

**University of Melbourne Graduate Student  
Association Inc.  
(GSA)**

**Regulations for Representative Council and  
Faculty Council**

May 2023

## 1. Introduction

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- 1.1 Pursuant to rule 7.4 of GSA's Constitution, the GSA Board may make, alter or repeal Regulations (other than Electoral Regulations) concerning any matter in furtherance of its Principal Purpose.
- 1.2 The GSA Board establishes by these Regulations two GSA Board subcommittees:
  - (a) the Representative Council; and
  - (b) the Faculty Council.
- 1.3 These Regulations should be read in conjunction with GSA's Constitution.
- 1.4 In the event that there is an inconsistency between the Constitution and these Regulations, the Constitution will prevail to the extent of the inconsistency.
- 1.5 Words or expressions defined in the Constitution have the same meaning or effect as set out in the Constitution, unless the context otherwise requires.
- 1.6 "Rule or Rules" means a rule or rules within GSA's Constitution.
- 1.7 "Electoral Regulation" means a Regulation within GSA's Electoral Regulations.

## 2. Representative Council

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- 2.1 The Representative Council is a standing subcommittee of the GSA Board.
- 2.2 Representative Councillors must:
  - (a) agree to comply with GSA's Constitution, these Regulations, the Electoral Regulations and any other GSA policies and procedures; and
  - (b) agree to comply with and sign the GSA Code of Ethics and Conduct and the GSA Representative Council position overview.
- 2.3 The Representative Council is to be constituted in accordance with, and comply with, GSA's Constitution, as summarised below:
  - (a) Role and Powers (Rule 9.1);
  - (b) Representative Councillors are not employees but will be paid an honorarium (Rules 9.2 and 9.3);
  - (c) Representative Councillors may determine procedures (Rule 9.4);
  - (d) The Representative Council may establish subcommittees and delegate powers to those subcommittees (Rule 9.5);
  - (e) Composition of the Representative Council (Rule 9.6);
  - (f) Eligibility (Rule 9.7);
  - (g) Nomination (Rule 12.1);
  - (h) Election (Rules 9.8 and 12.2);
  - (i) Term of office (Rule 9.9);
  - (j) Cessation (Rule 9.10);
  - (k) Removal (Rules 9.10(v) and 9.11);
  - (l) Filing casual vacancies (Rule 9.12);
  - (m) Meetings (Rule 9.13); and
  - (n) Leave of absence (Rule 9.14).

## 3. Faculty Council

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- 3.1 The Faculty Council is a standing subcommittee of the GSA Board.
- 3.2 Faculty Council members must:

- (a) agree to comply with GSA's Constitution, these Regulations, the Electoral Regulations and any other GSA policies and procedures; and
  - (b) agree to comply with and sign the GSA Code of Ethics and Conduct and the GSA Faculty Council member position description.
- 3.3 The Faculty Council is to be constituted in accordance with, and comply with, rule 10 of GSA's Constitution.

#### **Purpose and responsibilities**

- 3.4 The purpose of the Faculty Council is to advise the GSA Board and Representative Council about service delivery, representation and policy work and other duties delegated by the GSA Board.
- 3.5 Faculty Council members serve as representatives and advocates of students from their respective Faculty
- 3.6 The GSA Board has delegated key responsibilities to the Faculty Council – see the Faculty Council Position Description, as amended from time to time.

#### **Sitting fees**

- 3.7 Faculty Council members are not employees but may be paid a sitting fee as determined by the Members.

#### **Composition**

- 3.8 The Faculty Council will consist of two members from each Faculty (Rule 10(c)). Of the two members from each Faculty, one member will be an international student and one will be a course work student (Electoral Regulation 7.2).

#### **Eligibility**

- 3.9 Only those members who belong to a particular Faculty may stand for election to represent that Faculty (Electoral Regulation 7.3(a)).
- 3.10 A person is not eligible to be a Faculty Council member if they are a GSA Board member or a Representative Councillor (Rule 10(d)).

#### **Election**

- 3.11 Faculty Council members are elected by students from their Faculty following the GSA Annual General Meeting.
- 3.12 Faculty Council elections are to be held in accordance with the Electoral Regulations.

#### **Term of office**

- 3.13 The term of office of a Faculty Council member:
- (a) commences upon their election at the Annual General Meeting; and
  - (b) expires upon the commencement of elections at the following Annual General Meeting.

#### **Cessation**

- 3.14 A Faculty Council member may resign from the Faculty Council by written notice addressed to the GSA Board.
- 3.15 A person ceases to be a Faculty Council member if they:
- (a) resign;
  - (b) die;
  - (c) become a GSA Board member or Representative Councillor;
  - (d) are removed from office by unanimous decision of the GSA Board, provided 7 days' written notice of the proposed dismissal has been sent to all Faculty Council members;

- (e) fail to attend three Faculty Council meetings in a twelve-month period (other than urgent Faculty Council meetings) without an approved leave of absence; or
- (f) are convicted of an indictable offence.

#### **Removal by the members**

- 3.16 A general meeting of GSA may remove a Faculty Council member from office by special resolution.
- 3.17 A Faculty Council member who is the subject of a proposed special resolution may make representations in writing to the General Secretary or the President (not exceeding 1,000 words) and may request that the representations be provided to the members.
- 3.18 The General Secretary or the President may give a copy of the representations to each member or, if they are not so given, the Faculty Council member may require that they be read out at the meeting at which the special resolution is to be proposed.

#### **Filling casual vacancies**

- 3.19 A casual vacancy in a Faculty Council position will be filled by the Faculty Council within 60 days of the position falling vacant (Electoral Regulation 7.6).

#### **Meetings**

- 3.20 The Faculty Council must meet at least once per quarter (Rule 10(e)).
- 3.21 The President (or GSA Board delegate) will be the chairperson of all Faculty Council Meetings.
- 3.22 Faculty Council meetings will be conducted in accordance with rules 7.15 – 7.27, save that:
  - (a) rules 7.15(a), 17.6, 7.23(b)(iv) and 7.27(a)(ii) do not apply;
  - (b) the words “GSA Board member” will be substituted for “Faculty Council member”; and
  - (c) the words “GSA Board” will be substituted for “Faculty Council”.

#### **Leave of absence**

- 3.23 The Faculty Council pursuant to GSA’s Leave of Absence Policy may grant a Faculty Council member a leave of absence from the Faculty Council meetings for a period not exceeding three months in a twelve-month period.