



MELBOURNE
BUSINESS
SCHOOL

**THE CONSTITUTION
OF THE
MELBOURNE BUSINESS SCHOOL
STUDENT REPRESENTATIVE COUNCIL
(FORMERLY MBS STUDENT ASSOCIATION)**

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1. NAME

The name of the organisation is the Melbourne Business School (“**MBS**”) Student Representative Council (“**SRC**”) (formerly the MBS Student Association).

2. OBJECTS AND PURPOSE

The objects and purpose of the Student Representative Council are to:

- a) be an accountable, representative and democratic body;
- b) advance and represent the interests of MBS students;
- c) enhance the student experience and engagement at MBS;
- d) foster communication and mutual respect between the students and other members of MBS, the University of Melbourne, professional organisations and the public;
- e) represent the concerns and opinions of the student body to MBS;
- f) raise student awareness of contemporary issues;
- g) promote professional standards of behaviour amongst the members of the student body;
- h) prepare a budget and to manage funds allocated to the Student Representative Council; and
- i) represent the MBS student body as a whole.

3. ATTAINING OBJECTS AND PURPOSE

The Student Representative Council is empowered to do all things necessary which are incidental to and necessary for the attainment of the objects and purpose of the Student Representative Council.

4. PROPERTY OF THE STUDENT REPRESENTATIVE COUNCIL

- a) The Student Representative Council must apply all property and income of the Student Representative Council towards the promotion of the objects or purposes of the Student Representative Council.
- b) No part of that property or income is to be paid or otherwise distributed, directly or indirectly, to members of the Student Representative Council, except in good faith in the promotion of the objects or purposes of the Student Representative Council.

5. FUNCTIONS AND COMPETENCES

- a) The Student Representative Council has the competence and power to make and apply rules for and with regard to the whole student community of MBS and:
 - i. may affiliate or register other student bodies and exert control over such bodies;
 - ii. enjoys participation and a voice in management and processes of MBS in order to represent student interests in the decision making processes of MBS;
 - iii. may liaise with the student councils of other education institutions in order to promote the shared interests of students;
 - iv. may affiliate with other bodies at the discretion of the Student Representative Council;
 - v. may appoint internal commissions of enquiry to investigate issues pertaining to the Student Representative Council and student interests and to make recommendations with regard to those issues to the Student Representative Council;
 - vi. may distribute approved publications and publicity material;

- vii. should attend promptly to the social obligations of the Student Representative Council, student meetings and other MBS events; and
- viii. perform any other ad hoc duties and/or committee duties as assigned by the President of the Student Representative Council.

6. COLLECTIVE DUTIES OF THE STUDENT REPRESENTATIVE COUNCIL

6.1 General Duties of Members of the Student Representative Council

- a) All members of the Student Representative Council must:
 - (a) act honestly and in good faith;
 - (b) exercise reasonable care and diligence;
 - (c) not to make improper use of their position or of information obtained in their position;
 - (d) avoid conflicts of interest (and refrain from voting in circumstances where such a conflict exists); and
 - (e) provide the Secretary with a list of all potential conflicts of interest

7. MEMBERSHIP

7.1 Membership by Election

A person becomes member of the Student Representative Council if he/she was elected in accordance with this Constitution.

7.2 Duties

The duties of a newly elected member of the Student Representative Council commence immediately after the inception of the new Student Representative Council at the relevant constituting meeting. If a member is elected by means of a by-election or otherwise after a constituting meeting has taken place, his/her duties commence as soon as the results of his/her election is duly made known Executive Committee of the Student Representative Council.

8. COMPOSITION OF THE STUDENT REPRESENTATIVE COUNCIL

8.1 Composition

The Student Representative Council will be composed of the Executive Committee, Student Liaison positions and class representatives described below in **clauses 8.2 to 8.3**.

8.2 Officer Bearers

- a) The Student Representative Council will be composed of the following nine (9) Office Bearer (Executive) positions:
 - i) President;
 - ii) Vice-President;
 - iii) Treasurer;
 - iv) Secretary;
 - v) Marketing and Communications;
 - vi) Major Events Coordinator
 - vii) General Events Coordinator
 - viii) Clubs Coordinator
 - ix) Class Representative Coordinator

8.3 SRC Liaison Positions

- a) SRC Liaison Positions are established with the intention to deliver specific outcomes and therefore exist on a needs basis. In 2017, the intention is for the Student Representative Council to be composed of the following SRC Liaison Positions;
 - i) Careers
 - ii) Alumni
 - iii) Operations
 - iv) Admissions and Exchange
 - v) Academics
- b) Executive members can also take on the responsibility of these individual positions in addition to their existing responsibilities.
- c) Establishment of or discontinuation of SRC Liaison Positions can be made through majority vote of the executive office bearers listed in 6.2.a.

8.4 SRC Class Representatives

- a) SRC Class Representatives are elected for each incoming cohort to establish strong communication and support mechanisms between the SRC and new students. The intention is for these class representatives to maintain these positions throughout their core subjects. The role, eligibility and duties are outlined in section 10.

9. DUTIES OF OFFICE

9.1 President

- (a) The general duties and responsibilities of the President of the Student Representative Council include:
- i. chairing Student Representative Council meetings, Executive Committee meetings and other meetings of the Student Representative Council, unless provided otherwise by this Constitution or by the Student Representative Council itself;
 - ii. calling meetings and co-ordinating the activities of the Student Representative Council in order to perform all duties necessary for carrying out the objects and purpose of the Student Representative Council;
 - iii. take general responsibility of the execution of the Student Representative Council's planned initiatives;
 - iv. strategic planning in cooperation with the Vice-President of the Student Representative Council;
 - v. being a signatory to the Student Representative Council bank account;
 - vi. overseeing the successful development of the budgeting process;
 - vii. facilitating Student Representative Council elections and referenda in accordance with this Constitution;
 - viii. leading the transition from existing Student Representative Council to newly elected members of the incoming Student Representative Council;
 - ix. and maintaining and delivering student experience and support initiatives.

9.2 Vice-President

- (a) The general duties and responsibilities of the Vice-President of the Student Representative Council include:
- i. chairing Student Representative Council meetings when the President is absent, and at such times, having the full powers of the President;
 - ii. replacing the President and perform his/her duties if the President is absent or incapable to fulfil his/her duties;
 - iii. when necessary, performing the duties of the President if the President resigns or is dismissed, until such time as a by-election is held and the newly elected President assumes office;
 - iv. assisting the President in performance of his/her duties as chairperson;
 - v. being a signatory to the Student Representative Council bank account;
 - vi. acting as point of contact and mentor for all members of the Student Representative Council;
 - vii. ensuring proper processes and procedures are followed by the Student Representative Council;
 - viii. maintaining and delivering student experience and support initiatives; and
 - ix. organising all the internal social functions of the Student Representative Council;

9.3 Treasurer

- (a) The general duties and responsibilities of the Treasurer of the Student Representative Council include:
- i. Supervising and handling all financial aspects of the Student Representative Council 's activities in accordance with this Constitution;
 - ii. organising and facilitating the change of signing rights on the Student Representative Council 's account together with the President immediately after a newly elected President or Treasurer assumes office;
 - iii. controlling the spending and money allocations made by the Student Representative Council;
 - iv. authorising all transactions and keeping detailed records of such transactions;
 - v. operating the Student Representative Council bank account;
 - vi. being a signatory to the Student Representative Council bank account;
 - vii. submitting a comprehensive financial report to the Student Representative Council for approval at the end of each quarter (PT Term Schedule);
 - viii. presenting an outline budget for the following MBS academic term to the Student Representative Council for discussion, amendment and subsequent approval:
 - ix. the Treasurer will generate this budget with the assistance of the President, Vice-President and Events coordinator; and
 - x. the budget must be presented within the first two weeks of the start of a new academic term;
 - xi. seeking prior approval from the at least four (4) members of the Executive Committee for all expenditures exceeding AUD \$1000 on any one item, or any item of unexpected expenditure not previously anticipated;
 - xii. assessing and approving the budget allocation applications of MBS Clubs; and
 - xiii. performing any other financial duties from time to time as determined by the President and this Constitution.

9.4 Secretary

- (a) The general duties and responsibilities of the Secretary of the Student Representative Council include:
- i. supervising the administrative affairs of Student Representative Council and acting as administrative co-ordinator;
 - ii. ensuring that minutes are kept at meetings;
 - iii. giving notice of all meetings by means of sending notices and agendas;
 - iv. keeping a minute record in which all the minutes of all meetings are recorded, this digital book being available for inspection by all MBS students at reasonable times at their reasonable request;
 - v. Ensuring the continuity of the record keeping and training of all methods of communication that are used within the Student Representative Council and
 - vi. maintaining a register of Student Representative Council members.
- (b) The Secretary of the Student Representative Council is accountable and responsible for:
- i. Tracking attendance of SRC elect and notifying individuals who have breached attendance requirements as outlined in section 15.
 - ii. Tracking attendance and reprimands of SRC elect and bringing it to the attention of the SRC if and when there are breaches of responsibilities as outlined in section 15
 - iii. ensuring effective management across all Student Representative Council initiative portfolios; and
 - iv. ensuring the development and maintenance of Student Representative Council calendar across all Student Representative Council initiative portfolios.

9.5 Marketing and Communications

- (a) The Communications position is responsible for facilitating a channel of communication between the Student Representative Council and the student body. The duties and responsibilities of the Communications portfolio include:
- i. organising Student Representative Council communications including all official correspondence and publication of The SouRce to ensure the student body is well informed of SRC initiatives
 - ii. maintaining and updating the Student Representative Council's websites and webpages;
 - iii. ensuring effective visibility of the Student Representative Council events calendar;
 - iv. ensuring effective and ongoing Student Representative Council communications between Student Representative Council and the student body primarily through management of SRC email and Facebook inboxes;
 - v. acting as primary point of contact for students wishing to engage at Student Representative Council meetings;
 - vi. acting as the primary point of contact between the SRC, MBS Marketing Club, and the staff Marketing Department at MBS to ensure collaboration with particular attention paid to MBS Merchandise;
 - vii. directing complaints and suggestions to the appropriate Student Representative Council member; and
 - viii. design and delivery of communications initiatives.

9.6 Major Events Coordinator

- (a) The Major Events Coordinator is responsible for the co-ordination of major events for the MBS community in order to enhance the student experience. The duties and responsibilities of the Events Coordinator include:
- i. organising quarterly drinks on behalf of the Student Representative Council;
 - ii. organising the annual SRC Ball on behalf of the Student Representative Council;
 - iii. organising the annual Christmas Party on behalf of the Student Representative Council;
 - iv. organising the annual MBS-AGSM cup on behalf of the Student Representative Council;
 - v. ensuring these events are highly visible and well marketed to the student and where possible alumni community;
 - vi. building event teams and/or appointing sub-committees when necessary to assist with organising events or social activities;
 - vii. planning and presenting budgets for events and social activities to the Student Representative Council for approval and discussion;
 - viii. liaising with MBS regarding events and social activities; and
 - ix. fostering a collaborative relationship with MBS events team;

9.7 General Events Coordinator

- (b) The General Events Coordinator is responsible for the co-ordination of smaller scale social activities for the MBS community in order to enhance the student experience. The duties and responsibilities of the Events Coordinator include:
- i. Building event teams and/or appointing sub-committees when necessary to assist with organising events or social activities;
 - ii. Ensuring a number of smaller events in the year are successful including but not limited to;
 - (A) Part-Time Student Welcome Events
 - (B) Exchange Student Welcome Events
 - (C) September Footy
 - (D) Halloween
 - (E) Stakes Day
 - iii. planning and presenting budgets for events and social activities to the Student Representative Council for approval and discussion;
 - iv. liaising with MBS regarding events and social activities; and
 - v. design and delivery of events and social initiatives.
 - vi. fostering a collaborative relationship with MBS events team;

9.8 Clubs Coordinator

- (a) The Clubs Coordinator is responsible for serving as the liaison between all MBS Clubs and MBS and for the successful tracking and co-ordination of club activities. The duties and responsibilities of the position include:
- i. Strategic management of the MBS Clubs community;
 - ii. maintaining a working relationship between the Student Representative Council and MBS Clubs;
 - iii. addressing issues surrounding MBS Club formation;
 - iv. supporting MBS Clubs by fostering sustainability for future students;
 - v. administrating MBS Club access to Student Representative Council funds;
 - vi. acting as a resource to arbitrate conflicts between and among MBS Clubs; and
 - vii. design and delivery of MBS Clubs initiatives.

9.9 Class Representative Coordinator

- (a) The Class Representative Coordinator of the Student Representative Council works directly with full-time, part-time and Masters of Business Analytics Cohort Class Representatives to elicit feedback for Student Representative Council meetings with stakeholders and to communicate changes with the student body. The duties and responsibilities of the position include:
- i. ensuring an effective and open relationship with the student body and Class Representatives;
 - ii. Supporting marketing and communications of the SRC to ensure dissemination of information through the student body
 - iii. ensuring effective understanding of the student body pulse and compiling information for feedback to the SRC and the School;
 - iv. ensuring that communication and when necessary meetings between the Student Representative Council and Class Representatives are taking place;
 - v. co-ordinating and facilitating Class Representative elections for each student cohort; and
 - vi. working with the Executive Committee on the design and delivery of Student Representative Council initiatives.

9.10 Careers Liaison

- (a) To work closely with the MBS careers department to ensure the student voice is heard;
- (b) To feedback initiatives and other information from the careers team to the SRC
- (c) To work with careers on a long term strategy to support part-time students

9.11 Alumni Liaison

- (a) To work closely with the alumni team at MBS to ensure the student voice is heard
- (b) To support SRC and Club initiatives that would be strengthened through alumni engagement
- (c) To seek out new opportunities to build links between the student and alumni community;

9.12 Operations Liaison

- (a) To work closely with the operations and facilities team at MBS to ensure the student voice is heard;
- (b) To drive SRC initiatives to improve current processes or facilities to improve the student experience
- (c) To feedback information from the facilities and operations team at MBS to the SRC.

9.13 Admissions and Exchange Liaison

- (a) To work closely with admissions and exchange teams at MBS to ensure the student voice is heard;
- (b) To drive student participation and visibility at class information sessions;
- (c) To ensure incoming exchange students are welcomed into the student community;

9.14 Academics Liaison

- (a) To understand the academic requirements and system at MBS and to work with the academic team to ensure the student voice is heard;
- (b) To respond to positive/negative feedback from the student community, working with the Student Representative Coordinator as necessary
- (c) To drive initiatives to improve the student experience in the academic space, for example case competitions, constructive feedback to the existing curriculum, and new subjects.

10. CLASS REPRESENTATIVES

10.1 Election

Each MBS student cohort will elect at least one (1), up to a maximum of three (3), Class Representatives to sit on the Student Representative Council.

10.2 Duties of Class Representatives

- (a) Class Representatives are to act in the interest of the cohort they represent. Class Representatives will represent their respective cohorts with regard to the Student Representative Council and will keep their respective cohorts informed on relevant issues and events.
- (a) The responsibilities of Class Representatives include:
 - i. providing feedback on all issues and concerns of their respective cohort to the appropriate Student Representative Council representative;
 - ii. facilitating communication between the Student Representative Council and the student body;
 - iii. informing their respective cohort of news and events that the Student Representative Council requires; and
 - iv. meet at least once per term with the Class Representative Coordinator to provide adequate feedback on the interests and concerns of their cohort.
 - v. Class Representatives are entitled to attend all Student Representative Council meetings but may not vote on any motions of the Student Representative Council.

10.3 Eligibility for Nomination

- (a) All current MBS students may be declared eligible to be elected as a Class Representative for their cohort, should such a student be nominated in writing on the prescribed form by a student eligible to vote in his/her cohort and seconded by fifteen (15) students eligible to vote in his/her cohort.
- (b) The Student Representative Council may reject persons as candidates by means of an ordinary majority vote. Valid reasons should be given for this action.

10.4 Election of Class Representatives

- (a) Class Representatives will be elected by members of their respective cohorts.
- (b) Elections will be held within the first month of a new cohort commencing.
- (c) A nomination and election committee lead by the Class Representative Coordinator will be responsible for soliciting nominations and holding the election for Class Representatives. The election committee will:
 - i. prepare a list of nominees for each cohort; and
 - ii. conduct the election.
- (d) The Class Representative Coordinator will announce the election results.

10.5 Eligible Voters

Only current students of MBS in the applicable cohort are eligible to vote in respect of Class Representatives for that cohort.

10.6 Term

A term of office of Class Representatives will commence from date the relevant election results are announced until:

- (a) the day which is 16 months from the commencement date; or
- (b) When the student has completed his/her core subjects; or
- (c) which time the relevant Class Representative is no longer an enrolled student of MBS, whichever occurs first.

11. PRIVILEGES

The privileges enjoyed by members of the Student Representative Council include the following:

- (a) recognition as an ambassador of the MBS student body; and
- (b) using office space and other facilities allocated to the Student Representative Council.

12. THE EXECUTIVE COMMITTEE

12.1 Members of the Executive Committee

The Executive Committee of the Student Representative Council will be composed of the nine (9) Office Bearers described in **clause 8.2**.

12.2 Objects and Functions of the Executive Committee

- (a) The Executive Committee is the governing body of the Student Representative Council and is empowered to do all things necessary to carry out the objects and purpose of the Student Representative Council. The Executive Committee will conduct all business of the Student Representative Council between regular meetings of the Student Representative Council.
- (b) Without limiting the operation of **clause 12.2(a)**, the Executive Committee will have the following objects and functions:
 - i. to make preliminary decisions regarding changes to the Constitution;
 - ii. to make decisions regarding strategy;
 - iii. to appoint sub-committees; and
 - iv. to hold discussions on, and/or make any other decisions on issues which have an impact on the Student Representative Council.

12.3 Executive Committee Meetings

- (a) The Executive Committee will meet as often as necessary for the consideration and execution of the business of the Student Representative Council.
- (b) At least two (2) days' notice will be given to all members of the Executive Committee together with a statement of the business of the meeting.
- (c) A quorum of the Executive Committee is constituted by a minimum of three (3) members in attendance, one of whom must be the President or Vice-President.
- (d) The President or Vice-President will act as the chairperson of Executive Committee meetings.
- (e) No financial decisions or matters requiring a vote will be transacted unless a quorum is present. If a quorum is not present within thirty (30) minutes of the appointed meeting time, the matters requiring a financial decision or vote will stand adjourned to a time as agreed to by those present with all concerned to be notified.
- (f) Each Executive Committee member:
 - i. is entitled to one vote, and voting will be by hand raising; and
 - ii. may either attend Executive Committee meetings in person or vote by proxy.
- (g) Motions of the Executive Committee will be passed by a simple majority of votes of the Executive Committee.

- (h) A meeting and motions passed at a meeting of the Executive Committee will not be invalid for the sole reason that a member has failed to attend or vote by proxy.

13. MEETINGS

13.1 Student Representative Council Meetings

- (a) The Secretary must give written notice of a Student Representative Council meeting, together with an agenda of that meeting at least twenty four (24) hours prior to the set time for that meeting.
- (b) The President and the Secretary will be responsible for drafting the agenda of Student Representative Council meetings.
- (c) Any member of the Student Representative Council may request for an item to be placed on the agenda provided that it is submitted in writing at least two (2) Days prior to the applicable Student Representative Council meeting.
- (d) Permission for absence at a Student Representative Council meeting will be given only when it requested in writing stating satisfactory reasons.
- (e) A quorum of Student Representative Council meetings will be constituted by a minimum of fifty percent (50%) plus one executive member of the Student Representative Council in attendance.
- (f) The President or Vice-President will act as the chairperson of Student Representative Council meetings. If the President and Vice-President are unable to attend, then a chairperson nominated by those present at the meeting will chair that meeting.
- (g) Motions of the Student Representative Council will be passed by a simple majority of votes of the Student Representative Council based on those who are in attendance at the meeting.
- (h) The draft minutes of a Student Representative Council meeting will be circulated and made available to the Student Representative Council members within three (3) Business Days after the meeting.
- (i) All current MBS students may attend Student Representative Council meetings and have opportunity to read the minutes of previous Student Representative Council meetings. Any member of the Student Representative Council or Executive Committee may also give permission for other persons to attend Student Representative Council meetings.

13.2 Special Student Representative Council Meetings

- (a) Special Student Representative Council meetings will be convened if five (5) or more Student Representative Council members submit a request in writing to the President, or if the Executive Committee of the Student Representative Council decides or regards it necessary.
- (b) All provisions that hold for normal Student Representative Council meetings, holds *mutatis mutandis* for special Student Representative Council meetings, provided that the agenda of the special Student Representative Council meeting is focused on specific matters.
- (c) If the special meeting is urgent, the notice period of twenty four (24) hours is not in force, provided that all Student Representative Council members are informed in person or in writing before the Student Representative Council meeting starts.

13.3 Constituting Meetings

- (a) Constituting meetings will be held after each election's results have been made know.
- (b) Members of the outgoing Student Representative Council and Student Representative Council elect will all attend the constituting meeting.
- (c) The following items will be on the agenda of the constituting meeting:
 - i. the outgoing Student Representative Council finalises matters of the old term;
 - ii. the constituting of the new Student Representative Council; and
 - iii. the outgoing President hands over the chair to the President elect.
- (d) Subject to **clauses 13.3(a) to 13.3(c)** above, all provisions that hold for normal Student Representative Council meetings, holds *mutatis mutandis* for constituting meetings.

14. ELECTIONS

14.1 Election of Office Bearers and Student Liaisons

- (a) Officer Bearers and Student Liaisons are elected for each term of office on a date determined by the Student Representative Council President.
- (b) Officer Bearers and Student Liaisons will be elected by secret ballot at large to one term of office by eligible voters.
- (c) A nomination and election committee will be responsible for soliciting nominations and holding the election for Officer Bearers and Student Liaisons. The election committee will:
 - i. be chaired by a current member of the Executive Committee who may not be a candidate for the relevant election. Where all members of the Executive Committee are candidates then the Student Representative Council will appoint an independent person who is not eligible to vote in the elections or an employee of MBS or the University of Melbourne;
 - ii. prepare a list of nominees for each position; and
 - iii. will conduct the election.
- (d) The person who chaired the nomination and election committee will announce the election results.

14.2 Eligibility for Nomination

- (a) Subject to **clause 14.2(d)**, all current MBS students may be declared eligible to be elected for Officer Bearer positions, should such student:
 - i. be nominated in writing by a member of the Executive Committee on the prescribed form; and
 - ii. have their nomination seconded by twenty (20) students eligible to vote in respect of Officer Bearer positions.
- (b) For the avoidance of doubt, a nominee may nominate or second their own nomination for an Officer Bearer position if he/she is member of the Executive Committee.
- (c) Subject to **clause 14.2(d)**, all current MBS students may be declared eligible to be elected for a Student Liaison position, should such a student:
 - i. be nominated in writing by a member of the Student Representative Council on the prescribed form; and
 - ii. have their nomination seconded by fifteen (15) students eligible to vote in respect of Student Liaison positions.
- (d) For the avoidance of doubt, a nominee may nominate or second their own nomination for a Student Liaison position if he/she is a member of the Student Representative Council.
- (e) The Student Representative Council may reject persons as candidates by means of an ordinary majority vote. Valid reasons should be given for this action.
- (f) Any employee of MBS or The University of Melbourne, regardless of whether they are an enrolled student of MBS or not, is ineligible for election or co-option to the Student Representative Council. Students employed as Teacher's Assistants are excluded from this cause.

14.3 Statement of Accountability

- (a) Candidates will be provided with a copy of this Constitution and will be required to sign a statement acknowledging that they have understood and will abide by the Constitution, should they be elected, prior to the close of polling.
- (b) By signing the statement referred to in **clause 14.3(a)** above candidates recognise that they will have adequate free time to carry out the tasks presented in this Constitution and that failure to fulfil such tasks may result in dismissal or expulsion.

14.4 Eligible Voters

All current students of MBS are eligible to vote in respect of Officer Bearer and the Student Liaison position

15. TERM OF OFFICE

15.1 Office Bearers and Student Liaisons

A term of office of Office Bearers and Student Liaisons is no longer than twelve (12) months and no shorter than six (6) months. At the end of twelve (12) months, with the exception of the President, an office bearer may choose to run for an additional term of the same or different executive position. A new term starts during the constituting meeting.

15.2 Vacancies

- (c) For the purposes of this Constitution, the office of a member of the Student Representative Council becomes vacant if the member:
 - i. ceases to be a student of MBS;
 - ii. resigns from office by notice in writing given to the Secretary;
 - iii. accepts and goes on exchange for a period longer than 1 month; or
 - iv. is expelled or dismissed from the Student Representative Council in accordance with this Constitution.
- (d) In the case of vacancies which may occur in the Student Representative Council for whatever reason, a by-election may be held or a caretaker may be appointed if this is considered necessary by the Student Representative Council, on a basis, foundation and time determined by the Student Representative Council.

16. TERMINATION OF MEMBERSHIP

16.1 Executive Committee Members

- (a) An Executive Committee member may be expelled from the Student Representative Council if that Executive Committee member fails without reasonable excuse to attend three (3) Executive Committee meetings or Student Representative Council meetings during their term of office.
- (b) Any Executive Committee member who fails, without reasonable excuse, to attend two (2) Executive Committee meetings or Student Representative Council meetings during their term of office will be served notice by the Secretary that failure to attend one (1) further executive Committee meeting or Student Representative Council meeting without reasonable excuse could render that Executive Committee member liable to expulsion.
- (c) If a member of the Executive Committee believes that another Executive Committee member does not have a reasonable excuse for failing to attend a meeting, that

member can put forth a motion that a vote should be taken on the question of whether the non-attendance is without reasonable excuse.

- (d) An Executive Committee member's non-attendance at an Executive Committee meeting or Student Representative Council meeting will be considered to be without reasonable excuse if a seventy-five percent (75%) majority of Executive Committee members vote in favour of the motion that such non-attendance was without reasonable excuse.
- (e) An Executive Committee member or a person on behalf of an Executive Committee member must provide an explanation of his or her non-attendance to a meeting to the Secretary not later than the day of the meeting. This requirement may be modified or waived by a seventy-five percent (75%) majority the Executive Committee. If such an explanation is not provided within seven (7) days, or within such other period as the Executive Committee determines, the Executive Committee member will be deemed not to have had a reasonable excuse for failing to attend that meeting.

16.2 Student Liaison Positions

- (a) A Student Liaison may be expelled from the Student Representative Council if that Student Liaison member fails without reasonable excuse to attend three (3) Student Representative Council meetings during their term of office.
- (b) Any Student Liaison member who fails, without reasonable excuse, to attend two (2) Student Representative Council meetings during their term of office will be served notice by the Secretary that failure to attend one (1) further Student Representative Council meeting without reasonable excuse could render that member liable to expulsion.
- (c) If a member of the Student Representative Council believes that a Student Liaison does not have a reasonable excuse for failing to attend a meeting, that member can put forth a motion that a vote should be taken on the question of whether the non-attendance is without reasonable excuse.
- (d) A Student Liaison's non-attendance at a Student Representative Council meeting will be considered to be without reasonable excuse if a seventy-five percent (75%) majority of Student Representative Council members vote in favour of the motion that such non-attendance was without reasonable excuse.
- (e) A Student Liaison or a person on behalf of that Student Liaison must provide an explanation of his or her non-attendance to a meeting to the Secretary not later than the day of the meeting. This requirement may be modified or waived by a seventy-five percent (75%) majority the Student Representative Council. If such an explanation is not provided within seven (7) days, or within such other period as the Student Representative Council determines, the Student Representative Council member will be deemed not to have had a reasonable excuse for failing to attend that meeting.
- (f) The Executive Committee will have the power, by way of a seventy-five percent (75%) majority of the Executive Committee, to expel any Student Liaison from the Student Representative Council for misfeasance or nonfeasance of a nature opposed to the interests, reputation or objects of the Student Representative Council.

16.3 Termination and Dismissal of Class Representatives

- (a) The Student Representative Council will have the power, by way of a seventy-five percent (75%) majority of the Student Representative Council, to expel any Class Representative from the Student Representative Council for misfeasance or

nonfeasance of a nature opposed to the interests, reputation or objects of the Student Representative Council.

- (b) A Class Representative will be dismissed from his/her position as a Class Representative if he/she:
 - i. is no longer an enrolled student of MBS;
 - ii. has received more than two (2) reprimands in accordance with clause 20.1(c)(ii);
 - iii. has been expelled or subject to any other disciplinary measure by MBS or the University of Melbourne;
 - iv. has been found guilty in a court of law of a crime which, according to the exclusive judgement of the Student Representative Council, is of such a serious nature that it is not desirable for the person to remain a Class Representative; or
 - v. is deemed incompetent to fulfil his or her duties as a Class Representative.
- (c) A Class Representative who does not complete the tasks assigned to his/her position in this Constitution may be dismissed from the Student Representative Council through a majority vote of no confidence.

16.4 Ineligibility

Any person who has been expelled or dismissed as a Class Representative may not serve again as a Class Representative or on the Student Representative Council. Exceptional cases may be decided on merit by the Student Representative Council President and Vice-President.

16.5 Dismissal

- (a) A Class Representative will be dismissed from their position if he/she;
 - i. is no longer an enrolled student of MBS;
 - ii. has received more than two (2) reprimands in accordance with clause 20.1(c)(ii);
 - iii. has been expelled or subject to any other disciplinary measure by MBS or the University of Melbourne;
 - iv. has been found guilty in a court of law of a crime which, according to the exclusive judgement of the Student Representative Council, is of such a serious nature that it is not desirable for the person to remain a member of the Student Representative Council; or
 - v. is deemed incompetent to fulfil his or her duties as a member of the Student Representative Council.
- (b) An SRC Class Representative who does not complete the tasks assigned to his/her position in this Constitution may be dismissed from their position through a majority vote of no confidence.

16.6 Ineligibility

Any person who has been expelled or dismissed from the Student Representative Council may not serve again on the Student Representative Council. Exceptional cases may be decided on merit by the Student Representative Council President and Vice-President.

17. CLUBS

The Student Representative Council acknowledges the existence of MBS Clubs that are properly affiliated/registered at the Student Representative Council as affiliated committees, as long as:

- (a) their constitutions and/or rules are approved by the Student Representative Council;

- i. they do not stop functioning or terminate the affiliation or registration by the Student Representative Council; and
- ii. according to the judgement of the Student Representative Council, they fulfil their task satisfactorily in accordance with the requirements set by the respective constitutions and rules.

18. MEDIA STATEMENTS

- (a) The President and Vice-President may issue media statements on behalf of the organised student life, the MBS student body and/or MBS student Representative Councils. Further media statements may be issued by other persons only with prior approval by the Executive Committee.
- (b) If a media statement is written or should be written, a copy of such statement should be sent to the Marketing Department and Program Services Director of MBS for approval prior to such statement being made.

19. FINANCE

19.1 Funds

The funds of the Student Representative Council are to be derived from donations, sponsorship and any other sources the Executive Committee determines.

19.2 Banking

All monies of the Student Representative Council will be deposited into the Student Representative Council bank account. Treasurer will be responsible for operating the Student Representative Council bank account.

19.3 Records

The Treasurer must keep detailed records of all financial aspects of the Student Representative Council's activities.

19.4 Allocation of Student Representative Council Funds

- (a) All applications for Student Representative Council spending must be made in writing to the Treasurer.
- (b) All MBS Clubs must submit a budget allocation application in the form prescribed from time to time to the Treasurer in order to be eligible for funding from the Student Representative Council.

20. DISPUTES

20.1 Disputes between Members

- (a) Should any dispute arise between members of the Student Representative Council or Class Representatives concerning their respective rights, the person(s) aggrieved may invoke the following procedure:
 - i. the aggrieved person(s) may make written and/or oral submissions to the Executive Committee requesting dispute resolution;
- (b) the Executive Committee must notify any person(s) identified by the aggrieved party as allegedly causing the grievance, and give opportunity of not less than three (3)

days to that party to make written and/or oral submissions to the Executive Committee; and

- (c) after hearing/reading all submissions made pursuant to clauses 20.1(a) and 20.1(b) above, the Executive Committee may take action which is considered appropriate. Appropriate action may include, but is not limited to the following:
 - i. vote for the relevant member of the Student Representative Council or Class Representative to be sent a notice to his/her last notified address requiring that the member of the Student Representative Council or Class Representative allegedly causing grievance to show adequate reason why he/she should not be subject to expulsion. If no reason is given within seven (7) days, or a simple majority of the Executive Committee considers the reason to be inadequate, the Executive Committee can vote for the dismissal of the member of the Student Representative Council or Class Representative from his/her position;
 - ii. vote to reprimand the relevant member of the Student Representative Council or Class Representative. The reprimand will be recorded in membership records;
 - iii. vote that mediation or conciliation be encouraged between the disputing persons;
or
 - iv. vote for a change in the practices of the Student Representative Council.

20.2 Conflict of Interest

Should any dispute arise involving a member of the Executive Committee, the applicable member of the Executive Committee must abstain for any involvement in the grievance procedure outlined in **clause 20.1** above.

21. AMENDMENT

- (a) A proposal for the amendment of this Constitution must be submitted in writing at least 48 hours prior to the meeting where the amendment is to be considered.
- (b) This Constitution can only be amended by a two-thirds majority of the total members of the Student Representative Council at that particular point in time.
- (c) This Constitution replace all other and preceding Constitution of the Student Representative Council of MBS.

22. WINDING UP

- (a) The Student Representative Council may be wound up at any Student Representative Council meeting by a seventy-five percent (75%) majority resolution of all members of the Student Representative Council who are eligible to vote provided that a notice of the motion in writing signed by two members of the Student Representative Council has been lodged with the Secretary at least twenty-one (21) days prior to the meeting.

November 2016