



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL (UMSUI) REGULATIONS

UMSU International

Level 1 Building 168, University of Melbourne, VIC 3010

Amendment History

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1. NAME

University of Melbourne Student Union International shall be hereinafter referred to as 'UMSU International.'

2. INTERPRETATION

2.1 Definitions

Unless the context otherwise requires, all terms in these Regulations have the same meaning as provided in the UMSU Constitution.

“International Student” means any student of the University who does not hold Australian Permanent Residency, New Zealand Citizenship or Australian Citizenship.

“Members” means the members of UMSU International as defined in section 6.

“Nominator” means the person who endorses a candidate for running position(s) in UMSUI Annual General Election.

“Non-International Student” means any student of the University who holds Australian Permanent Residency, New Zealand Citizenship or Australian Citizenship.

“Secondor” means the other person other than the nominator who endorses a candidate for running position(s) in UMSUI Annual General Election.

“Central Committee” or “Central Committee Members” mean the UMSU elected and co-opted members as defined in section 11.

“Executive Committee” means the UMSUI elected executive committee members as defined in section 12.

“Office Bearers” means the President and the Vice President(s) that hold the position of ex officio members of Student Council.

“UMSUi Policy” means the principles or means for implementing the Purposes for UMSU International. UMSUI Policy is made by the UMSUI ratified by UMSUI internal meetings (including CCM, ECCM, AGM, SGM) or Student Council.

“Staff Member” means a person employed either by UMSU or by UMSU International as a member of staff of UMSU International, and in the absence of any UMSUi EXCO member, will mean, where a function is to be performed by a Staff Member.

“Graduate Student” means a person enrolled as a Graduate Student at the University of Melbourne.

2.2 Abbreviations

AGE	Annual General Election
AGM	Annual General Meeting
C&S	Cultural and Social
CC	Central Committee
CCM	Central Committee Meeting
E&W	Education and Welfare
ECCM	Emergency Central Committee Meeting
EGM	Emergency General Meeting
EXCO	Executive Committee
HR	Human Resources
ISA(s)	International Student Ambassador(s)
ISS	International Student Survey
M&M	Media and Marketing
OB(s)	Office Bearer(s)
P&S	Partnership and Sponsorship
REGS	Regulations
SGM	Special General Meeting
UMSU	University of Melbourne Student Union
UMSUI OR UMSU INTERNATIONAL	University of Melbourne Student Union International
UMSUI CC	University of Melbourne Student Union International Central Committee
VP(s)	Vice President(s)

3. STATUS

UMSU International is a special constituency within the UMSU Constitution that functions as a semi-autonomous body within UMSU.

4. AIMS AND OBJECTIVES

The aims and objectives of UMSU International shall be to:

- 4.1 Represent all International Students in all matters arising in the University and in any matters as deemed necessary or desirable by UMSU International;
- 4.2 Promote, protect, develop and assist the interests of International Students with regards to financial, social, educational, professional, cultural and welfare matters and to encourage interest groups and clubs and societies for International Students on campus;
- 4.3 Foster a common bond amongst all International Students in the University;
- 4.4 Work towards the goal of fostering goodwill between International Students and Non-International Students;
- 4.5 Implement all such activities as may be deemed conducive to any of the objectives of UMSU International;
- 4.6 Assume responsibilities to organise and direct activities as may be deemed appropriate for furthering the aims and objectives of UMSU International aforementioned;
- 4.7 Be represented within UMSU, cooperate with the Departments of UMSU, contribute to the specified aims and objectives of UMSU, and
- 4.8 Afford a recognised means of communication between International Students, Non International Students, and authorities of the campus, the University, the community at large and other organisations of Students.

5. RELATIONSHIP TO UMSU

- 5.1 UMSU recognises UMSU International as representing the unique interests of International Students, and as a part of UMSU, in representing the interests of International Students at the University.
- 5.2 UMSU International will work with other UMSU Departments to ensure the needs of International Students are met in an efficient and effective manner, and UMSU International officers and UMSU officers shall seek to establish good working relationships.
- 5.3 UMSU may not make representations to the University on issues specific to International Students unless requested to do so by UMSU International in accordance with rule 11.6 of the UMSU Constitution.
- 5.4 UMSU International and its designated officers shall reserve the right to make public comment on issues relating to International Students as the official

representatives of International Students, even where such comment expresses views or opinions that differ from those of UMSU.

- 5.5 UMSU shall endeavour to not make public comment on issues relating to International Students without consulting with the UMSU International President.

6. MEMBERSHIP

- 6.1 The Members of UMSU International shall be International Students enrolled in a higher education course at the University.
- 6.2 Any Non-International Student who is elected under the operation of sections 8 and 9, or co-opted under subsection 21.17, is deemed to be a Member of UMSU International until the end of their term in office.
- 6.3 Any Student granted Honorary Life Membership of UMSU International under section 7 is deemed to be a Member of UMSU International.

7. HONORARY LIFE MEMBERSHIP

- 7.1 The UMSU International Central Committee may grant Honorary Life Membership to any Student who has given outstanding service to UMSU International.
- 7.2 All UMSU International Presidents who have completed their presidential term shall be granted automatic Honorary Life Membership, unless the UMSU International Central Committee decides otherwise by motion.
- 7.3 Decision for the purposes of this section shall be carried by a two-thirds (2/3) majority vote of the UMSU International Central Committee.
- 7.4 Subject to subsection 7.1, a Member who has been nominated for Honorary Life Membership shall not be present or allowed to participate in the voting process granting them Honorary Life Membership, nor shall they be involved in the counting process of the votes for the purposes of subsection 7.3.

8. ANNUAL GENERAL ELECTION

- 8.1 Members at the Annual General Election shall have the power to elect UMSU International Central Committee members.
- 8.2 The UMSU International Central must appoint an odd number of Returning Officer(s) and before the notice for the Annual General Election is given in accordance with subsection 8.3.
- 8.3 The appointment of Returning Officers, internal or external, is subject to approval of the UMSU International Executive Committee and Electoral Tribunal prior to official appointment.
- 8.4 The notice of an Annual General Election must be given by formally notifying the members of UMSU International through the main communication channels including, but not limited to:

- (a) posting the notice of Annual General Election on the UMSU International website; and
 - (b) posting the notice of the Annual General Election on prominent notice boards in Union House, with hard copies restricted to signature approval by the Returning Officers of the Annual General Election.
- 8.5 Only Members of UMSU International are eligible to vote in the Annual General Election.
- 8.6 The Annual General Election must be conducted by secret ballot for all positions listed under subsection 11.2.
- 8.7 A Member of UMSU International may only vote once in each Annual General Election.
- 8.8 Members are not allowed to vote by proxy.
- 8.9 The Annual General Election voting sessions must be held over a minimum of three (3) and a maximum of five (5) consecutive academic days.
- 8.10 The Notice of the Annual General Election must be given at least three (3) weeks before the first day of the voting sessions of the Annual General Election in accordance with the UMSUI Electoral Regulations section 5.
- 8.11 The minimum number of votes cast for a valid Annual General Election is five hundred (500).
- (a) If the number of votes cast does not reach this minimum number, a by-election will be held where the minimum number of votes cast for a valid result is three hundred (300).
- 8.12 The manner in which the Annual General Election should be conducted shall be determined by the UMSU International Electoral Regulations as prescribed under section 10.
- 8.13 A two-thirds (2/3) majority vote of confidence from the UMSU International Central Committee shall be called for within six (6) weeks from the first day the President officially takes office. If the President fails to receive confidence from the UMSU International Central Committee, he/she shall cease to be President. A By-Election for the President's position shall be held within three (3) weeks after the vote of no confidence, subject to section 9.
- (a) Under operations of subsection 9.3, the notice for the By-Election for the purposes of subsection 8.13 must be given at least twelve (12) academic days before the first day of the polling sessions of the By Election.

9. BY-ELECTION

- 9.1 The UMSU International Central Committee shall call for a By-Election for any vacant position in the Central Committee unfilled by any election or if any of the Central Committee members are terminated under Part VI.

- 9.2 The UMSU International Central Committee must appoint either one (1) or three (3) Returning Officer(s) for each By-Election before notice for the By-Election is given under operations of subsection 9.3,
- 9.3 The notice of a By-Election must be given by formally notifying the members of UMSU International through UMSU International's main communication channels including, but not limited to:
 - (a) Posting the notice of By-Election on the UMSU International website and UMSU website; and
 - (b) Posting the notice of By-Election on prominent notice boards in Union House, with hard copies restricted to signature approval by the Returning Officers of the By-Election.
- 9.4 Only Members of UMSU International are eligible to vote in the By-Election.
- 9.5 The By-Election must be conducted by secret ballot for all vacant positions.
- 9.6 A Member of UMSU International may only vote once in each By-Election.
- 9.7 Members are not allowed to vote by proxy.
- 9.8 The By-Election voting sessions must be held over a minimum of two (2) and maximum of three (3) consecutive academic days.
- 9.9 Notice of the By-Election must be given at least nine (9) days before the first day of the voting sessions of the By-Election.
- 9.10 The minimum number of votes cast for a valid By-Election is fifty (50).
- 9.11 The manner in which the By-Election should be conducted shall be determined by the UMSU International Electoral Regulations.

10. RULES AND REGULATIONS OF ANNUAL GENERAL ELECTION AND BY-ELECTION

- 10.1 Each candidate contesting in the Annual General Election or in any By-Election must be nominated and seconded by two different International Students. An International Student may nominate or second more than one candidate.
- 10.2 International Students are eligible to stand for any position in the elections.
- 10.3 All non-International Students who hold an Australian Permanent Residency or New Zealand Citizenship are eligible to run for Director and Officer positions only.
- 10.4 All non-International Students who hold an Australian Citizenship are eligible to run for Officer positions only.
- 10.5 UMSU International Central Committee members are not eligible to run in the By Election. UMSU International Central Committee members who wish to do so must submit his/her resignation prior to the notice of the By-Election being given.
- 10.6 When there are more than two (2) Non-International Students among the top three (3) candidates with the highest number of votes for the position of Education

- Officer, of these Non-International Students only one (1) shall be elected, with the other two (2) positions going to the top International Student candidate.
- 10.7 When there are more than two (2) Non-International Students among the top three (3) candidates with the highest number of votes for the position of Welfare Officer, of these Non-International Students only one (1) shall be elected, with the other two (2) positions going to the top International Student candidate.
- 10.8 When there are more than two (2) Non-International Students among the top six (6) candidates with the highest number of votes for the position of Cultural and Social Officer, of these Non-International Students only the top two (2) shall be elected, with the other four (4) positions going to the top four (4) International Student candidates.
- 10.9 When there is more than one (2) Non-International Students among the top three (3) candidates with the highest number of votes for the position of Media and Marketing Officer, of these Non-International Students only the top one (1) shall be elected, with the other two (2) positions going to the top two (2) International Student candidates.
- 10.10 Any students who are not able to complete their full term as an UMSU International Central Committee member within the duration of their course are not eligible to run in any UMSU International Annual General Election or By-Election.
- 10.11 A person shall not hold more than one (1) position in the UMSU International Central Committee.
- 10.12 Each candidate contesting in the Annual General Election and/or By- Election(s) must comply with the Electoral Regulations, as determined by the UMSU International Central Committee under recommendations from the Returning Officer(s) who is (are) elected under subsection 21.22.
- 10.13 Students going on exchange during their full term as an UMSU International Central Committee member are not eligible to run in any UMSU International Annual General Election or By-Election.
- 10.14 When an UMSU International Central Committee decided to go for exchange during their term, they will be subjected to the termination clause under subsection 22.5.

11. CENTRAL COMMITTEE

- 11.1 UMSU International shall have a Central Committee elected annually by the Members of UMSU International.
- 11.2 The UMSU International Central Committee shall at least consists of:
- One (1) UMSU International President
 - One (1) UMSU International Vice-President (Education and Welfare)
 - One (1) UMSU International Vice-President (Cultural and Social)

- One (1) UMSU International Vice-President (Media and Marketing)
 - One (1) UMSU International General Secretary
 - One (1) UMSU International Treasurer
 - One (1) UMSU International Education Director
 - One (1) UMSU International Welfare Director
 - One (1) UMSU International Cultural and Social Director
 - One (1) UMSU International Media and Marketing Director
 - One (1) UMSU International Human Resource Director
 - One (1) UMSU International Partnership and Sponsorship Director
 - Three (3) UMSU International Education Officers
 - Five (5) UMSU International Welfare Officers
 - Five (5) UMSU International Cultural and Social
 - Three (3) UMSU International Media and Marketing Officers
 - One (1) UMSU International Partnership and Sponsorship Officer
 - Two (2) UMSU International Human Resources Officer
- 11.3 UMSU's International Student Representative(s) on the UMSU Students' Council shall be an ex-officio non-voting member of the UMSU International Central Committee.
- 11.4 Subject to such oversight and direction as may be required by UMSU Students' Council acting reasonably, the UMSU International Central Committee shall have control over:
- (a) Executing and implementing the aims and objectives of UMSU International and UMSU;
 - (b) Setting the direction of UMSU International;
 - (c) Arranging and undertaking all activities of UMSU International;
 - (d) Overseeing grants to International Students;
 - (e) Relieving any irresponsible and misconducting UMSU International Central Committee member or UMSU International Co-Opted Committee members of his/her post under Part VI;
 - (f) Deciding upon changes to the UMSU International Electoral Regulations (if any) under recommendations from Returning Officers;
 - (g) Appointing the Returning Officer(s) to conduct the Annual General Election and By-Election;

- (h) Interpreting the UMSU International Regulations as it sees fit;
 - (i) Passing motion and adopting policy;
 - (j) Granting Honorary Life Membership under section 7;
- 11.5 Subject to subsection 21.1(i), each member of the UMSU International Central Committee shall have one (1) vote.
- 11.6 All resolutions for the purpose of section 11 shall be carried by a simple fifty percent (50%) majority vote of the voting members of the UMSU International Central Committee, unless otherwise stated in these Regulations.
- 11.7 The term of the UMSU International Central Committee shall be from the first academic day after the Annual General Meeting in the year in which that UMSU International Central Committee was elected until the dissolution of that particular UMSU International Central Committee, subject to subsection 17.5.
- 11.8 The UMSU International Central Committee does not have authority to direct any staff member of UMSU.
- 11.9 UMSU International is bound by UMSU regulations and policy.
- 11.10 The UMSU International Central Committee shall always act in the best interests of UMSU International and its Members so far as this is consistent with the aims and objectives of UMSU International set out in section 4.

12. EXECUTIVE COMMITTEE

- 12.1 The UMSU International President, UMSU International Vice-President (Education and Welfare), UMSU International Vice-President (Cultural and Social), UMSU International Vice-President (Media and Marketing), UMSU International General Secretary, and UMSU International Treasurer shall form the Executive Committee.
- 12.2 The Executive Committee shall always act and ensure that the UMSU International Central Committee acts in the best interests of UMSU International and its Members.
- 12.3 The Executive Committee shall assist the UMSU International Central Committee in making decisions in relation to the continuity, growth and progress of UMSU International and for International Students at the University.
- 12.4 The Executive Committee is responsible on behalf of the UMSU International Central Committee for:
- (a) Employment of staff by UMSU International
 - (b) Determining the budget allocations for the financial year that begins during their term of office, and
 - (c) Ensuring that any expenditure by UMSU International is made in accordance with the budget or as deemed to satisfy the aims and objectives of UMSU International set out in section 4.

- 12.5 The Executive Committee is responsible for making urgent decisions, defined as those arising when a decision must be made immediately, but where the next Central Committee Meeting is more than 3 academic days away, so far as this is deemed to satisfy the aims and objectives of UMSU International set out in section 4.
- 12.6 The Executive Committee shall also undertake the responsibilities of co-opting any International Student and/or Non-International Student as well as forming and dissolving any sub-committee as it sees fit.

13. DISPUTES

- 13.1 Disputes related to the UMSU International Election or By-Election will be referred to the Electoral Tribunal.
- 13.2 In the event of conflicts of interest amongst members of UMSU International, procedures will be adhered to according to the UMSU International Conflict of Interest Policy.

14. FUNDING AND BUDGET OF UMSU INTERNATIONAL

- 14.1 Each year, following UMSU Student's Council's grant allocation to UMSU International, UMSU International Central Committee shall prepare a draft budget for UMSU International's following year of operation.
- 14.2 This draft budget shall be presented to the Chief Executive Officer of UMSU.
- 14.3 As an organisation within UMSU, UMSU International is accountable to the UMSU Students' Council for the proper expenditure of funds allocated to it from the UMSU Budget.
- 14.4 UMSU International Central Committee may choose to seek additional funding from International Students or external organisations through the payment of voluntary contributions, subscriptions, sponsorship, donations, etc. UMSU International shall not link the payment of such a fee to Membership of UMSU International or UMSU.
- 14.5 The approval of UMSU International Central Committee is required for any expenditure exceeding the amount of seven hundred and fifty dollars (>\$750.00) or deemed to be extraordinary and which is not included in the approved UMSU International Annual Budget.
- 14.6 All expenditures not exceeding the amount of five hundred dollars (\$500) require written approval by three (3) members of the Executive Committee where one of the members of the Executive Committee is the UMSU International Treasurer or four (4) members of the Executive Committee where it does not include the UMSU International Treasurer.

15. ANNUAL GENERAL MEETING

- 15.1 Subject to subsection 15.2, the Annual General Meeting shall be held in the second semester but not later than four (4) weeks from the first day of the second semester.
- 15.2 The Annual General Meeting is to be held not earlier than seven (7) days after its notification to Members.
- 15.3 The quorum for the Annual General Meeting shall be fifty (50) Members.
- 15.4 The Agenda for the Annual General Meeting shall include:
 - (a) An annual report by the immediate outgoing UMSU International President, on the achievements of UMSU International for the year;
 - (b) An annual report by the immediate outgoing UMSU International Vice President (Education and Welfare), on the achievements of the Education and Welfare portfolio in UMSU International for the year;
 - (c) An annual report by the immediate outgoing UMSU International Vice President (Cultural and Social), on the achievements of the Cultural and Social portfolio in UMSU International for the year;
 - (d) An annual report by the immediate outgoing UMSU International Vice President (Media and Marketing), on the achievements of the Media and Marketing portfolio in UMSU International for the year;
 - (e) An annual report by the immediate outgoing UMSU International General Secretary, on the internal performance of UMSU International for the year and the achievements of the Human Resource and Graduate portfolio; and
 - (f) An annual report by the immediate outgoing UMSU International Treasurer, on the financial performance of UMSU International for the year and the achievements of the Partnership and Sponsorship portfolio.
- 15.5 The dissolution of the outgoing UMSU International Central Committee takes place on the first academic day after the Annual General Meeting.
- 15.6 Subject to approval by the UMSU Students' Council, such approval not to be unreasonably withheld, Members at an Annual General Meeting shall have the power to:
 - (a) Decide the policies of UMSU International;
 - (b) Interpret and amend the UMSU International Regulations;
 - (c) Pass decisions regarding the structure of UMSU International;
 - (d) Terminate the office of any UMSU International Central Committee member;
 - (e) Accept and approve the UMSU International President's Annual Report, the UMSU International Vice-President (Education and Welfare)'s Annual Report, the UMSU International Vice-President (Cultural and Social)'s Annual Report, the UMSU International Vice President (Media and Marketing)' Annual Report, the UMSU International Secretary's Annual

Report and the UMSU International Treasurer's Annual Financial Report;
and

- (f) Deal with all such matters that cannot be resolved by the UMSU International Central Committee.
- 15.7 Only UMSU International Members present at the Annual General Meeting are entitled to vote.
- 15.8 The Annual General Meeting shall be held on an academic day in an area generally accessible to Members of UMSU International.
- 15.9 If quorum for the Annual General Meeting, as stated in 15.3, cannot be met, another Annual General Meeting should be scheduled at the earliest possible date subject to 15.1 with the notification period in 15.2 shortened to seven (7) days.

16. GENERAL MEETING

- 16.1 A General Meeting shall be convened by UMSU International General Secretary:
- (a) When requested by the UMSU International Central Committee; or
 - (b) When requested by a signed petition from no less than thirty (30) Members;
 - (c) Only where the quorum of fifty (50) Members is met.
- 16.2 A General Meeting shall be held:
- (a) Not earlier than seven (7) days after its notification to Members; and
 - (b) Within thirty (30) days after receipt by the UMSU International Central Committee of the signed petition.
- 16.3 Subject to approval by UMSU Students' Council, such approval not to be unreasonably withheld, Members at a UMSU International General Meeting shall have the power to:
- (a) Decide the policies of UMSU International;
 - (b) Interpret and amend the UMSU International Regulations;
 - (c) Terminate the office of any UMSU International Central Committee member;
and
 - (d) Deal with all such matters that cannot be resolved by the UMSU International Central Committee.
- 16.4 Only UMSU International Members present at the meeting are entitled to vote.
- 16.5 If the UMSU International General Secretary does not convene a General Meeting under section 16 within the timeframe specified in subsections 16.2 any Member of the UMSU International Central Committee may convene the General Meeting in accordance with these Regulations.
- 16.6 A General Meeting shall be held on an academic day in an area generally accessible to Members of UMSU International.

17. EMERGENCY GENERAL MEETING

- 17.1 Where section 16.1(c) is not satisfied, an Emergency General Meeting shall be convened by UMSU International General Secretary:
- (a) Not earlier than seven (7) days and not later than thirty (30) days after the original General Meeting;
 - (b) Not earlier than seven (7) days after its notification to Members; and
 - (c) Only where the quorum of fifty (50) Members is met.
- 17.2 Subject to approval by UMSU Students' Council, such approval not to be unreasonably withheld, Members at a UMSU International Emergency General Meeting shall have the power to:
- (a) Decide the policies of UMSU International; and
 - (b) Deal with all such matters that cannot be resolved by the UMSU International Central Committee.
- 17.3 Only UMSU International Members present at the meeting are entitled to vote.
- 17.4 If the UMSU International General Secretary does not convene an Emergency General Meeting under section 17 within the timeframe specified in subsections 17.1 (a) and (b), any Member of the UMSU International Central Committee may convene the Emergency General Meeting in accordance with these Regulations.
- 17.5 An Emergency General Meeting shall be held on an academic day in an area generally accessible to Members of UMSU International.

18. CENTRAL COMMITTEE MEETING

The UMSU International Central Committee Meeting, hereinafter referred to as CCM, shall be convened:

- 18.1 At least once a month during the academic calendar unless, under special circumstances, the UMSU International Central Committee decides otherwise by motion for that particular month;
- 18.2 Whereby all UMSU International Central Committee members and UMSU International Co-Opted Committee members are obliged to attend, and notification of absence shall be given to the UMSU International President and/or the UMSU International General Secretary at least forty-eight (48) hours prior to the CCM or with documentation provided to support extenuating circumstances.
- 18.3 Whereby the quorum shall be half the voting members of the UMSU International Central Committee, rounded up; and
- 18.4 Not earlier than seventy-two (72) hours after its notification.

19. EMERGENCY UMSU INTERNATIONAL CENTRAL COMMITTEE MEETING

- 19.1 Whereby the UMSU International General Secretary shall summon the meeting within seven (7) days after receipt of such a request;
- 19.2 Not earlier than twenty-four (24) hours after its notification;
- 19.3 Under the application of sub-sections 18.2 and 18.3; and
- 19.4 If the UMSU International General Secretary does not comply with a written request under section 19 within the timeframe specified in subsections 19.1 and 19.2, any Member of the UMSU International Central Committee may convene the Emergency UMSU International Central Committee Meeting in accordance with these Regulations.

20. NOTIONS AND RESOLUTIONS

Except for amendments to the UMSU International Regulations subject to Part VII, all motions and resolutions for the purposes of sections 17, 18, and 19 shall be carried by a simple majority of votes.

21. DUTIES AND POWERS OF CENTRAL COMMITTEE MEMBERS

Subject to such reasonable direction and oversight as may be applied by the UMSU Students' Council, UMSU International Committee members shall have the following powers and responsibilities:

21.1 UMSU International President

The UMSU International President shall:

- (a) Represent UMSU International and act as the official spokesperson;
- (b) Chair the Annual General Meeting, General Meeting, Emergency General Meeting, CCM and ECCM, or appoint a nominee to be the Chairperson;
- (c) Ensure that the directions of the current UMSU International Central Committee are in accordance with the objectives of UMSU International;
- (d) Ensure the efficiency and effectiveness of the UMSU International Central Committee;
- (e) Establish and maintain good relations with other organisations;
- (f) Secure better representational positions for UMSU International;
- (g) Supervise any staff employed for UMSU International;
- (h) Supervise all matters related to publicity and publications by UMSU International along with Media and Marketing Vice President and General Secretary;
- (i) Have the casting vote in the event of a tie in votes during a CCM or ECCM;

- (j) Have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central Committee;
- (k) Prepare and present an annual report on the achievements of UMSU International for the year at the Annual General Meeting;
- (l) Prepare a monthly report on the meetings attended for the month to be included in an UMSU International Central Committee Meeting.
- (m) Together with the Treasurer, have the power to authorise payments, subject to Part III;
- (n) Assist the UMSU International Human Resource Director in improving and maintaining relationships between members of UMSU International Central Committee; and
- (o) Make decisions in accordance with section 12.

21.2 UMSU International Vice-President (Education and Welfare)

The UMSU International Vice-President (Education and Welfare) shall:

- (a) Address and represent Members on issues associated with the education, welfare, and rights of Members;
- (b) Be the representative of the Education sub-committee and the Welfare sub-committee;
- (c) Coordinate, supervise and be responsible for all the affairs and performance of the Education sub-committee and the Welfare sub committee;
- (d) Assist the UMSU International President to organise and supervise the operation of UMSU International;
- (e) Represent UMSU International in all places as advised by the UMSU International President
- (f) Have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central Committee;
- (g) Prepare and present an annual report on the achievements of the Education and Welfare portfolios in UMSU International for the year at the Annual General Meeting;
- (h) Together with the Treasurer, have the power to authorise payments, subject to Part III;
- (i) Assume duties of the UMSU International President in the event of the absence of the UMSU International President;
- (j) Assist the UMSU International Human Resource Director in improving and maintaining relationships between members of UMSU International Central Committee; and

- (k) Make decisions in accordance with section 12.

21.3 UMSU International Vice-President (Cultural and Social)

The UMSU International Vice-President (Cultural and Social) shall:

- (a) Address and represent Members on issues associated with the cultural and social well-being of Members;
- (b) Promote cross-cultural understanding within the University community;
- (c) Be the representative of the Cultural and Social sub-committee;
- (d) Coordinate, supervise and be responsible for all the affairs and performance of the Cultural and Social sub-committee;
- (e) Have a working knowledge of the UMSU International Regulation, and any motion, policy and standing policies passed by the UMSU International Central Committee;
- (f) Prepare and present an annual report on the achievements of the Cultural and Social portfolio in UMSU International for the year at the Annual General Meeting;
- (g) Together with the Treasurer have the power to authorise payments, subject to Part III;
- (h) Assume the duties of the UMSU International President in the event of the absence of the UMSU International President and the UMSU International Vice-President (Education and Welfare);
- (i) Assist the UMSU International Human Resource Director in improving and maintaining relationships between members of UMSU International Central Committee; and
- (j) Make decisions in accordance with section 12.

21.4 UMSU International Vice-President (Media and Marketing)

The UMSU International Vice-President (Media and Marketing) shall:

- (a) Address issues associated with UMSU International engagement and reach out on digital platforms with Members;
- (b) Promote cross-cultural understanding within the University community using UMSU International channels;
- (c) Be the representative of the Media and Marketing sub-committee;
- (d) Coordinate, supervise and be responsible for all the affairs and performance of the Media and Marketing sub-committee;
- (e) Have a working knowledge of the UMSU International Regulation, and any motion, policy and standing policies passed by the UMSU International Central Committee;

- (f) Prepare and present an annual report on the achievements of the Media and Marketing portfolio in UMSU International for the year at the Annual General Meeting;
- (g) Together with the Treasurer have the power to authorise payments, subject to Part III;
- (h) Assume the duties of the UMSU International President in the event of the absence of the UMSU International President, the UMSU International Vice-President (Education and Welfare) and the UMSU International Vice-President (Cultural and Social);
- (i) Consult the Executive Committee before any major decisions and refrain from making comments on issues pertaining to media relevance;
- (j) Assist the UMSU International Human Resource Director in improving and maintaining relationships between members of UMSU International Central Committee; and
- (k) Make decisions in accordance with section 12.

21.5 UMSU International General Secretary

The UMSU International General Secretary shall:

- (a) Take charge of the administration and correspondence of UMSU International;
- (b) Keep all records of UMSU International;
- (c) Organise and summon the Annual General Meeting, General Meeting, Emergency General Meeting, CCM and ECCM;
- (d) Prepare and keep the minutes of the meetings;
- (e) Record and chronicle any motion, policy and standing resolution that is passed by the UMSU International Central Committee, all its sub-committees, the Annual General Meeting, General Meeting(s), and Emergency General Meeting(s) for the year;
- (f) Be the representative of the Human Resource sub-committee;
- (g) Coordinate, supervise and be responsible for all the affairs and performance of the Human Resource sub-committee;
- (h) Be in charge of the performance evaluation of UMSU International Central Committee Members together with the Executive Committee of relevant departments.
- (i) Supervise all matters related to publicity and publications by UMSU International along with the President and the UMSU International Vice President (Media and Marketing);

- (j) Have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central Committee;
- (k) Prepare and present an annual report on the administration of UMSU International and report on the achievements of the Human Resource portfolio and the Graduate portfolio in UMSU International for the year at the Annual General Meeting;
- (l) Together with the Treasurer, have the power to authorise payments, subject to Part III;
- (m) Assist the UMSU International Human Resource Director in improving and maintaining relationships between members of UMSU International Central Committee; and
- (n) Make decisions in accordance with section 12.

21.6 UMSU International Treasurer

The UMSU International Treasurer shall:

- (a) Take charge of all acquisitions, collections and distributions of the funds for UMSU International;
- (b) Keep relevant records of all financial transactions of UMSU International;
- (c) Be the representative of the Partnership and Sponsorship subcommittee;
- (d) Coordinate, supervise and be responsible for all the affairs and performance of the Partnership and Sponsorship sub-committee;
- (e) Have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central Committee;
- (f) Prepare and present an annual financial report of UMSU International and report on the achievements of the Partnership and Sponsorship portfolio in UMSU International at the Annual General Meeting;
- (g) Assist the UMSU International Human Resource Director in acquiring and maintaining relationships between members of UMSU International Central Committee; and
- (h) Make decisions in accordance with section 12.

21.7 UMSU International Education Director

The UMSU International Education Director shall:

- (a) Assist the UMSU International Vice-President (Education and Welfare) on issues and activities related to the education and rights of Members;
- (b) Promote the education status of Members;

- (c) Supervise and be responsible for the performance of the Education sub committee;
- (d) Propose to the UMSU International Central Committee and carry out activities related to sub-sections 21.7(a) and (b) during the course of his/her term; and
- (e) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.
- (f) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.
- (g) Represent UMSU International in all places as advised by the UMSU International President and/or UMSU International Executive Committee.

21.8 UMSU International Welfare Director

The UMSU International Welfare Director shall:

- (a) Assist the UMSU International Vice-President (Education and Welfare) on issues and activities related to the welfare, wellbeing and rights of Members;
- (b) Promote the welfare status of Members;
- (c) Supervise and be responsible for the performance of the Welfare sub committee;
- (d) Propose to the UMSU International Central Committee and carry out activities related to sub-sections 21.8(a) and (b) during the course of his/her term;
- (e) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested;
- (f) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department; and
- (g) Represent UMSU International in all places as advised by the UMSU International President and/or UMSU International Executive Committee.

21.9 UMSU International Cultural and Social Director

The UMSU International Cultural and Social Director shall:

- (a) Assist the UMSU International Vice-President (Cultural and Social) on issues and activities related to the cultural and social well-being of Members;
- (b) Promote cross-cultural understanding within the University community;

- (c) Supervise and be responsible for the performance of the Cultural and Social sub-committee;
- (d) Propose to the UMSU International Central Committee and carry out activities related to sub-sections 21.9(a) and (b) during the course of his/her term;
- (e) Regulate financial usage and to report directly to the UMSU International President or UMSU International Treasurer, whenever requested; and
- (f) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

21.10 UMSU International Media and Marketing Director

The UMSU International Media and Marketing Director shall:

- (a) Assist the UMSU International Vice-President (Media and Marketing) on issues and activities related to UMSU International Media and Marketing;
- (b) Coordinate all publicity media and publications by UMSU International alongside the UMSU International Vice-President (Media and Marketing);
- (c) Supervise and be responsible for the performance of the Media and Marketing sub-committee;
- (d) Propose to the UMSU International Central Committee and carry out activities related to sub-section 21.11(a) during the course of his/her term;
- (e) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested; and
- (f) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

21.11 UMSU International Human Resource Director

The UMSU International Human Resource Director shall:

- (a) Coordinate the recruitment and training of volunteers under the International Student Ambassador (ISA) program;
- (b) Manage all affairs associated with the International Student Ambassador program;
- (c) Facilitate a working relationship between volunteers and the UMSU International Central Committee;
- (d) Work together with the UMSU International Executive Committee to facilitate cohesion between members of UMSU International Central Committee;

- (e) Propose to the UMSU International Central Committee and carry out activities related to sub-sections 21.11(a), (b) and (c) during the course of his/her term;
- (f) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested; and
- (g) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

21.12 UMSU International Partnership and Sponsorship Director

The UMSU International Partnership and Sponsorship Director shall:

- (a) Liaise with both internal and external organisations relative to the University;
- (b) Coordinate all matters associated with sponsorship related to UMSU International;
- (c) Maintain and foster a good relationship with student clubs and societies in the University, with particular focus on International Student-based organisations;
- (d) Supervise and be responsible for the performance of the Partnership and Sponsorship sub-committee;
- (e) Propose to the UMSU International Central Committee and carry out activities related to sub-sections 21.12(a), (b) and (c) during the course of his/her term;
- (f) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested; and
- (g) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

21.13 UMSU International Education Officers

The UMSU International Education Officers shall:

- (a) Be members of the UMSU International Education sub-committee;
- (b) Assist the UMSU International Vice-President (Education and Welfare) and UMSU International Education Director on issues and activities related to the education and rights of Members;
- (c) Assist in handling all general affairs of UMSU International;
- (d) Take up special assignments when so entrusted by the UMSU International Central Committee; and

- (e) Represent UMSU International in all places as advised by the UMSU International President and/or UMSU International Executive Committee.

21.14 UMSU International Welfare Officers

The UMSU International Welfare Officers shall:

- (a) Be members of the UMSU International Welfare sub-committee;
- (b) Assist the UMSU International Vice-President (Education and Welfare) and UMSU International Welfare Director on issues and activities related to the welfare, wellbeing, and rights of Members;
- (c) Assist in handling all general affairs of UMSU International;
- (d) Take up special assignments when so entrusted by the UMSU International Central Committee; and
- (e) Represent UMSU International in all places as advised by the UMSU International President and/or UMSU International Executive Committee.

21.15 UMSU International Cultural and Social Officers

The UMSU International Cultural and Social Officers shall:

- (a) Be members of the UMSU International Cultural and Social sub committee;
- (b) Assist the UMSU International Vice-President (Cultural and Social) and UMSU International Cultural and Social Director on issues and activities related to the cultural and social well-being of Members in the University;
- (c) Assist in handling all general affairs of UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central Committee.

21.16 UMSU International Media and Marketing Officers

The UMSU International Media and Marketing shall:

- (a) Be members of the UMSU International Media and Marketing sub committee;
- (b) Assist the UMSU International Vice-President (Media and Marketing) and UMSU International Media and Marketing Director on issues and activities related to publicity of UMSU International;
- (c) Assist in handling all general affairs of UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central Committee.

21.17 UMSU International Human Resource Officers

The UMSU International Human Resource Officers shall:

- (a) Be members of the UMSU International Human Resources sub committee;

- (b) Assist the UMSU International Human Resources Director in affairs related to the International Student Ambassador (ISA) Program, and improving or maintaining relationships between members of UMSU International Central Committee;
- (c) Assist in handling all general affairs of UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central Committee.

21.18 UMSU International Partnership and Sponsorship Officers

UMSU International Partnership and Sponsorship Officers shall:

- (a) Be members of the UMSU International Partnership and Sponsorship sub-committee;
- (b) Assist the UMSU International Partnership and Sponsorship Director in issues and activities related to liaison with both internal and external organisations relative to the University;
- (c) Assist in handling all general affairs of UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central Committee.

21.19 UMSU International Co-Opted Committee Members

- (a) When the UMSU International Central Committee is exercising the powers conferred upon it by sub-section 11.4(f), a written request shall be delivered to the applicant to be co-opted. The terms and conditions for the Co-Opted Committee Member(s) shall be determined by the UMSU International Central Committee and included in the written request. If the applicant concerned so accepts the offer, a written reply in the affirmative is required.
- (b) UMSU International Co-Opted Committee Members shall:
 - (i) Be mandated to attend CCMs and ECCMs, with voting rights;
 - (ii) Be active members of the sub-committee for which he or she has been co-opted;
 - (iii) Take up special assignments when so entrusted by the UMSU International Central Committee; and
 - (iv) Automatically have their co-option terminated with the dissolution of the UMSU International Central Committee that co-opted them.

21.20 UMSU International Appointed Committee Members

- (a) When the UMSU International Central Committee is exercising the powers conferred upon it by sub-section 22.7, a written request shall be delivered to the person to be appointed. If the person concerned so accepts the offer, a written reply in the affirmative is required.
- (b) UMSU International Appointed Committee Members shall:

- (i) Assume the duties, responsibilities, rank and powers of the respective position for which he or she has been appointed; and
- (ii) Automatically have their appointment terminated with the dissolution of the UMSU International Central Committee that appointed them.

21.21 UMSU International Ex-Committee Members

- (a) The UMSU International Central Committee may appoint one or more ex-committee members based on the recommendations by the previous UMSU International Central.
- (b) The UMSU International ex-committee members shall
 - (i) Act in advisory role to the UMSU International Central Committee; and
 - (ii) Not vote in a CCM or ECCM
- (c) The office of UMSU International ex-committee members shall cease automatically at the end of two calendar months from the date of appointment

21.22 UMSU International Returning Officers

- (a) UMSU International Central Committee shall be responsible for appointing Returning Officers for the purposes of sections 8 and 9, subject to subsection 11.4(g).
- (b) The UMSU International Returning Officers shall:
 - (i) Be subject to the rules and regulations of section 10, and the UMSU International Electoral Regulations;
 - (ii) Undertake the tasks outlined under the "Returning Officer" subsection of the UMSU International Electoral Regulations; and
 - (iii) Automatically have their appointment terminated one (1) week after the release of the results of the Annual General Election or By-Election for which they were appointed.

22. INFRINGEMENT PROCEDURES AND TERMINATION OF DUTIES

- 22.1 Any UMSU International Central Committee member or UMSU International Co-Opted Committee Members who intends to resign shall give a written letter of resignation to the Executive Committee of the relevant department and the General Secretary of UMSU International. The UMSU International Central Committee member or UMSU International Co-Opted Committee Member is relieved of his/her post upon acceptance of the letter by the Executive Committee.
- 22.2 All UMSU International Central Committee members, UMSU International Co-Opted Committee Members, and UMSU International Appointed Committee Members shall be subject to the UMSU International Infringement Policy and its related consequences.

- 22.3 Where there is a termination under the operation of sub-sections 22.1 or 22.2, the UMSU International Central Committee shall notify Members within seven (7) days after the termination by appropriate means.
- (a) A By-Election shall be held to elect a person to the vacant office within twenty one (21) days after receipt of a notification of resignation and/or termination of an UMSU International Executive Central Committee member(s) or member(s) that holds director position.
 - (b) A By-election or Co-option shall be held to elect a person to the vacant office within twenty-one (21) days after receipt of a notification of resignation and/or termination of an UMSU International Central Committee member(s).
- 22.4 In the case where the vacancy in the current UMSU International Central Committee occurs after the notice of the Annual General Election is given, the UMSU International Central Committee shall decide whether to conduct a By-Election for that vacant position by a two-thirds (2/3) majority of votes of the UMSU International Central Committee.
- (a) In the case where no one stands for election for the vacant position in a By-Election, the UMSU International Central Committee shall appoint a Co-Opted Committee Member to take up the position.
- 22.5 UMSU International Central Committee may vote by simple majority to remove a committee member who is on exchange should they be deemed to not fulfill their role adequately.
23. The existing UMSU International regulations may be partially amended during a UMSU International Annual General Meeting and General Meeting, subject to endorsement by a simple majority of the UMSU Students' Council.
24. Copies of proposed amendments shall be made available to members simultaneously with the notification of the meeting.
25. Any valid and successful amendments to all or part of the UMSU International Regulations require a two-thirds (2/3) majority of votes cast at the Annual General Meeting or General Meeting, and endorsement by a simple majority of the UMSU Students' Council.