



VICTORIA UNIVERSITY INTERNATIONAL

STUDENT ASSOCIATION

CREATED NOVEMBER 2001

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PART 2 – THE ASSOCIATION

2. Definitions

2.1. The name of the Association shall be the “Victoria University International Student Association” herewith referred to as VU ISA, and as a body, is affiliated with Victoria University Student Union Inc. (VUSU Inc.).

2.2. International student means students who are currently enrolled in Victoria University as onshore students, students who may hold a student visa, are born from countries outside the country, maybe in the process of applying for or already have a temporary or permanent resident or a citizenship status for no more than 2 years.

3. Visions

Our vision serves as a framework, which guides our path, to become the peak body representing all International students' interest at Victoria University.

4. Mission

4.1. To be a representative body of Victoria University Student Union Inc. on behalf of all International students at Victoria University.

4.2. To be the recognized means of communication between international students, the University and wider communities.

4.3. To make representations on matters affecting students to any member or body of the University; to the Council, the Academic Board, the Vice-Chancellor and the General Manager and coordinators.

4.4. To provide one voice for all International onshore students across all campuses and foster a common bond amongst all offshore students studying at VU overseas program including TAFE, VCE and High Education degree.

- 4.5. To defend the principles of universal membership and the right of students to an autonomous and self-governing organization.
- 4.6. To make recommendations to the appropriate bodies of the University on the allocation of funds to VU ISA.
- 4.7. To administer the funds received from VUSU associated departments and sponsors in accordance with this constitution, in furthering the vision of VU ISA.
- 4.8. To be an accountable, representative and democratic body for International students.
- 4.9. To co-operate with, and affiliate to other persons and bodies whose aims and objectives are consistent with those of the VU ISA, in pursuit the same vision and mission as VU ISA.
- 4.10. To engage encourage participation of membership by promoting and developing the interests and welfare of students through organizing signature events.

5. Power

- 5.1. The legal capacity of an association body under the Associations Act.
- 5.2. Exercise these powers under the constitution of VUSU Inc.
- 5.3. VU ISA does not require the approval of the VUSU Inc. or any other powers to amend this constitution.
- 5.4. This constitution may only be amended by VU ISA as a fixed part in the constitution of VUSU Inc.
- 5.5. Run and develop independently, by using its income in accordance with the objectives of the VU ISA.

6 Memberships

6.1. All members will have the right to attend Annual General Meeting and vote in the election of executive team.

6.2. The membership is permanent and free of charges.

6.4. Under section 14A of the Associations Act, this constitution is an enforceable contract between each member.

PART 3 – EXECUTIVE COMMITTEE

7. The VU ISA Executive Committee

- 7.1. There are nine (9) general representatives on the VU ISA Executive Committee.
- 7.2. The VU ISA Executive Committee are elected at the VU ISA AGM.
- 7.3. Eligible to nominate for VU ISA Executive Committee are international students at Victoria University who have finished their first year of studies and at least one semester of studies left.
- 7.4. Members of the VU ISA Executive Committee must be enrolled in a fulltime study at Victoria University.
- 7.5. The VU ISA Executive committee will make all decisions related to the operations of VU ISA through voting.
- 7.6. The VU ISA president has the right to nominate acting executives when casual vacancies exist.
- 7.7. No member may hold more than one position on the VU ISA executive committee at one time.
- 7.8. VU ISA executive committee members may create a department of up to three associate members, subject to the approval of at least five (5) other executive committee members.

7.8. Executive committee positions shall be as follows:

- 1) The President
- 2) The General Secretary
- 3) The Vice President
- 4) The Treasurer
- 5) The Education and Welfare Officer
- 6) The Activities Officer
- 7) Director of Social Media and Marketing
- 8) Director of Communication and Public Relations

8. Executive committee Responsibility

8.1 **PRESIDENT** shall:

- 8.1.1 Be the official spokesperson for the VU ISA;
- 8.1.2 Have the discretion to call Victoria University International Student Association Annual General Meeting (VU ISA AGM), Special General Meetings (VU ISA SGM) and VU ISA committee meetings as he/she deems appropriate;
- 8.1.3 Chair the meetings of the VU ISA and have a casting vote in addition to a deliberative vote;
- 8.1.4 Establish and maintain good relations with other organisations whose aims and objectives are like that of the VU ISA i.e.: CISA, AFIS, NUS, ACPET etc.;
- 8.1.5 Being responsible for the overall supervision of the operations of the VU ISA and have the discretion to delegate this supervisory function to any VU ISA member as required or needed;
- 8.1.6 Have absolute authority to delegate the duties of executives and associated committee members;
- 8.1.7 Liaise with seven (7) executive committees, but especially with Vice President, General Secretary and Treasurer closely on decision-making;
- 8.1.8 Approve budgetary expenditure and payment in accordance with the VU ISA budget and with an accompanying signature;
- 8.1.9 Be responsible for informing the appropriate staff of the Association's operations;
- 8.1.10 Use final make-decision, right after negotiations with executives in which can be considered rationally to be beneficial to VU ISA in some special circumstances.

8.2 **GENERAL SECRETARY** shall:

8.2.1. Be responsible for the Meeting Agenda, Minutes and correspondence of the VU ISA;

8.2.2. Be responsible for organising all kinds of meeting times, dates and venues;

8.2.3. Be responsible for assisting the President in his general duties as needed;

8.2.4. Be responsible for clearing the Association's mail, email and messages;

8.2.5. Be responsible for the preparation and final version of the Annual General Report.

8.3 **VICE-PRESIDENT** shall:

8.3.1. Assume the duties and responsibilities of the President in his/her absence;

8.3.2. Liaise closely with all branches of VU ISA.

8.4 **TREASURER** shall:

8.4.1. Be responsible for maintaining an accurate account of all financial matters and regularly reporting to the committee on the state of the budget;

8.4.2. Be responsible for maintaining the VU ISA revenues, petty cash and records and receipts associated with it;

8.4.3. Prepare an Annual Financial Report as part of the Annual General Report;

8.4.4. Be able to approve payment for expenditure committed in accordance with the VU ISA budget with the signature from President;

8.4.5. Prepare a budget for all costs involved in marketing activities.

8.5 **EDUCATION & WELFARE OFFICER** shall:

8.5.1. Be responsible for running education-related programs;

8.5.2. Be responsible for promoting transparency and fairness in academic evaluation and justice in special consideration and appeal cases;

8.5.3. Be responsible for conducting surveys and other means to evaluate and improve the quality of social and academic life;

8.5.4. Liaise with Administration Branch conducting feedback from all events through written surveys and other means;

8.5.5. Liaise with Activity and Event Branch conducting feedback from events if required through written surveys and other means.

8.6 **ACTIVITIES OFFICER** shall:

8.6.1. Be responsible for all social and cultural activities carried out by the association;

8.6.2. Liaise with the Treasurer for payment of the activities;

8.6.3. Liaise with Marketing and Multimedia Branch for drafting an activity calendar every semester of the various activities to be carried out by the Association;

8.6.4. Liaise with Welfare and Education Branch conducting feedback from all events through written surveys and other means;

8.6.5. Be responsible for reporting to the executive committee on the progress and results of activities carried out by the association.

8.7 **DIRECTOR OF SOCIAL MEDIA & MARKETING** shall:

8.7.1. Be responsible for all VU ISA social media platform i.e.: Facebook, Twitter, Instagram,

Micro-blog, etc.

8.7.2. Be responsible for posters, billboards, intercepts;

8.7.3. Liaise with the administration branch for making and collecting and maintaining all video and photo activities materials;

8.7.4. Responsible for running promotional campaigns by setting up marquees as required.

8.8 **DIRECTOR OF COMMUNICATION & PUBLIC RELATIONS** shall:

8.8.1. Be the main point of contact for all affiliate relationships with VU International

Club and Society;

8.8.2. Manage affiliate relations, communication and recruit other VU International Club and Society;

8.8.3. Attend all relevant affiliate activities to develop relationships with affiliates;

8.8.4. Monitor affiliate activity and performance and recommend ways to increase affiliate benefits.

8.8.5. Be responsible for all sponsorship for the association;

8.8.6. Be responsible for recruiting all general volunteers for certain events;

8.8.7. Be responsible for recruiting VU ISA new associated committee members by running VU ISA committee interviews;

8.8.8. Prepare all equipment and all other required materials for carrying out activities;

8.8.9. Liaise with other departments, clubs, associations, staff and others as required.

PART 4 – ASSOCIATE COMMITTEE

9. Associate Committee:

- 9.1. Will be considered as part of the wider committee but have no rights to vote on ISA matters;
- 9.2. Will be recognized for their efforts to ISA through the award program;
- 9.3. Right to appeal dismissal as outlined the in VU ISA constitution.

10. Responsibility Associated Committee:

- 10.1. To carry out tasks efficiently and effectively as allocated to them by their department manager;
- 10.2. Assume the duties and responsibilities of their department manager in his or her absence;
- 10.3. To uphold the vision and values of the VU ISA;
- 10.4. Not to discriminate against anyone for any reason;
- 10.5. To act accordingly as they are a public representative of the VU ISA.

PART 5 –GENERAL

11. Publication of Materials:

11.1. All persons producing materials for VU ISA must ensure that the material is not defamatory.

11.2. The VU ISA President shall have access to all materials prior to publication and; may stop/alter the publication as he/she sees fit.

12. Management of Funds:

12.1. The executive committee is responsible for the management of the VU ISA accounts.

12.2. VU ISA must maintain adequate and accurate financial records of its financial operations.

12.3. Payment may only be authorised with signatures from two of the three individuals; the President, the Vice President and the Treasurer.

13. VU ISA Meetings:

13.1. VU ISA committee meetings shall be convened at the discretion of the president provided that a notice of at least three (3) days is given to the VU ISA executive committee.

13.2. A request for a meeting can be made by a member of the VU ISA executive committee supported by a petition of at least five (five) international students;

13.3. Notice of VU ISA meetings is considered fulfilled if this has been communicated to the executive committee either in writing or oral form.

13.4. The president shall set the agenda for VU ISA meetings but any item suggested by members will be included in the agenda if due notice is given and the issue is of significance

(this is at the discretion of the executive committee).

13.5. The **quorum** required for an VU ISA meeting shall be fifty (50) percent of the executive committee.

13.6. All resolutions of the VU ISA shall be passed by a simple majority vote.

13.7. All resolutions relating to financial and legal matters of the VU ISA shall be passed by a majority vote of at least seventy (70) percent.

14. Removal of VU ISA Executive Committee Members:

14.1. Any international student(s) may seek to remove any member(s) of the VU ISA executive committee for mal-performance or non- performance of duty by moving a motion of 'no confidence', which must be approved by not less than two thirds of the international students present at a VU ISA AGM or a VU ISA SAGM.

14.2. Any VU ISA Executive Committee member may be removed from office by no less than two thirds majority vote of the executive committee of the VU ISA, which shall then create a casual vacancy.

14.3. Associate committee members may be removed by their department head for mal-performance, non-performance or non-compliance.

14.4. Such removal can be appealed to either the VU ISA executive committee directly through a written statement where the committee will decide if the ruling was fair and in line with the VU ISA vision. If the VU ISA executive committee find that the ruling was unjust (two third majority required) then they may vote to take punitive action against the said committee member for breach of VU ISA practises (this needs a two third majority of committee to be successful). Failing this associate committee member can appeal at an VU ISA AGM and VU ISA SAGM which will be successful if two thirds of attending international students vote for re-instatement.

15. Casual Vacancies

15.1. In the event of a resignation or removal in accordance with section 14, the remaining VU ISA executive committee shall, subject to Section 21, appoint any eligible associated committee (s) to hold the position to fill the vacancy until the subsequent election period.

16. Victoria University International Students Association Annual General meeting (VU ISA AGM):

16.1. Shall be facilitated in the second semester of every year between the 1st of August and the 31st of October. This date will be at the discretion of the President and current executive committee and will:

16.1.1. Consider matters deemed necessary by the VU ISA;

16.1.2. Consider recommending the dismissal of any person elected under this constitution for mal- performance or non-performance of duty.

16.1.3. Consider any other matter and make recommendation to the VU ISA accordingly, except for amendments to this constitution.

17. The requirements for a valid VU ISA AGM shall be:

17.1. The quorum for an VU ISA AGM shall be given fifty (50) percent of the committees currently enrolled;

17.2. At least seven (7) days' notice must be given by announcement by posters and email to all members.

17.3. A simple majority vote is required to pass any motion moved in any VU ISA AGM.

17.4. All international students who are registered members of the VU ISA may fully participate in an VU ISA AGM and each may exercise their right to vote.

18. Victoria University International Student Association Special Annual General Meeting (VU ISA SAGM):

- 18.1. The requirements for a valid VU ISA SAGM shall be:
- 18.2. A request by a petition of at least thirty (30) registered member, by VU ISA executive committee's members or a motion unanimously approved by the VU ISA;
- 18.3. At least seven (7) days' notice must be given by announcement by posters and email to all members.
- 18.4. Decisions of an VU ISA SAGM are binding on the VU ISA;
- 18.5. All international students who are registered members of the VU ISA may fully participate in a VU ISA SAGM and each may exercise their right to vote.
- 18.6. Proposed constitutional amendments can be recommended and accepted at the VU ISA SAGM.
- 18.7. For a proposed constitutional amendment to be accepted it must be passed with a two third majority of the VU ISA members in attendance at the VU ISA SAGM.

19. General criteria of awarding system:

- 19.1. Attending at least one (1) executive meeting;
- 19.2. Members are to contribute to the promotion of VU ISA at least once per event for the prescribed time decided by the organiser;
- 19.3. Members are to make at least three (3) hours per week of contribution to the executing of VU ISA objectives in the office;
- 19.4. Fulfil the responsibility of their position to the best of their ability;

19.5. support department manager's work and finish work on time.

20. Awards system and categories:

20.1. VU ISA executive committee members will receive an Appreciation Certificate signed by the PVC upon completion of their roles;

20.2. An associate committee member that has been deemed to an exceptional contributor to VU ISA will receive an Appreciation Certificate signed by the PVC, this person will be selected by the President and Vice President;

20.3. All associate committee members will receive an appreciation certificate signed by the VU ISS Associate Director;

20.4. VU ISA Leadership Award will be given to the department that shows the best teamwork and outcomes;

20.5. Other gifts such as movie tickets, gift cards, and bookshop vouchers will be discussed by the VU ISA executive committee and will be awarded to committee members who are deemed to be making an extraordinary contribution to VU ISA.

PART 6 – Elections

21 Elections:

21.1 Elections for the new president and executive committee will be held annually. The period of office would start from 1st November every year;

21.2 Shift term between the new executive committee and previous the executive committee are during 15th November to 1st December;

21.3 The elections will take place after the VUSU Inc. elections take place;

21.4 VU ISA members have the right to vote in this election to decide the outcome of the new executive committee.

21.7 In accordance with section 8.1, the president is the official spokesperson and holds final make-decision right in some special circumstances as required.