
 - 3.7.3.13 To facilitate communication between local and international students.
 - 3.7.3.14 To publish materials relevant to or in support of, the above objectives.

- 3.7.4. Membership
- 3.7.4.1 Students
- 3.7.4.1.2 Are defined as international students by the university; and
- 3.7.4.1.3 Can vote at Annual General Meetings.
- 3.7.4.1.4 Students who are members of the university's asylum seeker and refugee project.
- 3.7.4.2 Financial members
- 3.7.4.2.1 Pursuant to section 3.5 of the Student Union constitution students may become financial members. Students who volunteer ten (10) hours a week per semester shall also be considered financial members.
- 3.7.4.2.2 Only students who are defined as financial members may nominate for election or be co-opted to committee positions
- 3.7.4.3 Honorary Members
- 3.7.4.3.1 Have had membership conferred upon them by the Committee
- 3.7.4.3.2 Employees of the student union shall be considered honorary members.
- 3.7.4.3.3 Cannot vote at Meetings;
- 3.7.4.3.4 Cannot nominate for election to Committee Positions; and
- 3.7.4.3.5 Can attend general meetings as observers, but cannot be counted towards a quorum.
- 3.7.4.4 Cessation of Membership
- 3.7.4.4.1 A student ceases to be involved in the Association when they are no longer enrolled at the university.
- 3.7.4.4.2 An honorary member ceases to be a member of the Association if their membership is revoked by a two-thirds majority vote at a meeting of the Committee.
- 3.7.5. Committee
- The Committee shall consist of sixteen (16) members:
- 3.7.5.1 one (1) representative from each of the following regions: Africa, Europe, North America, and South America. Area of representation shall be determined from the passport that student holds. Should the student hold more than one passport, the student shall decide which region they are from.
- 3.7.5.2 two (2) students from Asia, they must hold different passports. Should the student hold more than one passport, the student shall decide which region they are from.
- 3.7.5.2 one (1) representative from each of the following campuses; Swanston Street, Business/Tivoli, Bundoora, Carlton/Brunswick, foundation studies and RMIT English World Wide. The Bundoora and Business/Tivoli representatives shall be directly elected by international students enrolled at RMIT at the SUC general student elections in accordance with section 11 of the constitution.
- 3.7.5.3 One (1) student from one of the following equity seeking groups: members of the refugee and asylum seeker project, student with a disability, or queer student.
- 3.7.5.4 The international student officer (ISO) as elected by all students as per article 5.1.7 of the constitution. The ISO shall be the convenor of the association.
- 3.7.5.4 One (1) international student elected or appointed by the Nationality Based Association Forum, this student need not submit a nomination form. They must be confirmed by two-thirds majority vote of the RAIS committee at the first meeting.
- 3.7.5.5 The SUC president or nominee
- 3.7.5.5 No student shall hold more than one of the above positions.

3.7.5.4 Seven (7) committee places shall be reserved for women.

3.7.5.4.1 In the event that there are fewer nominations tendered under 3.7.5.4 the reserved positions shall remain vacant until nominations or co-option is received and approved.

3.7.6 Meetings

3.7.6.1 Annual General Meetings

3.7.6.1.1 There shall be an annual general meeting in first semester at a date determined by the Committee.

At this meeting:

3.7.6.1.2 The minutes of the previous annual general meeting shall be confirmed.

3.7.6.1.3 The Convenor and each executive committee member shall present an annual report, both in writing and verbally. In their absence another committee member may be nominated at a committee meeting, prior to the AGM, to present their report.

3.7.6.1.4 The Treasurer or finance committee, in liaison with relevant SUC Office bearers, shall present a Financial Statement, Draft Budget and the accounts of the Association, all of which shall be available for inspection by members fourteen (14) days prior to the annual general meeting.

3.7.6.1.5 An election for executive committee positions shall be held. Nomination forms will be made available, both in hardcopy and on the website, at least fourteen (14) days prior to the meeting. They must be completed and returned to the returning officer at least forty-eight (48) hours prior to the commencement of the meeting.

3.7.6.1.6 Notice of a general meeting shall be made at least fourteen (14) days prior to the meeting. Notices shall be sent to all enrolling faculties, departments, schools, and centres. Posters shall be distributed throughout the University, and notices shall be placed in appropriate University and SUC newspapers and publications. It must include the time, date, location, agenda and how to nominate for committee positions.

3.7.6.1.7 The quorum for a general meeting shall be seventy-five (75) ordinary members. If after thirty (30) minutes, from the advertised time of the beginning of the meeting, quorum is not reached, the meeting shall be re-scheduled to occur within a twenty-one (21) days with notice provided as outlined above.

3.7.6.1.8 As the first order of business the general secretary of the student union shall conduct an election for an international student to chair the meeting. Any nomination must be moved and seconded by RMIT international students. The chair must not be nominating for a position.

3.7.6.1.9 Decisions shall be made by a majority vote of international students present. In the event of a tie, the chairperson of the meeting shall have a casting vote as well as a deliberative vote. At the request of at least five (5) students present at the general meeting, a secret ballot shall be held;

3.7.6.2 Special General Meetings

3.7.6.2.1 Special general meetings shall be called by the Committee:

3.7.6.2.1.1 At the discretion of the Committee; or

3.7.5.2.2.2 upon receipt of a written request signed by no fewer than twenty (20) international students. Such a request shall state the objectives of the meeting, which shall be listed in the agenda for the meeting. No other business shall be conducted at a meeting called in this manner.

3.7.6.2.2 If such a request is made it shall be convened no more than ten (10) calendar days after the request is received.

3.7.6.2.3 Notice of a general meeting shall be made at least seven (7) days prior to the meeting. Notices shall be sent to all enrolling faculties, departments, schools, and centres. Posters shall be

distributed throughout the University, and notices shall be placed in appropriate University and SUC newspapers and publications.

- 3.7.6.2.4 The quorum for a general meeting shall be fifty (50) ordinary members. If after thirty (30) minutes, from the advertised time of the beginning of the meeting, quorum is not reached, the meeting shall be re-scheduled to occur within a fortnight (14 days) with notice provided as outlined above.
- 3.7.6.2.5 The chairperson at a general meeting shall be the Convenor, or in their absence, a member of the Committee, nominated by the Committee;
- 3.7.6.2.6 Decisions shall be made by a majority vote of international students present. In the event of a tie, the chairperson of the meeting shall have a casting vote as well as a deliberative vote. At the request of at least five (5) students present at the general meeting, a secret ballot shall be held;

3.7.7 Meeting Procedures

- 3.7.7.1 A quorum for the Committee shall be half the committee plus one (1) member. If quorum is not reached within thirty (30) minutes of the advertised time of the meeting, the meeting shall lapse. It may continue at the request of the committee, but no motions can be passed.
- 3.7.7.2 The Committee shall have the power to direct the Convenor and other officers of the Association in the conduct of any part of the Associations business subject to these regulations and the Student Union Constitution
- 3.7.7.3 The Committee shall meet at least eight (8) times per calendar year at least one meeting shall occur at the following campuses, Bourke, Bundoora and Carlton.
- 3.7.7.4 Each Committee member shall be given at least seven (7) days notice in writing of the time, place and agenda of the next Committee meeting.
- 3.7.7.5 The Convenor, or in their absence, two (2) committee members, may call an emergency meeting with one day's notice.
- 3.7.7.6 Any member of the Committee may ask for items to be included on the agenda.
- 3.7.7.7 The chairperson of the Committee meetings shall rotate evenly among the committee members.
- 3.7.7.8 Decisions shall be made by a simple majority of Committee members present and voting. In the event of a tie, the chairperson of the meeting shall have a casting vote as well as a deliberative vote.
- 3.7.7.9 Meetings of the Committee shall be open to all international students and interested parties, and all shall have the right to speak on any motion or item of business. However, by a vote of two-thirds of the committee members any non-international student present may be asked to leave or have the meeting move in camera.
- 3.7.7.10 The Committee shall have the powers to co-opt voting and non-voting members
- 3.7.7.11 The Committee shall work in close liaison with the other SUC members and staff in developing SUC policy on matters affecting international students.
- 3.7.7.12 The Committee may organise, educate and develop campaigns on issues of concern and relevance to international Students, both inside and outside the university.
- 3.7.7.13 Policy on international student matters shall be developed by the committee, and forwarded to the SUC for ratification, if it is to become formal SUC policy. While the committee may develop separate policy on international student issues, it shall not contravene SUC policy or constitution.
- 3.7.7.14 The convenor shall provide regular a report and the committee meeting minutes to each SUC meeting;
- 3.7.7.15 Subject to these regulations, the Committee will have the power to undertake any action regarding matters which are the responsibility of the Association, provided that such action does not contravene Student Union Constitution, aims and objectives and policy.

- 3.7.7.16 The committee shall form sub-committees as necessary. These committees must report to the association and not violate the aims of the association.
 - 3.7.7.17 Should the committee have fewer than four (4) members, all financial decisions must be forwarded to the secretariat for approval, prior to implementation.
 - 3.7.7.18 Should the committee have fewer than four (4) members a general meeting must be called and the secretariat notified. The convenors honorarium shall be suspended until the committee has four (4) members.
- 3.7.8 Elections
- 3.7.8.1 The Election Procedures for the Committee shall be those in accordance with section 11 of The Student Union Constitution and in accordance with the Election Regulations, with the following exceptions:
 - 3.7.8.2 Nominations must be in writing and signed by the nominee and two (2) seconders, who shall all be enrolled RMIT international students. Where the nomination is for a campus position, the nominee and seconders shall be from that campus. Nominations shall be called for in the notice for the meeting, as outlined in 3.5.5.3 of these regulations. Completed nomination forms must be submitted to the returning officer forty-eight (48) hours prior to the commencement of the AGM.
 - 3.7.8.3 A person may only hold one position on the committee, however they may nominate for more than one.
 - 3.7.8.4 Nominees do not need to attend the AGM. If unable to attend they may submit a brief written statement that the chair will read aloud.
 - 3.7.8.5 Prior to the AGM, the committee shall appoint a returning officer, they cannot be nominating for a position or a current committee member.
 - 3.7.8.6 The election shall take place by secret ballot at the AGM.
 - 3.7.8.7 In the event of an uncontested nomination a yes or no ballot shall be conducted.
 - 3.7.8.8 The returning officer shall make the names, position and candidate statements of all nominees available in hard copy and electronically within twenty-four (24) hours after the close of nominations.
 - 3.7.8.9 Voting Rights

Each international student shall be entitled to vote once for the representative for their campus, and once for all other members.
 - 3.7.8.10 Co-Option

If no nominations have been received for any representative position then the incoming Committee may subsequently co-opt a financial member of the Association to serve on the Committee. In the case of a campus representative position, the co-opted member shall be a member of that campus.
 - 3.7.8.11 Vacancies

If a representative position becomes vacant at any time, then the Committee may co-opt a financial member of the Association to serve on the Committee. A Committee position shall become vacant if:

 - 3.7.8.11.1 A Committee member resigns from their position; or
 - 3.7.8.11.2 A Committee member fails to attend three consecutive meetings without apology, the position is declared vacant.
 - 3.7.8.11.3 If a committee member receives a vote of no-confidence by two-thirds (2/3) of the committee at a meeting.
 - 3.7.8.11.4 A petition of recall is signed by at least three hundred (300) international students.
 - 3.7.8.11.5 Should the international student officer position become vacant, the committee shall elect an interim officer, to be named as convener.

- 3.7.8.11.5.1 Such decision must be recorded in the committee minutes and forwarded to the SUC for approval.
- 3.7.8.11.5.2 The actions of the interim officer shall not contravene article 5.3.3 of the constitution; after approval of the SUC such person shall have access to student union resources; including communication tools. This decision cannot be retroactive and takes effect from the date of the Secretariat meeting where the RAIS minutes are ratified.
- 3.7.8.11.5.3 The interim officer may call meetings in accordance with clause 3.5.6 of these regulations

3.7.9 Executive

3.7.9.1 Convener

- 3.7.9.1.2 The Convener shall be elected at the general election as the international student Officer in accordance with 5.1.7 of the constitution or appointed and approved as per these regulations.
- 3.7.9.1.3 No public or official statement(s) shall be made on behalf of the Association except by the Convener or by the authority of the Convener or by the authority of the Committee.
- 3.7.9.1.4 The duties of the Convener shall include:
 - 3.7.9.1.4.1 Ensuring that all decisions of committee meetings of the Association are carried out;
 - 3.7.9.1.4.2 To represent international students on matters of concern to them, within the SUC, the University and the broader community.
 - 3.7.9.1.4.3 Any other duties as directed by the Committee in the fulfilment of the Aims and Objectives.
 - 3.7.9.1.4.4 To ensure that the committee is informed regarding the convener's actions and decisions at all meetings where they are representing international students. The international student report that is presented to the SUC must also be presented to the committee. As well, they shall forward a copy of the SUC meeting minutes to all committee members.
 - 3.7.9.1.4.5 The Convener shall bring the association's concerns, and prepare reports for the SUC meetings. They shall also ensure that the committee meeting minutes are forwarded to the general secretary.
 - 3.7.9.1.4.6 The convener may not be an executive member of any other student union club.

3.7.9.2 Treasurer, or finance committee

- 3.7.9.2.1 The Treasurer, or finance committee shall be elected by the Committee at the first Committee meeting following the annual elections, except where an Administrative Officer is employed by the Association, and it is the decision of the Committee that the Administrative Officer act as Treasurer.
- 3.7.9.2.2 The duties of the Treasurer or finance committee shall include:
 - 3.7.9.2.2.1 Keeping full accounts of the financial affairs of the Association, and presenting a report of these affairs to the AGM; and
 - 3.7.9.2.2.2 To liaise with the SUC finance and administration departments General Secretary and relevant officers,
 - 3.7.9.2.2.3 Carrying out other duties, subject to this constitution, as directed by the Convener or by the Committee.
 - 3.7.9.2.2.4 To prepare a budget for each semester and present it to the committee for ratification.

3.7.9.3 Secretary

3.7.9.3.1 The Secretary shall be elected by the Committee at the first Committee meeting following the annual elections, except where an Administrative Officer is employed by the Association, and it is the decision of the Committee that the Administrative Officer act as Secretary.

3.7.9.3.2 The duties of the Secretary shall include:

3.7.9.3.2.1 Dealing with the correspondence of the Association as directed by the Committee;

3.7.9.3.2.2 Keeping a register of members of the Association;

3.7.9.3.2.3 Keep an inventory of international student representatives on university and SUC clubs and committees, including an up-to-date list of Nationality Based Associations.

3.7.9.3.2.4 Carrying out other duties, subject to these regulations, as directed by the Convenor or by the Committee.

3.7.9.3.2.5 Call for agenda items ten (10) calendar days prior to each committee meeting and prepare the agenda to be circulated seven (7) calendar days prior to each committee meeting.

3.7.9.3.2.6 Prepare and circulate the meeting minutes no longer than ten (10) calendar days after the close of the meeting. A copy of the minutes shall also be forwarded to the General Secretary of the student union.

3.7.9.4 Vice-president Womyn's

3.7.9.4.1 The Vice-president Womyn's shall be elected at the annual elections.

3.7.9.4.2 The duties of the Vice-president Womyn's shall include:

3.7.9.4.2.1 Organizing events and activities during orientation for new international students to reduce feelings of isolation and culture shock.

3.7.9.4.2.2 Liaise with the student union womyn's collective to ensure that international student concerns are heard.

3.7.9.4.2.4 Liaise with other international student organizations, including other the National Liaison Committee (NLC).

3.7.9.5 Vice-president research and education

3.7.9.5.1 The vice-president education shall be elected by the Committee at the first Committee meeting following the annual elections.

3.7.9.5.2 The duties of the vice-president education shall include:

3.7.9.5.2.1 Gather information from and about international students for use by the committee, SUC, university and other relevant organizations.

3.7.9.5.2.2 Identify key issues of interest to international students and in conjunction with other relevant committee members, develop educational tools, including brochures, posters, website information, newsletter articles, and workshops.

3.7.9.5.2.3 Develop programs and campaigns based on the educational needs of international students.

3.7.9.5.2.4 Ensure that international student concerns are communicated to students who are representatives on university committees.

3.7.9.6 Vice-president social and cultural

3.7.9.6.1 The vice-president activities and cultural shall be elected at the annual elections.

- 3.7.9.6.2 The duties of the Vice-president activities and cultural shall include:
 - 3.7.9.6.2.1 Organizing a variety of cultural activities throughout the year, with an emphasis on international student week (semester 1) and world week (semester 2).
 - 3.7.9.6.2.2 All activities shall work to promote culture tolerance, the elimination of racism and allow local and international students to come together.
 - 3.7.9.6.2.3 Liaise with student union activities collective to ensure that events are culturally appropriate, and welcoming for all students.
- 3.7.9.7 Vice-president communications and marketing
 - 3.7.9.7.1 The Vice-president communications shall be elected at the annual elections.
 - 3.7.9.7.2 The duties of the Vice-president communications shall include:
 - 3.7.9.7.2.1 Ensuring the website is kept up to date
 - 3.7.9.7.2.2 Communicating events, information and activities across all campuses using the website, newsletters, international student handbooks, email lists, posters, university and student union communication tools and other means deemed appropriate.
 - 3.7.9.7.2.3 Working with other organizations on sponsorship opportunities, ensuring they are in line with the student union's ethical guidelines and do not violate the aims of the organization.
- 3.7.9.8 Vice-president welfare
 - 3.7.9.8.1 The Vice-president social and welfare shall be elected by the Committee at the first Committee meeting following the annual elections.
 - 3.7.9.8.2 The duties of the Vice-president social and welfare shall include:
 - 3.7.9.8.2.1 Organizing events and activities during orientation for new international students to reduce feelings of isolation and culture shock.
 - 3.7.9.8.2.2 Liaise with the student union welfare collective to ensure that international student concerns are heard.
 - 3.7.9.8.2.3 Work with other members of the association to develop tools and programs to help other international students feel welcome and provide them with information about how to access a variety of resources.
 - 3.7.9.8.2.4 Liaise with other international student organizations, including other the National Liaison Committee (NLC).
- 3.7.9.9 Campus Representatives
 - 3.7.9.9.1 The Tivoli/Business and Bundoora campus representatives shall hold at least six (6) international student collective meetings at their campuses per year.
 - 3.7.9.9.2 The minutes shall be forwarded by the campus representatives to the RAIS convenor with seven (7) days of the meeting.
 - 3.7.9.9.3 The campus RAIS meetings shall be called in accordance with these regulations.
 - 3.7.9.9.4 The campus representatives shall represent the aims of the association at their various campus collectives and other SUC standing committees. Each campus representative shall liaise, with at least one (1) additional SUC standing committee, club or department.
- 3.7.10 Finance
 - 3.7.10.1 Funding

Funding for the Association shall be obtained from the Student Union Council and any other source as deemed appropriate by the committee and approved by the SUC secretariat.

3.7.10.2 Budget

The Treasurer (or Finance Committee) shall prepare a budget, to be presented to the Committee for approval prior to the commencement of the financial year.

3.7.10.3 Other Financial Provisions

No person shall incur liabilities on behalf of the Association without consulting the Convenor or the Treasurer. Should actions taken in good faith result in expenditure to exceed a budget estimate, then this fact shall be reported at the earliest possible date to the Committee as a matter of priority.

3.7.11 Alteration of the RAIS Regulations

The Secretary shall ensure the committee approves all amendments of the regulations. Approved amendments will be forwarded by the convenor to the SUC for ratification. No amendment to the Regulations shall have any affect until ratified by such relevant authorities. Regulations can only be amended once first approved by the international student association.

Section 3.8: RMIT Student Union Postgraduate Association

3.8.1 Enabling Clause

Pursuant to Section 6.3.1.6 of the RMIT Student Union Constitution, the RMIT Postgraduate Association be constituted. The rules of governance shall be those stipulated in these Regulations established under Section 15 "Regulations of the RMIT Student Union", of the Constitution.

3.8.2 Name

The name of the Association is "The RMIT Postgraduate Association" (RPA).

3.8.3 Definitions

In these Regulations:

3.8.3.1 "Association" means The RMIT Postgraduate Association.

3.8.3.2 "Committee" means the committee of the RMIT Postgraduate Association and is the governing body of the Association.

3.8.3.3 "University" means Royal Melbourne Institute of Technology.

3.8.3.4 "AGM" means the Annual General Meeting of the Association.

3.8.3.5 "Student Union Council" (SUC) is the governing body of the Student Union.

3.8.3.6 "Campus Committees" means those Campus based committee at either the City, Tivoli, Carlton and Northern campuses.

3.8.3.7 "Ex-Officio" means any person not directly elected to the Student Union Council or Campus Student Council, who holds a specified non-voting position as defined by the Constitution or Regulation, which entitles the said person to such membership.

3.8.4. Aims

The aims of the Association are to:

3.8.4.1 Represent the postgraduate students of RMIT;

3.8.4.2 Improve the conditions for postgraduate students at RMIT;

3.8.4.3 Provide services and assistance to postgraduate students;

3.8.4.4 Develop and institute policies and programs to further the interests of postgraduates;

3.8.4.5 Provide a means of communication between postgraduates, within and across campuses;

- 3.8.4.6 Facilitate communication between postgraduates and academic and administrative authorities within RMIT;
- 3.8.4.7 Elect or nominate postgraduate students to all committees within the university which have provision for RPA representatives;
- 3.8.4.8 Expand postgraduate representation on various committees;
- 3.8.4.9 Campaign on issues affecting postgraduates;
- 3.8.4.10 Facilitate participation by postgraduates in non-academic activities;
- 3.8.4.11 Administer and use appropriately any monies made available to the Association;
- 3.8.4.12 Represent RMIT on national and international postgraduate bodies; and
- 3.8.4.13 Publish materials relevant to, or in support of, the above objectives.

3.8.5 Membership

There are three classes of Membership:

- 3.8.5.1 Students
 - 3.8.5.1.1 Are students enrolled in postgraduate studies as defined by the university; and
 - 3.8.5.1.2 Can vote at Annual General Meetings.
- 3.8.5.2 Financial members
 - 3.8.5.2.1 Pursuant to section 3.5 of the Student Union constitution students may become financial members.
 - 3.8.5.2.2 May nominate for election or be co-opted to committee positions
- 3.8.5.3 Honorary Members
 - 3.8.5.3.1 Have had membership conferred upon them by the Committee
 - 3.8.5.3.2 Employees of the student union shall be considered honorary members.
 - 3.8.5.3.3 Cannot vote at Annual General Meetings;
 - 3.8.5.3.4 Cannot nominate for election to Committee Positions; and
 - 3.8.5.3.5 Can attend general meetings as observers, but cannot be counted towards a quorum.

3.8.6 Cessation of Membership

- 3.8.6.1 A student ceases to be involved in the Association when they are no longer enrolled as a postgraduate student at the university.
- 3.8.6.2 An honorary member ceases to be a member of the Association if their membership is revoked by a meeting of the Committee.

3.8.7 Meetings

- 3.8.7.1 Annual General Meetings

There shall be an annual general meeting in first semester at a date determined by the Committee.
- 3.8.7.2 at this Annual General Meeting:
 - 3.8.7.2.1 The minutes of the previous annual general meeting shall be confirmed.
 - 3.8.7.2.2 The Convenor shall present an annual report, both in writing and verbally. In their absence another committee member may be nominated at a committee meeting to present the report.
 - 3.8.7.2.3 The Treasurer, in liaison with relevant SUC Office bearers, shall present a Financial Statement, Draft Budget and the accounts of the Association, all of which shall be available for inspection by members seven (7) days prior to the annual general meeting.

3.8.7.2.4 The convenor shall inform all present how they can join the committee and of any vacancies.

3.8.7.2.5 Elections shall be held.

3.8.7.2 Special General Meetings

Special general meetings shall be called by the Committee:

3.8.7.2.1 At the discretion of the Committee; or

3.8.7.2.2 Upon receipt of a written request signed by no fewer than twenty (20) RMIT Postgraduate students. Such a request shall state the objectives of the meeting, which shall be listed in the agenda for the meeting. No other business shall be conducted at a meeting called in this manner.

3.8.7.3 Notice of General Meetings

Notice of a general meeting shall be made at least seven (7) days prior to the meeting. Notices shall be sent to all enrolling faculties, departments, schools, and centres. Posters shall be distributed throughout the University, and notices shall be placed in appropriate University and SUC newspapers and publications. Calls for nominees for the RPA shall also be included.

3.8.7.4 Operation of General Meetings

3.8.7.4.1 The quorum for a general meeting shall be twenty (20) RMIT Postgraduate students;

3.8.7.4.2 The chairperson at a general meeting shall be the Convenor, or in their absence, a member of the Committee, nominated by the Committee;

3.8.7.4.3 Decisions shall be made by a majority vote of ordinary members present. In the event of a tie, the chairperson of the meeting shall have a casting vote as well as a deliberative vote. At the request of at least five (5) RMIT postgraduate students present at the general meeting, a secret ballot shall be held;

3.8.8 Committee

The Committee shall consist of twelve (12) members:

3.8.8.1 Two (2) representatives from each portfolio. Six (6) in total.

3.8.8.2 four (4) general representatives. One (1) from each of the following campuses; Swanston Street, Business/Tivoli, Bundoora and Carlton/Brunswick

3.8.8.3 One (1) representative who is completing a doctorate.

3.8.8.4 The postgraduate officer elected from postgraduate students enrolled at RMIT, as per article 5.1.8 of the constitution

3.8.8.5 Committee members shall serve for one year from their first meeting of the committee. The date will commence at either the AGM (if elected) or their first meeting as a co-opted member.

3.8.8.6 Six (6) committee places shall be reserved for women.

3.6.8.4.1 In the event that there are fewer nominations tendered under 3.6.8.4 the reserved positions shall remain vacant until nominations or co-option is received and approved.

3.8.8.7 The committee shall also reserve at least one (1) committee member position from each of the following groups;

3.8.8.7.1 An international student

3.8.8.7.2 A local student

3.8.8.7.3 A research postgraduate

3.8.8.7.4 A coursework postgraduate

3.8.8.7.5 An indigenous student

3.8.8.7.6 A student with a disability

3.8.8.7.7 A queer student

3.8.8.8 In the event that there are fewer nominations tendered under 3.6.8.5 the reserved positions shall remain vacant until nominations or co-option is received and approved.

3.8.9 Elections

The Election Procedures for the Committee shall be those in accordance with section 11 of The Student Union Constitution and in accordance with the Election Regulations, with the following exceptions:

3.8.9.1 Nominations must be in writing and signed by the nominee and two (2) seconders. Only financial members of the association may be committee members. Where the nomination is for a faculty position, the nominee and seconders shall be from that faculty. Nominations for campus positions shall be seconded by postgraduates from the same campus. Nominations shall be called for in the notice for the meeting. Nominations must be received by the returning officer forty-eight (48) hours prior to the commencement of the meeting.

3.8.9.2 A person may nominate for more than one position but may only hold one position. Once elected, other nominations become void.

3.8.9.3 Nominees do not need to attend the AGM, they may submit a brief (150 word) written statement that the returning officer will read aloud.

3.8.9.4 Prior to the AGM, the committee shall appoint a person as the returning officer; the returning officer shall accept the nomination forms, and candidate statements. They shall also make available lists of received nominations both electronically within twenty-four (24) hours after the close of nominations. The returning officer may not be a nominee for any of the positions.

3.8.9.5 The election shall take place by secret ballot at the AGM.

3.8.9.6 In the event of an uncontested nomination a yes or no ballot shall be conducted.

3.8.9.7 In the event of a dispute with the election; results or proceedings, the ombudsperson of the RPA will be notified in writing.

3.8.9.8 Voting Rights

Each RMIT Postgraduate student shall be entitled to vote once for each of their portfolio representatives, and once for each of their campus representatives.

3.8.9.9 Co-Option

If no nominations have been received for any representative position then the incoming Committee may subsequently co-opt a financial member of the Association to serve on the Committee. In the case of a portfolio or campus representative position, the co-opted member shall normally be a member of the same portfolio or campus.

3.8.9.10 Vacancies

If a representative position becomes vacant at any time, then the Committee may co-opt a financial member of the Association to serve on the Committee. A Committee position shall become vacant if:

3.8.9.10.1 A Committee member resigns from their position; or

3.8.9.10.2 A Committee member fails to attend three (3) consecutive meetings without apology, and the Committee declares the position to be vacant.

3.8.9.10.3 A committee member has served for a year, at the end of their year, they may put their name forward to be re-co-opted.

3.8.9.10.4 Should the convenor position become vacant the committee shall elect an interim officer, to be named as convenor.

- 3.8.9.10.4.1 Such decision must be recorded in the committee minutes and forwarded to the Secretariat for approval. Such a decision may not be retro-active.
- 3.8.9.10.4.2 The actions of the interim officer shall not contravene article 5.3.3 of the constitution; after approval of the SUC such person shall have access to student union resources; including communication tools.
- 3.8.9.10.4.3 The interim officer may call meetings as outlined in 3.6.7

3.8.10 Meeting Procedures

- 3.8.10.1 Quorum for the Committee shall be half the committee plus one (1) members. There must be at least three (3) members present from the groups outlined in 3.8.8.7
- 3.8.10.2 Should the committee have fewer than four (4) members a general meeting must be called.
- 3.8.10.3 The Committee shall have the power to direct the Convenor and other officers of the Association in the conduct of any part of the Associations business subject to these regulations and the Student Union Constitution
- 3.8.10.4 The Committee shall meet at least six (6) times per year.
- 3.8.10.5 Each Committee member shall be given at least seven (7) days notice in writing of the time, place and agenda of the next Committee meeting.
- 3.8.10.6 The Convenor, or in their absence, two (2) committee members, may call an emergency meeting with one day's notice.
- 3.8.10.7 Any member of the Committee may ask for items to be included on the agenda.
- 3.8.10.8 The chairperson of the Committee meetings shall rotate among the committee members.
- 3.8.10.9 Decisions shall be made by a simple majority of Committee members present and voting. In the event of a tie, the chairperson of the meeting shall have a casting vote as well as a deliberative vote.
- 3.8.10.10 Meetings of the Committee shall be open to all RMIT Postgraduate Students, financial and honorary members of the Association, and all members shall have the right to speak on any motion or item of business.
- 3.8.10.11 The Committee shall have the powers to co-opt voting and non-voting members, including the ombudsperson.
- 3.8.10.12 The Committee shall work in close liaison with the other SUC members and staff in developing SUC policy on matters affecting Postgraduate students.
- 3.8.10.13 The Committee may organise, educate and develop campaigns on issues of concern and relevance to Postgraduate Students, both inside and outside the university.
- 3.8.10.14 Policy on Postgraduate matters shall be developed by the committee, and forwarded to the SUC for ratification, if it is to become formal SUC policy. While the committee may develop separate policy on postgraduate issues, it shall not contravene SUC policy or constitution.
- 3.8.10.15 The committee shall provide regular reports and RPA committee meeting minutes to the SUC;
- 3.8.10.16 Subject to these regulations, the Committee will have the power to undertake any action regarding matters which are the responsibility of the Association, provided that such action does not contravene Student Union Constitution, aims and objectives and policy.
- 3.8.10.17 The committee shall ensure postgraduate representation on university and SUC committees.
- 3.8.10.18 Should the committee have fewer than four members all financial decisions must be forwarded to the SUC for approval, prior to implementation.

3.8.11 Office Bearers

- 3.8.11.1 Convenor

- 3.8.11.1.1 The Convenor shall be the SUC Postgraduate Officer.
- 3.8.11.1.2 No public or official statement(s) shall be made on behalf of the Association except by the Convenor or by the authority of the Convenor or by the authority of the Committee.
- 3.8.11.1.3 The duties of the Convenor shall include:
 - 3.8.11.1.3.1 Acting as chair of the annual general meetings of the Association;
 - 3.8.11.1.3.2 Ensuring that all decisions of the Committee and of general meetings of the Association are carried out;
 - 3.8.11.1.3.3 To represent Postgraduate students on matters of concern to them, within the SUC, the University and the broader community.
 - 3.8.11.1.3.4 Any other duties as directed by the Committee in the fulfilment of the Aims and Objectives.
 - 3.8.11.1.3.5 to ensure that the committee is informed regarding the convenor's actions and decisions at the SUC and any other committees at which they are representing the association.
 - 3.8.11.1.3.6 The Convenor shall bring Postgraduate Student concerns, meeting minutes and reports to the SUC.
 - 3.8.11.1.3.7 Liaise with all postgraduate students who are members of university committees to ensure the aims of the association are being represented.
- 3.8.11.2 Ombudsperson
 - 3.8.11.2.1 Hearing grievances, complaints or suggestions relating to any aspect of the workings of the Association from any member of the Association and ensure that any appropriate action is taken, whilst adhering to principle of due process and natural justice.
 - 3.8.11.2.2 Decisions shall be submitted to the committee while ensuring the privacy of all involved is maintained.
 - 3.8.11.2.3 Disputes may be between or involve committee members, staff members, volunteers, ordinary members or any other person involved in the workings of the association. Should the dispute involve staff members, the industrial agreement shall supersede this document.
 - 3.8.11.2.4 The ombudsperson shall be appointed by the committee. They shall submit their intention in writing to the committee.
 - 3.8.11.2.5 The ombudsperson shall be a student enrolled in postgraduate studies at RMIT.
 - 3.8.11.2.6 The ombudsperson does not need attend committee meetings.
 - 3.8.11.2.7 The ombudsperson shall not be a committee or SUC member.
- 3.8.11.3 Treasurer, or finance committee
 - 3.8.11.3.1 The Treasurer, or finance committee shall be elected by the Committee at the first Committee meeting following the annual elections, except where an Administrative Officer is employed by the Association, and it is the decision of the Committee that the Administrative Officer act as Treasurer.
 - 3.8.11.3.2 The duties of the Treasurer shall include:
 - 3.8.11.3.2.1 Keeping full accounts of the financial affairs of the Association, and presenting a report of these affairs to the AGM; and
 - 3.8.11.3.2.2 To liaise with the SUC finance and Administration departments and relevant officers,

3.8.11.3.2.3 Carrying out other duties, subject to this constitution, as directed by the Convenor or by the Committee.

3.8.11.4 Secretary

3.8.11.4.1 The Secretary shall be elected by the Committee at the first Committee meeting following the annual elections, except where an Administrative Officer is employed by the Association, and it is the decision of the Committee that he Administrative Officer act as Secretary.

3.8.11.4.2 The duties of the Secretary shall include:

3.8.11.4.2.1 Dealing with the correspondence of the Association as directed by the Committee;

3.8.11.4.2.2 Keeping a register of members of the Association;

3.8.11.4.2.3 Keep an inventory of postgraduate representatives on university and SUC committees.

3.8.11.4.2.4 Carrying out other duties, subject to these regulations, as directed by the Convenor or by the Committee.

3.8.11.5 Portfolio Representatives

The portfolio representatives shall be nominated by the committee to be postgraduate student representatives on school and portfolio committees. They shall work for the aims of the association.

3.8.11.4 Campus Representatives

The campus representatives shall represent the aims of the association at their various campus collectives and other SUC standing committees. Each campus representative shall liaise, with at least one (1) additional SUC standing committee, club or department. Representatives will also liaise with other relevant organizations, including CAPA (Council of Australian Postgraduate Associations).

3.8.12 Finance

3.8.12.1 Funding

Funding for the Association shall be obtained from the Student Union Council, and any other source as deemed appropriate by the committee, keeping in line with the aims of association and the SUC.

3.8.12.2 Budget

The Treasurer (or Finance Committee) shall prepare a budget, to be presented to the Committee for approval prior to the commencement of the financial year.

3.8.12.3 Other Financial Provisions

No person shall incur liabilities on behalf of the Association without consulting the Convenor or the Treasurer. Should actions taken in good faith result in expenditure to exceed a budget estimate, then this fact shall be reported at the earliest possible date to the Committee as a matter of priority.

3.8.13 Alteration of the Regulations

The Secretary shall ensure the committee approves all amendments of the regulations. Approved amendments will be forwarded by the convenor to the SUC for ratification. No amendment to the Regulations shall have any affect until ratified by such relevant authorities. Regulations can only be amended once first approved by the Postgraduate association.

3.8.14 Interpretation

The Convenor shall be empowered to interpret these Regulations except that, at any meeting of the Association or of the Committee, the Chairperson shall interpret the Regulations subject to the direction of the meeting.

Section 3.9: Campus Collectives

3.9.1 Definitions in these Regulations:

- 3.9.1.1 "Campus Collective" means a campus committee on each of the following campuses: Swanston Street, Business/Tivoli, Carlton/Brunswick and Bundoora.
- 3.9.1.2 The campus collectives shall consist of the ten (10) members:
 - 3.9.1.2.1 The Coordinator and Representative for the campus elected from all students enrolled at that campus as per article 5.1 of the constitution.
 - 3.9.1.2.2 At least one resource staff member, ex-officio non-voting.
 - 3.9.1.2.3 One female student
 - 3.9.1.2.4 One international student
 - 3.9.1.2.5 One postgraduate student
 - 3.9.1.2.6 One undergraduate student
 - 3.9.1.2.7 One TAFE student (at campuses with a TAFE course).
 - 3.9.1.2.8 Two (2) general representatives or in the case of campuses without TAFE courses, three (3) general representatives.

3.9.2 Meetings of the Campus Collective

- 3.9.2.1 Shall be open to all students enrolled at that campus
- 3.9.2.2 Meetings shall be called by the convenor. The campus coordinator shall be the convenor.
- 3.9.2.3 Seven (7) days notice shall be provided for collective meetings. Such notice shall be sent to student union standing committees and posted on SUC notice boards and website.
- 3.9.2.4 Emergency meetings may be called with 24 hours notice, at the discretion of the convenor.
- 3.9.2.5 A meeting shall also be called by the convenor or campus representative at the request of two (2) committee members.
- 3.9.2.6 Quorum for meetings is four (4) students enrolled at that campus or financial members of the student union.
- 3.9.2.7 In the absence of a campus coordinator the campus representative shall act as convenor. If there is neither a campus coordinator nor campus representative the committee shall nominate an interim convenor at a meeting requested by two (2) committee members.
 - 3.9.2.7.1 Such decision must be recorded in the committee minutes and forwarded to the Secretariat for approval.
 - 3.9.2.7.2 The actions of the interim officer shall not contravene article 5.3.3 of the constitution; after approval of the SUC such person shall have access to student union resources; including communication tools.
 - 3.9.2.7.3 The interim officer may call meetings of the campus collective as outlined in 3.7.2

- 3.9.2.7.4 Such a decision may not be retroactive.
- 3.9.2.8 A chairperson shall be elected on a rotating basis, each term being two (2) months, by and from the members of the Committee and shall act as Secretary to the Committee.
- 3.9.2.9 The convenor shall forward the minutes of the campus collective meetings to the General Secretary of the student union for inclusion in the next SUC agenda.
- 3.9.2.10 The aims and objectives of the Committee shall be to work for the general welfare of all students enrolled at that campus.
- 3.9.2.11 The duties and responsibilities of the Committee shall be to:
 - 3.9.2.11.1 Ensure that there are activities and events meeting the diverse needs of students enrolled at that campus.
 - 3.9.2.11.2 Act as a Co-ordinating Committee for the student union activities and campaigns at that campus meeting at least six (6) times during the calendar year.
 - 3.9.2.11.3 Work in close liaison with relevant staff to research, develop and organize campaigns and activities on issues of importance to students at that campus. As well, develop resources for students at that campus.
 - 3.9.2.11.4 Bring campus based student concerns to the notice of the SUC.
 - 3.9.2.11.5 Encourage inter-campus liaison and general liaison with external organisations in the interests of advancing the aims of the Student Union.
- 3.9.2.12 While the Committee may develop individual issues, it shall not contravene the Constitution or policy of the SUC.
- 3.9.2.13 At the beginning of each semester, the campus collective shall recommend to the SUC, and secretariat, the expenditure for campaigns and activities for that semester.
- 3.9.2.14 No expenditure shall be made, liability incurred or other actions taken unless expenditure, liability or action is provided for by the SUC.
- 3.9.2.15 Collective members shall liaise with other student union clubs or departments.

Section 3.10: Clubs and Societies

3.10.1 Clubs and Societies Department Aims and Objectives:

- 3.10.2.1 Ensure the department's operations are consistent with the SUC Constitution and these Regulations;
- 3.10.2.2 Ensure that each affiliated body is run according to RUSU Regulations and Policy ,the body's Constitution , University Policy and Regulations and the Law and to intervene accordingly;
- 3.10.2.3 To encourage campus-based clubs and societies to cater for the needs and interests of students on campus;
- 3.10.2.4 To provide and administer resources to RUSU clubs and societies;
- 3.10.2.5 To provide grants in the form of subsidies to RUSU clubs and societies;
- 3.10.2.6 To administer the grant criteria;
- 3.10.2.7 To make recommendations as to the annual budget for the expenditure of the SUC allocation to the Department;
- 3.10.2.8 To represent and advocate for RUSU clubs and societies in matters affecting them when dealing with RUSU, RMIT University or any other body.

3.10.3 Membership of Clubs

- 3.10.3.1 All currently enrolled RMIT student shall be eligible for Full Membership of any club.
- 3.10.3.2 Enrolled students may join more than one club.

- 3.10.3.3. A RUSU Club must have at least twenty (20) currently enrolled RMIT student members to start a new club and must maintain a minimum of twenty (20) currently enrolled of RMIT student members during each affiliation period
- 3.10.3.4. Annual Club Membership numbers above the minimum twenty (20) currently enrolled RMIT student members cannot be determined by Facebook likes but only by presentation to RUSU C&S of up-to-date membership records including student name, student number and date joined for that affiliation period.
- 3.10.3.5. Membership of a club is for the duration of the 12 month affiliation period only. Members must re-join the club each affiliation period.
- 3.10.3.6 Each club shall annually elect at least four (4) office bearers who shall hold the positions of President, Vice President, Treasurer and Secretary, two (2) of whom shall be financial members of the Student Union.
- 3.10.3.7 Any financial student union member shall, at the discretion of the club and where possible, receive a discount to club events and membership.
 - 3.10.3.7.1 Should a membership fee be charged by a the following schedule is recommended for RUSU members

Membership fee (non fin. RUSU)	Membership fee(fin.RUSU)
Free	Free
\$2	Free
\$5	\$2
\$10	\$5

- 3.10.3.8 Currently enrolled RMIT students must comprise at least 75% of the membership of an RUSU affiliate club.
- 3.10.3.9 Except for currently enrolled RMIT students employed in student casual positions, RMIT Academic Staff or permanent RUSU employees may only be Associate Members of clubs and can not hold affiliate club office bearer positions nor be the beneficiaries of SUC grants.
- 3.10.3.10 Persons other than currently enrolled RMIT students may become Associate Members of affiliated clubs but, as per 3.10.7.5 but may not hold office bearer positions nor be the beneficiaries of SUC grants.

3.10.4 Affiliation

- 3.10.4.1 Affiliation shall exist at two (2) levels:
 - 3.10.4.1.1 Provisional Affiliation of new clubs which shall be granted at the discretion of the Clubs and Societies Officer Student Representative on recommendation by the C&S Department.
 - 3.10.4.1.2 Full Affiliation which shall be granted after the club has completed the affiliation process as prescribed in 3.10.8. 2 and which must be repeated annually as per 3.10.8.3
- 3.10.4.2 Any application for Full Affiliation to the Student Union by a new Provisionally Affiliated club shall be made to the C&S Officer Staff and include:
 - 3.10.4.2.1 An approved club Constitution consistent with the provisions of the RUSU Clubs Model Constitution (see Appendix 1). This Constitution must be approved by the C&S Department prior to consideration at the Club Inaugural General meeting as per 3.10.8.2.4.
 - 3.10.4.2.2 A list of twenty (20) currently enrolled RMIT students members which includes each member's full name, email address, phone number, student number, signature and date of joining the club in the form of an electronic database.
 - 3.10.4.2.3 A completed Clubs and Societies Department Affiliation Document Pack as provided to the Club by the C&S Department.
 - 3.10.4.2.4 A signed copy of Minutes of the Club Inaugural General Meeting (IGM), The business of the IGM shall include the approval by the membership by formal vote of the Club Name, Aims and Objectives, Membership Fee, the Election of the Inaugural Club Executive, approval of the Constitution and approval

of an Annual Activity Plan which shall outline the general structure of the Club's planned activity for the affiliation period.

3.10.4.2.5. A meeting between the Elected Club Executive and the relevant C&S Officer (Staff) to sign off on required paperwork, establish the club bank account and deliver/receive training in basic clubs processes including the grants system.

3.10.4.2.5. Any proposed changes to the Model Club Constitution must be approved by the C&S Department before it may be approved at a club meeting..

3.10.4.3 Clubs must re-affiliate annually, using the same general procedures as per 3.19.8.2 with the following variations:

3.10.4.3.1. Re-affiliating clubs shall provide a signed copy of the Minutes of the Club Annual General Meeting (AGM), the business of which shall include the approval by the membership by formal vote of reports by the outgoing Executive which must include a written statement of financial accounts, the election of the next affiliation period Club Executive and the next Annual Activity Plan which shall outline the general structure of the Club's planned activity for the affiliation period.

3.10.4.3.2. The business of re-affiliating Clubs' AGMs of may also include Changes to the Club Name, Changes to the Club Aims, Introduction of or changes to the Club Membership Fee or Changes to the Club Constitution pursuant to 3.10.8.3.3.

3.10.4.4 Fully affiliated Clubs which fail to complete the full re-affiliation process shall be deemed to be lapsed and may be required to apply for Provisional Affiliation as if it were a new club.

3.10.4.5 Clubs that fail to re-affiliate for two consecutive annual affiliation periods will be deemed to no longer exist and shall be wound up by RUSU with any funds remaining in the Club account being placed in the general Clubs and Societies Club Grants funding pool.

3.10.4.6 Non-Approval of affiliation or re-affiliation:
Applications for affiliation or re-affiliation shall not be approved

3.10.4.6.1 Where a club fails to meet the requirements as outlined in these Regulations

3.10.4.6.2 If the application seeks to replicate the aims/intension of an existing affiliate club, a RUSU Department or RUSU Standing Committee or if the club aims and objectives fall within the scope of RMIT Link Sports, RMIT Link Arts & Culture or any other existing RMIT entity.

3.10.4.6.3. Where the club activity is for academic purposes including but not limited to fundraising for required materials or activities, delivering required activities or events or engaging in activity in lieu of University established bodies such as a Staff-Student Liaison Committee

3.10.4.6.4 Where the purpose/s of the club is for commercial gain

3.10.4.6. 5 if the aims and/or activities of the club are militaristic, violent sexist, racist, queerphobic, or promote racial, sexual or religious discrimination, has otherwise illegal aims or will clearly breach RUSU or University Policy or Procedures,

3.10.4.6.6 Where the establishment of a new club is not deemed to have been genuinely initiated by RMIT students as a result of RMIT student interest or need.

3.10.4.6.7. If the proposed or anticipated core and and/or regular activities of the club cannot be covered by RUSU or University insurance.

3.10.4.6.8 Where the applicant group or a member of the club executive was disaffiliated or banned from re-affiliating under Section 3.10.5 of these Regulations

3.10.5 Disaffiliation

3.10.5.1. The SUC may temporarily or permanently disaffiliate any club upon recommendation of the Clubs & Societies Department.

3.10.5.2. The grounds for disaffiliation shall be detailed in SUC Policy and include matters as per reasons for non-affiliation previously listed in 3.10.8.6., financial impropriety, willful and/or serious misconduct as per the RUSU Clubs Code of Conduct, willful and/or serious breaches of University Regulations, Policy or Procedure and/or breaches of the Law.

3.10.5.3. The Clubs Disaffiliation Policy and Procedure shall be determined by the SUC in consultation with the Clubs & Societies Department.

3.10.6. Benefits of Full affiliation shall include:

3.10.6.1 Access to financial support through RUSU Club grants as outlined in Appendix 1 of these regulations

3.10.6.2 Access to practical resources like rooms, use of computers, photocopying, event advice and mail outs in consultation with the RUSU C&S Department

3.10.6.3 Access to training including how to manage a club, and understanding the grants process.

3.10.7 Club responsibilities

3.10.7.1 No club may promote violence, militarism and/or sexual, racial or religious discrimination.

3.10.7.2 The Executive members of each Club must ensure their Club acts in accordance with the Club Constitution, RUSU Regulations, Policy and Procedure including the Clubs Code of Conduct and that the Club acts in accordance with University Regulations, Policy and Procedure especially in regards to use of University resources, safety and security and the Student Code of Conduct.

3.10.7.3 No club shall involve the name of the Student Union in any financial trading.

3.10.7.4 Clubs must pay their debts to the Student Union, University or any outside body. The Student Union will not be responsible for liabilities that result from club activities. Clubs not paying their debts may not have access to grants in the future or may be disaffiliated.

3.10.7.5 Clubs shall be required to acknowledge their affiliation to and the support provided to the club by RUSU by prominently displaying the RMIT University Student Union Affiliate logo on all Club promotional material and in all Club publications.

3.10.7.6 Clubs must serve alcohol responsibly and ensure all legislation and licencing requirements are adhered to.

3.10.7.7 Clubs must meet food safety requirements in line with government regulations.

3.10.7.8 Clubs that prepare, sell or give away food or alcohol or shall ensure that club representatives are trained in Responsible Service of Alcohol and Food Safety

3.10.7.9. Clubs shall maintain a current register of members including name, RMIT student number (for Full Members), category of membership (Full or Associate), date of annual membership and date and amount of membership fee payment (should the club charge a membership fee)

3.10.7.8. The Treasurer of the each club must keep adequate records of the clubs financial activity. This records must include a record of all incoming and outgoing financial transactions including date, amount, purpose, invoices and receipts.

3.10.7.9. If requested by the C & S Department, an affiliated club shall participate in a full audit of the club's financial activity and shall provide to the Department all relevant financial activity documentation including club cheque book/s, cash book/s, deposit book/s, membership records, invoices, receipts and the minutes of relevant club Full and Executive meetings at which financial activity was approved.

3.10.7.10. The Club Executive of each affiliation period shall ensure a formal Club Annual General Meeting is held within 6 weeks before or after of the end of the clubs current affiliation period and shall present a full club annual financial report at this meeting

3.10.8 Grant Categories

3.10.8.1 The RUSU C&S Department may, from time-to-time, modify the Clubs Grant Schedule in Appendix 1 of the SUC regulations in order to best meet the needs of the Clubs and Societies at that time.

3.10.9 Funding Policy and Principles

3.10.9.1 The Student Union will ensure a balanced and equitable distribution of funds. The Clubs and Societies Department provides a subsidy to clubs.

3.10.9.2 All subsidies are designed to increase the quality of student life on campus. The aims shall be to increase cultural, recreational and political level of discourse on campus, for students within and between programs, cultures and interests.

- 3.10.9.3 The purpose of grants is to provide a partial financial subsidy for a club activity, function or service to assist the club to reduce the cost of the activity to the club and its' members.
- 3.10.9.4 Two or more clubs may apply for a joint grant with shared aims but must provide the required grant application and required documentation for each club
- 3.10.9.5 The following limits to grants apply:
 - 3.10.9.5.1 No grants shall be for curricular needs, such as, textbooks, lecture notes, clothing, computer equipment or to pay for or subsidise academically assessed or required activity.
 - 3.10.9.5.2 No grants shall be for clubs that pay office bearers or members' incentives like expense accounts, fees, wages or one off amounts.
 - 3.10.9.5.3. No grants shall be paid where a club is unable to provide all the required documentation and proofs of purchase and payment.
- 3.10.9.6 The process for receiving grants shall be determined in Appendix 1 of the SUC Regulations
- 3.10.9.7 Responsibility for grant applicants
 - 3.10.9.7.1 The following deadlines apply for grant applications;
 - 3.10.9.7.1.1 Special Funding Grant Applications must be submitted at least two months prior to the event for which a club is seeking support
 - 3.10.9.7.1.2. For all calendar year affiliated clubs, all other grant applications must be submitted no later than the end of November in the year in which the grant is applicable
 - 3.10.9.7.1.3. For all Mid-year clubs (July-Jun) all other grant applications should be submitted as soon as all information is available to complete the grant and no later than the end of June of the year in which the grant is applicable.
 - 3.10.9.7.2 Grant applications must be properly completed and include Minutes of the club meeting/s approving the activity and budget to which the grant application is related
 - 3.10.9.7.3. Clubs must provide original receipts to the C&S Department for grant application
 - 3.10.9.7.4. Clubs should make copies or request the C&S Department to make copies of all receipts and other documentation provided with grant applications related to club spending.

Section 3.11: Activities Collective

3.11.1 Committee Membership:

- 3.11.1.1 The Activities officer elected from all students enrolled at RMIT, as per article 5.1.9 of the constitution.
- 3.11.1.2 At least one resource staff member, ex-officio non-voting, nominated by Activities Officer and approved by the Secretariat.
- 3.11.1.3 Other students and financial members of the student union.

3.11.2 Meetings of the Activities Collective

- 3.11.2.1 The Activities Collective shall work other student union clubs and departments to support their events and activities with volunteer and logistical support. The committee shall ensure that student union activities meet the social and political aims of the organization.
- 3.11.2.2 Meetings shall be open to all RMIT students and members of the student union.
- 3.11.2.3 The Activities Officer shall be the convener of the Activities Collective.

- 3.11.2.4 Meetings shall be called by the convener.
- 3.11.2.5 The convener shall provide seven days notice for meetings. Such notice shall be sent to student union clubs, including campus collectives and student union standing committees. It shall be posted on SUC notice boards and the Student Union website. Emergency meetings may be called with 24 hours notice, at the discretion of the convener.
- 3.11.2.6 A meeting shall also be called by the convener at the request of two (2) committee members.
- 3.11.2.7 Quorum for the meetings is four (4) students or financial members of the SUC.
- 3.11.2.8 In the absence of an Activities Officer the committee shall elect a convener.
 - 3.11.2.8.1 Such decision must be recorded in the committee minutes and forwarded to the SUC for approval.
 - 3.11.2.8.2 The actions of the convener shall not contravene article 5.3.3 of the constitution; after approval of the SUC such person shall have access to student union resources; including communication tools.
 - 3.11.2.8.3 The convener may call meetings of the as outlined in 3.11.2.
 - 3.11.2.8.4 Such a decision may not be retroactive
- 3.11.2.9 A chairperson for activities meetings shall be elected on a rotating basis, each term being four (4) months, by and from the members of the Committee and shall act as Secretary to the Committee.
- 3.11.2.10 Minutes of the Activities Collective shall be forwarded to the General Secretary of the student union for inclusion in the next SUC agenda.
- 3.11.2.11 The aims and objectives of the Committee shall be to work for the general well being of all RMIT students and members of the Student Union.
- 3.11.2.12 The duties and responsibilities of the Committee shall be to:
 - 3.11.2.12.1 Ensure that all activities of the student union are in accordance with the aims of the organization and advance the political and social interests of students.
 - 3.11.2.12.2 Ensure that there is a diversity of events to meet the needs of all student union members and RMIT students.
 - 3.11.2.12.3 The activities officer shall liaise with the campus collectives and student union clubs and departments to ensure that activities are managed effectively and that all clubs are aware of student union resources and how to access them.
 - 3.11.2.12.4 Work in close liaison with relevant staff to organize, support and execute activities on all campuses.
 - 3.11.2.12.5 Ensure that students who volunteer and help with events are given adequate training by the organization and are formally recognized for their efforts in helping their fellow students
 - 3.11.2.12.6 Ensure that activities are communicated to all student union members, monitor communications to ensure they are in line with the aims of the student union.
 - 3.11.2.12.7 Encourage inter-campus liaison and general liaison with external organisations in the interests of advancing the aims of the Student Union, students while highlighting political concerns to RMIT students.
 - 3.11.2.12.8 To recommend to the SUC, clubs and Campus Collectives, the expenditure for activities.
 - 3.11.2.12.9 To ensure that event information is distributed on each campus, in the student union paper and on the website, as appropriate.

Section 3.12: Media Collective

3.12.1 Aims and Objectives

3.12.1.1 To ensure effective communication with RMIT Student Union stakeholders.

3.12.1.2 To coordinate all RMIT student media.

3.12.1.3 To provide a forum for the coordinated communication of SUC campaigns and activities

3.12.2: Membership

3.12.2.1 The SUC Media Officer (who shall be the convenor)

3.12.2.2 RMITV representative

3.12.2.3 SYN FM representative

3.12.2.4 Catalyst Editor/s

3.12.2.5 SUC president or nominee

3.12.2.6 Relevant staff, Ex-officio non-voting, nominated by the Media Officer and approved by the secretariat

3.12.4 Meetings

3.12.3.1 Meetings shall be convened within seven (7) days written notice including the time, date and location.

3.12.3.1 Meetings shall be held at least eight (8) per year.

3.12.3.2 Meetings shall be conducted according to SUC Rules of Debate in so far as they apply.

3.12.3.4 The minutes of the meetings shall be forwarded by the convenor to the general secretary of the student union for inclusion in the next SUC agenda.

Section 3.13: Editorial Board

3.13.1 Aims and Objectives

3.13.1.1 To further the aims of the Student union as expressed in the Constitution and to provide a medium whereby members of the Student Union may give information and express opinions on subjects affecting them.

3.13.1.2 To encourage and publicise where possible, literary and other cultural talents of Student Union members.

3.13.2 Membership

3.13.2.1 Catalyst Editor/s who shall chair the board

3.13.2.2 The SUC President (or nominee)

3.13.2.3 The SUC Media Officer

3.13.2.4 Relevant staff, Ex-officio non-voting, to be determined by the SUC secretariat

3.13.3 Powers and Duties

3.13.3.1 The Board shall have the power to formulate policy relating to the administration and production of publications, in particular regarding such matters as:

3.13.3.1.1 Printing Contracts

3.13.3.1.2 Contents of the publication

3.13.3.1.3 Dates of publication

3.13.3.1.4 Distribution

3.13.3.1.5 Lay-out.

3.13.3.1.6 Advertising sponsorship which shall be in accordance with SUC policy

3.13.3.2 The publication must be viewed by the Governance and Development Officer prior to publishing who shall check each publication for material which may result in legal action being taken against the Student Union. In such a case the Governance and Development Officer shall withdraw such material from publication and will seek legal advice on the matter immediately.

3.13.4 Meetings

3.13.4.1 Meetings shall be held throughout the year at times and places as the Board sees fit providing that there is at least one (1) meeting prior to each edition of Catalyst being printed.

3.13.4.2 Meetings shall be conducted according to SUC Rules of Debate in so far as they apply.

3.13.5 Election of Catalyst Editor/s

3.13.5.1 The editor/s of Catalyst shall be directly elected by the members of the Student Union at the same time and under the same conditions pertaining to the Annual General Election of the SUC.

3.13.5.2 Catalyst shall be edited by a single person or group of people.

3.13.5.3 Nominations for the position of Editor/s and Board members shall be called for at the same time as the SUC General Elections.

3.13.5.4 The editorial board shall appoint an interim Catalyst Editor should the position become vacant.

3.13.5.4.1 This decision shall be forwarded to the SUC for approval.

3.13.5.4.2 The interim Editor shall exercise all the powers of an elected Editor.

3.13.6 Powers and Duties of Catalyst Editor/s

3.13.6.1 To edit all material submitted for publication.

3.13.6.2 To interpret the policy of the Board in writing editorials.

3.13.6.3 To produce a minimum of eight (8) editions per year with a minimum aggregate of 500 pages.

3.13.7 Finance

3.13.7.1 The financial policy of Catalyst shall be determined by the Board within the limits of the SUC Budget allocation.

3.13.7.2 The Board shall formulate a budgetary submission to the Finance standing committee's for the following year.

Section 3.14: The Student Union Environment Collective

3.14.1 Committee Membership:

- 3.14.1.1 The Environment Officer elected from all students enrolled at RMIT, as per article 5.1.11 of the constitution.
- 3.14.1.2 One (1) member nominated by and from each student union standing committee and campus collective.
- 3.14.1.3 At least one resource staff member, ex-officio and non-voting, nominated by the Environment Officer and approved by the Secretariat.
- 3.14.1.4 President of the SUC or nominee
- 3.14.1.5 Other RMIT students and financial members of the student union as required.

3.14.2 Meetings of the Environment Collective

- 3.14.2.1 The environment officer shall be the convener of the environment collective.
- 3.14.2.2 Meetings shall be open to all RMIT students and members of the student union.
- 3.14.2.3 The convener shall provide seven days notice for meetings. Such notice shall be sent to student union clubs, including campus collectives and student union standing committees. It shall be posted on SUC notice boards and the Student Union website. Emergency meetings may be called with 24 hours notice, at the discretion of the convener.
- 3.14.2.4 A meeting may also be called at the written request of two (2) committee members.
- 3.14.2.5 Quorum for the meetings is four (4) students or financial members of the SUC.
- 3.14.2.6 In the absence of an environment Officer the committee shall elect a convener.
 - 3.14.2.6.1 Such decision must be recorded in the committee minutes and forwarded to the SUC for approval.
 - 3.14.2.6.2 The actions of the convener shall not contravene article 5.3.3 of the constitution; after approval of the SUC such person shall have access to student union resources; including communication tools.
 - 3.14.2.6.3 The convener may call meetings of the as outlined in 3.1.2.2.
 - 3.14.2.6.4 Such a decision may not be retroactive and takes effect from the date of the Secretariat meeting where the decision to appoint is ratified.
- 3.14.2.7 A chairperson for environment meetings shall be elected on a rotating basis; each term being four (4) months, by and from the members of the Committee and the convener shall be the Secretary to the Committee.
- 3.14.2.8 The convener shall forward the minutes of the environment Collective to the General Secretary of the student union for inclusion in the next SUC agenda.
- 3.14.2.9 The duties and responsibilities of the Committee shall be to:
 - 3.14.2.9.1 Ensure that environmental concerns are taken into account in student union purchasing, activities and decision making.
 - 3.14.2.9.2 Ensure that environmental concerns are highlighted through events, publications, and other means as necessary.

- 3.14.2.9.3 Act as a Co-ordinating Committee for the student union environment committee meeting at least eight (8) times during the calendar year.
- 3.14.2.9.4 Work in close liaison with relevant staff to organize, support and execute environmental campaigns and education on all campuses.
- 3.14.2.9.5 Communicate with all student union clubs, collectives and committees, to provide support and resources regarding the environment and how ensure decisions are made in a sustainable and environmentally responsible manner.
- 3.14.2.9.6 Ensure that environmental aims are communicated to all student union members, students and university staff.
- 3.14.2.9.7 Encourage inter-campus liaison and general liaison with external organisations in the interests of advancing the aims of the Student Union.
- 3.14.2.9.8 While the Committee may develop individual activities, it shall not contravene the Constitution or regulations of the SUC.
- 3.14.2.9.9 At the beginning of each semester, the environment collective shall recommend to the SUC, clubs and Campus Collectives, their semester expenditure.
- 3.14.2.9.10 No expenditure shall be made, liability incurred or other actions taken unless expenditure, liability or action is provided for by the SUC.
- 3.14.2.9.11 The environment collective (or equivalent), shall ensure that event information is distributed on each campus, in the student union paper and on the website, as appropriate.

SECTION 4: FINANCIAL

Section 4.1: Limitation of the sources of non-RMIT University income

4.1.1 The SUC may prohibit raising non-RMIT University income from any source if it would:

- 4.1.1.1 Compromise the ability of the Student Union to fulfil its aims and objectives
- 4.1.1.2 be contrary to SUC policy
- 4.1.1.3 Could lead to RMIT University reducing the size of the grant it allocates to the Student Union

4.1.2 All sources of non-RMIT University income must first be approved by the SUC and added to the register, maintained by the general secretary of the student union, approved sources of non-RMIT University income.

Section 4.2: Financial reports to the SUC

4.2.1 The following financial reports shall be provided to each SUC:

- 4.2.1.1 Profit and Loss Statement
- 4.2.1.2 SUC budget versus actual

4.2.2 All financial reports required under the constitution and regulations must be provided in the format decided on by the SUC for that financial year.

4.2.3 Any financial reports which are not provided in the format decided on by the SUC for that financial year will be deemed not to have been provided.

Section 4.3: Finance Standing Committee

4.3.1 In accordance with section 8.11 of the SUC Constitution the SUC shall establish a Finance Standing Committee.

4.3.2 The General Secretary shall be the convenor and chair of the Finance Standing Committee.

4.3.3 The duties of Finance Standing Committee are pursuant to Section 8.12 of the Constitution and shall include coordination of the annual audit.

4.3.4 The finance standing committee shall meet as often as necessary but at least seven (7) days prior to each SUC to ensure the accuracy of the financial report as per article 8.12.1 of the constitution.

4.3.5 The following financial reports may be requested by the Finance Standing Committee:

4.3.5.1 SUC recommendation on the level of the RMIT University Grant

4.3.5.2 SUC budget versus actual

4.2.5.3 Profit and Loss Statement

4.3.5.4 SUC Statement of employee entitlements

4.3.5.5 Audited Accounts

4.3.5.6 Transaction Statement of Reserves

4.3.5.7 Any other report necessary to perform the duties as outlined in the constitution or these regulations.

Section 4.3: Recommendation on the level of University Grant

4.3.1 The Finance standing committee shall make a recommendation to the SUC on the amount of University funding required for the next agreement period.

4.3.2 This recommendation must specify the amount of funding required to:

4.3.2.1 Provide Student Union activities and services

4.3.2.2 Allocate adequate funds to reserves for accrued staff entitlements and to replace capital equipment

4.3.2.3 Meet legal and statutory obligations

- Section 4.4: SUC recommendation to RMIT on the level of the University Grant
- 4.4.1 The SUC shall formulate a recommendation to RMIT on the level of funding that should be allocated to the Student Union.
- 4.4.2 In the event of RMIT not agreeing to allocate funding to the Student Union in accordance with the recommendation made by the SUC a meeting of the SUC shall be called as soon as possible after the Student Union is informed of this decision.
- 4.4.3 At this meeting the SUC shall decide whether to accept the decision made by RMIT or to continue to pressure RMIT to agree to the original or a modified recommendation
- 4.4.4 In the event of the SUC deciding not to accept the decision made by RMIT, until such a time as RMIT agrees to allocate the funding to the Student Union in accordance with the recommendation made by the SUC, all budgets shall be based on the amount of funding RMIT has actually agreed to allocate to the Student Union.
- Section 4.5: Special budget meeting
- 4.5.1 The SUC shall approve a balanced budget at the special budget meeting, to be held no later than the last week of October.
- 4.5.2 This budget must specify the amount of income required to:
- 4.5.2.1 Provide Student Union activities and services
 - 4.5.2.2 Allocate adequate funds to reserves for accrued staff entitlements and to replace capital equipment
 - 4.5.2.3 Meet legal and statutory obligations

- 4.5.3 The SUC shall appoint an auditor for the following year at the Special Budget Meeting.
- Section 4.7: Audit
- 4.7.1 An Auditor shall be appointed to audit the accounts of the SUC, and all subsidiary bodies pursuant to Section 4.5.3 of these Regulations.
- 4.7.2 The Auditors shall also prepare a report of audited financial statements each year for submission to the SUC pursuant to Section 12.1.1 of the Constitution.
- Section 4.9: Payments
- 4.9.1 Proposals for the expenditure of monies may be made directly from the floor by any member of the SUC, or be referred to it by the SUC Finance committee. SUC shall only expend money with the specific approval of the SUC.
- 4.9.2 Notwithstanding Section 4.9.1 above, this section will not apply to normal recurrent expenditure such as honourarium, wages commitments, phone bills etc., provided such financial commitments were included in the budget of the SUC, and approved by them.
- 4.9.3 All payments shall be made by cheque or Electronic Fund Transfer, except as provided in the Petty Cash Section 4.14.1 below.
- 4.9.4 Notwithstanding Section 4.9.1 above, the Secretariat of the SUC, may on operational grounds be authorised to spend up to \$1,000.00 in total, between meetings of the SUC, provided a report of such payment and reasons for it to the next meeting of the SUC.
- Section 4.10: Signatories
- 4.10.1 The signatories of the SUC accounts shall be the following office-bearers:
- 4.10.1.1 President of the SUC;
 - 4.10.1.2 General Secretary of the SUC; and
 - 4.10.1.3 One (1) Campus Coordinator determined by the Secretariat.
- 4.10.2 Two (2) signatories are necessary for each cheque/ Electronic Fund Transfer requisition one of which shall be that of the General Secretary.
- Section 4.11: Financial Year
- 4.11.1 Pursuant to Section 8.9 of the Constitution the financial year shall commence on 1st January and end on 31st December.
- Section 4.12: Assets Register
- 4.13.1 The SUC Finance standing committee will be responsible for maintaining an assets register pursuant to the Constitution and these Regulations.
- 4.13.2 The assets register will be updated once (1) a year.
- Section 4.13: Petty Cash Float
- 4.14.1 There shall be a petty cash float of five hundred dollars (\$500), four hundred (\$400) of which shall be in the city and one hundred dollars (\$100) shall be at Bundoora. Payments from which shall be recorded in the petty cash book.

- 4.14.2 Either the President or the General Secretary may authorise a payment from petty cash, not exceeding \$100.00 and for a specific purpose. At Bundoora the Campus Coordinator or in their absence an elected representative nominated by the Secretariat, may authorize the payment.
- 4.14.3 Any request for such payment shall be in the form prescribed in the financial procedures manual and shall state the reasons for which the payment should be made in Petty Cash and not by cheque.
- 4.14.4 A payment from petty cash shall be authorised only where, in the opinion of the officer authorising the payment, sufficient cause is shown for such payment to be made in preference to payment by cheque. Such cause shall normally be urgency or superior convenience. The fact that a payment is small shall not alone constitute sufficient grounds for it to be made from petty cash.
- 4.14.5 When authorising a payment from petty cash, the authorising officer shall cause the payment and its details to be entered in the petty cash book, and cause the officer requesting such payment to sign a receipt for it.
- 4.14.6 The process detailed in Sections 4.14.1 and 4.14.5 above is to provide a means of payment where payment by the process detailed in Section 4.9 is unduly inconvenient and should be used only where it cannot be avoided and these Regulations are to be read in that sense.

Section 4.15: Account Correspondence

- 4.15.1 All SUC bank account correspondence shall be addressed to the General Secretary.

SECTION 5: ELECTORAL

Section 5.1 Applicability

These regulations apply to all Student Union elections including, Annual Elections, By-Elections, and NUS delegate elections.

Section 5.2 Conduct of Elections

5.2.1 Student Union Council Elections

All Elections shall be held according to the rules laid down in the RMIT Student Union Constitution, and these Regulations.

5.2.2 National Union of Students Delegate Elections

Election of NUS delegates shall be conducted in conjunction with the Annual Student Union elections and in accordance with provisions of the NUS Constitution and regulations and the RMIT Student Union Constitution and Regulations.

Section 5.3 Appointment of Returning Officer(s), Deputy Returning Officer(s) and Assistant Returning Officer(s), Polling Clerks and Counters

- 5.3.1 The Returning Officer is to be appointed by the SUC at least six (6) weeks prior to the first day of an election.
- 5.3.2 The Returning Officer shall appoint (and remove) Deputy Returning Officers, polling clerks and counters.
- 5.3.3 The SUC Secretariat shall nominate Assistant Returning Officers, who are employees of the Student Union, at least four (4) weeks prior to the polling date to provide administrative support to the Returning Officer, Deputy Returning Officer and the election process generally.
- 5.3.4 The Returning Officer may remove Assistant Returning Officer(s).
- 5.3.5 Deputy and Assistant Returning Officers, polling clerks and counters are subject to the direction of and have duties determined by the Returning Officer.
- 5.3.6 Only RMIT students may be appointed as polling clerks and counters, unless there are insufficient students available, with appropriate skills and experience who have no real or perceived conflict of interest.

5.3.7 The Returning Officer, Deputy Returning Officers, Assistant Returning Officers, Polling clerks and Counters must not be candidates, elected representatives, or campaign assistants.

5.3.8 The Returning Officer may delegate any responsibilities to the Deputy or Assistant Returning Officer(s).

Section 5.4 Duties of Returning Officer(s), Deputy Returning Officer(s) and Assistant Returning Officer(s) and Counters

5.4.1 The Returning Officer shall:

5.4.1.1 Be responsible for the conduct of the elections;

5.4.1.2 Ensure that the elections of the SUC are conducted in accordance with these Regulations and the Constitution;

5.4.1.3 Determine Polling Booth dates, times and locations, in consultation with the secretariat in keeping with the regulations and budget available for elections

5.4.1.4 Advertise the opening and closing of nominations;

5.4.1.5 Advertise the polling times and locations and encouragement to students to vote;

5.4.1.6 Provide clear written instruction to and hold information sessions for all candidates, candidate assistants, polling clerks, assistant returning officers;

5.4.1.7 Organise the publication of the official election edition as per section 5.11.1 of these regulations;

5.4.1.8 Authorises all candidates publicity material;

5.4.1.9 Use the Student Union staff and resources for the purposes of administering the elections;

5.4.1.10 Keep a register of all material authorised, including time and date of receipt and authorisation.

5.4.1.11 Direct the Deputy Returning Officers, Assistant Returning Officers and Polling Clerks

5.4.1.12 Provide clear instructions to candidates' scrutineers in attendance at the count in relation to their role and conduct as per section 5.13.3 of these regulations.

5.4.2 The Deputy Returning Officer(s);

Shall undertake all duties directed by the Returning Officer.

5.4.3 The Assistant Returning Officer(s);

5.4.3.1 Shall undertake all duties directed by the Returning Officer.

5.4.3.2 The Returning Officer may delegate all or part of their responsibilities to Assistant Returning Officers as per section 11.2 of the RMIT Student Union Constitution

5.4.4 The Polling clerks

5.4.4.1 The Polling Clerk's are responsible to the Returning Officer for the conduct of voting and observance of the Regulations.

5.4.4.2 The Returning Officer shall ensure that the Polling Clerks are conversant with their duties through a training session and shall issue to each Polling Clerk a sheet of instructions.

Section 5.5 Polling

If necessary, students shall be able to vote at campuses other than the one on which they are enrolled after polling has closed for the election period on the campus on which they are enrolled at. The method of voting shall be determined by the Returning Officer

5.5.1 Polling Booths dates times and locations are to be determined by the Returning Officer in consultation with the Secretariat providing that:

5.5.2 Polling Booths shall be open for:

5.5.2.1 No less than five (5) consecutive days for Annual Elections; and

5.5.2.2 No less than three (3) consecutive days for By-Elections

- 5.5.3 One Polling Booth shall remain open on at least one (1) evening of the period of polling, for the duration of at least half past five (5:30pm) to half past seven (7:30pm) on:
 - 5.5.3.1 Swanston Street, Bourke Street and Carlton campus for Annual Elections; and
 - 5.5.3.2 The campuses as outlined in 5.5.3.1 for By-Elections unless the by-election is for a position representing a different campus.
- 5.5.4 No Polling Booth session shall be open for a period less than two (2) hours
- 5.5.5 Polling Booths shall be established in locations suitable for those eligible to vote in the election and which do not unduly affect the convenience of passers by.
- 5.5.6 A minimum of 2 Poll Clerks shall staff Polling Booths at all times
- 5.5.7 The Returning Officer shall advertise the hours of opening and location of Polling Booths as per section 5.11 of these regulations.

Section 5.6 Nominations

5.6.1 Notification

- 5.6.1.1 Notification of dates and locations to collect nomination forms shall be as per section 11.2 of the RMIT Student Union Constitution
- 5.6.1.2 Each student requesting a nomination form shall be provided with a copy of the Election Regulations and section 11 of the Student Union Constitution and with written instructions from the Returning Officer outlining key issues related to electoral conduct, expenditure and consequences for breaches of electoral rules. Both may be provided electronically.

5.6.2 Nomination Forms

- 5.6.2.1 Nomination forms shall be in the form determined by the Returning Officer providing that as a minimum the following information is:
 - 5.6.2.1.1 Provided:
 - a) Location of Office/s to lodge a Nomination Form,
 - b) Office Hours
 - c) Closing time of nominations
 - 5.6.2.1.2 Requested:
 - a) Position Candidate is being nominated for
 - b) Candidates - name, address, email address, phone number, campus, course, student number, RUSU membership status/number and signature,
 - c) Nominators - name, address, email address, phone number, campus, course, student number, RUSU membership status/number and signature
 - d) Where applicable, the registered team name.
- 5.6.2.2 Candidates shall sign a declaration which shall be part of the nomination form, prior to nomination being accepted, that they will abide by all the Regulations and procedures laid down in these Regulations and by the Returning Officer.

5.6.3 Nomination of candidates:

- 5.6.3.1 Candidate nominations must be in writing on a nomination form as prescribed by the Returning Officer as per section 5.6.2 of these regulations.
- 5.6.3.2 Candidate must use only one nomination form per position

- 5.6.3.3 Candidates must include their name, address, email address, phone number, signature and student number, campus, course, evidence of Student Union financial membership and team name if running in a team.
- 5.6.3.4 Candidates must be nominated and seconded by students who are current financial members of the RMIT Student Union and are eligible to vote for the position that they are nominating a candidate for.
- 5.6.3.5 Nominator's and Seconders must include their names, address, email address, phone number, campus, student number, evidence of Student Union financial membership and signature
- 5.6.3.6 No candidates may nominate or second themselves
- 5.6.3.7 The Returning Officer may require appropriate evidence from a candidate of their enrolment and Student Union financial membership if their eligibility cannot be verified by other means.

5.6.4 Registration of Electoral Teams

5.6.4.1 If a number of students wish to stand for election on a common platform, they may apply to register a team name with the Returning Officer. For a team to be approved by the Returning Officer it must consist of a minimum of 2 valid candidates by the close of nominations.

5.6.4.2 Applications for team registration shall close at the same time as close of nominations, and shall include:

- a) The name of the team (to be no longer than five words) and any abbreviation thereof;
- b) The logo and colour scheme, if any, to be used by the team;
- c) A registering officer for the team who shall be the contact point between the team and Election Officials and who must be a candidate for that team and a current financial member of the Student Union.

5.6.4.3 The application must contain the name, contact details, student number and signatures of at least five (5) current RMIT students who endorse the team and who must be current financial members of the Student Union.

5.6.4.4 No student may sign more than one application and no candidate standing on a team may sign an application for a different team.

5.6.4.5 When a team is registered the Returning Officer must post the details of the team name, logo and colour scheme on the official election notice board and where it exists on the official election website/ webpage within 24 hours (on business days) of the registration application being received.

5.6.4.6 If the proposed name of a team includes the name of a club or society affiliated with the Student Union, the application must include:

- a) the terms of a resolution of that club or society approving the use of the name; and
- b) the signature of the president or secretary of that club or society certifying the passing of the resolution.

5.6.4.7 If the proposed name of a team includes the name of a team used in any RMIT election in the past three years,

- a) the application must include the consent of the team's most recent registering officer or team liaison.
- b) regardless of if the consent of the team's most recent registering officer or team liaison has been gained, the use of the name may be disputed by other candidates. A dispute to the right to use the name must be made in writing to the Returning Officer and must outline clearly why the use of the name would be misleading or confusing to voters or misrepresentative. The written dispute must be made by a candidate running in the current election and have the signed support of at least one candidate who previously ran as a candidate under the team name being disputed. The dispute must be lodged within 48 hours (business days) of the team name being posted in official channels by the Returning Officer as per 5.6.4.5. If the Returning Officer finds that the dispute has merit then they may refuse to register the team name to any team for the elections and shall give the team that registered the name the option of choosing another name.

5.6.4.8 The Returning Officer may refuse to register a team name, that is misleading or offensive, or that is so similar to another proposed team name or names as potentially to cause confusion amongst voters, and shall give the applicant the option of choosing another name.

5.6.4.9 The Returning Officer may refuse to register a team logo or colour scheme that is misleading or offensive, or that is so similar to another proposed team logo or colour scheme as potentially to cause confusion amongst voters, and shall give the applicant the option of choosing another team logo or colour scheme.

5.6.4.10 If a team name (other than the name of a club or society) is proposed by more than one applicant, the team who first submitted the name shall be approved, all other criteria being in order as determined by the Returning Officer, and the other applicant shall be given the option of choosing another name.

5.6.4.11 The Returning Officer must afford the same rights and responsibilities to all teams.

5.6.4.12 Each candidate standing on a team must include an acknowledgement (with their nomination form and at the latest prior to the close of nominations) that their name is included on the team. If the candidate's name does not already appear on the initial team registration form lodged by the team's registering officer, the acknowledgement must be confirmed by the team's registering officer.

5.6.4.13 A candidate may not stand on more than one team in the same ballot. This does not prevent other candidates or teams supporting the candidature of that candidate in election material.

5.6.4.14 The list of names of candidates standing on each team must be prominently displayed at each polling booth and in other election publicity. Ballot papers must also display the team a candidate is standing on, if any, next to that candidate's name.

5.6.4.15 No candidate or group of candidates shall use the logo, color scheme or name, or any such part thereof as may be misleading, of another electoral team that has been duly registered by the Returning Officer.

Section 5.7 Verification of eligibility

- 5.7.1 The Returning Officer must verify that each person who has nominated a student or has been nominated is eligible to do so;
- 5.7.2 For annual elections, no later than 5 pm one (1) academic day after the close of nominations;
- 5.7.3 For by-elections no later than 5pm the academic day following the close of nominations.

Section 5.8 Policy statements and Photographs

- 5.8.1 Candidates and teams may submit policy Statement and photos at the time of submitting nomination forms.
- 5.8.2 No policy statement or photo will be accepted after the close of nominations.
- 5.8.3 No policy statement shall be accepted if it is in breach of section 5.18 of these regulations
- 5.8.4 Where candidates and Teams choose to submit policy statements, they shall be as follows;
 - 5.8.4.1 In the case on Candidates for the officer position, as per section 5.1 of the Student Union Constitution, policy statements shall not exceed four hundred (400) words.
 - 5.8.4.2 In the case of General Representatives and NUS, policy statements shall not exceed the two hundred (200) words
 - 5.8.4.3 Where Candidates are grouped by common consent as per 5.6.4 of these regulations, a Team policy statement of no more than two hundred and fifty (250) words maybe published once within the guide along with a team photograph.
 - 5.8.4.4 In the case of con-currently run elections (as per 5.2.1 & 5.2.2 of these regulations) a policy statement not exceeding two hundred and fifty (250) words.
- 5.8.5 The Returning Officer may specify an electronic format or formats in which the statements and photographs shall be submitted.
- 5.8.6 English translations must be made available to the Returning Officer of all policy statements or parts thereof produced in languages other than English prior to them being authorised for inclusion.
- 5.8.9 Page size and any other parameters shall be determined by the Returning Officer.

Section 5.9 Candidates Publicity Material:

5.9.1 Forms of Publicity

- 5.9.1.1 Allowable publicity material shall include:
 - a) Printed material
 - b) Chalk ups
 - c) Banners

- d) Broadcasts
- e) Telecasts
- f) E-mail
- g) T shirts, badges etc
- h) websites
- i) Facebook and Google+ pages , as authorised by the Returning Officer are allowed, but the use of twitter and comments on other people's pages are not as these are difficult to authorise and police.

5.9.1.2 Allowable publicity material shall be subject to these Regulations and the discretion of the Returning Officer.

5.9.1.3 All election material must be authorised prior to production, distribution or broadcast.

5.9.2 Authorisation

- 5.9.2.1 All candidate publicity material must be authorised by the Returning Officer prior to broadcast, printing or production.
- 5.9.2.2 English translations must be made available to the Returning Officer of all material produced in languages other than English and a reasonable time allowed for any verification deemed necessary to ensure that it does not breach section 5.18 of these regulations, prior to them being authorised for distribution
- 5.9.2.3 Candidates may submit material for authorisation immediately following the close of nominations as per section 11.2 of the Student Union Constitution.
- 5.9.2.4 All Candidates material must be authorised by the Candidate. A copy of the Candidate's material must be lodged with the Returning Officer prior to its production, distribution or broadcast. All material must include the name and student number of the Candidate.
- 5.9.2.5 The Returning Officer shall not divulge material submitted for authorisation to any other candidate until it has been authorised. Reasonable access shall be provided for candidates to see authorised material by other candidates.
- 5.9.2.6 If material is submitted prior to the week of polling, the Returning Officer shall authorise all material as soon as practical after receiving the material or shall ensure authorisation within six (6) hours of receipt, during business hours
- 5.9.2.7 If material is submitted during the week of polling, the Returning Officer shall authorise all material as soon as practical after receiving the material or shall ensure authorisation within six (6) hours of receipt, during business hours.
- 5.9.2.8 Material must display the authorisation of the Returning Officer and must display where the material was printed or produced.
- 5.9.2.9 The Returning Officer may refuse to authorise any material submitted by a candidate for broadcast, printing as a policy statement, posting or distribution if the Returning Officer believes it contains a statement which if published would breach section 5.18 of these regulations.

5.9.3 Distribution

- 5.9.3.1 Candidates advertising shall be restricted by normal University Regulations and in the case of e-mail University and Internet Server Providers Rules, Regulations and Policy.
- 5.9.3.2 The Returning Officer may establish Election Display Areas around polling areas where official publicity shall be displayed.
- 5.9.3.3 Candidates are permitted to prepare pre-recorded election material for broadcast on Student Radio.. No announcement is to exceed thirty (30) seconds in length and may be broadcast up to four (4) times a day.
- 5.9.3.4 The Returning officer may make rules to regulate the distribution of campaign material on bollards, noticeboards etc.

- 5.9.3.5 Candidates may use e-mail in the distribution of election material.
- a) Provided that all material is authorised
 - b) notification of group e-mail lists are registered by/with the Returning Officer.
 - c) E-mail bombing, spamming and spoofing are prohibited
 - d) English translations must be made available to the Returning Officer of all material produced in languages other than English and a reasonable time allowed for any verification deemed necessary, to ensure that it does not breach section 5.18 of these regulations, prior to them being authorised for distribution.

Section 5.10 Campaign Assistants

- 5.10.1 Should a Candidate wish to use campaign assistants they must be currently enrolled students attending RMIT, these assistants must be registered with the Returning Officer. Any off-campus assistants found will be escorted off the Campus by members of RMIT security, and the Candidate for whom they were working will be subjected to disciplinary action by the Returning Officer.
- 5.10.2 Campaign Assistants shall be invited to attend a training session held by the Returning Officer regarding conduct during an election.
- 5.10.3 Candidates are responsible for all the actions of campaign assistants.

Section 5.11 Official Publicity

- 5.11.1 For Annual Elections, the Returning Officer (or nominee) shall edit and supervise the layout of a special election edition or an insert into Catalyst, or other specified publications to be distributed to the Student Body and available on RUSU website prior to the opening of the polling and which shall contain:
- 5.11.1.1 Where submitted, a bona fide photograph and policy statement of each candidate and Team.
 - 5.11.1.2 An explanation of the ordinary optional preferential and proportional representation voting systems.
 - 5.11.1.3 Sections of the Regulations as specified.
 - 5.11.1.4 Explanation of the role and structure of the Student Union.
 - 5.11.1.5 Polling places and times.
 - 5.11.1.6 Any other material the Returning Officer deems appropriate.
 - 5.11.1.7 For any election, the order of appearance of individual candidates in the election issue shall be the same as that in the ballot paper.
 - 5.11.1.8 For any election, the order of appearance of 'teams' determined by lot drawn by the Returning Officer.
 - 5.11.1.9 In the case of By-Elections there shall in the last issue of Catalyst, or other specified publication and on RMIT Student Union website before the election, a supplement which adheres to the prescriptions set out in this section.
 - 5.11.1.10 The Returning Officer shall cause to be printed and widely distributed a poster not smaller than 30cm x 50cm encouraging the Student Body to vote in the Annual Elections.
 - 5.11.1.11 This poster shall be of a completely non-political, non-partisan nature.
 - 5.11.1.12 The poster shall bear the logo of the Student Union as well as bearing the location of Polling Booths and the times during which they shall remain open.
 - 5.11.1.13 These posters shall be distributed evenly on notice boards and other suitable locations on campus and at off-campus teaching areas.
 - 5.11.1.14 The Returning Officer shall produce a similar poster not smaller than 20cm x 30cm for any By-Election and shall cause to be printed a sufficient number to publicise the election.

5.11.1.15 The Returning Officer may organise and establish an Election Website, Website or section of the RMIT Student Union website where Official Publicity shall be advertised.

5.11.1.16 The Returning Officer may adopt any other reasonable method of acquainting the electors with the policies of the Candidates.

Section 5.12 Student Union Publications and the elections

5.12.1 The use of union or university resources or facilities not available to all students for the purposes of campaigning is prohibited, unless a specific exception is made by the Returning Officer with candidates notified of the exception..

5.12.2 With the exception of Official Publicity, in accordance with section 5.11 of these regulations, all publications of the Student Union, departments and Clubs and Societies must at all times appear to be neutral on matters relating to any election and/or candidate or electoral team in any election.

5.12.3 With the exception of Official Publicity, in accordance with section 5.11 of these regulations, publications of the Student Union including website, social media, clubs and societies RUSU website pages shall not contain any reference to support for or against a candidate or electoral team in any election.

Section 5.13 Voting Procedure

5.13.1 General

5.13.1.1 Voting shall be by secret ballot.

5.13.1.2 For the election of the Office Bearers and General Representatives, the Ballot Papers shall be substantially in the form determined by the Returning Officer, except that, the Order of the Ballot shall be as prescribed in section 11.4 in the Student Union Constitution.

5.13.1.3 The method of all elections shall be by optional preferential ballot and the method of counting and distribution of votes shall be by the proportional representation out, as outlined in the current edition of N.E. Renton, 'Guide for Voluntary Association'.

5.13.1.4 The Returning Officer or duly authorised person, shall initial each ballot paper or stamp it with the prescribed stamp of the SUC.

5.13.2 Postal Votes

5.13.2.1 Postal voting facilities shall be made available to any person eligible to vote who is unable to attend a polling booth or wherever specified in these regulations.

5.13.2.2 The Returning Officer shall cause to be published before the close of nominations advertising the procedure to obtain a postal vote. These posters shall be distributed evenly on noticeboards and other suitable locations on Campus and at off-campus teaching areas.

5.13.2.3 A person applying for a postal vote shall lodge, in writing, with the Returning Officer or a designated Deputy Returning Officer, not less than eight (8) working days before the close of the ballot, via an Application for a Postal Ballot Form. Such applications shall be in the form determined by the Returning Officer and shall state the name and student number of the person making the application, the grounds on which the application is being made, and the address to which the papers are to be sent.

5.13.2.4 Postal votes shall not be sent unless the Returning Officer is satisfied of veracity and relevance of the grounds on which the application has been made.

5.13.2.5 Where a postal vote is allowed, the Returning Officer shall cause to be posted to the address notified not later than seven (7) days prior to the close of the ballot:

5.13.2.6 A ballot paper for each of the elections in which the applicant is entitled to vote;

- 5.13.2.7 The issue of Catalyst or other authorised publication containing the policy statements of candidates, or the address of a website at which this can be viewed.;
- 5.13.2.8 A declaration, in the form determined by the Returning Officer;
- 5.13.2.9 A stamped, addressed envelope for return of the votes to the Electoral Office.
- 5.13.2.10 The Returning Officer shall keep a register of all postal votes. This register shall be given to the Polling Clerk and checked against the names of all students intending to vote.
- 5.13.2.11 The Postal Ballot paper(s) shall be in typed form, stamped on the back with prescribed stamp of the SUC and initialled by the Returning Officer or nominee
- 5.13.2.12 To be included in the scrutiny, postal votes must fulfil all the following requirements:
 - a) in the case of external mail it is postmarked before the close of voting; and
 - b) It is received by the Returning Officer not more than twenty four (24) hours before the close of voting; or
 - c) In the case of internal mail, it is received by the Returning Officer before the close of voting;
- 5.13.2.13 The declaration stating the voter is eligible to vote in the election(s), for which the ballot papers were dispatched, must have been completed and verified.

5.13.3

At the Polling Booth:

- 5.13.3.1 the Polling Clerk shall initial each ballot paper which they issue.
- 5.13.3.2 before handing a ballot paper to any voter, the Polling Clerk shall request a student card to be presented;
- 5.13.3.3 the Polling Clerk may make any reasonable inquiry to establish the identity of any person claiming a vote. Where, for any reason, the eligibility of the person is in doubt, the Polling Clerk shall place the ballot paper in a sealed envelope, setting out the reasons for uncertainty on the outside, and later convey it to the Returning Officer;
- 5.13.3.4 The Polling Clerk shall, at the request of any voter, issue a fresh ballot paper in place of one spoiled by the voter. Having cancelled the spoilt paper by writing "CANCELLED" or "SPOILT" on the back, the Polling Clerk shall place the paper in a special envelope provided for that purpose and place them into the ballot box.
- 5.13.3.5 Secure ballot boxes shall be provided and be sealed immediately following the close of voting;
- 5.13.3.6 At the close of voting on any day, the Polling Clerk shall do with the ballot boxes as ordered by the Returning Officer, who shall take all necessary measures to assure the security of the votes and the orderliness of all proceedings from that time forth until the declaration of the election.
- 5.13.3.7 The Returning Officer shall be responsible for supplying voting facilities as published. Where through misadventure it is not possible to establish facilities exactly as advertised the Returning Officer may issue such instructions as would afford those affected an opportunity to cast their vote.
- 5.13.3.8 Each candidate shall be entitled to have present throughout the counting of the votes one scrutineer (who is not a candidate), nominated in writing to the Returning Officer;
- 5.13.3.9 The Returning Officer may announce a time for examination of postal vote declarations and the doubtful votes conveyed by Polling Clerks, and in the presence of such scrutineers as desire to attend, determine whether these votes will be included. Where a scrutineer wishes to dispute a decision, the challenge may be made at first verbally and then if required in writing and handed to the Returning Officer or authorised person.
- 5.13.3.10 Once the ballot boxes have been opened, the Returning Officer shall forthwith cause to be counted the first preferences in each election conducted. Scrutineers may ask to see any ballot papers and may (as elsewhere in this section) challenge at first verbally and then if required in writing the inclusion or exclusion of any ballot paper but shall not physically handle or interfere with any paper nor cause any undue noise, disturbance or obstruction during the counting of the votes on pain of being excluded from the counting room for persistent contravention.

5.13.3.11 A ballot paper shall be accepted as formal if it has been initialled by the Returning Officer or Polling Clerk and has a clear indication of the voter's first preference.

5.13.3.12 Where in the course of a scrutiny a duplication or omission occurs on a ballot paper before the number opposite the candidate next in the order of the voter's preference, the paper shall be set aside without further transfer being made.

5.13.3.13 The Returning Officer shall devise a method of clearly labelling parcels of votes transferred at each count.

5.13.3.14 The Returning Officer shall take all steps to conclude all scrutinies within seven (7) days of their start.

Section 5.14 Election Resources

5.14.1 All candidates

5.14.1.1 For Annual elections the Returning Officer shall, for the days in which polling is conducted, be responsible for the allocation of table space at all polling locations.

5.14.1.2 The Returning Officer shall determine by lot the allocation of available space.

5.14.1.3 The Returning Officer may otherwise regulate this allocation provided that it is done in a fair manner.

5.14.1.4 All Candidate election material must be authorised by the Returning Officer prior to production, distribution or broadcast.

5.14.1.5 All material has to be produced or provided by an authorised place of business agreed to by the Returning Officer.

5.14.1.6 Candidates can not incur any expenditure in relation to an Annual or By-election or use any resources unless authorised by the Returning Officer.

5.14.1.7 No person who is not a Candidate shall incur or cause to be incurred any expenditure in relation to Annual or By-Elections without the written permission of the Candidate and any such expenditure made shall be attributed to the Candidate unless the Candidate satisfies the Returning Officer or Appeals Board.

5.14.1.8 No funds may be expended, incurred, or cause to have incurred, by any candidate unless authorised by the Returning Officer

5.14.2 Candidates for SUC Positions

5.14.2.1 Each Candidate not affiliated with a ticket for SUC positions, as per section 5.1.1-5.1.12 of the RMIT Student Union Constitution, shall be eligible for the provision of one thousand five hundred (1,500) A4 (or equivalent) double sided leaflets, 80GSM. Each Candidate not affiliated with a ticket for SUC positions, as per section 5.1.13-5.1.21 of the RMIT Student Union Constitution, shall be eligible for the provision of seven hundred and fifty (750) A4 (or equivalent) double sided leaflets, 80GSM. Printing is to be organised by the Returning Officer.

5.14.2.2 Should two (2) or more Candidates run as a team for SUC positions they shall be eligible for the provision of a maximum of two thousand five hundred (2,500) A4 double sided leaflets (or equivalent) 80GSM for the team plus an additional allowance of two hundred and fifty (250) A4 double sided leaflets (or equivalent) 80GSM for each candidate on the ticket. This is irrespective of the number and type of SUC positions they have nominated for. Printing to be organised by the Returning Officer.

5.14.2.3 Candidates for Catalyst shall be eligible for the provision of one thousand five hundred (1,500) A4 (or equivalent) double sided leaflets, 80GSM per Catalyst team.

5.14.2.4 Original material shall be submitted to and once authorised, by the Returning Officer shall organise printing within 48 hours.

5.14.2.5 Each Candidate not affiliated with a ticket for a Student Union position, as per section 5.1.1-5.1.12 of the RMIT Student Union Constitution may spend up to one hundred (\$100) dollars of Student Union funds in addition to material provided by the SUC. Each Candidate not affiliated with a ticket for a Student Union position, as per section SUC 5.1.13-5.1.21 of the RMIT Student Union Constitution may spend up to fifty

(\$50) dollars of Student Union funds in addition to material provided by the, following authorisation of the Returning Officer.

- 5.14.2.6 Should two (2) or more candidates run as a team for SUC positions they may spend up to a maximum of four hundred (\$100) dollars of Student Union funds, plus an additional twenty five dollars (\$25) per candidate on the ticket, in addition to material provided by the SUC.
- 5.14.2.7 Candidates for Catalyst – may spend up to one hundred (\$100) dollars of Student Union funds in addition to material provided by the SUC.
- 5.14.2.8 Should Candidates wish to spend funds as specified in section 5.14.2.5, 5.14.2.6 and 5.14.2.7 of these regulations they must submit a budget containing details of proposed expenditure and quotes to the Returning Officer. If the Returning Officer is satisfied that Candidates will not exceed the spending limit the Returning Officer shall authorise the expenditure. Upon presentation of a receipt/s, within a reasonable time frame, which correspond with the authorised budget, the Returning Officer shall organise reimbursement within two (2) weeks. Candidates who exceed the spending limit shall be subject to disciplinary action.

5.14.3 Candidates for NUS positions

- 5.14.4.1 Individual Candidates for NUS delegate positions shall be eligible for the provision of one thousand (1,000) A4 doubled sided leaflets (or equivalent) 80GSM.
- 5.14.4.2 Should two (2) or more Candidates run as a team for NUS delegate positions, they shall be eligible for the provision of a maximum of one thousand five hundred (1,500) A4 double sided leaflets (or equivalent) 80GSM for the team plus an additional allowance of two hundred (200) A4 double sided leaflets (or equivalent) 80GSM for each candidate on the ticket.
- 5.14.4.3 Original material shall be submitted to and once authorised, the Returning Officer shall organise printing within 48 hours.
- 5.14.4.4 Where teams are running for both SUC and NUS positions they shall be entitled only for whichever allocation is larger, not the combination.

Section 5.15 Declaration of the Poll

- 5.15.1 The Returning Officer shall announce the voting figures:
 - (i) on at least one (1) SUC noticeboard at each campus within twenty-four (24) hours of the counting of the votes being completed;
 - (ii) in the next issue of Catalyst provided that the figures shall not be so published until the expiry of five days from the completion of the counting of votes.
- 5.15.2 A Candidate or scrutineer may in writing, ask the Returning Officer for a re-count up to forty eight (48) hours after the completion of the counting of the votes and not thereafter. The petition setting out the grounds for a re-count must include allegations of specific error or wrong doing.
- 5.15.3 The Returning Officer shall, in writing within twenty four (24) hours of such request, either set out any reasons why a re-count should not occur or announce the time of starting the re-count.

Section 5.16 Disputes

- 5.16.1 Pursuant to section 11.2.14 of the RMIT Student Union Constitution “*Any claim of a breach of the Election Regulations must be presented to the Returning Officer within five (5) days of the declaration of the poll, must be in writing and must be supported by at least two (2) members of the Student Union.*” The objection must clearly state the facts and grounds for the objection and must ask for some specific action to be taken.
- 5.16.2 Upon receipt of a claim, the Returning Officer has three (3) options available to them:
 - (i) Dismiss the matter;

- (ii) Uphold the complaint; or
 - (iii) Convene a meeting of the SUC Appeals Committee to hear the appeal.
- 5.16.3 If the Returning Officer finds that a Candidate has committed any offence against, or has disregarded or not complied with any Election Regulation or procedure, the Returning Officer may institute one or any of the following disciplinary actions after they have notified the Candidate in question an opportunity to state their case:
- (i) Warn the Candidate;
 - (ii) Withdraw the facilities of the SUC and/or RMIT Union and their media from the Candidate;
 - (iii) Suspend the candidate from campaigning for a period of time.
 - (iv) Suspend other members of the candidate's ticket and/or their campaign assistants from campaigning for a period of time.
 - (v) Disqualify the Candidate from the Election in question;
 - (vi) Declare the election void;
 - (vii) Order a new election.
 - (viii) Refer the matter to the SUC Appeals Committee
- 5.16.4 In case of any dispute regarding Election Regulations, procedures or conduct of Candidates/Campaigners, the Returning Officer shall be the arbiter. Further appeal may be made to the SUC Appeals Committee.
- 5.16.5 In the event that a Candidate lodges an appeal against a decision of the Returning Officer, the Returning Officer must call a meeting of the SUC Appeals Committee within twenty four (24) hours and that meeting must take place within forty eight (48) hours of the complaint being lodged.

Section 5.17 SUC appeals committee

5.17.1 Membership and appointment

- 5.17.1.1 There shall be a SUC Appeals Committee
- 5.17.1.2 The SUC Appeals Committee shall consist of three (3) members appointed by the SUC.
- 5.17.1.3 At least one of the members of the SUC Appeals Committee shall have legal qualifications.
- 5.17.1.4 Members are prohibited from having been an enrolled student at RMIT for a period of two (2) years preceding their appointment. Members may also not have been a candidate in an RMIT Student Union election in the last five (5) years.
- 5.17.1.5 The SUC Appeals Committee shall be appointed for the following year by the SUC once the declaration of the poll has occurred. In the event of a vacancy subsequent to this appointment the SUC shall appoint a member to the Committee.
- 5.17.1.6 Each member remains a member of the SUC Appeals Committee until he or she
 - a) Resigns
 - b) Becomes unable to act
 - c) Or is removed by the SUC.
- 5.17.1.7 Members of the SUC Appeals Committee may not be removed during the election period

5.17.2 Powers and duties

- 5.17.2.1 The SUC Appeals Committee shall hear appeals and determine disputes under the Regulations and Constitution of the SU. Subject to the RMIT Student Union Constitution and Regulations the SUC Appeals Committee may regulate proceedings as they see fit.

- 5.17.2.2 Any candidate may make an appeal to the SUC Appeals Committee, under the terms of section 5.16.1 Disputes of these Regulations
- 5.17.2.3 If the SUC Appeals Committee finds that a Candidate has committed improper practices the election of a successful Candidate may be declared void.
- 5.17.2.4 No finding by the SUC Appeals Committee shall bar or prejudice any action by the Disciplinary Committee of the University for any illegal or improper practice or offence against disregard of non-compliance with the Election Regulations.
- 5.17.2.5 The SUC Appeals Committee shall not declare that any person returned as elected was not duly elected, or declare any Election void:
 - (a) On the grounds of any illegal or improper practice or offence against, disregard of or non-compliance with the Election Regulations by any person other than the Candidate and without his/her knowledge or authority; or
 - (b) On the grounds specified in Sub-Clause hereof unless the SUC Appeals Committee is satisfied that the result of the Election was likely to be affected, and that it is just and equitable either that the Candidate should be declared not to be duly elected or that the Election should be declared void.

5.17.3 Process

- 5.17.3.1 In the event that a Candidate lodges an appeal against a decision of the Returning Officer, the Returning Officer must call a meeting of the SUC Appeals Committee within twenty four (24) hours and that meeting must take place within forty eight (48) hours of the complaint being lodged. However a meeting that occurs after this time may still rule on a complaint.
- 5.17.3.2 The SUC Appeals Committee may meet by telephone if necessary.
- 5.17.3.3 Meetings of the SUC Appeals Committee shall be in camera
- 5.17.3.4 Decisions of the SUC Appeals Committee must be made by at least two members of the Committee.
- 5.17.3.5 Candidates shall be entitled to appear before the SUC Appeals Committee to present their case, and are entitled to be assisted by one other RMIT student. No further representation or assistance shall be allowed unless the Appeals Committee decides that without representation the candidate will be unable to fairly put their case.
- 5.17.3.6 The SUC Appeals Committee must decide questions of fact on the balance of probabilities
- 5.17.3.7 Proceedings of the SUC Appeals Committee, other than its formal decisions, are confidential and may not be reported. Decisions of the SUC Appeals Committee shall be written and posted by the Returning Officer in the form of Official Publicity within 24 hours of a decision being made. Such decisions shall set out the facts.
- 5.17.3.8 Decisions of the SUC Appeals Committee are final and binding. Refusal to obey or implement a decision of the SUC Appeals Committee shall result in immediate disciplinary action.

Section 5.18 Forbidden Practices

- 5.18.1 No Candidate or Candidate's representative shall in any manner whatsoever alter, deface, damage, interfere with or remove any election material which belongs to another Candidate. Any person found so doing may be barred from any further participation in the Election (with the exception of actually voting).
- 5.18.2 In addition to these Regulations, Candidates advertising shall be restricted only by normal University Regulations.
- 5.18.3 No person shall cause damage or defacement to any public or private property inside or outside the University for the promotion of any Candidate(s) in any election of the Student Union Council. For the purpose of this section, damage or defacement shall be taken to include stickers and posters and chalking that cannot be removed with water on the inside or outside of buildings, steps, handrails, footpaths, trees, poles, bins, signs or any part of the University and its surrounds not specifically set aside for such purposes.

- 5.18.4 No candidate nor candidate's assistant shall publish, print, publicise or disseminate any electoral material without the authorisation of the Returning Officer.
- 5.18.5 (a) A person shall not engage in any dishonest practice in relation to an election.
- (b) A person shall not in relation to an election, print, publish, verbalise or distribute, or cause, permit or authorise to be printed, published or distributed, any matter or thing containing a statement:
- (i) that is untrue; or
- (ii) that is, or is likely to be, misleading or deceptive;
- (iii) that is discriminatory, sexist, racist, homophobic, militaristic or,
- (iv) that contravenes SUC policy.
- (c) A person shall not make or publish any false statement in relation to the personal character or conduct of a Candidate.
- (d) A person shall not:
- (i) vote more than once in the same election; or
- (ii) record a vote to which they are not entitled.
- (e) A person shall not interfere with any ballot paper without the consent of the Returning Officer.
- (f) A person shall not hinder the Returning Officer, Deputy Returning Officer, Poll Clerk or any other person appointed to assist the Returning Officer in the execution of his or her duties.
- (g) A person shall not engage in behaviour that is intimidatory, aggressive, threatening or harassing towards any other person(s).
- h) No candidate may offer bribes or incentives to influence the decision of any student to vote, to not vote or how they may vote. For the purposes of this clause campaign materials such as t-shirts or badges are not incentives, but food, gifts or knick-knacks are.
- i) No candidate may pay another person in cash or kind to campaign in the election. For the purposes of this clause the reasonable provision energy foods, non-alcoholic drinks and campaign t-shirts are not considered incentives.
- 5.18.6 Should it be proved that any Candidate or Candidate's representative has breached any of these, then that Candidate shall be subject to disciplinary action (as per sections 5.16.3 and/or 5.19 of these regulations).
- 5.18.7 No person shall display any poster, distribute leaflets or solicit votes within an area designated by the Returning Officer, of a polling booth or impede without just cause the conduct of the election.
- 5.18.8 No candidate nor candidate's assistant shall make use of resources of the SUC, RMIT Union, or RMIT University without the prior approval of the Returning Officer
- 5.18.9 No candidate shall distribute or broadcast any material in relation to the election without the prior authorisation of the Returning Officer.

Section 5.19 Discipline

- 5.19.1 Any Candidate who knows of and consents to or commits or aids or abets a breach of this section shall be liable to be disqualified from the election and from any further election to any position on or any office of the SUC for a period of eighteen (18) months following such breach.
- 5.19.2 Any person who commits or aids or abets such a breach shall be liable to be disqualified from any election to any position or any office of the SUC for a period of eighteen (18) months following such a breach.

Section 5.20 Defamation

The Student Union does not indemnify any student for defamation in an election.

Section 5.21 Indemnity

The Student Union Council shall indemnify the Returning Officers and appointees in relation to any action as a result of performing their duties in accordance with the RMIT Student Union Constitution and these regulations.

Section 5.22

Definitions and abbreviations:

Academic day:	means a day on which classes are conducted by the University in the TAFE and Higher Education sector. Academic Days shall not include Saturdays, Sundays or any day which is University or Public Holiday.
ARO:	Assistant Returning Officer
Constitution:	Means the RMIT Student Union Constitution
CSC:	Campus Student Council
Days:	Shall refer to all week days including Saturday & Sunday
DRO:	Deputy Returning Officer
Each Campus:	Shall refer to the: <ul style="list-style-type: none">• City Higher Education Campus• Northern Campus• TAFE Campus
Election Official:	The Returning Officer, Deputy Returning Officer(s), Assistant Returning Officer(s) and Polling Clerks and any other person nominated by the Returning Officer.
Electoral Office:	Means the Office of the Returning Officer as defined by the Returning Officer on their appointment
E-mail "bombing"	is characterised by abusers repeatedly sending an identical e-mail message to a particular address.
E-mail "spamming"	is a variant of bombing; it refers to sending e-mail to hundreds or thousands of users (or to lists that expand to that many users). Email spamming can be made worse if recipients reply to the email, causing all the original addressees to receive the reply. It may also occur innocently, as a result of sending a message to mailing lists and not realising that the list explodes to thousands of users, or as a result of an incorrectly set-up responder message.
E-mail "spoofing"	E-mail bombing/spamming may be combined with e-mail "spoofing" (which alters the identity of the account sending the e-mail), making it more difficult to determine who the e-mail is actually coming from.
First day of an election:	Refers to the first day of voting
NUS:	National Union Of Students
Polling:	Refers to the period in which official voting is taking place.
Publications of the Student Union:	Any material produced or disseminated through Student Union channels. This includes all forms of broadcasting, printing and production.
Receipt:	Upon physical acceptance of the material by the Returning Officer.
RO:	Returning Officer
Secretariat:	Means the Student Union Council secretariat as defined in section 8 of the RMIT Student Union Constitution
SUC RO:	Refers to the SUC Returning Officer who may be appointed for the purposes of conducting by-elections
SUC:	Student Union Council

APPENDIX 1 GRANT SCHEDULE – AFFILIATED CLUBS AND SOCIETIES

Definitions

- *Affiliate Clubs and Societies* as defined by SUC Regulations are herein referred to as 'clubs'.
- The *Student Union Council* or its *Secretariat* as defined by the RUSU Constitution is herein referred to as the 'governing body'.

1. Classification of Clubs

- 1.1. Clubs shall be classified as either large or small clubs:
 - 1.1.1. A large club shall have a demonstrated membership of thirty-five (35) or more currently enrolled RMIT student members;
 - 1.1.2. A small club shall have a demonstrated membership of between ten (10) and thirty-four (34) currently enrolled RMIT student members.
- 1.2. Demonstration of club size for classification shall be by presentation of the current club membership list at the time of annual full affiliation. This list must include the full name, student number, and signature of each member, and can not include any form of automatic membership or automatic membership renewal.
 - 1.2.1. While clubs may have RMIT staff or non-RMIT student members in accordance with SUC Regulations, these members shall not be included as members for the purposes of club classification.
- 1.3. Failure or inability of a club to present a valid membership list shall result in the club being deemed a small club.
- 1.4. Clubs may request a review of their classification up to twice annually.

2. Rules for Funds

- 2.1. Funds derived from Student Services and Amenities Fees must be spent in accordance with the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011, or relevant Act, and may not be used to support political parties, or to support the election of a person to a Commonwealth or State or Territory Parliament or Local Government body.
- 2.2. Funds received may not be used to directly fund a charitable or external body activity. Funds shall only be used for the purposes of achieving the club's stated aims and for the clear benefit of enrolled RMIT students.
- 2.3. Where a club seeks support to participate in an activity or event in conjunction with a body or student club not affiliated to RUSU, the Club must disclose this in the application process and outline the arrangement, including distribution of costs amongst participating bodies and expected attendance by each body.
- 2.4. Additional funds may be raised by the club through other means including but not limited to membership fees, attendance fees to club events and activities, fundraising, cash sponsorship, gifts and other donations, sale of advertising, prizes, and grants from other bodies.
 - 2.4.1. Clubs are encouraged to charge a minimum one dollar (\$1) annual membership fee for currently enrolled RMIT students, and a minimum five dollar (\$5) annual membership fee for all others (associate members).
 - 2.4.2. All funds raised or otherwise received by the club must be documented and accounted for and shall be deposited directly to the RUSU nominated club bank account.
- 2.5. Funds received from RUSU shall be deposited by RUSU directly to the RUSU nominated club bank account.

2.5.1. RUSU nominated club bank accounts shall only be accessed and maintained by that club's executive, and only for the purposes of achieving the club's stated aims and for the clear benefit of enrolled RMIT students.

3. Annual Administration Grant

- 3.1. Upon completion of annual full affiliation, each club shall be allocated a fixed rate Annual Administration Grant of:
 - 3.1.1. Five hundred dollars (\$500) for large clubs;
 - 3.1.2. Two hundred and fifty dollars (\$250) for small clubs.
- 3.2. The purpose of the Annual Administration Grant shall be to cover the cost of that club's fixed operational costs and administration.
- 3.3. Any spending of the Annual Administration Grant must be accounted for in the club's annual financial report.

4. Annual Programme Subsidy

- 4.1. Clubs shall be eligible for an Annual Programme Subsidy of up to:
 - 4.1.1. Seven hundred and fifty dollars (\$750) per affiliation period for large clubs;
 - 4.1.2. Five hundred dollars (\$500) per affiliation period for small clubs.
- 4.2. The purpose of the Annual Programme Subsidy shall be to subsidise the costs of student participation in club activities and events, and the costs of supplies, equipment or services required for club activities and events, excluding costs provided for by the Annual Administration.
 - 4.2.1. Clubs are required to prepare and submit to RUSU an Annual Programme of planned activities and events that is approved by a quorate general meeting of the club. Only costs incurred as a result of the club's Annual Programme shall be subsidised and no subsidy shall be for more than seventy-five-per-cent (75%) of costs incurred, as per receipts lodged with RUSU.
 - 4.2.2. All receipts shall be lodged together and within a reasonable time after the activity or event and all such receipts must be clearly labelled to identify the club, the cost, and the amount.
 - 4.2.3. Subsidies shall be paid by way of reimbursement after purchase.
- 4.3. All subsidised costs must be only for the purposes of achieving the club's stated aims and for the clear benefit of enrolled RMIT students.
- 4.4. Annual Programme Subsidy applications must be lodged with RUSU within a reasonable timeframe (as determined by RUSU) of the activity or event and no later than the 30th of November each year, unless prior arrangement has been made with the Clubs and Societies Officer.
 - 4.4.1. Applications must include minutes of a quorate club meeting approving the Annual Programme and a complete budget of related costs and funding

5. Special Funding Grants

- 5.1. Clubs may be able to apply for additional support in the form of Special Funding Grants of up to:
 - 5.1.1. Two thousand dollars (\$2,000) per annum for small clubs or large clubs.
- 5.2. The purpose of Special Funding Grants shall be:
 - 5.2.1. For stimulus purposes; or
 - 5.2.2. To support the cost of special activities or events, excluding costs provided for by the Annual Administration Grant or Annual Programme Subsidy; or

5.2.3. To support costs where the governing body identifies a particular club initiative as being of particular benefit to the student community and pursuant to RUSU's aims and objectives.

5.3. Special Funding Grant applications must be lodged with RUSU at least eight (8) weeks prior to the event or activity, and must include minutes of a quorate club meeting approving the event or activity and a complete budget of related costs and funding.

5.3.1. This deadline may be reduced at the discretion of the governing body in extraordinary circumstances.

5.4. Special Funding Grant applications will be considered for approval by the governing body.

5.5. Any transaction of Special Funding Grant funds will be directly between RUSU and the supplier, not the club.

6. Special Incentive Grants

6.1. The governing body may at its discretion decide to provide incentive based grants to clubs for participation in RUSU endorsed activities or events.



RMIT University Student Union (RUSU)
Model Clubs and Societies Constitution

+ Contents +

SECTION 1	STANDING ORDERS/MEETING PROCEDURES	4
SECTION 2:	SECRETARIAT	8
SECTION 3:	CLUBS: COMMITTEES, DEPARTMENTS, COLLECTIVES, COUNCILS OF THE STUDENT UNION COUNCIL.....	9
SECTION 4:	FINANCIAL.....	40
SECTION 5:	ELECTORAL	44
APPENDIX 1	GRANT SCHEDULE – AFFILIATED CLUBS AND SOCIETIES.....	60
APPENDIX 2	MODEL CONSTITUTION - AFFILIATED CLUBS AND SOCIETIES.....	63
1.	GENERAL	65
2.	NAME	65
3.	CLUB AIMS AND OBJECTIVES	65
4.	STATEMENT OF NOT FOR PROFIT STATUS	65

5.	MEMBERSHIP	65
6.	EXECUTIVE COMMITTEE	66
7.	POWERS OF THE CLUB EXECUTIVE	66
8.	DUTIES OF THE CLUB EXECUTIVE SHALL INCLUDE; 8.1 TO COORDINATE THE CLUB'S ANNUAL RE AFFILIATION TO RUSU 8.2 TO ENSURE THE CLUB'S ACTIVITIES ARE IN LINE WITH THE CLUB'S STATED AIMS AND ANNUAL ACTIVITY PLAN OR THAT THE CLUB FORMALLY ALTERS ITS' AIMS OR ACTIVITY PLAN BY FORMAL VOTE AT A FULL CLUB MEETING 8.3 TO ENSURE THE CLUB OPERATES ACCORDING TO ITS' CONSTITUTION, IN AN OTHERWISE LEGAL AND RESPONSIBLE MANNER; AND TO SEEK SUPPORT FROM RUSU SHOULD THE CLUB BE UNSURE ABOUT THESE RESPONSIBILITIES 8.4 TO ACT AS REPRESENTATIVES OF THE CLUB WITHIN RUSU, RMIT AND THE BROADER COMMUNITY 8.5 TO ORGANISE, PROMOTE AND RUN CLUB MEETINGS (FULL CLUB MEETINGS AND EXECUTIVE COMMITTEE MEETINGS) 8.6 TO PREPARE AND DISTRIBUTE CLUB MEETING AGENDAS AND OTHER MEETING DOCUMENTS IN A TIMELY MANNER 8.7 TO TAKE AND DISTRIBUTE ACCURATE MINUTES OF CLUB MEETINGS 8.8 TO REPORT REGULARLY TO THE CLUB INCLUDING PRESENTING FORMAL REPORTS TO THE CLUB ANNUAL GENERAL MEETING 8.9 TO COORDINATE THE PREPARATION AND APPROVAL OF THE CLUB ANNUAL ACTIVITY PLAN AND BUDGETS FOR INDIVIDUAL CLUB ACTIVITIES AND EVENTS 8.10 TO APPOINT A PERSON TO ACT AS RETURNING OFFICER (RO) FOR THE CLUBS' EXECUTIVE ELECTIONS AND TO ENSURE THE RO HAS THE PRACTICAL RESOURCES NEEDED TO RUN THE ELECTIONS IN AN ORGANISED AND FAIR MANNER 8.11 TO ENSURE CLUB PLANNING AND BUDGETING IS CARRIED OUT IN ACCORDANCE WITH THE WISHES OF ITS MEMBERS AND ALL RUSU, RMIT AND LEGAL REQUIREMENTS 8.12 TO MAINTAIN ACCURATE ACCOUNTS AND RECORDS OF ALL CLUB FINANCIAL TRANSACTIONS, INCLUDING UP-TO-DATE RECORDS OF ALL CLUB INCOME AND SPENDING 8.13 TO PRESENT A WRITTEN ANNUAL STATEMENT OF THE CLUBS' ACCOUNTS TO THE CLUB ANNUAL GENERAL MEETING 8.14 TO IMMEDIATELY DEPOSIT ALL MONIES RECEIVED BY THE CLUB INTO THE CLUB'S OFFICIAL RUSU CLUBS AND SOCIETIES COMMONWEALTH BANK ACCOUNT 8.15 TO MAKE ALL APPROVED CLUB PAYMENTS AND SEND OUT INVOICES PROMPTLY	66
9.	ANNUAL GENERAL MEETING (AGM)	67
10.	OTHER MEETINGS	67
11.	QUORUM	68
12.	NOTICE OF MEETINGS	68

13.	VOTING	68
14.	DISMISSAL OR EXPULSION FROM THE CLUB.....	68
15.	FINANCE	70
16.	DISSOLUTION CLAUSE	70
17.	RESPONSIBILITY DISCLAIMER	70

1. GENERAL

1.1 The RMIT University Student Union shall hereafter be referred to as RUSU

1.2 Legal requirements refer to all State and Federal laws and statutes

2. NAME

The name of the Club/Society/Association (hereafter referred to as “the Club”) shall be:

3. CLUB AIMS AND OBJECTIVES

3.1 _____

4. STATEMENT OF NOT FOR PROFIT STATUS

4.1 The assets and income of the Club shall be applied solely in furtherance of its’ above-mentioned objectives and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the Club

5. MEMBERSHIP

- 5.1 Full Membership shall be open to all currently enrolled RMIT University students
- 5.2 Associate Membership shall be open to Alumni, staff and other non - RMIT students but these members must not comprise more than 25% of the total club membership or hold Executive Committee Positions
- 5.3 Life Membership is an honorary position, nominated and voted on by the Full Club Membership; Life Members shall have attendance rights of all Club Meetings but no voting rights
- 5.4 The Club may set an annual membership fee to be determined at a quorate Club General Meeting and reviewed and changed by motion and vote not more than once per calendar year
- 5.5 Any membership fee for Full RMIT Student members must be at least 25% less than Associate Member fees with RUSU Financial members receiving a further 50% discount of the Full Member membership fee and at least 20% discount on ticket price to club events

6. EXECUTIVE COMMITTEE

- 6.1 The Club Executive Committee shall be financial members of the RMIT University Student Union (RUSU)
- 6.2 The Club shall be governed by a Club Executive Committee of Office Bearers, hereafter referred to as the Club Executive; that shall be elected at the Annual General Meeting
- 6.3 The Club Executive shall consist of a minimum of four (4) Officer Bearers; fulfilling the traditional duties of President, Vice-President, Secretary and Treasurer
 - 6.3.1 Clubs may change the title of the 4 office bearer positions at an AGM or SGM, so long as they continue to fulfill the traditional duties of the roles of president, vice president, treasurer and/or secretary.
- 6.4 Additional portfolio committee members may make up the Club Executive as deemed required by the Full Club Membership, and voted on at an Annual General Meeting but shall not have signatory control of the club bank account
- 6.5 In the event of a single casual vacancy within the Executive, the remaining executive may appoint a club member to fulfill the position for the remainder of the term
- 6.6 In event of two or more executive resignations it is the responsibility of the remaining executive to call a full general meeting to replace and fill the vacancies within the club executive, at the soonest possible convenience.

7. POWERS OF THE CLUB EXECUTIVE

- 7.1 The Club Executive shall have day to day general control over the finances and activities of the Club in accordance with the Club Aims, Club Annual Activity Plan, all formal decisions of the Club, and RUSU and general legal requirements
- 7.2 The Club Executive is at all times bound by the decisions of a General (Full) Club Meeting including Special General Meetings and Annual General Meetings
- 7.3 Any Club Executive decision may be overturned by a Full Club General Meeting

8. DUTIES OF THE CLUB EXECUTIVE SHALL INCLUDE;

- 8.1 To coordinate the club's annual re affiliation to rusu
- 8.2 To ensure the club's activities are in line with the club's stated aims and annual activity plan or that the club formally alters its' aims or activity plan by formal vote at a full club meeting
- 8.3 To ensure the club operates according to its' constitution, in an otherwise legal and responsible manner;

and to seek support from rusu should the club be unsure about these responsibilities

8.4 To act as representatives of the club within rusu, rmit and the broader community

8.5 To organise, promote and run club meetings (full club meetings and executive committee meetings)

8.6 To prepare and distribute club meeting agendas and other meeting documents in a timely manner

8.7 To take and distribute accurate minutes of club meetings

8.8 To report regularly to the club including presenting formal reports to the club annual general meeting

8.9 To coordinate the preparation and approval of the club annual activity plan and budgets for individual club activities and events

8.10 To appoint a person to act as returning officer (ro) for the clubs' executive elections and to ensure the ro has the practical resources needed to run the elections in an organised and fair manner

8.11 To ensure club planning and budgeting is carried out in accordance with the wishes of its members and all rusu, rmit and legal requirements

8.12 To maintain accurate accounts and records of all club financial transactions, including up-to-date records of all club income and spending

8.13 To present a written annual statement of the clubs' accounts to the club annual general meeting

8.14 To immediately deposit all monies received by the club into the club's official rusu clubs and societies commonwealth bank account

8.15 To make all approved club payments and send out invoices promptly

8.16 To maintain Club membership records, organise membership drive efforts and membership administrative requirements

8.17 To ensure Club events and activities are legal, and carried out safely and with due risk management

8.18 To ensure all club records and assets are handed over to the following years elected Club Executive and to support the incoming Club Executive to successfully take over the coordination of the club

8.19 To present membership, meeting, financial or other records to the RUSU Clubs & Societies Department upon request

9. ANNUAL GENERAL MEETING (AGM)

9.1 There shall be one Annual General Meeting every affiliation year, which shall be held during the RMIT academic period

9.2 The Agenda of the AGM must include:

9.2.1 The presentation of written reports by the members of the Club Executive;

9.2.2 The presentation of the Clubs' annual affiliation period financial report;

9.2.3 Ratification of the Club's Constitution and/or changes made to it;

9.2.4 The election of the following affiliation year Club Executive and

9.2.5 Approval of the Club Annual Activity Plan for the following affiliation period

9.2.6. Other business and other motions as moved.

10. OTHER MEETINGS

- 10.1 A General Meeting is defined as any meeting other than an Annual General or Special General or Club Executive Meeting
- 10.2 The Club shall have at least five (5) General Meetings throughout the affiliation year in addition to the AGM
- 10.3 If ten, or one third of the membership, whichever is smaller, should petition the Club Executive for a Full Club General Meeting, such a meeting must be held within fifteen academic days, at a date set by the Club Executive
- 10.4 A Special General Meeting is defined as separate from a General, Annual General or Club Executive Meeting, and shall be requested in writing to the Club Executive, to address a set item of importance to Club Business, by a minimum of 10 members or 1/3 of membership, whichever is smallest

11. QUORUM

- 11.1 Quorum is the minimum number of members that must attend a Club meeting for decisions made at that meeting to be considered valid club decisions
- 11.2 At an Annual, Special or General Meeting, Quorum shall be a minimum of 10 members of which at least 75% attending must be Full members or 1/3 of the Membership of which 75% attending must be Full members, whichever is smallest
- 11.3 At a Club Executive Committee Meeting, Quorum shall be $\frac{1}{2}$ the elected Club Executive Members plus one to the nearest whole number

12. NOTICE OF MEETINGS

- 12.1 The Executive Committee shall be required to give at least five academic days' notice to all Club members of a General Meeting and ten academic days' notice for Special General and Annual General Meeting. Such notice must, as a minimum, be email notification

13. VOTING

- 13.1 Voting at all Club meetings shall be democratic, with a simple majority required for the passage of a motion.
- 13.1.1 All tied motions are lost
- 13.1.2 No proxy voting shall be permitted
- 13.2 Constitutional changes require a simple majority of members voting at a Special General Meeting or Annual General Meeting, and take effect from the end of the meeting
- 13.3 Constitutional motions must be presented in writing to the Executive Committee at least ten academic days before the meeting, and notice of these shall be given to the Membership
- 13.4 Constitutional changes must be approved by the RUSU Clubs and Societies Department before they are presented to a Club General Meeting.

14. DISMISSAL OR EXPULSION FROM THE CLUB

- 14.1 The process for dismissing an Executive Committee Member can begin with a motion of the committee, or a petition bearing the names of at least ten members of the Club of whom 75% must be Full Members. At the next Special General Meeting or Annual General Meeting, a motion shall be put to dismiss the Committee Member, provided that at least ten academic days' notice has been given to the Membership and to the Member concerned in writing. If this is

passed by a two thirds majority, that Executive Committee position will become vacant and a new election held immediately. The Executive Committee Member to be impeached will be given at least seven minutes to speak before the vote is taken.

14.2 The process to expel a General Club Member can begin with a motion of the Club Executive or a petition with the names of at least ten Full Club Members. The procedure is the same as for the impeachment except that the result is the voiding of the person's membership. No Member may be expelled on the ground of race, sex, religion, sexual orientation or political views.

15. FINANCE

15.1 Records of all Club income and expenditure (including all receipts) shall be kept by the elected Club Treasurer and transferred to the care of the incoming Treasurer at the end of the current Treasurer's period of office. This transfer shall include the club cheque book

15.2 The Club shall maintain Club financial records for a period of five (5) years and may request that the RUSU C&S Department store these records

15.3 All Club funds shall be lodged in a bank account nominated by the Clubs and Societies Officer of the RMIT University Student Union

15.4 A RUSU C&S Staff member shall be the Chief Officer of the club account

15.5 Access to the club bank account and funds therein will only be available to the club if it maintains its' annual affiliation

15.6 Club funds and assets shall only be used for the purpose of achieving the clubs stated aims in accordance with the Clubs' approved annual activity plan and relevant RUSU Regulations and Policy

15.7 The Club shall bear all responsibility for identifying and meeting the Clubs' Taxation liabilities

16. DISSOLUTION CLAUSE

16.1 In the event of the Club being dissolved, any and all Club assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to RUSU

16.2 The Club shall be deemed dissolved if:

16.2.1 The Club formally dissolves by majority vote at an Annual General or Special General Meeting and provides RUSU with a copy of the minutes of that Meeting or;

16.2.2 The Club fails to re-affiliate with RUSU for a period of not less than 2 affiliation periods (2 years)

17. RESPONSIBILITY DISCLAIMER

17.1 RUSU accepts no responsibility for actions or decisions taken by a Club or its' Executive Committee; the Club Executive shall be deemed responsible for all decisions made for or on behalf of the Club

17.2 RUSU accepts no responsibility for any financial debts or other liabilities incurred by the Club

❖ Respect for All and Behaving Professionally

- Club Members are expected to act in the best interests of their respective Clubs and in the best interests of other members of their respective clubs.
- All club members must treat other club members in a respectful and dignified manner.
- All club members must respect the cultural diversity of other members of their club and respect the culturally diverse nature of other clubs.
- Clubs, and members of those clubs, may not in any way impede upon the learning or civil rights of other members of the RMIT community. This includes, but is not limited to, students, academics and administrative staff.
- All clubs members, and clubs as organisation entities, must avoid at all times any form of discrimination, bullying, racism or intimidation.
- Clubs, and members of clubs, shall adhere at all times to all relevant policies, procedures and guidelines of RMIT University. These policies, procedures and guidelines include, but are not limited to, the RMIT Code of Conduct and the RMIT Student Charter

❖ Serious Misconduct

- Club members may not bring the reputation of their club, RMIT University or the RMIT University Student Union (RUSU) into disrepute.
- If a club would like to publicise anything in a classroom environment, they must have the express permission of the lecturer, or other teaching staff if applicable, before the commencement of the class.
- Non RMIT members or affiliate members are not permitted to Run/organise club events on the behalf of a Club.
- No club member, external or otherwise, may act in a way that breaches the RMIT Student Conduct regulations.
- Clubs shall not act maliciously toward any other affiliated club or defame their members through official club channels.
- No Club or club member may claim to represent or be endorsed by RUSU as a whole without the express written permission of the SUC. Further, club activities may not give the impression of being endorsed by the RUSU.
- Failure to comply with this Code of Conduct may result in disciplinary action by RUSU, which may include disaffiliation.

❖ **Utilisation of RUSU Resources**

- Any club using RUSU property must return the property in the condition in which it was afforded to the club. Failure to return property in the condition in which it was afforded to the club will result in the cost of repairs or replacement being levied against the club through deductions from club bank account or through future club grants.

❖ **Disciplinary Action**

- Disciplinary action against a club or its members may not be limited to but can include the following depending on the level of club misconduct:
 - Letters of warning
 - Withholding of club grants
 - Immediate disaffiliation of the club from the RMIT University Student Union
 - Banning of Students from holding Executive positions for a period up to 12 months
 - Banning of Clubs from affiliating to RMIT University Student Union for a period up to 2 years