

# Deakin University Student Association Incorporated

Reg. No. A0040625Y, ABN 95 022 653 791

## GENERAL REGULATIONS

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#### 2. Authorising Provisions

These regulations are made by the Student Council under clauses 6.2, 10, 11, 14, 28.3, 30.1, 38.3, 40 and 45.1 of the Constitution.

### PART 2 – MEMBERSHIP

#### 3. Subcategories

- 3.1 Student membership has the following subcategories:
  - (a) gold members,
  - (b) Silver members, and
  - (c) Bronze members.
- 3.2 DUELI membership is a subcategory of Associate membership. A DUELI member is an associate member who was enrolled at the Deakin University English Language at the time their membership was paid.

#### 4. Fees

- 4.1 The membership fees for student members are:
- (a) gold members \$55,
  - (b) silver members \$30, and
  - (c) bronze members \$15.
- 4.2 The membership fee for Associate Members is \$30.
- 4.3 Membership fees are:
- (a) for a period of 12 months;
  - (b) payable in advance; and
  - (c) due for repayment on the date the membership expires.
- 4.4 There is no entrance fee.

#### 5. Benefits

- 5.1 Student members are entitled to membership benefits according to their subcategory of membership as specified on the DUSA website.
- 5.2 Associate members are entitled to membership benefits as specified on the DUSA website.
- 5.3 DUSA may change the membership benefits at any time by updating the website.
- 5.4 Membership benefits must be approved by the Student Council.

#### 6. Applications

- 6.1 Applications for student and associate membership may be made:
- (a) online via the DUSA website;
  - (b) using the applicant's Deakin Card at any DUSA office or bookshop; or
  - (c) by lodging a hard copy application in the form prescribed by the General Manager at any DUSA office or bookshop.
- 6.2 Applications must include payment of the membership fee.

#### 7. Approval

- 7.1 All applications for student membership are automatically approved once validly made (subject to clause 7.3 of the Constitution).
- 7.2 Applications for associate membership are automatically approved once validly made, if the applicant is:
- (a) a DUSA employee;
  - (b) a University\* employee,
  - (c) a member of the University\* Council, or
  - (d) a student currently enrolled at:
    - (i) the Deakin University English Language Institute,
    - (ii) the Melbourne Institute of Business and Technology Pty Ltd,
    - (iii) Gordon Institute of TAFE,
    - (iv) South West Institute of TAFE, or
    - (v) any higher education institution controlled by the University\* or DUSA.
- 7.3 All other applications for associate membership may only be approved by the Student Council in its absolute discretion. No reason need be given for the rejection of an application.

#### 8. Admission

- 8.1 Applicants for student and associate membership are admitted as soon as their application is approved.
- 8.2 Honorary Life Members may only be admitted by resolution of the Student Council passed by an absolute majority\*.
- 8.3 On admission, the information required by clause 17.1(a) of the constitution must be entered in the register of members.

## 9. Rolling Memberships

9.1 The membership of a:

- (a) gold member,
- (b) silver member,
- (c) bronze member, and
- (d) DUELI member,

expires on the anniversary of the date they became a member.

*See Constitution clause 17.1(a)(iv)*

9.2 Student and DUELI memberships renewed within 3 months after expiration of the current membership year will be extended for 12 months from the expiration date.

9.3 Student and DUELI memberships renewed more than 3 months after their expiration will be extended for 12 months from the renewal date.

*See generally, DUSA Constitution, clauses 12.2 and 12.3*

## PART 3 – DISCIPLINARY ACTION

### 10. Grounds and Sanctions

DUSA may:

- (a) reprimand, suspend or expel a member; or
  - (b) remove a member as a student representative, officer, member of a DUSA body or delegate to the National Union of Students; or
  - (c) suspend the honorarium of an officer for a period of time specified by the Discipline Committee;
- for:
- (d) failure to comply with the constitution or regulations, or
  - (e) conduct prejudicial to DUSA.

### 11. Discipline Committee

11.1 If the Student Council considers there are good grounds for disciplinary action against a member, it must by resolution appoint a Discipline Committee to hear and decide the matter.

11.2 The members of the Discipline Committee:

- (a) must not be biased against (or in favour of) the member concerned; and
- (b) need not be members of DUSA.

### 12. Notice to Member

Before taking disciplinary action against a member, DUSA must give at least 7 days' notice in writing\* to the member stating:

- (a) that DUSA proposes to take disciplinary action against the member;
- (b) the grounds for the proposed disciplinary action;
- (c) the date, place and time of the meeting at which the Discipline Committee will consider the disciplinary action (in this Part, "the disciplinary hearing"); and
- (d) that the member may do one or both of the following:
  - (i) attend the disciplinary hearing and address the Discipline Committee;
  - (ii) give a statement in writing\* to the Discipline Committee at any time before or at the disciplinary hearing.

### 13. Disciplinary Hearing

13.1 At the disciplinary hearing, the Discipline Committee must:

- (a) give the member a reasonable opportunity to be heard; and
- (b) consider any statement submitted by the member.

13.2 The Discipline Committee is not bound by the rules of evidence, and may inform itself as it considers appropriate.

13.3 A matter of fact is to be taken to be proved if it is established to the reasonable satisfaction of the Discipline Committee.

13.4 The Discipline Committee may otherwise conduct the disciplinary hearing as it considers appropriate.

**14. Decision**

The decision of the Discipline Committee:

- (a) takes effect immediately it is made; and
- (b) is final.

**15. Expedition**

The disciplinary procedure under this Part must be completed as soon as is reasonably practicable.

**PART 4 – OFFICERS**

**16. Responsibilities of All Officers**

16.1 In addition to their duties under clauses 31 and 55 of the constitution, all officers have the following responsibilities to DUSA:

- (a) as soon as practicable after being elected – to read and become familiar with:
  - (i) the constitution and regulations, and
  - (ii) all DUSA policies;
- (b) to act in the best interests of DUSA as a whole, putting those interests ahead of personal interests and the sectional interests of particular groups of students\*;
- (c) to attend all meetings of the Student Council and other bodies of which they are members, and
  - (i) to prepare properly for those meetings, including reading the papers before the meeting; and
  - (ii) to participate in those meetings on behalf of all students\*, taking a “whole of University\*” perspective, and
- (d) to support and implement the decisions of DUSA bodies\* of which they are members or to which they are accountable, even if they disagree with those decisions.

*\*Also see clause 29.1 of these regulations*

16.2 All officers are responsible to the Student Council and the Executive.

16.3 All officers must report in writing\* to each ordinary meeting of the Student Council on their activities since the last ordinary meeting.

**17. President**

The specific responsibilities of the President are:

- (a) to act as the primary spokesperson of DUSA;
- (b) to liaise directly with senior University\* staff, including the Vice-Chancellor, on matters of interest to students\*;
- (c) to chair general meetings and meetings of the Student Council and the Executive;
- (d) to consult with students\* on all relevant DUSA and University\* matters;
- (e) to engage with the student representatives in such a way as to encourage participation, foster teamwork and motivate performance and productivity;
- (f) to carry out the role of President in a way that makes DUSA and the work of the Student Council highly visible to the whole student\* body of the University\*, and consistently articulates the principles, vision and values that underpin DUSA’s representation on behalf of students\*; and
- (g) to carry out any other duty or task that enhances DUSA’s effective representation of students\* and improves university life for students\*.

**18. Vice-President**

The specific responsibilities of the Vice-President are:

- (a) to deputise for and support the President;
- (b) to act in place of the President when the President is unavailable;
- (c) to chair general meetings and meetings of the Student Council and the Executive when the President is not present or does not wish to chair.

**19. General Secretary**

The specific responsibilities of the General Secretary are to maintain strategic oversight of DUSA's services, governance, finances and administration.

**20. Assistant General Secretary**

The specific responsibility of the Assistant General Secretary is to assist and support the General Secretary.

**21. Education Officer**

The specific responsibilities of the Education Officer are:

- (a) to actively consult students\* about issues that affect their education and participation in university life; and
- (b) to report on the consultation to the Student Council.

**22. Welfare Officer**

The specific responsibilities of the Welfare Officer are:

- (a) to develop and maintain a knowledge of current student support issues, policies and services as they affect students\*; and
- (b) to liaise with bodies that can be of assistance in promoting an awareness of issues affecting the welfare of students\* in their life both inside and outside the University\*.

**23. Social Engagement Officer**

The specific responsibilities of the Social Engagement Officer are:

- (a) to promote feedback from students\* across all campuses\* about the recreational activities and services provided by DUSA via forums, face-to-face contact, publications, surveys and (where possible) the use of appropriate technology;
- (b) to meet with clubs, societies and collectives regularly to foster a positive relationship between DUSA, and to understand their needs when it comes to events and activities

- (c) to implement policies and initiatives that support the success of events and activities at the University\*;
- (d) to attend monthly Campus Committee meetings of each campus, for the purpose of gathering feedback and engaging student representatives for local campus\* events; and
- (e) to provide input into the effective planning of events and activities at DUSA.

**24. Community Engagement Officer**

The specific responsibilities of the Community Engagement Officer are:

- (a) to co-ordinate, facilitate and undertake community engagement initiatives as required, including written surveys, mail-outs, in-person focus groups, exit surveys, forums and meetings, and online initiatives.

**25. International Officer**

The specific responsibilities of the International Officer are:

- (a) to promote and support the involvement of international students\* within the University\* community;
- (b) to act as a visible, approachable and supportive contact point within DUSA for international students\*;
- (c) to develop and maintain knowledge of current issues affecting international students\* and the support services available to them; and
- (d) to promote international student\* representation and participation within both DUSA and the University\* community.

**26. Queer Officer**

The specific responsibilities of the Queer Officer are:

- (a) to promote and support the involvement of queer-identifying students\* within the University\* community;
- (b) to act as a visible, approachable and supportive contact point within DUSA for queer-identifying students\*;
- (c) to develop and maintain knowledge of current issues affecting queer-identifying students\* and the support services available to them; and
- (d) to promote queer representation and participation within both DUSA and the University\* community.

**27. Campus Co-ordinators**

27.1 The specific responsibilities of the Campus Co-ordinators are:

- (a) to convene and chair meetings of the Campus Committee at least once per calendar month (except January);
- (b) to ensure the effective performance of the Campus Committee;
- (c) to engage with the student representatives in such a way as to encourage participation, foster teamwork and motivate performance and productivity; and
- (d) to carry out the role of Campus Co-ordinator in a way that makes DUSA and the work of the Campus Committee highly visible to the whole student\* body of that campus\*, and consistently articulates the principles, vision and values that underpin DUSA's representation on behalf of students\*;

27.2 The Campus Co-ordinators are also responsible to the Campus Committee.

27.3 The Campus Co-ordinators must also report in writing\* to each ordinary meeting of the Campus Committee on their activities since the last ordinary meeting.

**28. Honorariums**

- 28.1 The honorarium for officers who are voting members of the Student Council is \$22,500 per annum, subject to regulation clause 28.4.
- 28.2 The honorarium for officers who are non-voting members of the Student Council is \$20,500 per annum.
- 28.3 The honorarium for the President and the General Secretary is \$26,000 per annum.
- 28.4 The amounts in this regulation will be adjusted annually from 1 January 2016 in line with the Consumer Price Index All Groups for Melbourne.
- 28.5 The Student Council may by resolution suspend the payment of an honorarium to an officer for:
  - (a) failure to comply with an undertaking given to a DUSA body; or
  - (b) failure to submit a handover document before 30 October; or
  - (c) failure to comply with the Constitution or Regulations; or
  - (d) conduct prejudicial to DUSA.
- 28.6 An officer's eligibility to receive an honorarium is automatically suspended when they fail on 2 occasions to submit written report to an ordinary meeting of the Student Council from which they have not been granted a leave of absence.
- 28.7 A suspension of an officer's honorarium under clause 28.6 will automatically lapse when any and all outstanding reports are submitted to the Student Council.
- 28.8 For the purpose of clause 28.6 and 28.7, when more than one meeting has been called in a calendar month, only one written report is required.

**PART 5 – STUDENT REPRESENTATIVES AND MEMBERS OF DUSA BODIES**

**29. Responsibilities**

- 29.1 All student representatives and members of DUSA bodies must:
  - (a) as soon as practicable after being elected – read and become familiar with the Constitution and the Regulations;

- (b) act in the best interests of DUSA as a whole, putting those interests ahead of personal interests and the sectional interests of particular groups of students;
- (c) attend all meetings of the bodies of which they are members and prepare properly for those meetings, including reading the papers before the meeting;
- (d) support and implement the decisions of DUSA bodies\* of which they are members or to which they are accountable, even if they disagree with those decisions;
- (e) comply with the policies approved by the Student Council as if they formed part of these regulations;
- (f) within three months of their election or appointment – provide written confirmation of their intention to continue serving in the position(s) to which they have been elected or appointed; and
- (g) within four months of their election or appointment, submit for and hold a working with children check in compliance with the *Working with Children Act* (2005), and update DUSA with changes to their status.

### **30. Expenses**

- 30.1 DUSA must reimburse student representatives for their expenses incurred in that capacity up to an allowance of \$500 for the full term of office.
- 30.2 DUSA must reimburse officers for their expenses incurred in that capacity up to an allowance of \$3,000 for the full term of office.
- 30.3 Student representatives and officers must provide DUSA with a copy of the receipt for each expense before being reimbursed.

## **PART 6 – MANAGEMENT**

### **31. Management**

- 31.1 The Student Council delegates the management of DUSA to the General Manager.
- 31.2 The General Manager must manage DUSA in accordance with the policies made by the Student Council and the Executive from time to time.
- 31.3 The General Manager must report to each ordinary meeting of the Student Council and the Executive on the activities and operations of DUSA since the last ordinary meeting.
- 31.4 The General Manager must report in writing\* to each ordinary meeting of the Student Council and the Executive on the financial performance of DUSA.
- 31.5 The General Manager is subject to direction by the Student Council and the Executive.

## **PART 7 – INTERPRETATION**

### **32. Additional Definition**

In these regulations, “constitution” means the DUSA constitution.

### **33. Interpretation**

These regulations are to be interpreted in the same way as the constitution.

## **PART 8 – TRANSITIONAL**

### **34. Transitional**

- 34.1 For the period of January 1<sup>st</sup> 2019 to November 1<sup>st</sup> 2019, honorariums will be paid on a ‘pro rata’ basis where their honorarium is proportional to their relative term of office.

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