



## **GENERAL REGULATIONS OF THE MONASH GRADUATE ASSOCIATION INC.**

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# **General Regulations of the Monash Graduate Association Inc**

## **1. Title**

These Regulations may be cited as the General Regulations of the Monash Graduate Association.

## **2. Authorising Provision**

These Regulations are made pursuant to the Associations Incorporation Reform Act 2012 (Vic) and subject to the Constitution of the Monash Graduate Association Incorporated.

## **3. Objective**

The objective of these Regulations is to provide for the method and manner of operation and administration of the Monash Graduate Association Inc.

## **4. Abbreviations**

4.1 The Monash Graduate Association Inc shall be referred to as the MGA.

4.2 The Monash Graduate Executive Committee shall be referred to as the MGAEC.

## **5. Election of MGAEC Office-bearers**

5.1 The current office-bearers of MGAEC are those specified in clause 14 of the MPA Constitution.

5.2 The MGAEC may by regulation establish other office-bearer positions.

5.3 Nominations for the positions of office-bearers shall be called for at the first meeting of the newly elected MGAEC for each new calendar year.

5.4 Members holding campus-tagged representative positions are eligible to hold any office-bearer position on the MGAEC, except that of President.

5.5 No graduate can hold a position on the MGAEC while simultaneously holding a position on another student representative body, as recognised under Monash University (Council) Regulation 66.

5.6 A graduate cannot hold any single office-bearer position for more than a total cumulative period of two terms.

5.7 Only women graduates can stand for the position of Women's Officer.

- 5.8 Only international graduates can stand for the position of International Students' Officer.
- 5.9 Only indigenous graduates can stand for the position of Indigenous Students' Officer.
- 5.10 Members of the MGAEC may nominate for more than one office-bearer position on the MGAEC but shall not hold more than one position of office-bearer.
- 5.11 In the event that more than one nomination is received for any office-bearer position, an immediate and secret ballot of the MGAEC shall be conducted.
- 5.12 In the case of a secret ballot, the vote will be decided by an absolute majority of the MGAEC.
- 5.13 The outcome of the election for each office-bearer position shall be declared before nominations are called for the following position.
- 5.14 Elections for office-bearers must be held in the following order: President, Vice – President, Research Students' Officer, Coursework Students' Officer, Women's Officer, Queer Officer, International Students' Officer and Indigenous Students' Officer.
- 5.15 MGAEC office-bearer position descriptions are set out in Clause 11 of the MGA Constitution.

## **6. Role of the MGAEC**

- 6.1 Without limiting the generality of clause 11 of the MGA Constitution, members of the MGAEC shall:
  - 6.1.1 employ such methods and implement such guidelines and policies to ensure the pursuit of MGA purposes and objects as set out in the MGA Constitution; and
  - 6.1.2 attend and participate in, meetings of the MGA, MGAEC and any subcommittee meetings and report on the outcome in a manner provided by the MGAEC; and
  - 6.1.3 provide the MGAEC and MGA staff with feedback from graduate constituents on any matter relevant to MGA whatsoever and raise same for discussion in meetings; and
  - 6.1.4 take such steps and implement such guidelines and policies to ensure that they are accessible to graduate constituents, be informed about issues affecting constituents, communicate information relevant to constituents to appropriate bodies and staff, ensure MGA activities and services are provided in response to demands of constituents; and
  - 6.1.5 assist, direct or seek advice from the MGA staff in the preparation of submissions, proposals, policies and the like and to report to the

MGA staff on matters pertaining to the MGAEC and MGA; and

- 6.1.6 in the event of failing to attend two consecutive MGAEC meetings without apology and failing to respond to two further communications from the MGA, be automatically excluded from the MGAEC. An excluded member may apply to be co-opted to a vacancy in the membership of the MGAEC or to re-nominate in the MGAEC elections; and
  - 6.1.7 complete and sign a disclosure form in accordance with legal obligations of the MGA, including for insurance purposes (Schedule 6); and
  - 6.1.8 comply with all policies, procedures and protocols imposed on MGA office-bearers under the MGA Funding Agreement with the University.
- 6.2 Where the MGAEC resolves to discipline a member pursuant to clause 44 of the MGA Constitution, the MGAEC must consult with the MGA Executive Officer in order to verify if the member failed in his or her duties as a member, and if so:
- 6.2.1 must follow the process outlined in clause 43 and clause 44 of the MGA Constitution; and
  - 6.2.2 must give the member at least 14 days notice in writing that the MGAEC intends to take disciplinary action; and
  - 6.2.3 the notice must include a brief statement of the grounds on which the member is alleged to have failed in his or her duties.

## **7. Conduct of Meetings**

- 7.1 All meetings of MGA and MGAEC shall be held in accordance with the MGA Constitution.
- 7.2 Any matters not dealt with in the MGA Constitution or regulations shall be governed by the principles of good faith and natural justice and where set out in the latest edition of Guide For Meetings by N E Renton.
- 7.3 The MGA Executive Officer shall be responsible for the provision of secretarial and administrative services required for meetings.
- 7.4 The President may, at their discretion, convene meetings of the MGA office bearers.
- 7.5 The MGAEC requires notice of at least 14 days for all motions to be put at an AGM; and
- 7.6 At least 21 days prior to the AGM, the MGA must notify all members and advertise to graduates this requirement of notice, and call for motions to be placed on notice for the AGM; and
- 7.7 The call for motions is to be advertised on the MGA noticeboard, to be sent out

to MGA email lists, as well as advertised within the University.

## **8. Email voting by the MGAEC**

- 8.1 The MGAEC may vote by email where the MGA President, in consultation with the MGA Executive Officer, determines that:
  - 8.1.1 a decision is required urgently; and
  - 8.1.2 the decision cannot be held over until the next regular MGAEC meeting.
  - 8.1.3 the MGA Executive Officer or nominee must act as Returning Officer for an email vote.
- 8.2 In the case of an email vote, all MGAEC members must be sent an email that includes:
  - 8.2.1 the proposed motion; and
  - 8.2.2 the name of the mover; and
  - 8.2.3 all available explanatory material relevant to the motion; and
  - 8.2.4 the date by which the vote must be received by the Returning Officer.
- 8.3 An email vote is only valid if an absolute majority of the MGAEC membership participates in the vote.
- 8.4 The vote will be decided by a simple majority unless specified otherwise by the MGA constitution.
- 8.5 The results of an email vote must be sent to the MGAEC membership as soon as practicable after the closing date for voting.
- 8.6 The results of an email vote must be noted at the next regular MGAEC meeting and included in the minutes of that meeting.

## **9. Cooption to the MGAEC**

Vacancies in office bearer positions and campus-tagged positions must be filled as soon as practicable.

- 9.1 Graduates wishing to coopt to the MGAEC must:
  - 9.1.1 attend at least one meeting of the MGAEC prior to applying to be coopted; and
  - 9.1.2 prior to the close of the agenda for the meeting at which their cooption

application will be considered, provide a brief written statement outlining their reasons for wishing to be coopted; and

- 9.1.3 be elected by an absolute majority of the MGAEC.
- 9.2 Graduates may nominate for more than one vacancy on the MGAEC but shall not hold more than one office-bearer position.
- 9.3 Cooptions shall be held in the following order: Caulfield campus representative, Clayton campus representative, Parkville campus representative, Peninsula campus representative and General member.
- 9.4 Cooptions shall be made taking into consideration:
  - 9.4.1 the applicant's interest in applying for a vacant office-bearer position if coopted; and
  - 9.4.2 the gender balance of the committee; and
  - 9.4.3 the balance of research and coursework members on the committee; and
  - 9.4.4 unrepresented faculties on the committee.
- 9.5 The MGAEC Cooption application form is set out in Schedule 2.

## **10. Nomination of Graduate Representatives to University Committees**

- 10.1 Subject to Monash University Statutes and Faculty policies the MGA shall nominate graduate representatives to Monash University Committees as and when same may come into existence or become vacant.
- 10.2 The MGA shall keep a record of current graduate representatives appointed to university committees.
- 10.3 Vacancies for graduate representative positions on University committees will be advertised electronically and/or in hardcopy to the wider graduate community or relevant cohort in any practicable manner with a due closing date for submission of applications.
- 10.4 All applications shall be in the prescribed form of the MGA Nomination of Graduate Representatives to University Committees, Schedule 3 to these regulations.
- 10.5 In the event that there is only one applicant for a particular committee position, same will be appointed to the position unless they are deemed unqualified or unsuitable for the position by the MGA Executive Officer or nominee.
- 10.6 Where graduate applicants also hold staff positions with the University, the MGA Executive Officer or nominee must ensure that there is no conflict of interest in the applicant being appointed to a graduate representative role on that committee.

- 10.7 If an applicant is deemed unsuitable for a committee position pursuant to clause 10.5 of these regulations the matter will be referred for a final decision to an ad-hoc subcommittee of the MGAEC that will be constituted for this purpose.
- 10.8 An ad-hoc subcommittee of the MGAEC shall comprise no less than one MGAEC member and the MGA Executive Officer or nominee.
- 10.9 In the event that there is more than one applicant for a particular committee position then:
- 10.9.1 where the university agrees to provide the MGA with email access to the complete list of electors within the relevant cohort, the MGA will run an election.
- 10.9.2 where the MGA is not provided with access to the complete list of electors within the relevant cohort, an ad-hoc subcommittee of the MGAEC shall be formed as per clause 10.8 of these regulations and shall select the representative having regard to the application forms submitted by the applicants, and interviews at the subcommittee's discretion.
- 10.10 At any time during the selection process, the MGA Executive Officer or nominee and/or the MGAEC may choose to interview any graduate applying through the MGA for a graduate representative position on a University committee.
- 10.11 The MGA Executive Officer or nominee shall notify the MGA President of the requirement to form an ad-hoc subcommittee.
- 10.12 The decision of the ad-hoc committee shall be final.
- 10.13 The *Expression of Interest in MGA Graduate Representative Positions on University Committees* form is set out in Schedule 4.
- 10.14 All appointed graduate representatives will be provided with a copy of the MGA Representative induction booklet.

## **11. MGA Council**

- 11.1 The MGA Council comprises:
- 11.1.1 MGAEC members; and
- 11.1.2 graduates appointed via MGA nomination or MGA-run elections to a graduate student representative position on a University committee; and
- 11.1.3 any other members as determined by the MGAEC.
- 11.2 The MGAEC President shall chair the MGA Council meetings.
- 11.3 The MGA Council meeting shall be held annually in conjunction with the April meeting of the MGAEC.
- 11.4 Graduate student representatives on University committees shall be provided with the opportunity to speak at the MGA Council.

These Regulations came into effect on June 15, 2001. An amendment was made on 10 April 2003. A further amendment was made on 16 June 2003. A further amendment was made on 26 May 2004. A further amendment was made on 28 May 2007. A further amendment was made on 30 November 2009. A further amendment was made on 31 May 2011. A further amendment was made on 22 March 2016. A further amendment was made on 17 February 2017. A further amendment was made on 30 September 2021.

**Schedule 1: MGAEC Cooption application**



MGA Executive Committee co-option application form

**I am applying for a:**

- General Representative position
- Campus-tagged Representative position  
(specify campus): .....
- Women’s Officer or Indigenous Officer or International Students’ Officer or Queer Officer or Distance Education/Off-campus Officer or Disabilities Officer position  
(specify position): .....

**Nominee details:**

<b>Name</b>	
<b>ID number</b>	
<b>Course</b>	
<b>Course type</b>	<ul style="list-style-type: none"> <li>• Coursework (less than 66% of degree is research) or</li> <li>• Research (66% or more of degree is research)</li> </ul>
<b>Study mode</b>	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Part-time</li> </ul>
<b>School/Department</b>	
<b>Faculty</b>	
<b>Enrolled Campus</b>	
<b>Location</b> <i>[off-campus and distance education students]</i>	
<b>Expected course completion date</b>	
<b>Student email address</b>	
<b>Contact number</b>	
<b>Contact address</b> <i>[home or internal Monash address]</i>	

**Nominee statement:**

A statement of no more than 300 words, introducing yourself to the Committee and explaining why you would like to join the MGAEC, must accompany this form.

## Nominee's Agreement

Part A: I agree to abide by the MGA Constitution and Regulations, and to serve the interests of the graduate community above my own interests; and

Part B: I authorise the MGA staff to verify my enrolment status prior to my co-option and at any time during my term as an MGAEC member; and

Part C: I consent to my name, name of course, course type, enrolment status, faculty, campus and email address as shown in this form, being a matter of public record; and

Part D: I agree to declare below any voluntary or paid positions I hold or have held with any other student body at Monash University, or any department, centre, school, section, subsidiary or company of Monash University; and

*(list of positions)*: .....  
.....  
.....

Part E: I agree to inform the MGA staff and MGAEC of any change in my enrolment status or any change in relation to sections C and D of this Nominee's Agreement that occurs during my term as an MGAEC committee member.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

*Please note that prior to being accepted for co-option, all applicants must attend an MGAEC meeting as an observer. This can include the meeting in which co- options are considered.*

Please return this completed co-option form to Jenny Reeder,  
[Jenny.Reeder@monash.edu](mailto:Jenny.Reeder@monash.edu) by **(insert date)**.

## Schedule 2: Nomination of Graduate Representatives to University Committees

### **MGA NOMINATION FORM** **for a graduate representative on a university or faculty committee**

This form should be used for nominations to a specific graduate representative vacancy on a university or faculty committee. This form should **not** be used for nominations to the MGA Executive Committee. All students enrolled in a recognised graduate degree or diploma on a Victorian campus of Monash University are eligible to nominate, subject to the terms of membership of each individual committee.

I am applying for the graduate representative position on \_\_\_\_\_ to be referred to in this form as the “named committee”.

#### **NOMINEE:**

#### **PART 1 (of 3): NOMINEE DETAILS**

**NAME\*** .....

**ID NO.** .....

**NAME OF COURSE\*** .....

**COURSE TYPE\*** Coursework (less than 66% of degree is research) *or*

Research (66% or more of degree is research)

**STUDY MODE\*** Full-time *or* Part-time

**SCHOOL & FACULTY\*** .....

**ANTICIPATED COMPLETION DATE OF COURSE\*** .....

**CAMPUS\*** .....

**PHONE NO.** (business hours) .....

**EMAIL\*** .....

*\* Interviews may need to be held with shortlisted candidates. Please see Call for Nominations email for further information on when these may be.*

## **PART 2 (of 3): NOMINEE'S STATEMENT**

Nominees must supply a statement of not more than 250 words with their nomination form, which will be used in accompanying literature in the event of a poll. In all cases, editorial discretion remains with the MGA Returning Officer. No photographs, drawings or pictures will be accepted with this nomination form.

## **PART 3 (of 3): NOMINEE'S AGREEMENT**

For the duration of this election process and if nominated, during my term as a graduate representative position on the named committee, I agree to:

- a) abide by the MGA Constitution and Regulations, and to serve the interests of the graduate community above my own interests; and
- b) attend all meetings of the named committee; and
- c) the MGA staff verifying my enrolment status; and
- d) my name and email address being placed on the MGA website; and
- e) declare below any conflict of interest I may have in taking up and holding a graduate representative position; and
- f) inform the MGA staff of any changes in my enrolment status, contact details and/or potential conflicts of interest that occur during my term on the named committee.

-----Signature-----

-----Name-----

-----Date-----

Please send the completed form to [mpa-reps@monash.edu](mailto:mpa-reps@monash.edu) by the advertised closing date.

### Schedule 3: Expression of Interest in MGA Graduate Representative Positions on University Committees

Please note that this is an online form:

[Expression of Interest in MGA Graduate Representative Positions on University Committees](#)

The information below is a summary of the information collected in the online form.

*This form is designed for graduate students who would like to be considered for a role on a University committee should a graduate student representative position become available. Complete this form and the MGA will keep your records in our database. When a position relevant to your interests becomes available, we will contact you directly.*

*NOTE: Do not use this form to apply for a position on the MGAEC; for MGAEC membership you must apply via the annual elections.*

Name

Gender

Residential Address

Phone number

Alternate contact number

Monash email address

Course type

Course name

Department/School

Faculty

Study mode

Campus

Expected completion date

Do you work as a Monash University Employee?

If Yes,...

*We require this information from you as committees have varying eligibility criteria for graduate representative positions. The questions below relate to your current employment with Monash University ONLY. Do not indicate work outside of the University.*

Full-time or part-time?

Department/School and Faculty

Do you have a preference for any particular committee? If yes, Which committee?

Have you ever worked on a Monash University Committee? If yes, Committee name

Start and end date of your term

Number of meetings held during your term?

Number of meetings attended by you?

Any additional comments you would like noted on your Expression of Interest form?

