

# GRADUATE HOUSE

---

## STUDENT GROUP CONSTITUTION

### NAME

1.
  - a. The name of the Group shall be the Graduate House Student Group.
  - b. The Graduate House Student Group is affiliated to GSA and anything contained in this constitution that conflicts with the Constitution of GSA or with any of its regulations shall be null and void. In all matters not specifically provided for herein, the Constitution of GSA and any regulations shall apply.

### AIMS

2. The aims of the Graduate House Student Group are:
  - a. to facilitate greater interaction amongst student residents in Graduate House and encourage a feeling of collegiality;
  - b. to increase socialisation among the multi-cultural student residents of Graduate House and facilitate cultural exchange and understanding;
  - c. to enhance communication and consultation between the Graduate House student residents and the wider graduate community of the University of Melbourne.

### MEMBERSHIP

3. There must be a minimum of six University of Melbourne graduate members to constitute the Graduate House Student Group.

Membership shall be open to:

  - a. all graduate students of the University of Melbourne who subscribe to the aims of the Group;
  - b. other persons who subscribe to the aims of the Group.
4. A person shall be considered a member upon having:
  - a. paid a membership fee as exacted at the committee's discretion;
  - b. completed a membership form as prepared by the committee.

### CHAIRING OF MEETINGS

5. A Chairperson shall be appointed for all meetings.

## **THE COMMITTEE**

6. The committee shall have the following members.
  - a. An executive consisting of:
    - (i) the President/Chair, who must be a graduate student, who shall be the representative of the Graduate House Student Group and liaise with GSA;
    - (ii) the Vice President, who must be a graduate student, who shall be responsible for taking over the President's role in their absence;
    - (iii) the Secretary, who must be a graduate student, who shall be responsible for maintaining a current membership list, constitution and minutes of any meetings held;
    - (iv) the Treasurer, who must be a graduate student, who shall be responsible for maintaining the financial records of the Graduate House Student Group.

Each of the above positions may be shared among a maximum of two members if deemed necessary and accepted by a majority vote in the Bi-annual General Meeting.
  - b. Non-executive members, consisting of three general representatives: events coordinator, publicity coordinator and sports coordinator.
7. The committee shall meet at least twice a semester and have the following powers:
  - a. control over the finances of the Group;
  - b. control over the activities of the Group.
8. A committee meeting may be called by any member of the committee, with a minimum of five days' notice.
9. The committee is at all times bound by the decisions of a Graduate House Student Group general meeting. Any committee decision may be overturned by a Graduate House Student Group general meeting.

## **BI-ANNUAL GENERAL MEETING**

10. There shall be two Bi-annual General Meetings every calendar year, which shall be held during the teaching period in both first and second semester, in order to accommodate the two semestral intake periods. Ten academic days' notice must be given on the Graduate House graduate students' noticeboard, in Graduate House e-mail correspondence and by any other means that the Group sees fit. At this meeting, the following will take place.
  - a. Reports shall be presented by the President and Treasurer, as shall any other reports that are deemed necessary.
  - b. Full financial reports shall be presented and adopted. The reports shall record the Group's finances from the previous Bi-annual General Meeting to the present Bi-annual General Meeting.
  - c. Nominations will be taken for each position, with the possibility of being nominated in absentia. The absent nominee must have given prior consent to be nominated.
  - d. Elections will be held for a new committee, with the new committee to take charge of the Group once the elections have concluded. The term of office for a committee will be from the Bi-annual General Meeting at the time of their election to the following Biannual General Meeting. This term will be no less than the duration of a university semester from the start of teaching to its completion. Exceptions can be made if positions are shared among two people, in which case the provision is made that when one of the position holders leaves the other will take on the position in full capacity.

Similarly, if a member of the committee has to take unplanned research or personal leave, a standing replacement can be elected to fill the position during that period.

- e. A motion to re-affiliate to GSA must be moved and voted upon.
- f. Other motions on notice may be discussed and voted upon.
- g. Motions that are not on notice may be discussed and voted on during the 'general business' part of the meeting.

#### **GENERAL MEETINGS**

- 11. The committee may call general meetings as it sees fit or if they are petitioned. The form and procedure of general meetings will be consistent with the Bi-annual General Meeting except that committee elections will not be held unless notice is given specifically calling for them.
- 12. If ten members, or one-third of the Group membership, whichever is the lesser, should petition the committee for a general meeting, such a meeting must take place within twenty academic days. Ten academic days' notice must be given on the Graduate House graduate students' noticeboard, in Graduate House e-mail correspondence and by any other means that the Group sees fit.

#### **QUORUM FOR MEETINGS**

- 13. The quorum for meetings shall be:
  - a. at a committee meeting, three committee members of which at least one must be an executive member;
  - b. at a Bi-annual General Meeting, ten members, including at least six University of Melbourne graduate students, of whom at least six must not be committee members, or one-third of the Group's members, whichever is the lesser;
  - c. at a general meeting, ten members or one-third of the Group, whichever is the lesser.
- 14. The committee shall be required to give ten academic days' notice of a general meeting or Bi-annual General Meeting.

#### **VOTING AT MEETINGS**

- 15. Voting for all meetings will be conducted democratically. A simple majority of members present will see any motion passed. All tied motions are lost.

#### **CHANGES TO THE CONSTITUTION**

- 16. a. Constitutional changes require a simple majority of members present voting at a general meeting or Bi-annual General Meeting, and take effect from the conclusion of the meeting.
- b. Constitutional motions must be presented in writing to the committee at least fifteen academic days before the meeting. Notice of these should be given to the Group membership ten academic days before the general meeting at which the change will be voted on, on the Graduate House graduate students' noticeboard, in Graduate House email correspondence and by any other means that the Group sees fit.

## **ABSENCE FROM MEETINGS**

17. Any committee member absent from three consecutive committee meetings without apology or due cause may, at the committee's discretion, be deemed to have resigned their position, and a general meeting must be called to elect a successor. This decision must be passed by a simple majority at a full committee meeting; that is, with all committee members either in attendance or having arranged to communicate their vote by proxy.

## **IMPEACHMENT**

18. By a motion of the committee, or a petition bearing the names of at least 75 percent of Group members, impeachment proceedings can take place against the nominated committee member. At the next general meeting or Bi-annual General Meeting, a motion shall be put to impeach the committee member, provided that at least ten academic days' notice has been given to the Group membership and to the member concerned in writing. If this is passed by a two-thirds majority, that committee position will become vacant and a new election held immediately. The committee member to be impeached will be given at least five minutes to speak before a vote is taken. No member may be expelled on the grounds of race, religion, sexual orientation, personal moral opinions or personal political affiliation.
19. By a motion of the committee, or a petition bearing the names of at least 75 percent of Group members, any member of the Group can be expelled. The procedure is the same as for impeachment except that the result is the voiding of the person's membership.

## **WINDING UP**

20. A motion to wind up the Graduate House Student Group must be written and notice of the motion is to be given in the agenda for the general meeting at which the winding up motion is to be decided. A winding up motion is carried by a simple majority.
21. If the Graduate House Student Group has not been able to organise a quorate meeting within a twelve-month period, GSA may wind up the Group by passing a motion under its own regulations. Any member of the Group who opposes the winding up may make a submission to the GSA Council. The decision of the GSA Council is final.
22. In the event of the Group being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit or gain of its individual members.

## **NON-PROFIT CLAUSE**

23. The assets and income of the Group shall be applied solely in furtherance of its above-mentioned aims, and no portion shall be distributed directly or indirectly to the members of the Group except as bona fide compensation for services rendered or expenses incurred on behalf of the Group.

## **DISPUTES**

24. Any disputes that arise that cannot be resolved internally by the Group will be presented to the GSA Council to be resolved. Any decision of the GSA Council is final.

## **DEFINITIONS**

- 25. Group refers to the Graduate House Student Group.**
- 26. GSA means the Graduate Student Association.**
- 27. An academic day is a working day on which teaching occurs during first or second semester of the University's academic year that is not a Saturday, Sunday or University holiday.**
- 28. Academic year means the period commencing on and including the Monday falling on or closest to the first day of March of each calendar year and concluding at the end of the annual examination period.**