

# **MONASH UNIVERSITY VOLUNTEER PROGRAM (MUVP) CONSTITUTION**

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## **PART 2: THE PROGRAM**

### **2. Name and Address**

- i. The name of the Program is the “Monash University Sunway Campus Volunteer Program” (MUVP).
- ii. The address of the organization shall be:

Jalan Lagoon Selatan  
Bandar Sunway  
46150 Petaling Jaya  
Selangor Darul Ehsan

### **3. Vision**

Our vision is to seek to improve the human condition by encouraging innovative learning in Monash University Sunway Campus through continual and committed interaction with disadvantaged members of society. We hope to see a community within Monash University Sunway Campus that aspires to the spirit of volunteerism through an exchange of skills, knowledge and experience between students and the community.

### **4. Mission**

The mission of Monash University Volunteer Program (MUVP) is to provide opportunity for students to volunteer, promote volunteerism among students and inspire students to make a difference in the society through a Community Development program and Non Governmental Organization Collaboration (NGOC). In pursuit of the vision set forth by MUVP, the mission is to work together with various Non- Governmental Organizations so as to enable students and communities to share their skills in aiding, interacting and creating an understanding with disadvantaged members of society.

## **5.Purposes**

The purposes of MUVP are:

- i.to be recognized as a portfolio under the MUSA presidency that is autonomous of interference from the MUSA that may hinder the function of the MUVP;
- ii.to be recognized as an avenue through which students can volunteer;
- iii.to make representations on behalf of members of MUVP to the community;
- iv.to make representations on behalf of the community to members of MUVP and the student body at large;
- v.to establish any committees that the MUVP sees fit to further the purposes of the MUVP
- vi.to publish such volunteer newsletters, magazines and other publications as the MUVP from time to time may determine;
- vii.to administer the funds of the MUVP in accordance with this constitution, whether received from the MUSA or otherwise;
- viii.to use the funds allocated from the MUSA or otherwise for payment of any expenses incurred in furthering the purposes of the MUVP;
- ix.to co-operate with, and affiliate to other persons and bodies in pursuit of its purposes;

## **6. Definition**

i.In this constitution, unless the contrary intention appears:

- a.“absolute majority” means at least 75% of the votes by committee members of the body at the time, whether present at the meeting and voting or not;
- b.“Department” means a department of the MUVP established under Part 7;
- c.“voting member” means those in the executive committee;
- d.“committee elections” means elections that are held for the posts of the executive committee;
- e.“executive committee” constitutes the MUVP Coordinator and all heads of Departments and committees;
- f.“MUVP body” means a body established by the MUVP or under this constitution, and includes the Departments and Committees;
- g.“MUSC” is the abbreviation for Monash University Sunway Campus;
- h.“MUVPC” is the abbreviation for Monash University Volunteer Program Coordinator;
- i.“HOD” is the abbreviation for head-of-Department
- j.“Head-of-Department” means a Head-of-Department of the MUVP under clause 36;

k. "proxy" means:

1. an unelected MUVP member who has been nominated by a MUVP HOD (hereinafter referred to as the "nominator") to vote on the nominator's behalf according to the nominator's wish.
2. a proxy form has to be signed by the nominator and given to the MUVP Coordinator before the meeting.

l. "the regulations" means the regulations of the MUVP, made under clause 59;

m. "special resolution" means a resolution at an extraordinary general meeting or a referenda of the committee members of the MUVP under clause 61, where:

1. at least 3 days' notice of the proposed resolution has been given to each committee member;
2. the notice specifies that it intended that the resolution be proposed as a special resolution; and
3. three-quarters of the committee members who are present and who vote, vote in favour;

n. "extraordinary general meeting" is a meeting that is proposed to be held outside of the general meeting period;

o. "staff" means a teaching member of the Monash University Sunway Campus Faculty;

p. "student" means:

1. a currently enrolled student of the Monash University Sunway Campus;
2. a person who:
  - (a) is enrolled as a student of Monash University; or
  - (b) is a graduate student of Monash University; or
  - (c) is eligible to make that application under the statutes and regulations of Monash University; and
  - (d) is deemed a student of a student organization which is recognized by Monash University Federation of Student Organizations (MUFSO) who is on exchange to Monash University Sunway Campus for purposes of study.
3. subject to clause 6 (p)[1][2]{d}, the exchange can hold any position in the MUVP and is therefore liable to be a voting member if in the committee; however
4. subject to clause 6(3) the exchange cannot hold the position of MUVP Coordinator unless the exchange is enrolled for a mini MUSC of one-year study in MUSC as a student.

## **7.Powers**

i. The MUVP has the same powers as an individual, but only subject to this constitution.

ii. The MUVP may only:

- a. exercise its powers; and

b. use its income and assets;  
for its purposes as stated in clauses 3, 4, 5 and 6.

iii. The MUVP must not distribute any of its income or assets to members or students by way of profit.

## **8. Membership**

i. The members of the MUVP are the voting and non-voting members of:

a. the Monash University Sunway Campus Volunteer Program

ii. The General Secretary must ensure that a register is kept in which will be entered:

a. the name of each member,

b. the address for notices last notified by the member,

c. the date of becoming a member, and

d. in the case of former voting-members, the date of ceasing to be a voting-member

iii. Members must at all times comply with this constitution and the regulations.

iv. Members are not liable to contribute to the debts or liabilities of the MUVP by reason only of their membership.

v. There are no entrance fees, subscriptions or other amounts to be paid by members of the MUVP in their capacity as members.

vi. The MUVP may discipline members of the MUVP in their capacity as members if there is any transgression against the MUVP or any of its elected members.

## **PART 3: THE DEPARTMENTS**

### **9. Names**

The MUVP includes as Departments within the Association:

i. Community Development (CD)

ii. Non Governmental Organization Collaboration (NGOC)

### **10. Status**

The MUVP recognizes:

i. CD as the body within the MUVP that coordinates the Saturday Program and all other programs that involve direct work with communities on a fixed weekly basis

ii. NGOC as the body within the MUVPC that coordinates the student volunteer program in NGOs on a flexible schedule basis.

### **11. Constitutions**

i. The constitutions of the Departments are the same as the constitution of the MUVPC

## **PART 4: EXTRAORDINARY GENERAL MEETINGS AND REFERENCED**

### **12. Convening**

- i. The MUVPC may by resolution convene an extraordinary general meeting.
- ii. The MUVPC must convene an extraordinary general meeting if petitioned by at least 75% of the executive committee.
- iii. The MUVPC must by resolution set the date, place and agenda of each extraordinary general meeting.

### **13. Time and Place**

- i. Extraordinary general meetings may be held on any date of the calendar year except during the end of semester break.
- ii. An extraordinary general meeting can go on as long as those present see fit but preferably not more than four hours excluding breaks.

### **14. Agenda**

- i. The preliminary agenda for an extraordinary general meeting must be emailed to all on the executive committee at least two days before the meeting.
- ii. The final agenda must be:
  - a. distributed to students before the meeting.
- iii. Any substantive motions/points may be added to the agenda until the final agenda is distributed to students before the meeting.

### **15. Notice**

- i. At least 2 days' notice of the date, time and place of extraordinary general meeting must be given to members of the executive committee by:
  - a. email through the MUVPC/MUVPC account and other means deemed necessary by the VC.
- ii. An urgent extraordinary general meeting may be held without the notice required by subclause (i)[a] or a preliminary agenda in accordance with subclause 16(i), but may only make a binding decision if petitioned by at least 90% executive committee vote.



iii. In accordance with clause 15(ii), a notice of 2 days must be given of the date, time and place of the extraordinary general meeting.

## **16. Quorum**

- i. There is no minimum quorum for extraordinary general meetings.
- ii. However, decisions of extraordinary are only binding for the purposes of clause 20:
  - a. in the case of:
    - 1. the urgent extraordinary general meetings under subclause 15(ii),
    - 2. removal from office under subparagraph 46(i)[f]{1}
    - 3. the passing of a special resolution under subclause 62(ii),
  - b. if at least 90% of the executive committee votes in favour

## **17. Chairing**

- i. The MUVPC is entitled to chair extraordinary general meetings.
- ii. If the MUVPC is not present, or does not wish to chair the meeting (or part of the meeting), the General Secretary is entitled to chair.
- iii. If neither the MUVPC or the General Secretary is present, or if neither wishes to chair the meeting, the executive committee must appoint a chair.
- iv. The chair has a casting vote.

## **18. Voting**

- i. Each member of the executive committee at the extraordinary general meeting is entitled to one vote.
- ii. Voting is by show of hands or by any other means deemed suitable by those present at the meeting.
- iii. The declaration by the chair of the result of the vote as recorded in the minutes is conclusive evidence of that result.
- iv. If an equal number of votes are cast for and against a motion or amendment, the chair must declare the motion or amendment passed.

## **19. Binding Decisions**

- i. All MUVPC Departments and all executive committee members of the MUVPC must give effect so far as they are able to binding decisions of extraordinary general meetings.
- ii. Binding decisions of extraordinary general meetings remain binding until changed by a further binding decision of an extraordinary general meeting.

## **PART 5: THE MONASH UNIVERSITY VOLUNTEER PROGRAM EXECUTIVE COMMITTEE**

### **20. Responsibility and Powers**

- i. The Executive Committee (EC) is responsible for the management of the MUVP.
- ii. The EC may exercise all powers of the MUVP on its behalf.
- iii. The EC must not exercise its powers so as to interfere with the proper exercise of powers of a Department.
- iv. Without limiting subclauses (i) and (ii), and with the approval of the University, the EC is responsible for:
  - a. the acquisition and disposal of property for the purposes of the MUVP,
  - b. contacts with or on behalf of the MUSA,
  - c. contracts on behalf of the MUVP,
  - d. the employment of staff by or on behalf of the MUVP,
  - e. the expenditure and investment of the funds of the MUVP, and
  - f. borrowings by or on behalf of the MUVP.
- v. Nothing in clause 39 affects this clause.

### **21. Membership**

The members of the MUVP are:

- i. The Executive Committee consisting of the Volunteer Coordinator, the Treasurer, the General Secretary, HOD of Sponsorship, HOD of Community Development, HOD of Non Governmental Organization Collaboration, HOD of Logistics and HOD Publicity;
- ii. The Staff Advisors
- iii. The subcommittees formed under or by any members of the Executive Committee or the Departments
- iv. Students on the MUVP database.

### **22. Meetings**

- i. The MUVP must meet at least once a week each semester between week one and week
- ii. Meetings of the MUVP may be convened by the MUVP Coordinator or the General Secretary.
- iii. Meetings of the Executive Committee are to be chaired on the same basis as extraordinary general meetings, subject to subclauses (iv) and (v).
- iv. Each member of the Executive Committee present in person at the meeting has one vote, including the chair.
- v. Minutes must be kept by the General Secretary and copies to be given/emailed to all MUVP members upon request.

- vi. The minimum quorum for a MUVPC meeting is the MUVPC, the General Secretary, Treasurer or a nominee/proxy and one HOD of each Committee/Department or their nominees/proxies.
- vii. In reference to clause 22 (vi), each representative may send in her/his place a proxy who must be a member from the respective subcommittee.
- vii. In reference to clause 22 (vi), the MUVPC and General Secretary may send in her/his place an HOD from any of the Committees or Departments.
- ix. The President, General Secretary, Treasurer and one of the HOD's from each of the Departments and committees are to present a progress report at each MUVPC meeting.
- x. Notification of the MUVPC meetings is to be carried out as in clause 15(i).

## **PART 6: COMMITTEES**

### **23. Responsibilities**

The Executive Committee is responsible on behalf of the MUVPC for:

- i. the employment of staff by or on behalf of the MUVPC,
- ii. monitoring the finances of the MUVPC, and
- iii. authorizing expenditure on administrative items within limits set by resolution of the Executive Committee.

### **24. Membership**

- i. The members of the Executive Committee are as stated in clause 21(i).
- ii. Members of the Executive Committee may only be removed by a referendum under which a 90% vote needs to be cast in favour of removal.

### **25. Meetings**

- i. Meetings of the Executive Committee may be convened by the MUVPC Coordinator or the General Secretary.
- ii. The chairing of, and voting at meetings of the Executive Committee is to be on the same basis as for meetings of the clause 22.

## **PART 7: DEPARTMENTS AND SUBCOMMITTEE MEETINGS**

### **26. Treasury Committee**

- i. The Treasury Committee is responsible for recommending a budget to the MUVP in accordance with clause 51.
- ii. The members of the Treasury Committee are the Treasurer (Chair), the MUVP Coordinator and the Head's of the Departments and Committees.

### **27. Community Development**

- i. The Community Development Department is responsible for:
  - a. liaising with NGO's and maintaining good communication with NGO's regarding the community that the MUVP will be working with;
  - b. maintaining a positive image of the MUVP with NGO's and the respective community;
  - c. establishing and maintaining communication with the respective community;
  - d. stating periods of engagement to NGO's, community and students of MUSC;
  - e. identifying the most urgent requirements as well as those that are most vulnerable within the community;
  - f. working with the respective NGO to identify possible input areas that the MUVP can work with/develop;
  - g. study existing NGO programs in order to evaluate how those programs can be adapted by or implemented through the MUVP;
  - h. identifying how the MUVP can be of use to the community and address the most urgent requirements in the capacity that the MUVP and students of MUSC can contribute;
  - i. volunteering with NGO's in existing program/ programs that the MUVP sees as having potential to develop, adapt or implement in MUSC;
  - j. preparing a guideline/recommendation as to what programs the MUVP should implement, develop or adapt and presenting that to the executive committee so that a decision is made as to whether it is feasible to proceed or not;
  - k. collaborating with NGO's with regards to how programs in subclause 27(g) can be implemented such that students or non-executive committee members have access to the program;
  - l. presenting a proposal as to how the program(s) in subclause 27(g) can be implemented on the MUSC campus;
  - m. implementation of the community development volunteer program on the MUSC campus and liaising with other MUVP committees or MUSC clubs in order to ensure the success of the program;
  - n. ensuring that interested students fill up the online database system;

- o. screening and selection of students that will participate in the ongoing community development project;
- p. working with the general secretary to ensure that all students volunteering on outdoor activities have insurance coverage during the travel by MUSC;
- q. reviewing all projects run by the community development project, presenting the review to members of the executive committee and altering the program so as to enhance and improve existing project(s);
- r. collaborating with other MUVP committees or MUSC clubs in order to effectively run the program;
- s. collaborating with the MUSC administration when required;
- t. ensuring the sustainability and smooth running of the MUVP community development projects;
- u. identifying, studying, reviewing and developing new projects based on the needs and ability of the MUVP to contribute so as to ensure the growth of the MUVP community development Department;
- v. using funds allocated to Community Development to ensure the most effective implementation and functioning of all programs run by the Department;
- w. setting up subcommittees as the HOD's see fit in order to ensure more effective implementation of the projects;
- x. working with subcommittees to ensure subcommittees are performing allocated tasks;
- y. preparing and submitting a by-semester written report regarding the projects before the commencement of the proceeding semester (e.g. semester one's report to be released prior to the start of semester two).

ii. The members of the Community Development Department are:

- a. The Head's of Department
- b. Subcommittees appointed/set up by HOD's.

## **28. Non Governmental Organization Collaboration (NGOC)**

i. The Non Governmental Organization Collaboration Department is responsible for:

- a. scouting for NGO's that the MUVP will be working with;
- b. liaising with and maintaining good communication with NGO's that the MUVP will be working with;
- c. maintaining a positive image of the MUVP with NGO's;
- d. stating periods of engagement to NGO's and students of MUSC;
- e. working with respective NGO's to build an ongoing volunteer program where students of MUSC will be able to work in;
- f. preparing a risk assessment;
- g. working with NGO's to identify areas of engagement that the MUVP can work with;

- h. working with NGO's to set up a volunteer program where students will be able to volunteer with NGO's during the periods of engagement;
  - i. volunteering with NGO's in existing programs so as to develop a volunteer program around those programs/ NGO needs;
  - j. preparing a recommendation as to which NGO's the MUVP will collaborate with;
  - k. developing guidelines as to the conditions of the agreement with respective NGO's;
  - l. implementation of the NGO volunteer program with students of the MUSC campus and liaising with other MUVP committees or MUSC clubs if required to ensure success;
  - m. collaborating with the MUSC administration when required;
  - n. ensuring that interested students fill up the online database system;
  - o. screening and selection of students that will participate in NGOC;
  - p. working with the general secretary to ensure that all students volunteering on outdoor activities have insurance coverage during the travel by MUSC;
  - q. reviewing all projects run by the NGOC, presenting the review to members of the executive committee and altering the program so as to enhance and improve existing partnerships;
  - r. prepare assessment methods for NGO's and students so that programs can be frequently assessed;
  - s. working with the treasurer to ensure that volunteers get a petrol subsidy;
  - t. ensuring the sustainability and smooth running of the MUVP Non Governmental Organization Collaboration Department;
  - u. identifying, studying, reviewing and developing new projects based on the needs and ability of the MUVP so as to ensure the growth of the MUVP Non Governmental Organization Collaboration Department;
  - v. using funds allocated to NGOC to ensure the most effective implementation and functioning of all NGO-volunteer programs run by the Department;
  - w. setting up subcommittees as the HOD's see fit in order to ensure more effective implementation of the programs;
  - x. working with subcommittees to ensure subcommittees are performing allocated tasks;
  - y. preparing and submitting a by-semester written report regarding the projects before the commencement of the proceeding semester (e.g. semester one's report to be released prior to the start of semester two).
- ii. The members of the Non Government Organization Collaboration Development Department are:
- a. The Head of Department
  - b. The Assistant Head of Department
  - c. Subcommittees appointed/set up by HOD's.

## **29. The IT Committee**

- i. The IT Committee is responsible for:
  - a. creating, updating, editing, maintaining and reviewing the online application form;
  - b. Monitoring and maintain the application database;
  - c. Be present at the volunteer screening process to select student volunteers;
  - d. Update the MUVP webpage/site and all social networking sites used by MUVP such as twitter and facebook promptly and accurately;
  - e. Collect articles and updates from committee members of events and update onto the website;
  - f. Attend all meetings to represent the IT committee;
  - g. Liaising with the MUVPC for any issues pertaining to IT;
  - h. Collect pictures of MUVP events and volunteering initiatives from members of the committee and upload them onto the website;
  - i. Direct, oversee and monitor the position of Assistant Head of IT;
  - j. Interviewing and selecting the New Head and Assistant Head of IT;
  - k. Liaising with ITS for all IT related issues that fall under the directive of ITS;
- ii. Members of the IT Committee are:
  - a. The Head of IT
  - b. The Assistant Head of IT
  - c. Subcommittees appointed/set up by the Head of IT.

## **30. Publicity Committee**

- i. The Publicity Committee is responsible for:
  - a. monitoring income and expenditure relating to each MSPV publication and reporting to the executive committee of the MUVP as requested;
  - b. administering audio-visual services and any commercial activities relating to the MUVP publicity;
  - c. determining the number and type of MVSP publications;
  - d. in co-operating with other committees and Departments, promoting activities and events sponsored, provided or endorsed by or through the MUVP;
  - e. collaborating with the MUSC administration when required;
  - f. using funds allocated to the Publicity Committee to ensure the most effective utilization of funds;
  - g. setting up sub-committee(s) if required;
  - h. working with subcommittees to ensure subcommittees are performing allocated tasks;
  - i. after consulting with, and as directed by the Volunteer Coordinator, providing accurate and useful information about the MUVP and its

services and policies to students, governments, government agencies and the media; and

- j. maintaining each of the following throughout the academic year:
  - 1. policy decisions regarding programming for any MUVP television or broadcasting services,
  - 2. production of a fortnightly publication during the semester promoting MUVP and up-coming events,
  - 3. production of campaign/event material for MUVP campaigns/events, and

ii. The members of the Publicity Committee are :

- a. the Heads of Department;
- b. Subcommittees appointed/set up by HOD's.

### **31. External Relations Committee**

i. The External Relations Committee is responsible for:

- a. preparing a proposal regarding the MUVP to present to NGO's and sponsors;
- b. working with other MUVP Departments and Committees for upcoming events to raise funds in money/kind;
- c. identifying and liaising with potential sponsors to raise funds for the MUVP;
- d. maintaining a good rapport with sponsors and upholding a positive image of the MUVP;
- e. collaborating with the MUSC administration on sponsorship activities when required;
- f. collaborating and liaising with the MUVP treasurer to ensure that all funds are accounted for;
- g. setting up subcommittees as the HOD's see fit in order to ensure effective functioning of the committee;
- h. working with subcommittees to ensure subcommittees are performing allocated tasks;
- i. working with the NGO Coordinator to manage all events based projects;
- j. coordinating recruitment of students for events based projects;
- k. coordinating with NGO's to provide students for NGO events based projects;

ii. The members of the External Relations Committee are:

- a. the Head of Department;
- b. Subcommittees appointed/set up by the HOD.



## **32. Logistics Committee**

- i. The Logistics Committee is responsible for:
  - a. effectively coordinating and managing the transport of all members of the MUVP to and from NGO's and volunteer organization as well during events;
  - b. effectively coordinating and managing all food and beverages for events and activities;
  - c. securing access to the university with regards to the entrance of external non-student/community bodies from administration when required and the security department of MUSC;
  - d. finding quotations with regards to material goods and costs of for e.g. venue, lighting, catering etc for events of the MUVP;
  - e. maintaining a good reputation and rapport with suppliers for events;
  - f. handling and managing the supply of material goods as mentioned in subclause 31(i)[d] for events; and
  - g. managing logistical (transport, food, venue etc) aspects of the MUVP.
- ii. The members of the Logistics Committee are:
  - a. the Head of Department;
  - b. subcommittees appointed/set up by the HOD.

## **PART 8: BODIES GENERALLY**

### **33. Powers**

- i. Each MUVP body may:
  - a. establish committees or subcommittees with such membership and terms of reference as it thinks appropriate; and
  - b. delegate its responsibilities and powers as it thinks appropriate but is subject to subclause (iii);
- ii. A body to which or person to whom a responsibility or power is delegated may not delegate that responsibility or power further, unless the resolution under which the responsibility or power is delegated (or a subsequent resolution) specifically empowers that body or person to do so.
- iii. Despite paragraph (i)[b], the MUVP executive committee may not delegate its powers:
  - a. to make regulations under subclause 59(i).

### **34. Quorum**

The quorum for meetings of each MUVB body is the presence in person of half or more of the voting members at the time, unless some other quorum is specified by this constitution or the regulations.

### **35.Meetings**

- i.The MUVB executive committee must make regulations for the convening and conduct of their meetings.
- ii.The Departments and Committees must make regulations for the convening and conduct of their meetings.
- iii.Members of the MUVB executive committee may only exercise their vote in person, unless this constitution or regulations specify that voting by proxy is allowed.
- iv.Meetings of the MUVB bodies may only proceed in camera if:
  - a. the business to be considered relates to a confidential personal, staffing or legal matter;
  - b. the body passes a resolution to do so by an absolute majority; and
  - c. the meeting is reported to non-executive committee members as soon as the in camera business has been considered.
- v.Subject to this constitution and the regulations, MUVB bodies may:
  - a. meet, adjourn and conduct their meetings as they think appropriate; and
  - b. decide any question by a simple 75% (majority) votes cast.
- vi.Vacancies in the membership of MUVB bodies do not prevent them from meeting, so long as a quorum is present.

### **36.Affiliated Bodies**

- i.The Executive Committee of the MUVB may by resolution accept the affiliation of any body that represents a group of students of the University.
- ii.The Executive committee of the MUVB accepts the affiliation of:
  - a. partner NGO's,
  - b. partner INGO's, and
  - c. Monash University Volunteer network
- iii.The Executive Committee of the MUVB may by resolution passed by an absolute majority disaffiliate any affiliated body, subject to subclause (iv).
- iv.The Executive Committee of the MUVB may make regulations for the purposes of this clause.
- v.Affiliated bodies are not MUVB bodies for the purposes of this constitution.

## **PART 9: OFFICE BEARERS AND MEMBERS OF MUVB BODIES**

### **37. Office-Bearers**

- i. The following office-bearers must be directly elected by the executive committee and subcommittees provided that:
  - a. Members of the subcommittee have been or continue to be actively involved in the MUVP for at least one semester.
- ii. The office-bearers directly elected by subclause (i) are:
  - a. the Volunteer Coordinator
  - b. the General Secretary
  - c. the Treasurer
  - d. the Head of Community Development
  - e. the Head of Non Governmental Organization Collaboration
  - f. the Head of Sponsorship
  - g. the Head of Logistics
  - h. the Head of Publicity
- iii. The MUVP Coordinator must be directly elected only by the Executive Committee.
- iv. The Executive Committee may by regulation establish other office-bearer positions to be directly or otherwise elected by the executive and subcommittees of the MUVP.
- v. The Executive Committee may by resolution:
  - a. grant leave of absence to any office-bearer for a period of not more than 1 month;
  - b. elect a member of the MUVP to hold the position for that period.
- vi. Only members of the Executive Committee and subcommittees are eligible to be elected to hold the position of Volunteer Coordinator.

### **38. Sharing of Positions**

- i. A maximum of eight members may stand for and hold the positions of *Head of Community Development*.
- ii. Two members may stand for and hold any other office-bearer position, except MUVP Coordinator and General Secretary.
- iii. The Executive Committee of MUVP may make regulations specifying the conditions under which positions may be shared.

### **39. Direction and Responsibilities**

- i. The MUVP Coordinator :
  - a. is subject to the direction of the MUVP in consultation with the Departments and Committees;

- b. is the official spokesperson for the MUVP;
- c. is responsible to the Executive Committee for the day-to-day management of the MUVP, including:
  1. members of the MUVP Executive Committee and Subcommittee,
  2. publication of all public documents, except *for that generated by the publicity Department for the purposes of spreading awareness with regards to the MUVP regardless of the media used to do so (newsletters, magazines, blogging etc)*, and
  3. for overseeing, coordinating, managing and directing all MUVP HOD's.
- d. is responsible for maintaining that all MUVP programs are implemented by HOD's successfully;
- e. has the responsibilities specified under this constitution; and
- f. has other responsibilities as determined by the Executive Committee.

ii. The NGO Coordinator:

- a. is subject to the direction of NGOC and Community Development in consultation with the MUVP Coordinator ;
- b. is responsible to oversee the planning and phasing of all NGO's MUVP will be working with
- c. is responsible for coordinating the NGOC and Community Development Programs
- d. has the responsibilities specified under this constitution; and
- e. has other responsibilities as determined by the Executive Committee.

iii. The Assistant NGO Coordinator:

- a. is subject to the direction of NGOC and Community Development in consultation with the MUVP Coordinator;
- b. is responsible to help the NGO Coordinator oversee the planning and phasing of all NGO's MUVP will be working with
- c. is responsible for assisting the NGO Coordinator coordinate the NGOC and Community Development Programs
- d. has the responsibilities specified under this constitution; and
- e. has other responsibilities as determined by the Executive Committee.

iv. The General Secretary

- a. is subject to the direction of the Executive Committee;
- b. is responsible to the Executive Committee for ensuring that the MUVP keeps proper records, including minutes of all meetings
- c. has the responsibilities specified under this constitution; and
- d. has other responsibilities as determined by the Executive Committee.

v. The Under-Secretary

- a. is subject to the direction of the Executive Committee
- b. is responsible to the General Secretary and the Executive Committee for ensuring that the MUVP keeps proper records, including minutes of all meetings
- c. has the responsibilities specified under this constitution; and
- d. has other responsibilities as determined by the Executive Committee.

vi. The Treasurer

- a. is subject to the direction of the Executive Committee;
- b. is responsible to the Executive Committee for ensuring that the MUVP keeps proper records, including:
  - 1. the day-to-day management of the funds of the MUVP; and
  - 2. true and fair accounts
- c. has the responsibilities specified under this constitution; and
- d. has other responsibilities as determined by the Executive Committee

vii. Head's of Department and Committees

- a. is subject to the direction of the Executive Committee;
- b. The Heads of Department and Committees is responsible for:
  - 1. liaising with the MUVP Coordinator regarding the direction and management of all programs and activities run by the Department or Committee as per the constitution;
  - 2. directing and managing of all programs and activities run by the Department and Committees of which he-she heads;
  - 3. setting up sub-committees as the HOD sees fit;
  - 4. effectively managing the sub-committees; and
  - 5. ensuring that the sub-committees perform all directed tasks.

#### **40. Duties**

Office-bearers and members of the MUVP bodies owe the MUVP duties:

- i. to act honestly and in good faith;
- ii. not to make improper use of their position or of information obtained in their position; and
- iii. to exercise reasonable care and diligence;

as office-bearers and members of MUVP bodies.

#### **41. Indemnity**

The MUVP indemnifies office-bearers and members of the MUVP bodies against any liability incurred by them in that capacity, unless the liability arises out of conduct involving a breach of their duties to the MUVP.

## **PART 10: ELECTIONS**

### **42.Application**

- i. In this constitution, “MUVP election” means an election for a MUVP body, subject to subclause (ii).
- ii. This Part, other than subclause 42(ii) and clause 47, does not apply to the Departments.
- iii. Subject to this part, only subcommittee members and HOD’s may run for elections for the executive committee.

### **43.Conduct**

- i. The Executive Committee must make regulations for the conduct of MUVP elections.
- ii. All MUVP elections must be conducted by secret ballot using the optional preferential proportional representation method of election.
- iii. Elections may be held for any length in period as deemed necessary by the Executive Committee but may not exceed two weeks.

### **44.Returning Officer**

- i. The Annual General Election will be coordinated by the Returning Officer and the Assistant Returning Officer.
- ii. The Returning Officer will be the Executive Committee’s Returning Officer where as the Assistant Returning Officer will be a student nominated and elected by the Executive Committee who is not a candidate.
- iii. During the period of elections, the Returning Officer’s decisions will be final pertaining to any issues relating to candidates and running of elections.
- iv. At the 1<sup>st</sup> meeting of the Executive Committee, the Returning Officer has to submit a report to the Executive Committee for approval as to results and discrepancies which have occurred during elections.

v. The Returning Officer with agreement of the Assistant Returning Officer is responsible for setting up interview sessions between a panel of 3-5 Executive Committee members and nominees.

#### **45. Eligibility to Stand and Vote**

i. All members of sub-committees and Head's of Department may stand in MUVP elections, except for:

- a. students who are full-time staff of the university; and
  - b. office-bearers who have ceased to be enrolled students of the University, and to whom the definition of "student" in clause 6(o) does not apply.
- ii. Only Head's of Department are eligible to run for the position of MUVP Coordinator and should a member of the sub-committee wish to run, there needs to be a unanimous vote in favour of the member.
- iii. All members in the executive committee and the subcommittee are eligible to vote in MUVP elections.
- iv. Subclauses (i) and (ii) do not prevent this constitution or the regulations from limiting the eligibility to stand and vote in particular elections to a specified group or groups of members.
- v. All persons who hold positions in the Executive Committee are eligible to hold a voting position.

#### **46. Term of Office**

i. Office-bearers and members of MUVP bodies elected at the annual elections hold those positions from the following 1 January to 30 November, subject to subclause 47(i).

#### **47. Vacancies**

i. The position of an office-bearer or member of an MUVP body becomes vacant if the person holding the position:

- a. delivers a signed resignation to the General Secretary (or, in the case of the General Secretary, to the Volunteer Coordinator);
- b. except in the case of office-bearers other than the MUVP Coordinator and General Secretary, ceases to be a student;
- c. becomes a full-time member of the staff of the University;
- d. in the case of members of the executive committee, is removed by a resolution passed by an absolute majority of the members of that body on the ground that:
  1. the member has without prior leave of the body failed on 3 consecutive occasions to attend within 1 hour of the time specified for the commencement of a meeting of the body; or
  2. the member has failed to perform at least 70% the duties and tasks allocated without strong personal or psychological reason; or

3. the member has acted in a manner that harms or discredits MUVP;  
or
4. the member has been certified by a registered medical practitioner to be incapable of carrying out the responsibilities of the positions because of injury or illness;

e. dies.

ii. The position of a person nominated or appointed to a MUVP body becomes vacant if the person or body making the nomination or appointment withdraws it.

iii. Vacancies must be filled within one month in case of all executive committee positions being vacant.

iv. If a vacancy occurs within 3 months before the annual elections, the Executive Committee may appoint a person to fill the vacancy.

v. Persons filling vacancies hold those positions for the remainder of the term of office, subject to this clause.

#### **48. Validation**

Even if it is later found that a person who has acted as an office-bearer or member of an MUVP body was not properly elected, the validity of:

- i. the acts of that person as an office-bearer or member of an MUVP body; and
- ii. decisions of meetings of MUVP bodies in which that person has participated, is not affected.

### **PART 11: FINANCIAL AND LEGAL**

#### **49. Sources of Funds**

The funds of the MUVP may be derived from:

- i. funds located to the MUVP by Monash University or MUSA; and
- ii. any other sources approved by the Executive Committee.

#### **50. Financial Year**

The financial year of the MUVP is to be in accordance to the University's financial year.

#### **51. Budget**

i. The MUVP may only spend money in accordance with a budget allocated to an MUVP body;

ii. The budget allocated to an MUVP body can be subject to change provided that there is a unanimous vote in favour of the change;



- iii. Each MUVB body may by resolution expend money from any budget allocated to that body by the Executive Committee
- iv. The Executive Committee may only adopt a budget if:
  - a. it has considered a draft budget prepared by the Treasury Committee ;
  - b. it is satisfied that the Treasury Committee has considered the draft budgets for each Committee and Department submitted by those bodies; and
  - c. the budgets of the Departments and Committees:
    - 1. are not less than the amount provided in the last financial year for occupancy, light and power, telephone, affiliation fees and election expenses unless otherwise agreed by that Department or Committee; and
    - 2. for all other costs, are neither 10% less or 20% more than the last financial year, unless approved by resolution of the Executive Committee passed by an absolute majority.
- v. Once the budget for a Department or Committee has been adopted by the Executive Committee;
  - a. it may not be changed by the Executive Committee without the approval of that Department or Committee;
  - b. the funds allocated are to be treated as funds standing to the account of that Department; and
  - c. the Department may expend the funds allocated within the approved budget as it thinks appropriate.
- vi. Departments and committees may carry forward any unexpected funds standing to their account or which they were entitled to receive from one financial year to the next.

## **52. Management of Funds**

- i. The Executive Committee is responsible for the management of the funds of the MUVB.
- ii. The Executive Committee must ensure that true and fair accounts of the MUVB are kept.
  - a. money received must be lodged with the Treasury Committee which becomes responsible for auditing the funds.
  - b. The MUVB may open a bank account only with the prior written approval of the University, and in accord with clause 52.

## **53. Cheques**

- i. All cheques must be signed by 2 signatories nominated by the Executive Committee by regulation or resolution, subject to subclause (iii).
- ii. The Executive Committee may nominate a list of individuals or positions to be signatories for the purpose of subclause (i), subject to subclause (iii).
- iii. For the purposes of subclauses (i) and (ii), at least 2 of the signatories must be:
  - a. in the case of cheques drawn on the account of a Department – members of the governing body of that Department; and

- b. in all other cases- office-bearers.
- c. Signatories must not sign cheques until the payee and amount have been written in

#### **54.Audit**

- i.The Executive Committee must appoint a suitable qualified accountant as auditor of the MUVP if and when required.
- ii.The auditor must audit the accounts of the MUVP (including the Departments and Committees:
  - a. whenever requested by the President or the General Secretary or by the Executive Committee by resolution.
- iii.All members of the MUVP and the Departments and Committees must promptly provide any records, information or explanation requested by the auditor.

#### **55.Records**

- i.The Executive Committee must provide for the safe keeping of the records of the MUVP.
- ii.The Executive Committee must by regulation determine:
  - a. whether members are entitled to inspect some or all of the records of the MUVP; and
  - b. if, on what conditions.
- iii.Despite subclause (ii), the MUVP must ensure that up-to-date copies of this constitution and the regulations are available for inspection by the University during the commencement of the semester.

#### **56.Public Officer**

- i.The MUVP Coordinator is the Public Officer of the MUVP for the purposes of the Societies Act.
- ii.If a vacancy occurs in the position of the Volunteer Coordinator, the Executive Committee must appoint a member of the Executive Committee to be the public officer until the vacancy is filled.

#### **57.Common Seal**

- i.The common seal of the MUVP may only be used if authorized by resolution of the Executive Committee.
- ii.The use of the common seal must be witnessed by the signatories of 2 members of the Executive Committee nominated by the Executive Committee by regulation or resolution.

- iii. The Executive Committee may nominate a list of individuals or positions to be signatories for the purposes of subclause (ii).
- iv. The Executive Committee must provide for the safe keeping of the common seal.

### **58. Minutes**

The Executive Committee must ensure that minutes are to be kept of all extraordinary general meetings and meetings of MUVP bodies.

### **59. Publisher**

The Executive Committee is the publisher of all material published by the MUVP.

### **60. Regulations**

- i. The Executive Committee may by resolution passed by an absolute majority make regulations to give effect to this constitution.
- ii. New regulations must be promptly published and distributed on the MUVP mailing list at least a week after the regulation is passed, but accidental failure to comply with this provision does not affect the validity of the regulations.

### **61. Annual General Meeting**

- i. In addition to meetings during the semester, an annual general meeting of the members of the Executive Committee must be held each year in March or April.
- ii. The ordinary business of the annual general meeting is to consider the yearly events/activities/projects plan and the yearly budget as well as the financial statements submitted to the Treasury, containing details of:
  - a. the income and expenditure of the MUVP during the last financial year,
  - b. the assets and liabilities of the MUVP if any during the last financial year, and
  - c. the mortgages (if any), charges and securities of any description affecting any property of the MUVP at the end of its last financial year.
- iii. The only other business that may be considered at the annual general meeting is a special resolution in accordance to clause 59.
- iv. A report of the Annual General Meeting must be submitted to the MUVP Coordinator within 4 weeks of the AGM.

### **62. Extraordinary General Meetings of Members**

- i. Except for the annual general meeting, weekly meetings and general meetings of the members of the MUVP may only be held for the purposes of passing

special resolutions or discussing urgent needs as deemed necessary by the executive committee and in which a unanimous vote is cast in favour of the meeting.

ii. Special resolutions may only be put to general meeting of members if authorized by a binding decision of:

a. an extraordinary general meeting

iii. The Executive Committee must convene general meetings when required.

iv. At least 2 days' notice of extraordinary general meetings of members must be given to each member of the MUVP Executive Committee and if required to the subcommittees.

v. Notice of special resolution must be given in accordance with clause 61 (iv).

vi. The quorum for an extraordinary general meeting of members is the presence of at least one member of the Executive Committee.

vii. Members are not entitled to vote by a proxy at extraordinary general meetings of members.

viii. The procedure at extraordinary general meetings of members is the same as for meetings of the Executive Committee of the MUVP, subject to this clause.

ix. When a special resolution is put to the vote at an extraordinary general meeting of all members, 90% of all members of the executive committee must stand in favour as required by clause 20.

### **63. Amendment of Constitution**

i. Proposal for amendments to the Constitution can be made at any MUVP Executive Committee meetings after which:

a. a written proposal must be presented to the Executive Committee within a period of not more than 5 weeks,

ii. Failure to comply with the subclause (i)[a] will require the proposer to answer to the Executive Committee.

iii. The proposal will be tabled at the Executive Committee after a period of 2 weeks following subclause (i)[a].

iv. A referendum will be called for the purpose of passing the amendment of the following:

a. voting in the executive committee with at least 75% of the Executive Committee present, and

b. a 75% majority vote of the Executive Committee.

v. The amendment does not take effect until:

a. 24 hours after its final voting, or

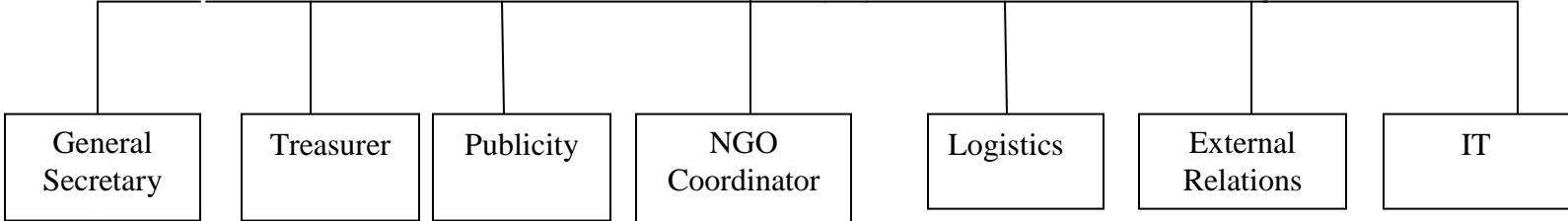
b. with advanced notice of the Extraordinary General Meeting, 12 hours.

### **64. Transitional**

i. The failure of the Executive Committee or a Department/Committee to make regulations as required by clause 34 does not affect the validity of any meeting held or decision made before those regulations were made.



MUVP  
Coordinator



Under-Secretary

Assistant  
NGO  
Coordinator

