

Ratified at AGM on 15 August 2022

Approved by UMSU C&S on 1 August 2022

1. –
  - a. The name of the club shall be the University of Melbourne, Melbourne University Nursing Students Society (MUNSS).
  - 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.
  - d. This club is also affiliated to The University of Melbourne Graduate Student Association (GSA). In all matters not dealt with in this constitution and/or the UMSU Clubs and Societies regulations, Nursing Student Society must comply with the GSA Grad Group Procedures.
2. The aims of the club are:
  - a. to encourage the exploration, teaching and dissemination of science by means of regular discussions of current literature and the involvement of students of the School/Department of Nursing in seminars;
  - b. to provide educational opportunities for the students of the students of the School/Department of Nursing;
  - c. to organise social events for the students of the School/Department of Nursing to foster team building and encourage networking;
  - d. to represent and support the students of the School/Department of Nursing in the student union, the School/Department of Nursing, the school (Melbourne School of Health Sciences), the faculty (Faculty of Medicine, Dentistry and Health Sciences) and the greater university (the University of Melbourne);
  - e. to raise the profile of the School/Department of Nursing and students of the School/Department of Nursing at the University of Melbourne;
  - f. to establish a network with other faculty clubs and societies at Melbourne University and other universities.
3. –
  - a. Membership shall be open to all students of the School/Department of Nursing of the University of Melbourne;

- b. Associate membership shall be open to any other persons who subscribe to the aims of the club.
  - c. Membership is non-refundable and non-transferrable
- 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.
- 5. The committee shall have the following members:
  - a. An executive consisting of:
    - i. the President, who shall be a student of the University of Melbourne enrolled in the School/Department of Nursing;
    - ii. the Vice President who shall be a student of the University of Melbourne enrolled in the School/Department of Nursing;
    - iii. the Secretary, who shall be a student of the University of Melbourne enrolled in the School/Department of Nursing;
    - iv. the Treasurer, who shall be a student of the University of Melbourne enrolled in the School/Department of Nursing;
    - v. the Education Officer who shall be a student of the University of Melbourne enrolled in the School/Department of Nursing.
  - b. No less than two non-executive members who shall be Melbourne University students enrolled in the School/Department of Nursing
    - i. One of whom shall be a student who holds an international student visa and is not an Australian Citizen or Australian Permanent Resident. This student shall be designated as the international student representative. Greater detail about this position is constituted in clause 5e.
    - ii. The other of whom should, where possible, represent the other year level within the School/Department of Nursing. This student shall be designated as the other year level representative. Greater detail about this position is constituted in clause 5f.
    - iii. Additional non-executive members should, where possible, represent other nursing degrees within the School/Department of Nursing. Greater detail about this position is constituted in clause 5g.
  - c. At least 2 members of the executive must be members of UMSU.
  - d. The roles of the executive shall be as follows:
    - i. the President shall ensure the smooth and effective running of the society. They shall chair all committee and general meetings and present the agenda. In the event of their absence either Vice President shall preside.
    - ii. the Vice President shall assist the President with their duties, act as President in their absence, and work closely with the Education Officer.
    - iii. the Secretary shall oversee the club's correspondence, memberships, agendas and keep minutes of all committee and general meetings.
    - iv. the Treasurer shall oversee the club's finances. Specifically the annual budget, event budgets and the handling of all monies including collection of membership fees.

- v. the Education Officers shall liaise with: the School/Department of Nursing in particular the staff, sit on any sub committees they deem appropriate, and act as a representative of the student members on such committees.
  - e. The role of the international student representative shall be as follows: They shall liaise with: the School/Department of Nursing in particular the staff on matters relating to international student members, sit on any sub committees they deem appropriate, and act as a representative of the international student members on such committees. They, on request by members, shall endeavour to assist international student members with the relevant requirements and needs of international student members. They, on request by members, shall endeavour to assist Australian Citizens/Australian Permanent Residents who may have difficulties with international student members or vice versa or, if the need arises, between Australian Citizens and Australian Permanent Residents. They, on request by graduating international student members, shall endeavour to provide information to them on visa options upon graduation. They, on request by members, shall endeavour to provide information on registration and practising in Australia. They, on request by members and with the assistance of members, shall endeavour to provide information on registration and practising in other countries.
  - f. The role of the other year level representative:
    - i. is based on the fact that most, if not all, members are students undertaking the Master of Nursing Science at the University of Melbourne, which is a two year, full- or part-time course.
    - ii. is based on the fact that all other committee members are in the same year
    - iii. shall be as follows: They shall liaise with: the School/Department of Nursing in particular the staff on matters relating to members of the other year level, sit on any sub committees he/she deems appropriate, and act as a representative of the members of the other year level on such committees.
  - g. The role of the other nursing degree representative(s):
    - i. is based on the fact that most, if not all, members are students undertaking the Master of Nursing Science at the University of Melbourne, which is a two year, full- or part-time course.
    - ii. is based on the fact that all other committee members are in the Master of Nursing Science
    - iii. shall be as follows: They shall liaise with: the School/Department of Nursing on matters relating to members of the other nursing degrees, sit on any sub committees he/she deems appropriate, and act as a representative of the members of the other nursing degrees on such committees.
6. The committee shall have the following powers:
- a. Control over the finances of the club;

- b. Control over the activities of the club.
- 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.
- 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. Full financial report will be presented and adopted for the financial period from AGM to AGM;
  - c. The current committee will stand down;
  - d. Ratification of the club's constitution;
  - e. Elections will be held for a new committee, to take charge of the club from the close of the meeting;
  - f. Other moved motions may be discussed and voted upon, with preference going to motions of which notice was given before the meeting;
  - g. The club shall submit all the AGM documents to the C&S and GSA Administrator within two weeks of the AGM.
- 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.
- 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.
- 11. The quorum shall be:
  - a. At a General Meeting or Annual General Meeting, a minimum of twenty members whom are not committee members
  - b. At a committee meeting, three committee members, at least one of whom must be a member of the executive
- 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.

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. Proxy voting may be permitted if arranged prior to the meeting and approved by the executive and/or returning officer.
- b. Constitutional changes require a simple majority of members voting at a Special General Meeting or Annual General Meeting, and take effect from the end of the meeting. 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.

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.

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.

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.

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.

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.

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.
20. For all purpose herein, an academic day will be considered as a day in the academic calendar of the University of Melbourne.
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 the 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. In the event of the club being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit or gain of its individual members.
23. Any grievance that arises between a club and UMSU, a club member and another club member, or a club member and another University of Melbourne student is subject to the grievance procedure outlined in the UMSU Clubs & Societies Regulations. If the parties subject to a grievance are unable to meet and discuss the grievance and determine a resolution within 21 academic days, the UMSU Clubs & Societies Officer/s or their nominated representative shall appoint a mediator to facilitate mediation. Parties subject to mediation will have certain rights as members of the club suspended until mediation is completed.