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, 30.1, 37.3, 41 and 41.1 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.

*see definition in clause 76.1 of the Constitution

3.2 DUELI memberships and Deakin College memberships are a subcategory of Associate membership. A DUELI member or a Deakin College member is an associate member who was enrolled at either the Deakin University English Language or Deakin College at the time their membership was paid.

4. Fees

4.1 Commencing 1 January 2024, the membership fees for student members are:

(a) gold members $45;
(b) silver members $30; and
(c) bronze members $10.

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.

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) Deakin College;
  (iii) the Melbourne Institute of Business and Technology Pty Ltd;
  (iv) Gordon Institute of TAFE;
  (v) South West Institute of TAFE; or
  (vi) 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.

*see definition in clause 76.1 of the Constitution

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, or Student Representative, 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.

*see definition in clause 76.1 of the Constitution

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 32 and 56 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 elected to the DUSA Student Council must undertake mandatory Governance Training as provided by DUSA within 2 months of being elected to their position. Should any Student Council Officers not attend the governance training provided by DUSA they will automatically forfeit their position on the Student Council.

16.3 In the event that a Student Council Officer does not attend governance training due to an emergency, or other extreme unavoidable circumstances, the Student Council may move a motion for that Officer to retain their position on the Student Council under the proviso that they complete an online governance training session provided by DUSA within 3 months from the date of being elected.

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

16.5 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

*see definition in clause 76.1 of the Constitution

(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 - Education

The specific responsibilities of the Vice- President are:

(a) to act in place of the President when the President delegates so;

(b) to act in place of the President when both the President and Vice President - Welfare are unavailable;

(c) to liaise with bodies that can be of assistance in promoting an awareness of issues affecting the education of students* in their life both inside and outside the University*;

(d) to actively consult students* about issues that affect their education and participation in university life; and

(e) to report on the consultation to the Student Council.

19. Vice President – Welfare

The specific responsibilities of the Vice President Welfare are:

(a) to act in place of the President when the President delegates so;

(b) to act in the place of the President when both the President and Vice President - Education are unavailable;

(c) to develop and maintain a knowledge of current student support issues, policies and services as they affect students*;

(d) 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*; and

(e) to actively consult students* about issues that affect their education and participation in University life.

20. General Secretary

The specific responsibilities of the General Secretary are:

(a) to maintain strategic oversight of DUSA's services, governance, finances and administration;

(b) 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.

21. Assistant General Secretary

The specific responsibility of the Assistant General Secretary are:

(a) to assist and support the General Secretary, specifically in matters relating to clause 20(a); and

(b) to assist with maintaining oversight of DUSA's committees.

PART 5 – STUDENT REPRESENTATIVES

22. Campus Co-Ordinators

22.1 The specific responsibilities of the Campus Co-Ordinators are:

(a) to convene and chair meetings of their 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*.

22.2 The Campus Co-Ordinators are also responsible to the Campus Committee.

22.3 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.

*see definition in clause 76.1 of the Constitution

23. Student Representatives

The specific responsibilities of all Student Representatives are to:

(a) conduct themselves in an appropriate manner; and

(b) adhere to the key responsibilities as outlined in the Campus Committee Responsibilities Policy;

Student Representatives representing a physical campus are, in addition to the above responsibilities, required to:

(c) contribute to DUSA operations directly related to orientation week events;

(d) contribute to DUSA operations directly related to on-campus events or activities from which they have not been granted a leave of absence; and

(e) upon request of the General Secretary or nominee supply evidence to prove that 23(c) or 23(d) has been met. Failure to meet these clause on 3 occasions will automatically result in suspension of a Student Representative's honorarium payments in accordance with clause 28.16.

24. The Burwood Campus Student Representatives includes:

(a) Those specified in the DUSA Constitution under clause 27.1;

(b) Events and Activities Representative;

(c) Clubs and Societies Representative;

(d) People of Colour Representative;

(e) Online Students and Services Representative; and

(f) Disabilities and Carers Representative.

25. The Geelong Campus Student Representative includes:

(a) Those specified in the DUSA Constitution under clause 27.1;

(b) Events and Activities Representative;

(c) Clubs and Societies Representative;

(d) People of Colour Representative;

(e) Online Students & Services Representative; and

(f) Disabilities and Carers Representative.

26. The Warrnambool Campus Student Representative includes:

(a) Those specified in the DUSA Constitution under clause 27.1;

(b) Student Engagement Representative;

(c) Accessibility and Services Representative;

(d) Diversity and Belonging Representative; and

(e) Equity Representative.

27. Online Students

Students identified in the University Roll as 'Online Students' will be represented through the Online Students and Services Representative positions at the Burwood and Geelong campuses.

28. All Student Representatives must report in writing* to each ordinary meeting of their Campus Committee on their activities since the last ordinary meeting.

PART 6 – HONORARIUMS, MEMBERS OF DUSA BODIES

29. Honorariums

29.1 The honorarium for officers who are voting members of the Student Council is $10,903.93 per annum.

29.2 The honorarium for officers who are executive committee members of the Student Council is $20,444.87.

29.3 The honorarium for the President and the General Secretary is $27,259.83 per annum.

29.4 The honorarium for Student Representatives, except for Campus Coordinators, is $5,451.97 per annum.

29.5 The honorarium for the Campus Co-Ordinator's is $12,266.92 per annum.

29.6 Commencing 1 January 2024, the honorarium amounts in this regulation will be adjusted from the first full pay period of each calendar year, based on the Consumer

*see definition in clause 76.1 of the Constitution

Price Index, Australia for the 12 months to the September quarter of the previous year.

29.7 The Student Council may by resolution suspend the payment of an honorarium to an officer or Student Representative for:

(a) failure to comply with an undertaking given to a DUSA body;

(b) failure to comply with the Constitution or Regulations; or

(c) conduct prejudicial to DUSA.

29.8 An officer's eligibility to receive an honorarium is automatically suspended when they fail on 2 occasions to submit a written report to an ordinary meeting of the Student Council from which they have not been granted a leave of absence.

29.9 A Student Representative's eligibility to receive an honorarium is automatically suspended when they fail on 2 occasions to submit written report to an ordinary meeting of their Campus Committee from which they have not been granted a leave of absence.

29.10 Every Officer and Student Representative must submit a written handover to the General Secretary or the Assistant General Secretary before the end of their term.

29.11 An Officer or Student Representative's eligibility to receive an honorarium is automatically suspended if they fail to submit a written handover to the General Secretary or Assistant General Secretary, before 5pm on the third Monday of October.

29.12 A suspension of honorarium under clause 29.11:

(a) will automatically revert when the outstanding handover is submitted; and

(b) may be prevented or reverted only by a resolution passed by an absolute majority of Student Council granting an exemption on compassionate grounds.

29.13 If by October 31st an Officer or Student Representative has not submitted a handover document as per clause 29.11 and no exemption has been provided under clause 29.12(b), the suspension of honorarium shall continue beyond the term for which the handover is overdue, even if the member assumes a different office, until such time as the handover document is submitted or an exemption is provided under clause 29.12(b).

29.14 A suspension of honorarium payments for Student Representatives under clause 29.9 will end once any and all outstanding reports are submitted to their Campus Coordinator and honorarium payments will resume in the next scheduled payroll run.

29.15 A suspension of honorarium payments for Officers under clause 29.8 will end once any and all outstanding reports are submitted to the Executive Officer and honorarium payments will resume in the next scheduled payroll run.

29.16 A suspension of honorarium payments under clauses 29.7, 29.8, 29.9, 29.11, and 29.19 will only be paid as back-payment in the next scheduled payroll run if approved by a resolution passed by simple majority of Student Council granting an exemption.

29.17 For the purpose of clause 29.7, 29.8 or 29.9, when more than one meeting has been called in a calendar month, only one written report is required.

29.18 A Student Representative's eligibility to receive an honorarium is automatically suspended when they fail on 3 occasions to supply evidence that clause 23(c) or 23(d) have been met in accordance with clause 23(e) and did not have approved leave of absence during the relevant period.

29.19 A Student Representatives and Office Bearers eligibility to receive an honorarium is automatically suspended if they fail to obtain a Working With Children check within 4 weeks of starting their term of office, or within 4 weeks of being co-opted to their position.

29.20 A Student Representative's eligibility to receive an honorarium is automatically suspended if they fail to return any outstanding equipment or assets belonging to DUSA by 5pm on the third Monday of October to the General Secretary or a proxy approved by the General Secretary.

*see definition in clause 76.1 of the Constitution

30. Responsibilities

30.1 All Student Representatives, officers 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; and

(f) within four weeks of commencing their term of office, 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.

31. Expenses

31.1 DUSA must reimburse student representatives for their expenses incurred in that capacity up to an allowance of $900 for the full term of office.

31.2 DUSA must reimburse officers for their expenses incurred in that capacity up to an allowance of $3,000 for the full term of office.

31.3 Student representatives and officers must provide DUSA with a copy of the receipt for each expense before being reimbursed.

PART 7 – COMMITTEES

32. Campus Coordinators Committee

32.1 The purpose of the Committee is to coordinate activities across all campuses.

32.2 The responsibilities of the Campus Coordinators Committee are:

(a) to provide an opportunity for Campus Coordinators to report and give feedback to the President and General Secretary

(b) to consider and recommend the division of the campaign budget amongst proposed campaigns from the Student Council and Campus Committees:

(c) to provide the President an opportunity to discuss cross-campus matters with the Campus Coordinators;

(d) to provide an opportunity for the Campus Coordinators to discuss relevant topics and issues in relation to their roles.

32.3 The members of the Campus Coordinators Committee are the following members of Student Council:

(a) The President (Chair);
(b) The General Secretary (Secretary);
(c) The Assistant General Secretary;
(d) The Burwood Campus Coordinator;
(e) The Geelong Campus Coordinator;
(f) The Warrnambool Campus Coordinator.

(g) The Committee must meet at least once each month;

(h) The General Secretary is responsible for calling the Campus Coordinators Committee meetings, in compliance to clause 49 of the DUSA Constitution; and

(i) The President and the General Secretary may delegate their presence to another member of the Executive.

32.4 Resolutions passed by the Campus Coordinators Committee are recommendatory in nature and are finalised once approved by the Student Council.

PART 8 – MEETINGS

33. Standing Orders for Meetings

33.1 The following standing orders in this section apply to the conduct of meetings of DUSA bodies:-

(a) The Chair must appoint a minute taker before the

*see definition in clause 76.1 of the Constitution

commencement of the meeting of the DUSA body, where one has not already been specified;

(b) The Chair may not be a minute taker;

(c) Motions are passed by a majority of DUSA body members, unless an absolute majority is specifically required;

(d) In order to be valid, motions, resolutions, or decisions of a DUSA body must be moved by one member of that DUSA body, and seconded by another;

(e) Motions must be raised to the Chair;

(f) The motion shall be listed in the minutes, noting the amount of members for, against and abstaining.

34. Observers at DUSA Meetings

As per clause 54.1 of the DUSA Constitution, DUSA student members may request to attend and observe meetings of the DUSA Student Council subject to the following conditions:

(a) Requests to attend and 'observe' a DUSA meeting must be received two weeks prior to the meeting date;

(b) Once a request to observe a meeting has been received, the DUSA Meetings Observer Protocol and Guidelines will be provided to that member and the member must agree in writing to abide by the terms outlined in the 'Observer Protocol';

(c) If a member breaches the 'Observer Protocol' or disrupts the meeting in any way they will be removed from the room;

(d) The number of 'observers' at any DUSA meeting will be restricted to two per meeting;

(e) If a member requests to attend a DUSA meeting to observe and that meeting already has two observers registered to attend, the member will be put on a waiting list to attend and observe the next available meeting.

PART 9 – MANAGEMENT

35. Management

35.1 The Student Council delegates the management of DUSA to the General Manager.

35.2 The General Manager must manage DUSA in accordance with the policies made by the Student Council and the Executive from time to time.

35.3 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.

35.4 The General Manager must report in writing* to each ordinary meeting of the Student Council and the Executive on the financial performance of DUSA.

35.5 The General Manager is subject to direction by the Student Council and the Executive.

35.6 Upon commencement of the election period each year (the date the Notice of Election is sent to DUSA members) up until the 31st October of that same year, DUSA will enter into 'Caretaker Mode' during that period and all expenditure from the Organizational Governance budget will need to be approved by the General Manager.

PART 10 – INTERPRETATION

36. Additional Definition

In these regulations, "constitution" means the DUSA constitution.

37. Interpretation

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

38. These Regulations will only come into effect at the start of the DUSA 2025 election period.

*see definition in clause 76.1 of the Constitution

PART 11 – INDEX

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*see definition in clause 76.1 of the Constitution