

Proposed Master of Public Health Student Association Constitutional Amendments

As at 8/9/2014

SECTION 1:

Current Text:

1. a) The name of the club shall be Melbourne Population Health Student Association.
- b) This club is affiliated to UMSU Inc (UMSU) and anything in this constitution that conflicts with the constitution of UMSU or with the Clubs & Societies Regulations shall be null and void. In all matters not specifically dealt with herein, the Constitution of UMSU and the Clubs & Societies Regulations shall apply.
- c) During the course of affiliation with UMSU this club shall comply with any requirements of the Clubs & Societies Committee of UMSU for the provision of records and documents and shall be under a duty to apply any grant monies received from the Clubs & Societies Committee in accordance with any conditions imposed by such body.

Proposed Change:

1. NAME & AFFILIATION

- a. The name of the Club shall be Master of Public Health Student Association (the “Club”).
- b. This Club is affiliated to UMSU Inc. (UMSU) and anything in this constitution that conflicts with the constitution of UMSU or with the Clubs & Societies Regulations shall be null and void. In all matters not specifically dealt with herein, the Constitution of UMSU and the Clubs & Societies Regulations shall apply.
- c. During the course of affiliation with UMSU this Club shall comply with any requirements of the Clubs & Societies Committee of UMSU for the provision of records and documents and shall be under a duty to apply any grant monies received from the Clubs & Societies Committee in accordance with any conditions imposed by such body.

Reason for Change:

- Addition of title for clarity and easy referencing
- To improve clarity of meaning, including definition of “Club” for consistency and clarity throughout the constitution.

- Clarify and correct formatting and grammar for consistency and clarity
- Ensure the name of the Club is correct and consistent with other documents.

SECTION 2:

Current Text:

2. The aims of the club are:

- a) To provide regular professional networking activities for MPH students.
- b) To facilitate socialising and skill sharing amongst MPH students.
- c) To provide activities that support MPH students learning.
- d) To hold student run seminars on themes related to the MPH degree.

Proposed Change:

2. AIMS

The aims of the Club are:

- a. To provide regular professional networking activities for Melbourne School of Population and Global Health students;
- b. To facilitate socialising and skill sharing amongst Melbourne School of Population and Global Health students;
- c. To provide activities that support Melbourne School of Population and Global Health students' learning; and
- d. To hold student run seminars on themes related to the Melbourne School of Population and Global Health degrees.

Reason for Change:

- Removal of "MPH" and replaces with "Melbourne School of Population and Global Health students" to avoid any confusion and exclusion of members
- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 3:

Current Text:

3. a) Membership shall be open to all students of the University of Melbourne;

b) Associate membership shall be open to any other persons who subscribe to the aims of the club.

Proposed Change:

3. MEMBERSHIP

- a. Membership shall be open to all students of the University of Melbourne; and
- b. Associate membership shall be open to any other persons who subscribe to the aims of the Club.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity
- Capitalisation of “Club” to be consistent with previous changes and new definition.

SECTION 4:

Current Text:

4. A person shall be considered a member having:
- a) Paid a membership fee exacted at the committee’s direction; and
 - b) Completed a membership form as prepared by the committee.

Proposed Change:

4. MEMBERS

- A person shall be considered a member having:
- a. Paid a membership fee exacted at the committee’s direction; and
 - b. Completed a membership form as prepared by the committee.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 5:

Current Text:

5. The committee shall have the following members:

- i) the President, who shall be a Melbourne University student;
- ii) the Secretary, who shall be a Melbourne University student;
- iii) the Treasurer, who shall be a Melbourne University student;
- iv) the Education Officer, who shall be a Melbourne University student;
- v) the Communications Officer, who shall be a Melbourne University student;
- vi) no more than 4 general members, who shall be Melbourne University students, as required and elected by other committee members

Proposed Change:

5. COMMITTEE MEMBERS

The committee shall have the following members:

- a. An Executive consisting of:
 - i. The President, who shall be a Melbourne University student;
 - ii. The Secretary, who shall be a Melbourne University student;
 - iii. The Treasurer, who shall be a Melbourne University student;
 - iv. The Education Officer, who shall be a Melbourne University student;
 - v. The Communications Officer, who shall be a Melbourne University student; and
- b. No more than 4 non-executive general members, who shall be Melbourne University students, as required and elected by other committee members.
- c. The descriptions of the committee member positions are outlined in Schedule 1.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity
- Inclusion of reference to Schedule 1, to allow for descriptions of committee member positions to aid in clarity, and to ensure the continued and effective running of the club by making it clear what committee members are expected to do in their positions.
- To distinguish that there are executive and non-executive members of the committee

SECTION 6:

Current Text:

6. The committee shall have the following powers:

- a) Control over the finances of the club;
- b) Control over the activities of the club;
- c) Authority to elect, as required, no more than 4 general committee members.

Proposed Change:

6. COMMITTEE POWERS

The committee shall have the following powers:

- a. Control over the finances of the Club;
- b. Control over the activities of the Club; and
- c. Authority to elect, as required, no more than 4 non-executive general committee members.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity
- To distinguish that there are executive and non-executive members of the committee

SECTION 7:

Current Text:

7. The committee is at all times bound by the decisions of a club general meeting. Any committee decision may be overturned by a club general meeting.

Proposed Change:

7. COMMITTEE DUTIES

The committee is at all times bound by the decisions of a Club general meeting. Any committee decision may be overturned by a Club general meeting.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 8:

Current Text:

8. There shall be one Annual General Meeting every calendar year, which shall be held during the academic period, but no later than the end of September. At this meeting:

- a) Written reports shall be presented by the President and Treasurer and Education Officer and any other pertinent persons;
- b) Ratification of the club's constitution;
- c) Full financial report will be presented and adopted for the financial period from AGM to AGM;
- d) Elections will be held for a new committee, to take charge of the club from the close of the meeting;
- e) Other moved motions may be discussed and voted upon, with preference going to motions of which notice was given before the meeting;
- f) The club shall submit all the AGM documents to the C&S Administrator within two weeks of the AGM.

Proposed Change:

8. ANNUAL GENERAL MEETING

There shall be one (1) Annual General Meeting ("AGM") every calendar year, which shall be held during the academic period, but no later than the end of September. At this meeting:

- a. Written reports shall be presented by the President and Treasurer and Education Officer and any other pertinent persons;
- b. The Club's constitution will be ratified;
- c. Full financial report will be presented and adopted for the financial period from the previous calendar year's AGM to the current calendar year's AGM;
- d. Elections will be held for a new committee, to take charge of the Club from the close of the meeting;
- e. Other moved motions may be discussed and voted upon, with preference going to motions of which notice was given before the meeting; and
- f. The Club shall submit all the AGM documents to the C&S Administrator within two weeks of the AGM.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

- To improve clarity of meaning, including definition of abbreviation and correcting poor phrasing

SECTION 9:

Current Text:

9. There shall be such general meetings as the committee sees fit, or as are petitioned. The procedure of such meeting will be as for the Annual General Meeting, except committee elections will not be held unless specifically notified.

Proposed Change:

9. GENERAL MEETING

There shall be such general meetings as the committee sees fit, or as are petitioned. The procedure of such meeting will be as for the Annual General Meeting, except committee elections will not be held unless specifically notified.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 10:

Current Text:

10. If fifteen members, or one third of the membership, whichever is the smaller, should petition the committee for a general meeting, such meeting must be held within fifteen academic days, at a date to be set by the committee.

Proposed Change:

10. GENERAL MEETING PETITIONING

If fifteen members, or one third of the membership, whichever is the smaller, should petition the committee for a general meeting, such meeting must be held within fifteen academic days, at a date to be set by the committee.

Reason for Change:

- Addition of title for clarity and easy referencing

- Clarify and correct formatting and grammar for consistency and clarity

SECTION 11:

Current Text:

11. The quorum shall be:

- a) At a General Meeting or Annual General Meeting, a minimum of twenty University of Melbourne student members of the club.
- b) At a committee meeting, three committee members

Proposed Change:

11. QUORUM

The quorum shall be:

- a. At a General Meeting or Annual General Meeting, a minimum of twenty (20) University of Melbourne student members of the Club
- b. At a committee meeting, three Executive members.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity
- To ensure fair representation of executive committee members in quorum requirements.

SECTION 12:

Current Text:

12. a) The committee shall be required to give at least five academic days notice of a General Meeting (GM), Annual General Meeting (AGM) or Special General Meeting (SGM). Such notice must be email notification and given to both the Clubs and Societies Administrator and club members.

b) A committee meeting may be called by any executive member of the committee, subject to such limitations on notice and spending as the committee may from time to time set.

Proposed Change:

12. NOTICE

- a. The committee shall be required to give at least five academic days notice of a General Meeting (GM), Annual General Meeting (AGM) or Special General Meeting (SGM). Such notice must be email notification and given to both the Clubs and Societies Administrator and Club members.
- b. A committee meeting may be called by any executive member of the committee, subject to such limitations on notice and spending as the committee may from time to time set.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 13:

Current Text:

13. a) Voting in all meetings shall be democratic, with a simple majority sufficing for the passage of a motion. All tied motions are lost. No proxy voting shall be permitted.
- b) Constitutional changes require a simple majority of members voting at a Special General Meeting or Annual General Meeting, and take effect immediately. These constitutional motions must be presented in writing to the committee at least five academic days before the meeting, and notice of these shall be given to the membership. Constitutional changes shall be approved by the UMSU Clubs & Societies Office Bearer(s) before they are presented to a general meeting.

Proposed Change:

13. VOTING

- a. Voting in all meetings shall be democratic, with a simple majority sufficing for the passage of a motion. All tied motions are lost. No proxy voting shall be permitted.
- b. Constitutional changes require a simple majority of members voting at a Special General Meeting or Annual General Meeting, and take effect immediately. These constitutional motions must be presented in writing to the committee at least five academic days before the meeting, and notice of these shall be given to the

membership. Constitutional changes shall be approved by the UMSU Clubs & Societies Office Bearer(s) before they are presented to a general meeting.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 14:

Current Text:

14. Any committee member absent from two consecutive committee meetings without due cause or previous apology may, at the committee's discretion, be deemed to resign from her/his position by a motion of the committee, and a general meeting must be called to elect a successor.

Proposed Change:

14. DEEMED RESIGNATION OF COMMITTEE MEMBER

Any committee member absent from two consecutive committee meetings without due cause or previous apology may, at the committee's discretion, be deemed to resign from her/his position by a motion of the committee, and a general meeting must be called to elect a successor.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 15:

Current Text:

15. If it is deemed that a committee member should be stood down, by a motion of the committee, or a petition bearing the names of at least fifteen members, impeachment proceedings will take place against the nominated committee member. At the next general meeting or Annual General Meeting, a motion shall be put to impeach the committee member, provided that at least five academic days notice has been given to the membership and to the member concerned in writing. If this passed by a two thirds majority, that

committee position will become vacant and a new election held immediately. The committee member to be impeached will be given at least five minutes to speak before the vote is taken.

Proposed Change:

15. IMPEACHMENT OF COMMITTEE MEMBER

If it is deemed that a committee member should be stood down, by a motion of the committee, or a petition bearing the names of at least fifteen members, impeachment proceedings will take place against the nominated committee member. At the next general meeting or Annual General Meeting, a motion shall be put to impeach the committee member, provided that at least five academic days notice has been given to the membership and to the member concerned in writing. If this passed by a two thirds majority, that committee position will become vacant and a new election held immediately. The committee member to be impeached will be given at least five minutes to speak before the vote is taken.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 16:

Current Text:

16. If deemed by a motion of the committee, or a petition bearing the names of at least fifteen members, any member of the club can be expelled. The procedure is the same as for impeachment except that the result is the voiding of the person's membership. No member may be expelled on the ground of race, sex, gender or religion; political, moral or sexual views.

Proposed Change:

16. EXPULSION OF COMMITTEE MEMBER

If deemed by a motion of the committee, or a petition bearing the names of at least fifteen members, any member of the Club can be expelled. The procedure is the same as for impeachment except that the result is the voiding of the person's membership. No member may be expelled on the ground of race, sex, gender or religion; political, moral or sexual views.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 17:

Current Text:

17. A motion to wind up the club must be written and notice of the motion is to be given in the agenda for the general meeting at which the winding up motion is to be decided. A winding up motion must be carried by an absolute majority.

Proposed Change:

17. MOTION TO WIND UP CLUB

A motion to wind up the Club must be written and notice of the motion is to be given in the agenda for the general meeting at which the winding up motion is to be decided. A winding up motion must be carried by an absolute majority.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 18:

Current Text:

18. In the event that the club is wound up, or ceases to be affiliated to UMSU the control of assets which have been 50% or more funded by UMSU Clubs & Societies Committee grants and which are less than 3 years old will revert to UMSU and be held in trust by UMSU Clubs & Societies Committee until such time that a club with the same aims is affiliated or a period of 18 months lapses.

Proposed Change:

18. CONTROL OF GRANTS AND ASSETS

In the event that the Club is wound up, or ceases to be affiliated to UMSU the control of assets which have been 50% or more funded by UMSU Clubs & Societies Committee grants

and which are less than 3 years old will revert to UMSU and be held in trust by UMSU Clubs & Societies Committee until such time that a club with the same aims is affiliated or a period of 18 months lapses.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 19:

Current Text:

19. In the event that the club has not been able to organise a quorate meeting within the 12 month period, the UMSU Clubs & Societies Committee may wind up the club by passing a motion to do so under the rules of UMSU. Any member of the club who wished to oppose the winding up of the club should make submissions to the committee. The decision of the committee is final subject only to appeal under UMSU rules.

Proposed Change:

19. UMSU MOTION TO WIND UP CLUB

In the event that the Club has not been able to organise a quorate meeting within the 12 month period, the UMSU Clubs & Societies Committee may wind up the Club by passing a motion to do so under the rules of UMSU. Any member of the Club who wished to oppose the winding up of the Club should make submissions to the committee. The decision of the committee is final subject only to appeal under UMSU rules.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 20:

Current Text:

20. For all purposes herein, an Academic Day will be considered as a day in the teaching period of Semester 1 and Semester 2.

Proposed Change:

20. ACADEMIC DAY

For all purposes herein, an Academic Day will be considered as a day in the teaching period of Semester 1 and Semester 2.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity

SECTION 21 & 22:

Current Text:

21. The profits (if any) or other income and property of the club must be applied solely towards the promotion of the aims of the club as set out in this Constitution and no portion of it may be paid or transferred, directly or indirectly, to any member of the club whether by way of dividend, bonus or other profits. This does not prevent any payment in good faith by the club for the payment or reimbursement of out-of-pocket expenses incurred by a member of the club on behalf of the club.

22. If the club is wound up, any money remaining after the payment of all debts, liabilities and expenses must not be paid or distributed to the members but must be transferred to the C&S Committee of UMSU.

Proposed Change:

21. DISPOSAL OF INCOME AND PROFITS

- a. The profits (if any) or other income and property of the Club must be applied solely towards the promotion of the aims of the Club as set out in this Constitution and no portion of it may be paid or transferred, directly or indirectly, to any member of the Club whether by way of dividend, bonus or other profits. This does not prevent any payment in good faith by the Club for the payment or reimbursement of out-of-pocket expenses incurred by a member of the club on behalf of the Club.

- b. If the Club is wound up, any money remaining after the payment of all debts, liabilities and expenses must not be paid or distributed to the members but must be transferred to the C&S Committee of UMSU.

Reason for Change:

- Addition of title for clarity and easy referencing
- Clarify and correct formatting and grammar for consistency and clarity
- Combination of two sections together as sub-sections due to related nature of the content.

SCHEDULE 1

Current Text:

N/A

Proposed Change:

Schedule 1: Description of Committee Member Positions

1. EXECUTIVE MEMBERS

President

- Leads MPH Student Club committee meetings;
- Spokesperson of the club. Represents the club in an official capacity;
- Helps arrange meetings/activities and delegates jobs in relation to these;
- Ensures UMSU affiliation requirements are met;
- Ensures each member of the committee is doing their job;
- Keeping the students aware of club activities and events, promoting activities;
- Should be available to the club members and recipient to advice, feedback and ideas;
- Take action on the advice, feedback and ideas as appropriate;
- Communicating with students through the 'MPH Students - Melbourne Uni' Facebook page and through the mphstudentclub@gmail.com email address;
- Attend meetings of School of Population Health or MDHS faculty if requested; and
- Be a signatory of the club bank account.

Secretary

The Secretary will be closely involved in all club activities and in regular contact with other members of the MPH Club Executive. Tasks will vary according to events and activities planned, but the primary responsibilities are as follows:

- Attending and participating in MPH Club Executive meetings;
- Taking minutes at club meetings and distributing to appropriate people in a timely manner;
- Planning events;
- Sourcing venues and making room bookings;

- Liaising with the student body about MPH Club activities: what to run, where, when etc;
- Communicating with students through the 'MPH Students - Melbourne Uni' Facebook page and through the mphstudentclub@gmail.com email address;
- Some communication with staff members at the School of Population Health;
- Jointly responsible with Treasurer for submitting grant applications and other paperwork to the Clubs & Societies office/GSA;
- Maintains club records including correspondence and membership database;
- Organizes the AGM in consultation with the C&S Office/GSA;
- Should also be aware of the requirements and responsibilities of UMSU/GSA affiliation;
- Empties club mailbox; and
- Be a signatory of the club bank account.

Treasurer

The treasurer acts in an advisory capacity - it is not their job to decide where to spend the money. The treasurer must advise the club if it is feasible to spend money. Tasks will vary according to events and activities planned, but the primary responsibilities are as follows:

- To ensure the club has enough money;
- To keep a track of the club bank account;
- Record all the financial transactions including event cost, membership fees, grants from UMSU, hiring or buying anything;
- Budgeting for all the events and take action to mitigate anticipated losses in consultation with other committee members;
- Applying for grants from the C&S Office in collaboration with the Secretary;
- Be a signatory on the club bank account;
- Present a financial report at the end of the term in writing to the club members and to the C&S Office; and
- To communicate with the MSPGH regarding funding.

Education Officer

The Education Officer represents the students to the faculty/department in educational matters. Tasks will vary according to events and activities planned, but the primary responsibilities are as follows:

- *Essential:* Be openly available and known to students in MSPH to receive feedback and take appropriate action, sensitively and at times anonymously or in confidence;
- *Essential:* Be a Student-staff liaison representative for MPH students in Melbourne School of Population Health;
- Attending and participating in MPH Club Executive meetings;
- Main point of contact between MSPH faculty and students;
- Attend and participate in MSPH Student Staff Liaison Committee Meetings;
- Collecting and collating information on seminars, forums and conferences of interest to club members;
- Dissemination of above information and any other education related events; and
- *Desirable:* Organise, administer and report on an MPHSA-led student experience survey.

Communications Officer

Tasks will vary according to events and activities planned, but the primary responsibilities are as follows:

- Promotions of MPH Student Club activities and sharing of other information that is relevant to MPH Student Club members;
- Preparation, development and dissemination of blog posts, newsletters, bulletins;
- Communicating with students through the 'MPH Students - Melbourne Uni' Facebook page, www.mphsa.com website, the mphstudentclub@gmail.com email address, with scope to expand to other social media services such as twitter and pinterest (requires admin access to these);
- Communication with staff members at the School of Population Health and other relevant organisations;
- Attendance at and participation in MPH Student Club committee meetings;
- Facilitate links with MPH groups at other universities; and
- Build links with PHAA and other public health industry organisations.

2. NON-EXECUTIVE MEMBERS

IT Officer

- Maintenance and development of www.mphsa.com website;
- Develop surveys and forms for data collection using google forms which can be embedded in website;
- Maintenance of Google calendar;
- Team-worker; and
- Collaborate with all committee members.

Events Officer

- Assist the committee to coordinate events;
- Lead coordination of at least one (1) social or non academic event per semester;
- Assist with logistics of organising social and other elements of other activities such as careers and personal development; and
- Liaise with the MSGPH to initiate and promote events.

Alumni Relations Officer

- Liaise with the MSGPH to engage alumni;
- Administer LinkedIn group; and
- Organise at least one (1) alumni feature event annually.

International Students Officer

- Represent interests and perspectives of international students; and
- Lead coordination of at least one (1) event annually to promote cultural awareness and relations among all Melbourne School of Population and Global Health students.

Research by Higher Degree Officer

- Represent interests and perspectives of RHD students; and
- Assist in coordination of coursework and research social event and relations among all Melbourne School of Population and Global Health students.

Reason for Change:

- Inclusion for clarity and easy referencing
- Inclusion of Schedule 1, as proposed in Section 5, to allow for descriptions of committee member positions to aid in clarity, and to ensure the continued and effective running of the club by making it clear what committee members are expected to do in their positions.
- To distinguish that there are executive and non-executive members of the committee