

# **MONASH GRADUATE ASSOCIATION GRADUATE GROUPS REGULATIONS**

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## 1 TITLE

These Regulations may be cited as the Monash Graduate Association (“MGA”) Groups Regulations.

## 2 PURPOSE

The MGA may support and fund groups of Monash University graduate students who share a common interest and run activities primarily for graduate students enrolled at Monash University.

## 3 AUTHORISING PROVISION

These Regulations are made pursuant to the *Associations Incorporation Reform Act 2012* (Vic) and subject to the Constitution of the MGA.

## 4 OBJECTIVE

The objective of these Regulations is to provide support for Monash University graduate students who wish to form or belong to a group of students. These Regulations are intended to formalise the relationship between a group of graduate students and the MGA, so that the MGA can offer support to Graduate Groups.

## 5 MEANINGS

- 5.1 **Conference Organiser Group** means the definition as set out in clause 8.4.1 of these regulations.
- 5.2 **Departmental Graduate Group** means the definition as set out in clause 8.2.1 of these regulations.
- 5.3 **Graduate Group** means a group of Monash University Graduate Students, which includes any organising committees for conferences and seminars, and may include a minority of Monash University undergraduates.
- 5.4 **MGA** means the Monash Graduate Association Incorporated.
- 5.5 **MGA Graduate Group (MGAGG)** means a Graduate Group that has been registered with the MGA.
- 5.6 **MGA Graduate Groups Team** means the MGA staff members responsible for the Graduate Groups Portfolio within the MGA
- 5.7 **MGAEC** mean the Monash Graduate Association Executive Committee.
- 5.8 **Monash University Graduate Student** means a person studying a Graduate Certificate, Graduate Diploma, Masters, PhD or any other equivalent degree at Monash University.
- 5.9 **Event** means any social or academic event or activity, and includes cultural, sporting and recreational activities, daytrips, overnight trips, writing retreats, seminars and conferences with or without formal speakers.

- 5.10 **Funding** means the amount of money allocated to a Graduate Group by the MGA.
- 5.11 **Funding Procedure** means the MGA Graduate Group Funding Procedure.
- 5.12 **Intellectual Property** means all copyright and neighbouring rights, all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trademarks (including service marks), registered designs, and circuit layouts, confidential information, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 5.13 **OHS** means Occupational Health and Safety
- 5.14 **Seminar Organiser Group** means the definition as set out in clause 8.5.1 of these regulations.
- 5.15 **Special Interests Group** means the definition as set out in clause 8.3.1 of these regulations.

## 6 ESTABLISHMENT

- 6.1 Graduate Groups who wish to become an MGA Graduate Group (MGAGG) must first nominate at least three positions of responsibility, all of which must be held by Monash University graduate students:
  - 6.1.1 One position to act as the spokesperson (“President”) and the central point of contact with the MGA;
  - 6.1.2 One position to take responsibility for the finances (“Finance Officer”) and ensure compliance with the Funding Procedures;
  - 6.1.3 One position to take responsibility for Events (“Events Organiser”) and ensure compliance with University risk management procedures and training.
  - 6.1.4 An MGAGG may choose to create additional office-holder positions and duties within their group based on the size, nature and scope of their group.

- 6.2 Graduate Groups who have exceptional circumstances and are unable to nominate three positions of responsibility may still apply. These applications are assessed at the discretion of the MGA Graduate Groups Team.
- 6.3 Graduate Groups should establish their own procedures to nominate or elect graduate students to any number of formal positions within their MGAGG, provided such arrangements are fair, equitable and transparent.

## 7 REGISTRATION

- 7.1 Graduate Groups must apply annually for funding before the relevant application deadlines to be considered an MGAGG as set out in Funding Procedures.
- 7.2 If your application is approved, your registration will remain valid as follows:

- 7.2.1 For Departmental Graduate Groups and Special Interest Groups, from the date that all the signed documents are returned to the MGA Graduate Groups Team and the funds are released, to 31 March the following calendar year.
- 7.2.2 For Conference Organiser or Seminar Organiser Groups only, from the date that all the signed documents are returned to the MGA Graduate Groups Team and the funds are released, to the date of the event.
- 7.2.3 Exemptions may be made on a case-by-case basis, with approval from the MGA Graduate Groups Team.

7.3 Graduate student groups already operating under other university bodies may apply to be an MGAGG. This registration must, in order to be valid, be effected using an MGA Graduate Group Transfer Memorandum of Understanding, modified to accommodate the details of each specific transfer. (Schedule B)

## 8 GRANTS

MGAGG have access to the following five categories of grants:

- 8.1 **Departmental Group Grant:** The Departmental Group Grant is designed to support social activities run by Monash graduate students, for Monash graduate students, within their departments.
- 8.2 **Special Interest Group Grant:** The Special Interest Group Grant is designed for graduate students with similar interests to come together and organise events..
- 8.3 **Seminar/Conference Grant:** The Conference Organiser Grant is designed to help Monash graduate students who want to organise a one-off event or conference in their discipline to bring together peers to share their work.
- 8.4 **Special Event Grant:** The Special Event Grant is designed to support a one-off social event or activity.
- 8.5 **Merchandise/Asset Grant:** The Merchandise/Asset Grant is designed to provide tangible, non-academic items for Monash University Graduate Students to facilitate their events and provide service to their Graduate Student cohort. This funding is only available to those in receipt of Departmental or Special Interest funding, and is not available as a one-off grant to any other groups.

## 9 MEMBERSHIP

9.1 An MGAGG should comprise a majority Monash University graduate student membership but may also include:

- 9.1.1 Monash University undergraduates including Honours students;
- 9.1.2 University staff and staff of Monash University-affiliated institutions;
- 9.1.3 Graduate students enrolled through Monash University international campuses;
- 9.1.4 Graduate students from other institutions who share the same research or teaching location;

- 9.1.5 Graduate students from other institutions who study in the same field and/or have a shared academic interest.
- 9.2 Membership to an MGAGG should be free to Monash University graduate students and the opportunity to join should be widely advertised within the relevant cohort.
- 9.3 An MGAGG may choose to charge:
  - 9.3.1 a fee to members for a specific event, but only in order to recover costs incurred over and above the funding received from the MGA;
  - 9.3.2 a membership or participation fee to members who are not currently enrolled Monash University graduate students.

## **10 APPLICATION**

- 10.1 Application procedures for Departmental Group Grants and Special Interest Group Grants are governed by the MGA Graduate Grant Funding Procedure.
- 10.2 Application procedures for Seminar Organiser Grants and Conference Organiser Grants are governed by the MGA Graduate Organiser Grant Funding Procedure.

## **11 FUNDING**

- 11.1 An MGAGG must:
  - 11.1.1 successfully apply for funding from the MGA each calendar year in order to be recognised as a registered group for that calendar year; and
  - 11.1.2 maintain clear and accurate financial records to account for all income and expenditure; and
  - 11.1.3 comply with the relevant MGA Funding Procedures and Funding Agreement; and
  - 11.1.4 ensure funds are spent on non-academic activities that are of direct benefit to graduate students and in accordance with the *Higher Education Support Act 2003* (Cth).
- 11.2 MGAGG funds may not be used for the purposes of paying stipends or honoraria to, or for the personal expenses of any MGAGG member.
- 11.3 MGAGG may not receive funding from the MGA while also receiving funding from another Monash University student association (MSA, MONSU, MONSU Peninsula, MPSU), without direct application to the MGA for an exemption.
- 11.4 MGAGG may accept funds from Monash University Faculties, Schools, Departments, Institutes and Centres in addition to the funds provided by the MGA. This funding may be held by the MGA on behalf of an MGAGG. However, any unused funding will not be held by the MGA and returned at the end of the funding year.
- 11.5 MGAGG may accept funds from external sponsors subject to prior discussion and approval from the MGA, however this funding cannot be held by the MGA on behalf of an MGAGG.

## **12 EVENTS AND ACTIVITIES**

- 12.1 Events run by an MGAGG must:
  - 12.1.1 comply with the Student Services and Amenities Fees (SSAF) legislation, and be spent within the year in which it is allocated;
  - 12.1.2 be of direct benefit and relevance to graduate students;

- 12.1.3 be advertised and open to all graduate student members and where the MGAGG is faculty, school, or course-based, to all potential members;
- 12.1.4 comply with all relevant laws, regulations, policies and procedures of local bodies including but not limited to the MGA and Monash University.

## 13 MGA OBLIGATION

The MGA values and supports the MGAGG and their members and will endeavour to provide where possible:

- 13.1.1 Funding at the MGA's discretion;
- 13.1.2 Resources to assist an MGAGG to abide with MGA's rules, regulations, policies and procedures;
- 13.1.3 Resources to assist an MGAGG to abide with Monash's policies and procedures;
- 13.1.4 Resources to assist an MGAGG to abide with local, state and federal legislation;
- 13.1.5 An MGA staff supervisor contact; and
- 13.1.6 Events organisation advice and assistance.

## 14 MGA GRADUATE GROUP OBLIGATIONS

- 14.1 An MGAGG and its members are bound by:

- 14.1.1 all relevant Federal, State, and Local legislation including but not limited to:
    - 14.1.1.1 *Occupational Health and Safety Act 2004 (Vic)*;
    - 14.1.1.2 *Higher Education Support Act 2003 (Cth)*; and
  - 14.1.2 all relevant Monash Policies and Procedures including but not limited to:
    - 14.1.2.1 Media and Social Media Policy;
    - 14.1.2.2 Alcohol risk management procedure;
    - 14.1.2.3 After-Hours procedure;
    - 14.1.2.4 Ethics statement policy; and
  - 14.1.3 all relevant MGA Policies, Regulation and Procedures including the Code of Conduct in [Schedule D](#) of these Regulations.
  - 14.1.4 In the case of any conflict, Federal legislation will prevail, then State legislation, then Local legislation, then Monash Policies and Procedures.
- 14.2 An MGAGG agrees to:
  - 14.2.1 provide accurate information to the MGA on request;

- 14.2.2 spend funding only on approved events unless a specific exemption has been provided by the MGA;
- 14.2.3 participate in all relevant induction and training programs including those from third parties, in order to comply with the Monash University OHS Training Matrix;
- 14.2.4 complete all the necessary steps to ensure self-governance and run events on their own accord;
- 14.2.5 take reasonable care of their own health and safety and that of other members, students and staff;
- 14.2.6 be aware of any health and safety issues or potentially hazardous situations that may pose a risk to any MGAGG, students, staff members or members of the public and report any accidents or incidents to their Local Incident Response team as soon as practical;
- 14.2.7 behave in a manner that adheres to the MGA Graduate Groups Grant Code of Conduct;
- 14.2.8 use any property or equipment safely and for intended purposes and if the property belongs to the MGA, then return it upon completion of the MGA Graduate Groups Event; and
- 14.2.9 advise of any changes in circumstances which may render the MGAGG function inappropriate, unsuitable or unable to be performed legally.

## **15 PENALTIES**

- 15.1 The MGA reserves the right to refuse funding requests, cancel approved funding, freeze the release of funds or deduct funding amounts from any MGAGG for any reason including but not limited to:
  - 15.1.1 damage or theft of any MGA loaned equipment, facilities and venues;
  - 15.1.2 a failure by any MGAGG to meet the compliance standards set by any or all relevant legislation, policy, regulation or decision of the MGA;
  - 15.1.3 a breach of law.
- 15.2 If evidence is discovered which demonstrates that an MGAGG is partaking in any illegal act or omission, the MGA will conduct a full investigation into the matter.
- 15.3 Where required, the MGA will report to the relevant authorities any evidence pertaining to any illegal act or omission on the part of the MGAGG committee.
- 15.4 If an illegal act or omission is deemed to be accidental, the MGA will issue a written warning, and require the MGAGG to:
  - 15.4.1 cease the illegal activity immediately;

- 15.4.2 take necessary steps to remedy the illegal action, such as by issuing an apology, refund, or notice to MGAGG members.
- 15.5 If an illegal act or omission is deemed to be deliberate it will result in the following action taking place:
  - 15.5.1 The MGAGG will be immediately deregistered, have their funding withdrawn and be notified of this in writing.
  - 15.5.2 Disciplinary action may be commenced.

## **16 DISPUTE RESOLUTION**

- 16.1 Disputes arising between members of an MGAGG, or disputes between members of different MGAGGs must, in the first instance, be dealt with informally by the MGAGG members in an attempt to resolve the matter.
- 16.2 If a dispute cannot be resolved, parties to the dispute must meet and have further discussion, chaired by the MGA Executive Officer.
- 16.3 If a dispute cannot be resolved informally under clause 16.1 and 16.2 then the parties in the dispute will have recourse to the MGA grievance procedures contained in the MGA Constitution. Nothing in these regulations prohibits any party from seeking external legal advice or issuing legal proceedings; however neither the MGA or the affected MGAGG shall be liable or responsible for the cost of the legal advice or proceedings.

## **17 TRANSFER OF GROUPS TO THE MGA**

- 17.1 Student groups operating under other university bodies may apply to the MGA to affiliate and in so doing become an MGAGG. If possible, a meeting can take place prior to the application and can involve previous university bodies and the applying student group.

## **18 PERSONAL INFORMATION AND CONFIDENTIAL INFORMATION**

- 18.1 An MGAGG member may need to provide some personal details to the MGA as part of their OHS responsibilities, including name, student email, student ID number, contact telephone number and emergency contact details.
- 18.2 An MGAGG may also provide images and videos of their members to the MGA from time to time, and should do so only with the permission of members who are clearly identifiable in the image.
- 18.3 The MGA treats all personal information in accordance with the provisions of the MGA Privacy Regulations.

## Schedule D:

### MGA Graduate Groups Funding Scheme

#### Code of Conduct

This code of conduct applies to all funding recipients under the MGA Graduate Groups Funding Scheme and is subject to the Monash Graduate Association (MGA) Groups Regulations and Procedures.

This code applies to graduate students and student groups receiving:

- Departmental Group Grant
- Special Interest Group Grant
- Special Event Grant
- Seminar/Conference Organiser Grant
- Merchandise Grant

This code of conduct sets out the MGA's expectations of behaviour of students supported through funding provided by the MGA. The requirements of behaviour are designed to foster an environment of support, sense of belonging, understanding, fairness, inclusion, and mutual respect, for all members of the Monash Graduate community. Members of the MGA and its affiliated graduate groups are entitled to feel safe when participating in MGA supported programs, events and activities.

By agreeing to receive MGA funding under the MGA Graduate Groups Regulations and Procedures, you and the members of your student group agree to abide by the following code of conduct when undertaking or promoting group events.

1. I will not behave in, or encourage others to behave in, a way which breaches the [Monash University Student Code of Conduct](#), [Monash University Media and Social Media Policy](#), or [Monash University Community Safety and Security Policy](#).
2. I will treat others with respect, courtesy, and consideration at all times.
3. I will behave in a fair, responsible, and honest manner when engaging with others.
4. I will actively contribute to ensuring a safe environment for those around me, and not engage in risks which will endanger myself or others.
5. I will not damage or misuse any MGA or University property (including equipment and resources).
6. I will not engage in or use language or behaviour that is inappropriate, discriminatory, harassing, abusive, sexual, demeaning or culturally inappropriate.
7. I will treat all others with respect regardless of age, race, colour, sex, sexual orientation, gender identity, breastfeeding, physical or mental disability, marital status, family/carer responsibilities, religion, physical features, political opinion, pregnancy, language, political or religious beliefs or activities, national, ethnic descent or social origin.
8. I will comply with local laws and not engage in any form of illegal activity.