



# MONASH YOUNG MEDTECH INNOVATORS

## CONSTITUTION (RULES OF ASSOCIATION)

**Monash Young MedTech Innovators Constitution**  
Authorised Version No. 2 incorporating amendments as at

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## **PART 1 – PRELIMINARY**

### **1 Name**

- (1) The Name of the Team shall be “Monash Young MedTech Innovators”.
- (2) The Team shall also be known as “MYMI”.

### **1A Commencement**

- (1) Subject to subsection (2), this Constitution shall come into operation on a day or days to be proclaimed.
- (2) If a provision referred to in subsection (1) does not come into operation before 1 January 2022, it shall come into operation on that day.

### **2 Purpose**

The purpose of the Team is to provide—

- (1) a platform to engage, empower and equip Team Members, students and researchers with relevant skills, connections, and experiences within the Medical Technology Industry;
- (2) a pipeline to facilitate the initiation and growth of Projects which may lead to startups and research output within the Medical Technology Industry;
- (3) career-related information, assistance, opportunities and skill development to Team Members, students and researchers;
- (4) a platform for collaboration between Team Members, students and researchers with the Faculty of Engineering;
- (5) an environment in which Team Members, students and researchers can implement various targets of the United Nations’ Sustainable Development Goals; and
- (6) an inclusive environment which promotes respect to Team Members and the MYMI Community regardless of home institution, discipline, creed or experience;
- (7) a platform to inspire prospective professionals in the Medical Technology Industry.

### **3 Interpretation**

This Constitution shall be interpreted subject to any prescribed rules or regulations implemented by the Faculty of Engineering and any Victorian and Commonwealth laws.

### **4 Definitions**

In this Constitution, unless contrary intention appears, all words and expressions have

their plain, ordinary meaning, consistent with the purposes of the Team as provided in section 2, and—

**Academic Day** means a day that falls within a Semester One Teaching Period or Semester Two Teaching Period on which classes are held;

**Alumnus from another Australian University** means a graduate of an undergraduate course from an Australian University other than Monash University;

**Ancillary Branch** means a Branch of the Committee created under section 8A.

**Australian University** means any Australian tertiary educational institution permitted to award academic degrees and qualifications.

**Branch** means a subset of Committee Members with specific purposes, duties and powers as provided under Part 5, or an Ancillary Branch, who act in furtherance of the purpose of the Team as provided in section 2;

**Branch Meeting** means a meeting undertaken by Committee Members of the same Branch from time to time as determined by the relevant Committee Members;

**Breach of Confidence** means an act committed by a Team Alumnus as provided in section 102;

**Chairperson** means a chair of a meeting under Part 9;

**Committee** means the composition of Executive Members and members of all Branches;

**Committee Member** means a member of the Committee;

**Committee Position** means a position in the Team, the office of which is held by a Committee Member;

**Company** means a company registered under the *Corporations Act 2001* (Cth);

**Confidential Information** means information about Team Members or affairs and activities of the Team which are expressly or impliedly deemed to be confidential by the Team, in various forms including, but not limited to—

- (a) written or electronic documents;
- (b) audio material;
- (c) photographs;
- (d) video material; or
- (e) two-dimensional or three-dimensional objects.

**conflict of interest** means the state of a Committee Member having duties towards, or interests in, an individual, Organisation or Company, whose motives are directly



incompatible with the purpose of the Team as provided in section 2 or the purpose of any Branch as provided under Part 5;

**Constitution** means the MYMI Constitution which contains the entrenched fundamental principles, purposes, powers and duties of the Team;

**Culture Review** means an annual report drafted by the Culture and Community Officer of the Culture Team as provided under section 30;

**Director** means the Managing Directors of Operations, Managing Directors of Projects and the Director of each Branch, in whom a series of powers and duties of the Branch of concern resides;

**disciplinary action** means the undertaking of disciplinary procedures and grievances as provided under Part 11, Division 1;

**disciplinary hearing** means a proceeding undertaken by the disciplinary subcommittee to conduct business pertaining to Disciplinary Action as provided under Part 11, Division 1;

**disciplinary subcommittee** means the subset of Executive Members as provided for in section 106 appointed to—

- (a) hear matters in disciplinary hearings;
- (b) determine the action, if any, to be taken against a Team Member;

**emergency** means an unforeseeable event as provided for in sections 10B(2)(e) and 80(5)(b)(i);

**Exchange Program** means an educational or professional program undertaken by a Team Member at an external Australian University, or international tertiary educational institution, for which an intermission of office may be validly sought;

**Executive Committee** means the subset of Executive Members holding the powers and duties as provided under Part 4;

**Executive Committee Position** means a position for which a prospective recruit may apply belonging to the Executive Committee, whose composition is provided under Part 4;

**Executive Meeting** means a meeting undertaken by Executive Members at least once per month at the dates, times and places determined by the Managing Directors of Operations, as provided under Part 9, Division 1;

**Executive Member** means a Committee Member holding a position on the Executive Committee as provided under section 13, who act in furtherance of the purpose of the Executive Committee as provided in section 12A;

**Externship** means a placement undertaken by a Team Member at an institution or industry external to Monash University, for which an intermission of office may be validly sought;

**Faculty of Engineering** means the Faculty of Engineering at Monash University;

**Final Year Project** means a self-guided learning task in the form of a project, to which an exemption from being removed from office under section 77 applies and—

- (a) consists of either a design, theoretical, or experimental investigation;
- (b) is undertaken either within the Department or externally with a company or research organisation; and
- (c) is undertaken with an academic member of staff acting as the supervisor;

**General Duty** means a duty to be held by Committee Members when they are recruited to the Committee as provided under section 11;

**General Meeting** means a meeting undertaken by Committee Members once every two months at the dates, times and places determined by the Managing Directors of Operations, as provided under Part 9, Division 2;

**Grant** means a financial allocation to MYMI for the purposes of funding its operations and projects;

**Grievance Procedure** means the procedure of dispute resolution of the Team as provided under Part 11, Division 2;

**Hardware** means a Medical Technology product which produces desired outcomes through physical or mechanical means;

**Hardware Project** means a Project which aims to design and produce Hardware;

**Honorary Life Member** means a Team Alumnus listed in the appendix, who has been recognised for their substantial contribution to the Team, as provided under section 104;

**Identifying Information** means private information identifying an individual, including, but not limited to—

- (a) name;
- (b) address;
- (c) ethnicity;
- (d) religion;
- (e) medical history;
- (f) any information deemed to be Identifying Information by the Executive Committee;

**Immediate Past President** means the most recent individuals to cease holding office

as Presidents, whose powers and duties are provided under section 15A;

**industry guide** means a guide drafted by the Partnerships Branch to provide industry information and promote industry engagement for Team Members, alumni and the MYMI Community;

**institution** means an institution internal or external to Monash University, providing education, professional development opportunities, employment or otherwise;

**Intellectual Property** means intangible property concerning specific subject matters, the interest in which can be registered or unregistered, and includes, but is not limited to, under Australian law—

- (a) copyright;
- (b) designs;
- (c) patents;
- (d) trademarks;

**Internship** means a placement undertaken by a Team Member at an institution or industry workplace;

**Leave of Absence** means an approved period of leave from Executive Meetings or General Meetings, not exceeding two months, as provided under sections 87 and 97 respectively;

**managerial information** means private information regarding the present and future management of Team Members and includes, but is not limited to information regarding—

- (a) disciplinary action commenced against Team Members;
- (b) managerial actions;
- (c) planned member leavings;

**Material Personal Interest** means an interest of some substance or value in a matter which may involve derivation of financial or other benefits, which must be disclosed in Executive Meetings and General Meetings to avoid a conflict of interest as provided under sections 85 and 95 respectively;

**Medical Technology** means the application of organised knowledge and skills in the form of devices, medicines, vaccines, procedures and systems developed to solve a health problem and improve quality of lives;

**Medical Technology Industry** means the industry in which Medical Technology devices, medicines, vaccines, procedures and systems are produced, developed and marketed;

**Monash University Clayton Campus** means the campus of Monash University located on Wellington Rd, Clayton VIC 3800;

**MYMI** means Monash Young MedTech Innovators as provided under section 1;

**MYMI Community** means the community of Team Members, researchers, alumni and those with an interest in Medical Technology who engage with MYMI;

**Non-Committee Team Member** means Team Members of MYMI who do not comprise the Committee, belonging principally to Projects Teams;

**Non-Committee Team Position** means a position of recruitment available for prospective Non-Committee Team Members as provided under Part 7;

**Non-Projects Lead Position** means a position for recruitment which is not for a Projects Lead Position, whose process of recruitment is provided under Part 7;

**Organisation** means an entity serving a purpose, and includes, but is not limited to—

- (a) a company;
- (b) an institution;
- (c) an association;
- (d) a government department;
- (e) a political party;

**organisational information** means information of the organisation and includes, but is not limited to information regarding—

- (a) organisational and project trade secrets;
- (b) information about MYMI not in the public domain;
- (c) budgets and costs;
- (d) stakeholder contact information;

**Personal Forms of Identification** means documents identifying an individual, including, but not limited to:

- (a) driver's licence;
- (b) Working with Children Check;
- (c) Passport;

(d) student ID card;

**Placement** means a temporary positioning of a Team Member in an industry workplace or other place of professional development to obtain work experience, for which an intermission of office may be validly sought;

**Process of Amendment** means the process undertaken to amend this Constitution as provided under section 120;

**Project** means an undertaking made to develop a hardware or software product of Medical Technology by Team Members;

**Proper purpose** means a purpose of the Team or a purpose that is consistent or necessary in achieving the purpose of the Team through a legitimate exercise of power;

**Recruitment** means recruitment of Committee Members and Non-Committee Team Members as provided under Part 6 and Part 7 respectively;

**Religious Commitment** means a religious event, occurrence or happening in which a Team Member's participation is required as part of their religious beliefs, feelings and intellectual inclinations;

**Removal of Members** means the removal of the status of Team Member from an individual as provided under section 77;

**resolution** means the vote in approval of an action by more than half of the Committee Members holding office who are entitled to vote in the meeting at which the approval of an action is sought;

**self-disqualify** means the decision to remove oneself from the consideration of a subject matter at a meeting;

**Semester One Teaching Period** means the period of dates allocated by Monash University to form part of the Semester One Teaching Period;

**Semester Two Teaching Period** means the period of dates allocated by Monash University to form part of the Semester Two Teaching Period;

**Software** means a Medical Technology product which produces desired outcomes through electronic or computerised means;

**Software Project** means a Project which aims to design and produce Software;

**Special Resolution** means a resolution to be passed in accordance with the procedure provided under section 121;

**stakeholder** means an external or internal person, including an individual or organisation, holding an interest or concern in the work of MYMI, where—

(a) an **external stakeholder** means a person outside the scope of the workings of Monash University;

(b) an **internal stakeholder** means a person within the scope of the workings of Monash University;

**Stakeholder Information** means private information regarding stakeholders and includes, but is not limited to, information regarding—

(a) the extent of stakeholder interests in MYMI;

(b) any financial contributions from, or distributions to, stakeholders;

**startup** means a project undertaken by Team Members to seek, develop, and validate a scalable and entrepreneurial business model;

**student** means an undergraduate or postgraduate student currently enrolled at Monash University;

**student team** means a Monash University Engineering Student Team as provided by the Monash University Student Teams, Clubs and Societies Listing;

**subcommittee** means a smaller committee of Executive Members or Committee Members established by the Executive Committee or the Committee, with delegated actions as decided by the Executive Committee or the Committee;

**substantial attendance** means the requisite attendance of Team Members as provided under section 10A;

**Team** means the organisation of MYMI comprising Team Members;

**Team Alumnus** means an individual who has previously held office as a Team Member, and was not removed from office, as provided under Part 10;

**Team Member** means any member of MYMI formally recruited under Part 6 or Part 7;

**Trade Secrets** means information held by individuals or organisations because of their professional or economic position or occupation, which is not known, and actively kept as a secret, to the public, and includes, but is not limited to—

(a) formulae;

(b) practices;

(c) processes;

(d) designs;

(e) instruments;

(f) patterns;

(g) compilations of information;

***United Nations' Sustainable Development Goals*** means a collection of 17 interlinked global goals established by the United Nations General Assembly in 2015, and are intended to be achieved by the year 2030;

***Vacation of office*** means the departure of a Team Member from their office as provided under section 76.

## **PART 2 – POWERS OF THE TEAM**

### **5 Powers of the Team**

(1) The Team has power to do all things incidental or conducive to achieving its purposes, subjects to any restrictions placed on it by the Faculty of Engineering, and any obligations under Australian or international law.

(2) The Team may only exercise its powers and use its Grants (including any surplus) for proper purposes.

### **6 Not for profit status**

(1) The Team must not distribute any surplus, income or assets directly or indirectly to its Team Members, students, and researchers.

(2) Subsection (1) does not prevent the Team from paying Team Members, students and researchers—

(a) reimbursement for expenses properly incurred by the parties;

(b) for goods and services provided by the parties;

if this is done in good faith on terms no more favourable than if the party were not a party

## **PART 3 – THE TEAM AND THE COMMITTEE**

### **7 Roles and powers**

- (1) The activities of the Team must be managed by or under the direction of the Committee.
- (2) Executive Members may exercise all the powers of the Team except those powers that this Constitution, or a policy or regulation as a schedule to this Constitution, requires to be exercised by General Meetings or Executive Meetings of the relevant Team Members.
- (3) The Committee, by resolution at a General Meeting, may establish subcommittees consisting of Executive Members, Committee Members or Team Members with duties and powers it considers appropriate, which must be codified within a policy or regulation as a schedule to this Constitution.

### **8 Branches of the Committee**

- (1) The Committee shall consist of 7 Branches as listed in section 8(2) as well as any Ancillary Branches created in section 8A.
- (2) The Branches of the Committee include—
  - (a) the Compliance Branch;
  - (b) the Culture Branch;
  - (c) the Engagement Branch;
  - (d) the Partnerships Branch;
  - (e) the Promotions Branch;
  - (f) the Projects Branch; and
  - (g) the Operations Branch.

### **8A Ancillary Branches**

- (1) The Executive Committee may, from time to time, through create an Ancillary Branch composed of Team Members, to fulfil the purpose of the Team or perform any functions necessary to fulfil the purpose of the Team.
- (2) An Ancillary Branch must be created by resolution at an Executive Meeting.
- (3) An Ancillary Branch may be wound up by resolution at an Executive Meeting.
- (4) The creation of an Ancillary Branch does not require amendment of this Constitution.



(5) The provisions of this Constitution, and the provisions of any policies or regulations as a schedule to this Constitution which apply to the Team, apply to the operations of Ancillary Branches.

## **9 Delegation**

(1) The Executive Committee may delegate any of its powers and functions, except those listed in section 9(2) to—

- (a) an Executive Member;
- (b) a Branch of the Committee;
- (c) a subcommittee;
- (d) a Committee Member;
- (e) a Team Member; or
- (f) a researcher.

(2) The Executive Committee shall not delegate—

- (a) its power of delegation under this section;
- (b) a duty imposed on the Executive Committee by this Constitution;
- (c) a duty imposed on the Executive Committee within a policy or regulation as a schedule to this Constitution according to section 7(3); or
- (d) a duty imposed on the Executive Committee by any other law.

(3) The delegation must be in writing and may be subject to the conditions and limitations the Executive Committee considers appropriate.

(4) The Executive Committee may, in writing, revoke a delegation wholly or in part.

## **10 Eligibility to become a Team Member**

Any undergraduate or postgraduate student enrolled at Monash University or another Australian University, Monash University Alumnus or Alumnus from another Australian University, and researchers are eligible to become Team Members, subject to—

- (a) the provisions for Recruitment in Parts 6 and 7; and
- (b) a—

- (i) maintenance of substantial attendance as defined in section 10A; or
  - (ii) permissible failure of substantial attendance by operation of section 10B; and
- (c) any other provisions in this Constitution.

### **10A Substantial attendance**

(1) Substantial attendance shall be met unless—

(a) a member is unable to maintain contact or be contactable for three continuous weeks during their term of office; or

(b) a member is unable to commit to fulfil all that is required of their role for the entirety of their term of office as defined in this Constitution and any policies or regulations codified as a schedule to this Constitution as provided under subsection (4).

(2) A failure of maintaining substantial attendance may be permitted by operation of section 10B.

(3) An unpermitted failure of maintaining substantial attendance shall constitute a vacation of office in accordance with section 76.

(4) A failure of maintaining substantial attendance may be defined within a policy or regulation as a schedule to this Constitution.

### **10B Intermission of office**

(1) For clarification, an intermission of office will not terminate Team Members' eligibility for membership, and will constitute a permitted failure to maintain substantial attendance.

(2) An intermission of office may be sought for—

(a) an Exchange Program; or

(b) an Internship or Externship; or

(c) a Placement; or

(d) Religious Commitments; or

(e) an emergency, including, but not limited to—

(i) family emergencies; or

(ii) medical emergencies; or

(iii) natural disasters; or

(iv) public health emergencies; or

(v) political upset; or

(f) any other reasonable purpose deemed to be out of the applicant's control.

(3) Except for circumstances outlined in section 10B(2)(e), an intermission of office must be sought—

(a) in writing; and

(b) addressed to the Executive Committee or an Executive Member(s); and

(c) within 14 days of the applicant obtaining notice of their purpose for seeking an intermission of office.

(3A) Where circumstances outlined in section 10B(2)(e) arise, an intermission of office shall be automatically granted without notice under section 10B (3) where reasonable.

(4) A failure to notify the Executive Committee within 14 days may be grounds for disciplinary action under Part 8 of this Constitution and/or may be a factor in the Executive Committee's consideration of a breach of section 10A (1).

(5) The Executive Committee retains sole discretion to determine, in an Executive Meeting, the validity of a sought intermission of office and the appropriate course of action within the circumstances of each case.

(6) Appropriate courses of action for the purposes of subsection (5) include, but are not limited to—

(a) removing the Team Member from office; or

(b) choosing to take no further action at present; or

(c) choosing to take no further action in the future; or

(d) requesting further information as the Executive Committee sees fit;

or (e) delaying any decision for an agreed period.

(7) Any decision made by the Executive Committee must be made—

(a) by resolution, including, if applicable, a decision to take no action under this section; or

(b) by special resolution, where the decision is to remove the Team

## **Member. 11 General duties of Committee Members**

(1) As soon as practicable after being recruited or appointed to the Committee, each Committee Member must become familiar with this Constitution, and any policies or

(2) Committee Members are collectively responsible for ensuring that the Team complies with this Constitution, and any policies or regulations codified as a schedule to this Constitution.

(3) Committee Members must exercise their powers and discharge their duties with reasonable care and diligence.

(4) Committee Members must exercise their powers and discharge their duties

with— (a) honestly; and

(b) in good faith; and

(c) in the best interests of the Team; and

(d) for a proper purpose.

(5) Committee Members and former Committee Members must not make improper use of—

(a) their position; and

(b) any information acquired by holding their position—

to gain an advantage for themselves or any other person or to cause detriment to the Team.

(6) Committee Members must behave respectfully and impartially towards other Committee Members and any individuals who engage with MYMI regardless of age, race, nationality, religion, gender, sexuality, and disability.

(7) In addition to the duties imposed by this Constitution, a Committee Member must perform any other duties imposed from time to time by resolution at a General Meeting.

## **PART 4 – THE EXECUTIVE COMMITTEE**

### **12A Purpose of the Executive Committee**

The purposes of the Executive Committee shall be to—

(1) make overarching decisions regarding prospects of MYMI;

(2) make decisions regarding the regular operation of the Team;

(3) ensure compliance of the Team with General Duties set out in section 11 of this Constitution and any policies or regulations codified as a schedule to this Constitution;

(4) offer advice to the rest of the Team from time to time; and

(5) interact with stakeholders of MYMI.

## **12B Powers of the Executive Committee**

The powers of the Executive Committee include—

(1) the power to do all things incidental or conducive to achieving its purposes outlined in section 12A, subject to any restrictions placed on it by the Faculty of Engineering or any decisions made by resolution at a General Meeting;

(2) the power to do all things incidental or conducive to satisfying its duties and obligations under section 12C or any other law;

(3) the power to delegate any of their powers and functions by operation of section 9;

(4) the power to elect or remove a Team Member by operation of section

## **77. 12C Duties of the Executive Committee**

The duties of the Executive Committee shall be to—

(1) enforce and administer the sections of this Constitution and any other rules of the Team;

(2) maintain the confidentiality of information regarding—

(a) Identifying Information of Team Members, including, but not limited to, information obtained during recruitment interviews; and

(b) Managerial Information of Team Members, including, but not limited to—

(i) information regarding disciplinary action pursuant to Part 11, Division 1; and

(ii) Removal of Members pursuant to section 77; and

(iii) member relations; and

(c) Organisational Information of the Team, including, but not limited to—

(i) information regarding Projects; and

(ii) information surrounding the Intellectual Property of Team Members; and

(iii) information pertaining to Trade Secrets; and

(d) Stakeholder Information; and

(e) any other information which the Executive Committee deems to be confidential under this section;

(3) act as an advisory body to the rest of the Team.

### **13 Composition of the Executive Committee**

(1) The Executive Committee shall consist of the Executive Members as listed in subsection (2).

(2) The Executive Members are—

(a) two Presidents;

(b) two Managing Directors of Operations;

(c) two Managing Directors of Projects;

(d) one to two Compliance Director(s);

(e) one to two Culture Director(s);

(f) one to two Engagement Director(s);

(g) one to two Partnerships Director(s);

(h) one to two Promotions Director(s).

### **13A Academic Advisor**

(1) The Executive Committee may be advised by one or more Academic Advisors as nominated by the Faculty of Engineering from time to time.

(2) An Academic Advisor may, at their absolute discretion, provide advice or direction to assist Team Members in achieving MYMI's purpose.

(3) An Academic Advisor may, at their absolute discretion, attend and participate in Executive Meetings or General Meetings.

(4) An Academic Advisor must attend all disciplinary hearings as a member of the disciplinary subcommittee as provided under section 105.

(5) An Academic Advisory may, at their absolute discretion, object to the removal of a Team Member as provided under section 77(2)(c).

(6) An Academic Advisor may be appointed as a mediator as provided under section 111.

#### **14 Eligibility to become an Executive Member**

(1) An individual is eligible to be appointed as an Executive Member if, at the time of appointment, they:

- (a) have, within the last two years, held office as a Committee Member;
- (b) are an undergraduate or postgraduate student enrolled in Monash University and based at Monash University Clayton Campus; and
- (c) are 18 years of age or older; and
- (d) are not appointed within the executive of another student team; and
- (e) have not previously been removed from office as per section 77; and
- (f) have maintained substantial attendance as defined in section 10A, or have a permissible failure of substantial attendance by operation of section 10B.

(2) Subsection (1)(a) may be disregarded where the Executive Committee is satisfied that an individual who does not satisfy the subsection is reasonably qualified for appointment as an Executive Member.

#### **15 Duties of the Presidents**

The duties of the Presidents shall be to—

- (1) coordinate the activities of the Team;
- (2) coordinate the day-to-day enforcement and administration of this Constitution and any policies or regulations codified as a schedule to this Constitution;
- (3) attend and participate in Executive Meetings and General Meetings; (4) attend and participate in any other meetings as required;
- (5) act as advisors to other Committee Members;
- (6) represent the Team, and act as its spokespersons, to external stakeholders of the Team;
- (7) uphold the duties of the Executive Committee outlined in section 12C;
- (8) assess the achievement of the Team's purposes outlined in section 2;

- (9) attend and assist at all significant events organised by the Team.

## **16 Duties of the Managing Directors of Operations**

The duties of the Managing Directors of Operations shall be to—

- (1) manage the organisational aspects of the Team including, but not limited to—
- (a) maintaining records for—
    - (i) financial affairs of the Team; and
    - (ii) Executive Meetings and General Meetings; and
    - (iii) software databases utilised by the Team; and
    - (iv) any other matters for which record maintenance is deemed appropriate by the Executive Committee;
  - (b) scheduling and running meetings;
  - (c) reserving appropriate spaces for the Team's use;
  - (d) managing electronic communications utilised by the Team;
- (2) support the Presidents when required;
- (3) supervise and manage the Operations Branch, involving—
- (a) scheduling and running meetings with the General Representatives;
  - (b) the liaising between the General Representatives and other Branches;
  - (c) the appointing of General Representatives to assist with other branches when required;
  - (d) the ensuring of the fulfilment of the General Representatives in performing their allocated tasks;
  - (e) any other actions which are incidental or conducive to assisting the General Representatives in achieving their purposes;
  - (f) acting as advisors to the Outreach Officers in assisting with the organisation of the outreach program, and any other associated activities;
  - (g) acting as advisors to the Sustainability Officers in assisting with the maximisation of the sustainability of the Team's operations;



- (4) attend and participate in Executive Meetings and General Meetings;
- (5) uphold the duties of the Executive Committee outlined in section 12C;
- (6) approve expenditure by the Team;
- (7) facilitate the receipt of sponsorship funds;
- (8) attend and assist at all significant events organised by the Team.
- (9) remain substantially contactable by other Executive Members.

### **17 Duties of the Managing Directors of Projects**

The duties of the Managing Directors of Projects shall be to—

- (1) liaise between the Projects Directors, Projects Teams, and the remainder of the Team;
- (2) remaining aware of, and assisting with, the progression of all Project Teams involving—
  - (a) the maintenance of communication with Projects Directors and Project Leads; and
  - (b) the ensuring of the fulfilment of Project Teams; and
  - (c) any other actions which are incidental or conducive to assisting the Projects Directors and Project Teams in achieving their objectives;
- (3) provide managerial advice to Projects Directors and Project Teams, involving—
  - (a) the evaluation of the suitability of timelines and objectives of Project Teams; and
  - (b) the evaluation of the suitability of the expertise of Project Team Members as necessitated for their appointed positions; and
  - (c) the consideration of the appropriate size of various Project Teams;
- (4) support the Presidents when required;
- (5) uphold the duties of the Executive Committee outlined in section 12C;
- (6) attend meetings with Projects Directors;

(7) attend and participate in Executive Meetings and General

Meetings. (8) attend and assist at all significant events organised by the Team.

(9) remain substantially contactable by the Projects Directors and Project Leads.

## **18 Duties of other Executive Members**

The duties of Executive Members other than the Presidents, the Managing Directors of Operations, and the Managing Directors of Projects, shall be set out in Part 5 within their respective Branches.

## **PART 5 – BRANCHES OF THE COMMITTEE**

### **Division 1 – Compliance Branch**

#### **19 Purpose of the Compliance Branch**

The purposes of the Compliance Branch shall be to—

- (1) act as the dedicated internal regulator of organisational policy and development;
- (2) enforce organisational compliance with this Constitution and any policy or regulation as a schedule to this Constitution;
- (3) act in an internal advisory capacity regarding compliance with external regulatory, financial and professional requirements;
- (4) generate internal educational resources for other branches of the Committee.

#### **20 Powers of the Compliance Branch**

The powers of the Compliance Branch include—

- (1) creating policies or regulations as a schedule to this Constitution subject to approval by resolution at an Executive Meeting;
- (2) drafting and distributing internal educational resources to other branches;
- (3) interpreting and managing the implementation of external policies.

- (4) reconsidering decisions made by other Executive Members, and, if necessary, overturning decisions made by other Executive Members.

## **21 Composition of the Compliance Branch**

- (1) The Compliance Branch shall consist of the members as listed in subsection (2).
- (2) The members of the Compliance Branch are—
  - (a) one to two Compliance Director(s); and
  - (b) two or more Compliance Officers.

## **22 Duties of the Compliance Directors**

The duties of the Compliance Directors shall be to—

- (1) liaise with other Committee Members to identify necessary organisation policy requirements and amendments;
- (2) be familiar with all internal organisational resources, including, but not limited to—
  - (a) this Constitution; and
  - (b) any policies or regulations as a schedule to this Constitution;
- (3) be aware of any amendments to internal organisational resources listed in subsection (2);
- (4) supervise and manage the Process of Amendment of internal organisational resources listed in subsection (2), as set out in section 120;
- (5) contribute substantially to matters considered by the disciplinary subcommittee, for the purposes of the Part 11;
- (6) uphold the duties of the Executive Committee outlined in section 12C;
- (7) attend and participate in Executive Meetings and General Meetings;
- (8) attend and participate in Compliance Branch Meetings;
- (9) act as advisor to the Compliance Officers.

## **23 Duties of the Compliance Officers**

The duties of the Compliance Officers shall be to—

- (1) draft internal organisational resources under supervision by the Compliance Directors;
- (2) liaise with other Committee Members to clarify the suitability of drafted internal organisational resources;
- (3) assist in the interpretation of this Constitution and any policies or regulations as a schedule to this Constitution;
- (4) assist the Compliance Directors in their duties when reasonably necessary;
- (5) attend and participate in General Meetings;
- (6) attend and participate in Compliance Branch Meetings.

## **Division 2 – Culture Branch**

### **24 Purpose of the Culture Branch**

The purposes of the Culture Branch shall be to—

- (1) foster a compassionate environment for the personal and professional development of Team Members;
- (2) to develop and distribute tailored resources regarding professional development and Team Member wellbeing;
- (3) ensure compliance with this Constitution, and any policies or regulations as a schedule to this Constitution, during Recruitment of Team Members;
- (4) evaluate the suitability of prospective recruits in relation to the culture and values of MYMI;
- (5) accept and communicate feedback received from Team Members regarding the culture and operations of the Team for consideration of future implementations by the Executive Committee.

### **25 Powers of the Culture Branch**

The powers of the Culture Branch include—

- (1) active participation and engagement in the Recruitment of all Team Members;
- (2) retaining confidential evaluations of the culture and operations of the Team made by Team Members;
- (3) assisting the Compliance Branch in enforcing compliance with this

## **26 Composition of the Culture Branch**

- (1) The Culture Branch shall consist of the members as listed in subsection (2).
- (2) The members of the Culture Branch are—
  - (a) one to two Culture Director(s);
  - (b) one to two Recruitment and Talent Development Officer(s); and
  - (c) one to two Culture and Community Officer(s).

## **27 Duties of Culture Directors**

The duties of the Culture Directors shall be to—

- (1) ascertain the progression of MYMI's professional, social and academic culture from time to time;
- (2) establish and reinforce the values to be held by all Team Members;
- (3) introduce and assist in facilitating initiatives for improving MYMI's organisational culture and individual satisfaction;
- (4) liaise with the Compliance Branch to ensure internal compliance with this Constitution;
- (5) be familiar with the progression of other members of the Culture Branch in performing their duties;
- (6) uphold the duties of the Executive Committee outlined in section 12C;
- (7) attend and participate in Executive Meetings and General Meetings;
- (8) attend and participate in Culture Branch Meetings;
- (9) act as advisor to the Recruitment and Talent Development Officers and the Culture and Community Officers.

## **28 Duties of the Recruitment and Talent Development Officers** The duties of the

Recruitment and Talent Development Officers shall be to—

- (1) plan and assist in coordinating the logistical and promotional aspects of recruitment for Committee Members;

- (2) liaise with the Compliance Branch and Promotions Branch to ensure logistical and promotional compliance with this Constitution during recruitment;
- (3) attend and conduct interviews for the recruitment of Team Members in accordance with the requirements outlined in Part 6 and Part 7 of this Constitution;
- (4) assist the Culture Directors with undertaking their duties when reasonably necessary;
- (5) attend and participate in General Meetings;
- (6) attend and participate in Culture Branch Meetings.

## **29 Duties of the Culture and Community Officers**

The duties of the Culture and Community Officers shall be to—

- (1) plan and assist in coordinating culture reviews with all other Committee Members as outlined in section 30 from time to time;
- (2) draft annual reports reviewing the organisational culture of MYMI;
- (3) performing actions incidental to providing guidance and advice regarding professional development to Team Members;
- (4) assist the Culture Directors with undertaking their duties when reasonably necessary;
- (5) attend and participate in General Meetings;
- (6) attend and participate in Culture Branch Meetings.

## **30 Culture Reviews**

- (1) The Culture Branch shall conduct culture review interviews with Team Members from time to time.
- (2) The Culture Branch shall prepare a culture review based on information extracted from culture review interviews following the previous culture review.

## **Division 3 – Engagement Branch**

### **31 Purpose of the Engagement Branch**

The purposes of the Engagement Branch shall be to—

- (1) facilitate internal engagement amongst Team Members by coordinating social events;
- (2) facilitate external engagement amongst the MYMI Community by

(3) enable the establishment and strengthening of relationships between Team Members;

(4) represent MYMI at all events to increase community awareness of Medical Technology.

### **32 Powers of the Engagement Branch**

The powers of the Engagement Branch include—

(1) managing the logistical, financial and administrative aspects of social and academic events;

(2) collaborating with other Team Members in organising prominent MYMI events;

(3) assisting the Promotions Branch in increasing reach of social and academic events and MYMI's inherent reputation;

### **33 Composition of the Engagement Branch**

(1) The Engagement Branch shall consist of the members as listed in subsection (2).

(2) The members of the Engagement Branch are—

(a) one to two Engagement Director(s);

(b) less than three Deputy Engagement Director(s);

(c) four to six Events & Engagement Officers; and

(d) one Engagement and Promotions Liaison.

### **34 Duties of the Engagement Director**

The duties of the Engagement Director shall be to—

(1) assist in leading prominent MYMI events;

(2) be familiar with the organisational progression and assist in ascertaining the creative direction of all MYMI events;

(3) supervise the Deputy Engagement Director(s) and Events & Engagement Officers in fulfilling their duties;

- (4) liaise with the Executive Committee regarding the planning of events;
- (5) liaise with the Promotions Branch regarding the promotion of events;
- (6) uphold the duties of the Executive Committee outlined in section 12C;
- (7) attend and participate in Executive Meetings and General Meetings;
- (8) attend and participate in Engagement Branch Meetings; and
- (9) act as advisor to the Deputy Engagement Director(s) and the Events & Engagement Officers.

### **35 Duties of the Deputy Engagement Director**

The duties of the Deputy Engagement Director shall be to—

- (1) lead or co-lead at least one event per semester;
- (2) act as advisor to Events & Engagement Officers;
- (3) assist the Engagement Director in their duties when reasonably necessary;
- (4) attend and participate in General Meetings;
- (5) attend and participate in Engagement Branch Meetings; and
- (6) perform administrative tasks and maintain accurate records of activities of the Engagement Branch.

### **36 Duties of the Events & Engagement Officers**

The duties of the Events & Engagement Officers shall be to—

- (1) lead or co-lead at least one event per semester;
- (2) assist in planning events under the leadership of the Engagement Director(s) and Deputy Engagement Director(s);
- (3) assist the Engagement Director(s) and Deputy Engagement Director(s) in their duties when reasonably necessary;
- (4) liaising with the Promotions Branch regarding the promotion of events; (5) attend and participate in General Meetings; and



- (6) attend and participate in Engagement Branch Meetings.

### **37 Duties of the Engagement and Promotions Liaison**

- (1) The duties of the Engagement and Promotions Liaison shall be to—
- (a) provide informative updates between the Engagement Branch and the Promotions Branch;
  - (b) be familiar with upcoming events organised by the Engagement Branch and upcoming promotional activities coordinated by the Promotions Branch;
  - (c) attend and participate in General Meetings;
  - (d) attend and participate in Engagement Branch Meetings; and
  - (e) attend and participate in Promotions Branch Meetings.
- (2) The Engagement and Promotions Liaison is member of both the Engagement Branch and the Promotions Branch.

## **Division 4 – Partnerships Branch**

### **38 Purpose of the Partnerships Branch**

The purposes of the Partnerships Branch shall be to—

- (1) build relationships and connections between MYMI and external stakeholders;
- (2) highlight opportunities, undergraduate and graduate programs, and internships for Team Members and the MYMI Community;
- (3) engage with sponsors, speakers and external guests before, during and after events;
- (4) represent MYMI and its values when establishing external networks.

### **39 Powers of the Partnerships Branch**

The powers of the Partnerships Branch include—

(1) determining appropriate external organisations for MYMI to contact, especially in sourcing funds, facilities and networks, including, but not limited to—

- (a) mentors;
- (b) sponsors; and
- (c) industry partners;

(2) delivering sponsorship packages necessary for MYMI's major events, including academic and social events;

(3) annually releasing an industry guide for opportunities, graduate programs, and internships.

### **40 Composition of the Partnerships Branch**

(1) The Partnerships Branch shall consist of the members as listed in subsection (2).

(2) The members of the Partnerships Branch are—

- (a) one to two Partnerships Director(s);
- (b) one Industry Liaison Officer; and
- (c) one to two Partnerships Officer(s).

### **41 Duties of the Partnerships Directors**

The duties of the Partnerships Directors shall be to—

- (1) liaise with Monash University-affiliated and external institutions, organisations and companies to accomplish MYMI's purpose;
- (2) communicate with Monash University-affiliated and external institutions, organisations and companies to strengthen MYMI operations;
- (3) identify and capture stakeholder interests as determined from time to time by the Executive Committee;
- (4) be familiar with the progression of established timelines by the Partnerships Branch;
- (5) ascertain future directions for the successful operation of the Partnerships Branch;

- (6) uphold the duties of the Executive Committee outlined in section 12C;
- (7) attend and participate in Executive Meetings and General Meetings;
- (8) attend and participate in Partnerships Branch Meetings;
- (9) act as advisors to the Industry Liaison Officer and the Partnerships Officers.

#### **42 Duties of the Industry Liaison Officer**

The duties of the Industry Liaison Officer shall be to—

- (1) liaise with external institutions, organisations and companies to foster a collaborative environment that is beneficial to Team Members;
- (2) assist in drafting prospectuses and proposals for acquisition of funds from external institutions, organisations and companies;
- (3) assist in drafting and finalising an industry guide for Team Members;
- (4) organising the logistical and contextual aspects of meetings with external institutions, organisations and companies;
- (5) attend and participate in General Meetings;
- (6) attend and participate in Partnerships Branch Meetings.

#### **43 Duties of the Partnerships Officers**

The duties of the Partnerships Officers shall be to—

- (1) liaise with Monash-affiliated and external institutions, organisations and companies to sustain and preserve the collaborative environment between MYMI and its stakeholders;
- (2) liaise with the Promotions Branch in publishing newsletters and other forms of information regarding industry and academic opportunities available to Team Members;
- (3) assist in drafting and finalising an industry guide for Team Members;
- (4) assist the Partnerships Directors and Industry Liaison Officer in their duties when reasonably necessary;
- (5) attend and participate in General Meetings;
- (6) attend and participate in Partnerships Branch Meetings.

## **Division 5 – Promotions Branch**

### **44 Purpose of the Promotions Branch**

The purposes of the Promotions Branch shall be to—

- (1) create engaging material which exhibits MYMI’s purpose and values;
- (2) synthesise an outward manifestation of MYMI which accurately portrays MYMI’s culture and voice;
- (3) externally project engaging material exhibiting MYMI’s purpose and values through social media, websites, newsletters and other forms of communication;
- (4) advertise, through relevant marketing strategies, MYMI’s events and recruitment.

### **45 Powers of the Promotions Branch**

The powers of the Promotions Branch include—

- (1) creating and managing MYMI’s presence on social media, websites, newsletters and other appropriate forms of communication;
- (2) utilising MYMI’s platform for informing and educating the community about innovation and opportunities in the Medical Technology space;
- (3) publicising the achievements, recruitment and events developed by every branch.

### **46 Composition of the Promotions Branch**

- (1) The Promotions Branch shall consist of the members as listed in subsection (2).
- (2) The members of the Promotions Branch are—
  - (a) one to two Promotions Director(s);
  - (b) two to three Marketing Officers;
  - (c) one IT Officer;
  - (d) one Newsletter Editor; and
  - (e) one Promotions and Engagement Liaison.

### **47 Duties of the Promotions Directors**

The duties of the Promotions Directors shall be to—

- (1) monitor the growth of MYMI's presence on social media, websites, newsletters and other appropriate forms of communications;
- (2) coordinating and harmonising the activities of the Promotions Branch;
- (3) ensure the appropriate portrayal of MYMI's purpose and values in all aspects of external communication by the Promotions Branch;
- (4) uphold the duties of the Executive Committee outlined in section 12C;
- (5) attend and participate in Executive Meetings and General Meetings;
- (6) attend and participate in Promotions Branch Meetings; and
- (7) act as advisor to other members of the Promotions Branch.

#### **48 Duties of the Marketing Officers**

The duties of the Marketing Officers shall be to—

- (1) maintain familiarity with upcoming promotions for MYMI events, recruitment and opportunities and produce updated and appealing graphics to further MYMI's presence on social media, websites, newsletters and other appropriate forms of visual communication;
- (2) monitor MYMI's analytics across all relevant social media platforms; (3) attend and participate in General Meetings; and
- (4) attend and participate in Promotions Branch Meetings.

#### **50 Duties of the IT Officer**

The duties of the IT Officer shall be to—

- (1) monitor MYMI's internal and external website analytics;
- (2) edit and update MYMI's internal and external websites;
- (3) attend and participate in Executive Meetings when necessary to convey matters surrounding MYMI's internal and external websites;
- (4) attend and participate in General Meetings; and
- (5) attend and participate in Promotions Branch Meetings.

#### **51 Duties of the Newsletter Editor**

The duties of the Newsletter Editor shall be to—

- (1) draft and edit newsletters for MYMI;

- (2) assist other members of the Promotions Branch when reasonably necessary;
- (3) attend and participate in General Meetings; and
- (4) attend and participate in Promotions Branch Meetings.

## **52 Duties of the Engagement and Promotions Liaison**

- (1) The duties of the Engagement and Promotions Liaison are outlined in section 37.
- (2) The Engagement and Promotions Liaison is a member of both the Engagement Branch and the Promotions Branch.

## **Division 6 – Projects Branch**

### **53 Purpose of the Projects Branch**

The purpose of the Projects Branch shall be to—

- (1) incubate the development of all Projects;
- (2) foster the professional development of Projects Team Members;
- (3) facilitate a conduit of communication between the Executive Committee and the Projects Team Members;
- (4) evaluate the suitability of prospective Projects to MYMI's purpose and values.

### **54 Powers of the Projects Branch**

The powers of the Projects Branch include—

- (1) supervising and coordinating the recruitment of all Projects Team Members;
- (2) performing all actions necessary to connect Projects to Projects Team Members which are congruent with the expertise of the relevant Projects Team Members;
- (3) managing communications between the Executive Committee and Projects Teams.

### **55 Composition of the Projects Branch**

(1) The Projects Branch shall consist of the members as listed in subsection (2).

(2) The members of the Projects Branch are—

(a) two Managing Directors of Projects;

(b) at least three Projects Directors, consisting of—

(i) at least two Projects Directors (Software); and

(ii) at least one Projects Director (Hardware).

## **56 Duties of the Managing Directors of Projects**

The duties of the Managing Directors of Projects are listed in section

## **17. 57 Duties of the Projects Directors**

The duties of the Projects Directors shall be to—

(1) in the case of the Projects Directors (Software), coordinate and supervise the progression and development of Software Projects;

(2) in the case of the Projects Director (Hardware), coordinate and supervise the progression and development of Hardware Projects;

(3) be familiar with the progression of all Projects which they coordinate and supervise;

(4) effectively convey the progress to, and seek advice from, the Executive Committee for all Projects which they coordinate and supervise;

(5) accurately gauge and evaluate the suitability of candidates for the purposes of recruitment of Projects Team Members;

(6) attend and participate in Projects Branch Meetings;

(7) attend and participate in meetings with the Projects Team Members which they coordinate and supervise;

(8) attend and participate in General Meetings;

(9) act as advisors to Projects Team Members of the Projects which they coordinate and supervise.

## **Division 7 – Operations Branch**

### **58 Purpose of the Operations Branch**

The purpose of the Operations Branch shall be to—

- (1) improve the systematic flexibility of the Team through assisting all other branches with their duties;
- (2) increase diversity in perspective towards decisions undertaken by all other branches;
- (3) provide a platform for General Representatives to discover their interests in the affairs of the Team;
- (4) facilitate the specialisation of expertise among General Representatives according to their interests in the affairs of the Team;
- (5) facilitate the organisation of MYMI’s outreach program and any associated activities;
- (6) act as the central body for the maximisation of the sustainability of the Team’s operations.

### **59 Powers of the Operations Branch**

The powers of the Operations Branch include—

- (1) determining the suitability of duties in accordance with the interests and expertise of each General Representative;
- (2) evaluating and altering the scope and magnitude of their assistance with the affairs of the Team;
- (3) constructively contributing to deliberations by other Team Members when reasonably necessary;
- (4) conducting the Team’s outreach activities with Team Members and external stakeholders;
- (5) proactively directing the achievement of environmental sustainability by the Team.

### **60 Composition of the Operations Branch**

- (1) The Operations Branch shall consist of the members as listed in subsection (2).
- (2) The members of the Operations Branch are—



- (a) two Managing Directors of Operations;
- (b) two to six General Representatives;
- (c) one to two Outreach Officers; and
- (d) one to two Sustainability Officers.

## **61 Duties of the Managing Directors of Operations**

The duties of the Managing Directors of Operations are listed in section

### **16. 62A Duties of the General Representatives**

The duties of the General Representatives shall be to—

- (1) identify branches and Team Members who may require assistance in satisfying their duties;
- (2) liaise with branches and Team Members who may require assistance in satisfying their duties;
- (3) communicate frequently with the Managing Directors of Operations regarding their progress and development through assisting other branches and Team Members in satisfying their duties;
- (4) attend and participate in General Meetings;
- (5) attend and participate in Operations Branch Meetings;
- (6) attend and participate in Branch Meetings of the branch with which their assistance is engaged.

### **62B Duties of the Outreach Officers**

The duties of the Outreach Officers shall be to—

- (1) organise and facilitate all outreach activities of the Team, including, but not limited to, identifying and sourcing relevant stakeholders, logistical requirements and any presented content;
- (2) establishing opportunities for Team Members to actively participate in outreach activities to promote development of professional and communicational skills;
- (3) attend and participate in General Meetings;

- (4) attend and participate in Operations Branch Meetings.

## **62C Duties of the Sustainability Officers**

The duties of the Sustainability Officers shall be to—

- (1) remain familiar with the targets and rationale of the United Nations' Sustainable Development Goals to promote organisational awareness of their relevance;
- (2) seek and implement new opportunities to promote the alignment of the Team's activities with the United Nations' Sustainable Development Goals;
- (3) attend and participate in General Meetings;
- (4) attend and participate in Operations Branch Meetings.

## **PART 6 – RECRUITMENT OF COMMITTEE MEMBERS**

### **63 Time of recruitment**

Recruitment for Committee Members shall occur twice each year, after each Semester One Teaching Period and Semester Two Teaching Period.

### **64 General recruitment procedural requirements**

- (1) Prospective recruits for Committee Positions must be interviewed for their chosen position to be recruited.
- (2) All recruitment for Committee Positions must be advertised by the Culture Branch and Promotions Branch for a minimum of two weeks.
- (3) Prospective recruits must provide a cover letter and resume for consideration by the Committee Members who will interview them.
- (4) Committee Members who interview prospective recruits may request that additional material be provided, including, but not limited to—
  - (a) written responses to questions; or
  - (b) oral responses to questions; or
  - (c) Personal Forms of Identification; or
  - (d) any other material which the Committee Member who will interview the prospective recruit deems reasonably relevant to the sought Committee Position.

### **64A Prohibition from holding multiple Committee Positions simultaneously**

- (1) Committee Members shall not hold office for multiple Committee Positions simultaneously.
- (2) Where a Committee Member is appointed to a Committee Position other than the one for which they currently hold office, their appointment to their previous Committee Position is immediately, and automatically, terminated.

### **65 Prioritisation of Internal Recruits**

- (1) Prospective recruits who previously held a Team Position will be prioritised for consideration over prospective recruits who did not previously hold any relevant position, such that external recruitment may be omitted for a Committee Position if an internal recruitment for that Committee Position occurs, subject to the approval of the Executive Committee.
- (2) Interview requirements as provided under section 66 may be omitted for prospective recruits who previously held a Team Position at the discretion of the Executive Committee.

(3) This section does not apply to a prospective recruit who was previously removed from office under section 77.

## **66 Interview requirements for Committee Positions**

(1) Where the prospective recruit is interviewed for a Committee Position which they held immediately prior to recruitment, the interview may be attended by—

(a) where the Committee Position is the President—

(i) one Managing Director of Operations;

(ii) the Culture Director; and

(iii) one member of the Culture Branch;

(b) where the Committee Position is an Executive Committee

Position— (i) either—

(A) both Presidents; or

(B) one President and one Managing Director of Operations;  
and

(ii) a member of the Culture Branch;

(c) where the Committee Position is not an Executive Committee Position—

(i) the Director of the Branch to which the relevant Committee Position belongs; and

(ii) a member of the Culture Branch.

(2) A prospective recruit who is interviewed under subsection (1) of this section must further provide a list of goals for the Committee Position.

(3) Where the prospective recruit is interviewed for an ongoing Executive Committee Position, the interview may be attended by—

(a) either—

(i) both Presidents; or

(ii) one President and one Managing Director of Operations; and

(b) a member of the Culture Branch.

(4) Where the prospective recruit is interviewed for an ongoing Committee Position, the interview may be attended by—

(a) a Director of the Branch to which the relevant Committee Position belongs; and

(b) a member of the Culture Branch.

(5) Where the prospective recruit is interviewed for a new Committee Position, the interview may be attended by—

(a) either—

(i) both Presidents; or

(ii) one President and one Managing Director of Operations; and

(b) a member of the Culture Branch.

(6) Where the prospective recruit is interviewed for multiple Committee Positions, only one interview is required, but multiple interviews can be held at the discretion of Executive Members who will conduct the interviews.

(7) An interview for a prospective recruit for multiple Committee Positions may be attended by—

(a) if all positions for which the prospective recruit has applied are ongoing Committee Positions—

(i) only where at least one Committee Position for which the prospective recruit has applied is an Executive Committee Position, either—

(A) one President; or

(B) one Managing Director of Operations;

(ii) a Director of each Branch to which the relevant Committee Positions belong; and

(iii) a member of the Culture Branch;

(b) if all positions for which the prospective recruit has applied are new Committee Positions—

(i) either —

(A) both Presidents; or

(B) one President and one Managing Director of Operations;  
and

(ii) a member of the Culture Branch;

(c) if the positions for which the prospective recruit has applied include both ongoing and new Committee Positions—

(i) either—

(A) both Presidents; or

(B) one President and one Managing Director of Operations;

(ii) a Director of each Branch to which the relevant Committee Positions belong; and

(iii) a member of the Culture Branch.

## **66A Alternative interview requirements for Committee Positions**

(1) Alternative interview requirements provided in this section must be adhered to in the following circumstances—

(a) where one or more interviewers have a Material Personal Interest in any matters to be discussed during an interview, including, but not limited to, circumstances where—

(i) an interviewer is pursuing recruitment for the same Committee Position as the interviewee;

(ii) an interviewer is engaged in personal relations with an interviewee;

(iii) an interviewer is employed by, or employs, the interviewee in a place of employment external to MYMI;

(b) where one or more interviewers are unable to attend the interview where an intermission of office, as provided under section 10B, has been granted;

(c) where the Executive Committee reasonably deems it inappropriate for one or more interviewers to conduct the interview.

(2) Where one or more interviewers are unable to conduct an interview for reasons provided under subsection (1), the following procedure must be adhered to, in order of priority—

(a) other eligible persons, as provided under section 66, must conduct the interview;

(b) where there are no other eligible persons able to conduct the interview for reasons provided under subsection (1), an Executive Member appointed by the Executive Committee must conduct the interview;

(c) where there no other Executive Members able to conduct the interview for reasons provided under subsection (1), a Branch Member appointed by the Executive Committee must conduct the interview;

(3) If alternative interview requirements are necessitated for an interview, the timing of an interview must be reasonably chosen to maximise the attendance of the most prioritised listed interviewers by the Executive Committee.

(4) In situations of urgency, there shall be an option to undertake a group interview where prospective recruits are interviewed for the same Committee Position at the discretion of the Branch Director or otherwise.

#### **67 Option to join an interview for Committee Positions**

A Committee Member may join an interview for a prospective recruit for one or more Committee Positions at the discretion of the Committee Members who will conduct the interview.

#### **68 Separation of interviews for Committee Positions and Non-Committee Team Positions**

An interview for a Committee Position shall not be conducted simultaneously with an interview for a Non-Committee Team Position.

### **PART 7 – RECRUITMENT OF NON-COMMITTEE TEAM**

#### **MEMBERS 69 Time of recruitment**

Recruitment for Non-Committee Team Members shall occur at any time at the discretion of the Project Team which deems such recruitment to be necessary.

#### **70 General recruitment procedural requirements**

(1) Prospective recruits for Non-Committee Team Positions must be interviewed for their chosen position to be recruited.

(2) All recruitment for Non-Committee Team Positions must be advertised by the Culture Branch and Promotions Branch for a minimum of two weeks.

(3) Prospective recruits must provide a cover letter and resume for consideration by the Team Members who will interview them.

(4) Team Members who interview prospective recruits may request that additional material be provided, including, but not limited to—

(a) written responses to questions; or

(b) oral responses to questions; or

(c) Personal Forms of Identification; or

(d) any other material which the Team Members who will interview the prospective recruit deem reasonably relevant to the sought Non-Committee

## **71 Equality of recruitment**

Prospective recruits of Non-Committee Team Position who previously held a Team Position shall not be prioritised for consideration over prospective recruits who did not previously hold any relevant position.

## **72 Interview requirements for Non-Committee Team Positions**

(1) Where the prospective recruit is interviewed for a Project Lead position, the interview may be attended by—

- (a) one Managing Director of Projects; and
- (b) the Projects Director overseeing the project for which a Project Lead is sought; and
- (b) a member of the Culture Branch.

(2) Where the prospective recruit is interviewed for a Project Team position, the interview may be attended by—

- (a) the Projects Director overseeing the project for which a Project Team Member is sought; and
- (b) the Projects Lead leading the Project for which a Project Team Member is sought; and
- (c) a member of the Culture Branch.

(3) Where the prospective recruit is interviewed for multiple Non-Committee Team Positions, only one interview is required, but multiple interviews can be held at the discretion of Team Members who will conduct the interviews.

(4) An interview for a prospective recruit for multiple Non-Committee Team Positions may be attended by—

- (a) if all positions for which the prospective recruit has applied are Projects Lead positions—
  - (i) one Managing Director of Projects; and
  - (ii) the Projects Director(s) overseeing the Project(s) for which a Project Team Member is sought; and
  - (iii) a member of the Culture Branch; and
- (b) if the positions for which the prospective recruit has applied include both Projects Lead and Non-Projects Lead positions—
  - (i) one Managing Director of Projects; and



(ii) the Projects Director(s) overseeing the Project(s) for which a Project Lead is sought; and

(iii) the Projects Lead(s) leading the Project(s) for which a Project Team Member is sought; and

(iv) a member of the Culture Branch; and

(c) if all positions for which the prospective recruit has applied are Non-Projects Lead positions—

(i) one Projects Director overseeing either of the Projects for which a Projects Team Member is sought; and

(ii) the Projects Lead(s) leading the Project(s) for which a Project Team Member is sought; and

(iii) a member of the Culture Branch.

## **72A Alternative interview requirements for Non-Committee Team Positions**

(1) Alternative interview requirements provided in this section must be adhered to in the following circumstances—

(a) where one or more interviewers have a Material Personal Interest in any matters to be discussed during an interview, including, but not limited to, circumstances where—

(i) an interviewer is pursuing recruitment for the same Non-Committee Team Position as the interviewee;

(ii) an interviewer is engaged in personal relations with an interviewee;

(iii) an interviewer is employed by, or employs, the interviewee in a place of employment external to MYMI;

(b) where one or more interviewers are unable to attend the interview where an intermission of office, as provided under section 10B, has been granted;

(c) where the Executive Committee reasonably deems it inappropriate for one or more interviewers to conduct the interview.

(2) Where one or more interviewers are unable to conduct an interview for reasons provided under subsection (1), the following procedure must be adhered to, in order of priority—

(a) other eligible persons, as provided under section 66, must conduct the interview;

(b) where there are no other eligible persons able to conduct the interview for reasons provided under subsection (1), an Executive Member appointed by the Executive Committee must conduct the interview;

(c) where there no other Executive Members able to conduct the interview for reasons provided under subsection (1), a Team Member appointed by the Executive Committee must conduct the interview;

(3) If alternative interview requirements are necessitated for an interview, the timing of an interview must be reasonably chosen to maximise the attendance of the most prioritised listed interviewers by the Executive Committee.

(4) In situations of urgency, there shall be an option to undertake a group interview where prospective recruits are interviewed for the same Non-Committee Team Position at the discretion of-

(i) the Managing Director of Projects; or

(ii) the Projects Director(s) overseeing the project for which a Project Team Member is sought; or

(iii) the Projects Lead(s) leading the Project for which a Project Team Member is sought; or

(iv) a member of the Culture Branch.

### **73 Option to join an interview for Non-Committee Team Positions**

A Team Member may join an interview for a prospective recruit for one or more Committee Positions at the discretion of the Committee Members who will conduct the interview.

### **74 Separation of interviews for Non-Committee Team Positions and Committee Positions**

An interview for a Non-Committee Team Position shall not be conducted simultaneously with an interview for a Committee Position.

## **PART 8 – REQUIREMENTS OF OFFICE**

### **75 Term of office for Committee Members**

(1) Subject to subsection (2) and sections 10A, 76 and 77, a Committee Member shall ordinarily hold office for one year.

(2) A Committee Member may be recruited for subsequent terms for the same position or for a different position.

(3) Recruitment of a Committee Member under subsection (2) shall be conducted according to the procedures outlined in Part 6.

(4) A Committee Position may be held for less than one year if agreed upon by the Executive Committee.

### **76 Vacation of office**

(1) A vacation of office occurs if this section applies, or in the event of an unpermitted failure to meet substantial attendance under Section 10A.

(2) This section applies if a Committee Member resigns from the Committee, which must be done—

- (a) by written notice under section 76A; and
- (b) specifying the date of cessation; and
- (c) addressed to the Executive Committee; and
- (d) addressed to the branch to which the Committee Member is party.

(3) This section applies if a Projects Team Member resigns from the Team, which must be done—

- (a) by written notice under section 76A; and
- (b) specifying the date of cessation; and
- (c) addressed to the Managing Directors of Projects; and
- (d) addressed to the Projects Director overseeing the Projects Team.

(4) This section applies if a Team Member resigns from the Team, which must be done—

- (a) by written notice; and
- (b) specifying the date of cessation; and
- (c) addressed to the Executive Committee.

(5) This section applies if a person ceases to be a Committee Member

by— (a) ceasing to be a member of the Team; or

(b) failing to maintain contact or be contactable for three continuous weeks during their term of office, without leave or absence under section 10B.

(6) A vacation of office cannot occur less than three weeks before the termination of a Team Member's ordinary term of office.

(7) If the office of the Presidents, Managing Directors of Operations or Managing Directors of Projects is vacated prior to the conclusion of their ordinary term of office, an existing Executive Member shall be appointed to the vacated office until the next time of recruitment.

(8) The Executive Member temporarily appointed to the vacated office pursuant to subsection (7) will be deemed to have held the Committee Position immediately prior to the next time of recruitment.

(9) If a vacation of office occurs, except in circumstances under subsection (7), the vacancy shall be filled during the next time of recruitment.

(10) The Team may continue to act despite any vacancy in its

membership.

#### **76A Notice of vacation of office**

(1) A notice of vacation of office as provided under section 76 shall be made at least three weeks in advance of the date of cessation.

(2) A notice of vacation of office must be signed and dated by the Team Member seeking the vacation of office.

#### **77 Removal from office**

(1) A Team Member may be removed from office under subsection (2) below.

(2) The Executive Committee may remove a Team Member from office by special resolution in an Executive Meeting, provided that—

(a) 14 days' notice of the intention to move a motion of removal from office has been served on the Team Member; and

(b) the Team Member has been given a reasonable opportunity to speak to the motion; and

(c) at least one Academic Advisor does not object to the Team Member's removal; and—

(3) The Executive Committee may elect an eligible, consenting Team Member to fill

(4) For the purposes of Part 5, the Team Member temporarily appointed to the vacated office pursuant to subsection (3) will be deemed to have held the office immediately prior to recruitment.

(5) This section does not apply to a Team Member who holds office as part of their Final Year Project or other institutional coursework requirements.

## **PART 9 – MEETINGS OF COMMITTEE**

### **Division 1 – Executive Meetings**

#### **78 Chairperson**

The Chairperson for an Executive Meeting shall be—

- (a) a President as decided between the Presidents; or
- (b) in the absence of one President, the other President; or
- (c) in the absence of both Presidents, one Managing Director of Operations; or
- (d) in the absence of both Presidents and the Managing Directors of Operations, one Managing Director of Projects; or
- (e) in the absence of both Presidents, the Managing Directors of Operations and the Managing Directors of Projects, an Executive Member elected by the other Executive Members present.

#### **79 Frequency of Executive Meetings**

Executive Meetings must occur at least once per month at the dates, times and places determined by the Managing Directors of Operations.

#### **80 Notice of Executive Meetings**

- (1) The Managing Directors of Operations must provide notice of Executive Meetings.
- (2) Notice of each Executive Meeting must be given to each Executive Member no later than 7 days before the date of the meeting.
- (3) Notice may be given of more than one Executive Meeting at the same time.
- (4) The notice must state the date, time and place of the Executive Meeting.
- (5) This section does not apply if—

(a) an Executive Meeting is adjourned to a date no later than 7 days after the adjournment; or

(b) it is exceptionally difficult for the Managing Directors of Operations to provide notice in circumstances such as—

(i) an emergency; or

(ii) any other reasonable situation deemed to be out of the Executive Committee's Control.

### **81 Procedure and order of business at Executive Meetings**

(1) The procedure to be followed at an Executive Meeting must be determined from time to time by the Executive Committee.

(2) The order of business of an Executive Meeting may be determined by the Executive Members present at the meeting.

### **82 Use of technology for Executive Meetings**

(1) An Executive Member who is not physically present at an Executive Meeting may participate in the meeting using technology that allows that Executive Member, and the Executive Members present at the meeting, to clearly and simultaneously communicate with each other.

(2) For the purposes of this Division, an Executive Member participating in an Executive Meeting as permitted under subsection (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **83 Quorum for Executive Meetings**

(1) No business may be conducted at an Executive Meeting unless quorum is met.

(2) The quorum for an Executive Meeting is the presence of two thirds or more of the Executive Members holding office.

(3) If quorum is not met within 20 minutes of the scheduled commencement time of an Executive Meeting, the meeting lapses, and must be adjourned to a date no later than 14 days after the adjournment.

(3A) Notice of the time, date and place of an Executive Meeting resulting from an adjournment must be given in accordance to section 80.

### **84 Voting in Executive Meetings**

(1) On any question arising at an Executive Meeting, each Executive Member present at the meeting, other than the Chairperson, has one vote.

(2) A motion is carried if more than half of the Executive Members present at the meeting, excluding those who abstain, vote in favour of the motion.

(3) Subsection (2) does not apply to any motion or question which is required by this Constitution to be passed by special resolution of the Executive Committee.

(4) If votes are divided equally on a question, the Chairperson of the meeting has a casting vote.

(5) Voting by proxy is not permitted in Executive Meetings.

### **85 Conflict of interest in Executive Meetings**

(1) An Executive Member who has a Material Personal Interest in a matter being considered at an Executive Meeting must disclose the nature and extent of that interest to the Executive Committee.

(2) The member—

(a) must not be present while the matter is being considered at the meeting; and

(b) must not vote on the matter.

(3) If quorum is not met because an Executive Member who has a Material Personal Interest is disqualified from voting on a matter, the matter should be adjourned in accordance with section 83.

(4) This rule does not apply to a Material Personal Interest that the Executive Member has in common with all, or a substantial proportion of, the Executive Members.

### **86 Minutes of Executive Meetings**

(1) The Managing Directors of Operations must ensure that minutes are taken and digital copies kept of each Executive Meeting.

(2) Where the Managing Directors of Operations are absent from the Executive Meeting, the Chairperson of the meeting must ensure that the minutes are taken and digital copies kept of each Executive Meeting.

(3) The minutes must contain the following—

(a) the full names of the Executive Members, and their positions (if applicable) in attendance at the meeting;

(b) the meeting number, venue, commencement and close time;

(c) the business considered at the Executive Meeting;

(d) any resolution on which a vote is taken and the result of the vote;

(e) any Material Personal Interest disclosed under section 85.

## **87 Leave of absence**

- (1) The Executive Committee may grant an Executive Member leave of absence from Executive Meetings for a period not exceeding 2 months.
- (2) The Executive Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Executive Member to seek leave in advance.
- (3) An Executive Member who is granted a leave of absence may be absent from Executive Meetings during the period of their leave of absence without constituting a failure to maintain substantial attendance.

## **Division 2 – General Meetings**

### **88 Chairperson**

The Chairperson for a General Meeting shall be—

- (a) a President as decided between the Presidents; or
- (b) in the absence of one President, the other President; or
- (c) in the absence of both Presidents, one Managing Director of Operations; or
- (d) in the absence of both Presidents and the Managing Directors of Operations, one Managing Director of Projects; or
- (e) in the absence of both Presidents, the Managing Directors of Operations and the Managing Directors of Projects, an Executive Member elected by the other Executive Members present; or
- (f) in the absence of all Executive Members, a Committee Member appointed by the Presidents.

### **89 Frequency of General Meetings**

General Meetings must occur at least once every two months at the dates, times and places determined by the Managing Directors of Operations.

### **90 Notice of General Meetings**

- (1) The Managing Directors of Operations must provide notice of General Meetings.
- (2) Notice of each General Meeting must be given to each Committee Member no later than 14 days before the date of the meeting.
- (3) Notice may be given of more than one General Meeting at the same time.
- (4) The notice must state the date, time and place of the General Meeting.



(5) This section does not apply if—

(a) a General Meeting is adjourned to a date no later than 14 days after the adjournment; or

(b) it is exceptionally difficult for the Managing Directors of Operations to provide notice in circumstances such as—

(i) an emergency; or

(ii) any other reasonable situation deemed to be out of the Executive Committee's Control.

### **91 Procedure and order of business at General Meetings**

(1) The procedure to be followed at a General Meeting must be determined from time to time by the Committee.

(2) The order of business of a General Meeting may be determined by the Executive Members present at the meeting.

### **92 Use of technology for General Meetings**

(1) A Committee Member who is not physically present at a General Meeting may participate in the meeting using technology that allows that Committee Member, and the Committees Members present at the meeting, to clearly and simultaneously communicate with each other.

(2) For the purposes of this Division, a Committee Member participating in a General Meeting as permitted under subsection (1) is taken to be present at the meeting and, if the member votes at meeting, is taken to have voted in person.

### **93 Quorum for General Meetings**

(1) No business may be conducted at a General Meeting unless quorum is met.

(2) The quorum for a General Meeting is the presence of more than half of the Committee Members holding office.

(3) If quorum is not met within 20 minutes of the scheduled commencement time of a General Meeting, the meeting lapses, and must be adjourned to a date no later than a month after the adjournment.

(3A) Notice of the time, date and place of a General Meeting resulting from an adjournment must be given in accordance to section 90.

### **94 Voting in General Meetings**

(1) On any question arising at a General Meeting, each Committee Member present at the meeting, other than the Chairperson, has one vote.

(2) A motion is carried if more than half of the Committees Members present at the

meeting, excluding those who abstain, vote in favour of the motion.

(3) Subsection (2) does not apply to any motion or question which is required by this Constitution to be passed by a resolution of the Committee.

(4) If votes are divided equally on a question, the Chairperson of the meeting has a casting vote.

(5) Voting by proxy is not permitted in General Meetings.

## **95 Conflict of interest in General Meetings**

(1) A Committee Member who has a Material Personal Interest in a matter being considered at a General Meeting must disclose the nature and extent of that interest to the Executive Committee.

(2) The member—

(a) must not be present while the matter is being considered at the meeting;  
and

(b) must not vote on the matter.

(3) If quorum is not met because a Committee Member who has a Material Personal Interest is disqualified from voting on a matter, the matter should be adjourned in accordance with section 93.

(4) This rule does not apply to a Material Personal Interest that the Committee Member has in common with all, or a substantial proportion of, the Committee Members.

## **96 Minutes of General Meetings**

(1) The Managing Directors of Operations must ensure that minutes are taken and digital copies kept of each General Meeting.

(2) Where the Managing Directors of Operations are absent from the General Meeting, the Chairperson of the meeting must ensure that the minutes are taken and digital copies kept of each General Meeting.

(3) The minutes must contain the following—

(a) the full names of Committee Members absent from the General Meeting;

(b) the meeting number, venue, time of commencement and close;

(c) the business considered at the General Meeting;

(d) any resolution on which a vote is taken and the result of the vote;

(e) any Material Personal Interest disclosed under section 95.

### **97 Leave of absence**

- (1) The Executive Committee may grant a Committee Member leave of absence from General Meetings for a period not exceeding 2 months.
- (2) The Executive Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Committee Member to seek leave in advance.
- (3) A Committee Member who is granted a leave of absence may be absent from General Meetings during the period of their leave of absence without constituting a failure to maintain substantial attendance.

## **PART 10 – TEAM ALUMNI**

### **98 Purpose of Team Alumni**

The purpose of the Team Alumni shall be to, in their absolute discretion—

- (1) act as advisors to Team Members currently holding office regarding performance of their duties and fulfilling;
- (2) assess the feasibility and appropriateness of the direction of MYMI's technical, organisational, academic, and professional progression;
- (3) offer insights to Team Members regarding their professional development through the exhibition of career opportunities and pathways;
- (4) act as friends, and as a source of guidance and emotional support, to Team Members.

### **99 Eligibility to become a Team Alumnus**

- (1) An individual is eligible to become a Team Alumnus if they—
  - (a) previously held office as a Team Member; and
  - (b) during the time which they held office, they—
    - (i) were not previously removed from office as per section 77; and
    - (ii) maintained substantial attendance as defined in section 10A, or only had a permissible failure of substantial attendance by operation of section 10B;
  - (c) are 18 years of age or older.

### **100 Composition of Team Alumni**

There is no limit on the number of individuals who may become Team Alumni.

### **101 Confidentiality requirements of Team Alumni**

Team Alumni are not entitled to Confidential Information of the Team, and are not permitted to share any Confidential Information with external individuals, organisations or companies, without written consent from Executive Committee.

### **102 Breaches of Confidence**

(1) A Team Alumnus commits a Breach of Confidence when they—

(a) share, through visual, audio, written, or spoken means, Confidential Information concerning the affairs and activities of the Team revealed to them by a Team Member without written consent from the Executive Committee.

(b) authorise or enable another person to undertake any action outlined in subsection (1)(a), without written consent from the Executive Committee.

(2) A Team Alumnus who commits a Breach of Confidence may be removed from their status as a Team Alumnus at the discretion of the Executive Committee.

### **103 Honorary Life Membership**

(1) The Team may, at a General Meeting, by special resolution, confer Honorary Life Membership on a person who has made a substantial contribution to the Team.

(2) Honorary Life Members of the Team may choose to attend and participate in General Meetings, including voting in accordance with the rules outlined in Part 9, Division 2.

(3) A list of Honorary Life Members shall be noted in the appendix of this Constitution.

## **PART 11 – DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1 – Disciplinary Action**

#### **104 Grounds for taking disciplinary action**

The Team may take disciplinary action against a member in accordance with this Part if it is determined that a Team Member—

- (1) has failed to comply with this Constitution or any policy or regulation as a schedule to this Constitution; or
- (2) refuses to support the purposes and values of the Team; or
- (3) has engaged in conduct that is deemed inappropriate for a Team Member or prejudicial to the interests of the Team.

#### **105 Disciplinary subcommittee**

(1) If the Executive Committee is satisfied that there are sufficient grounds for taking disciplinary action against a Team Member, and has acknowledged formal receipt of all required documentation, the disciplinary subcommittee consisting of Executive Members as set out in subsection (2) shall be appointed to hear the matter and determine what action, if any, to take against the Team Member in a disciplinary hearing.

(2) The disciplinary subcommittee may consist of, in descending order of

priority— (a) one Compliance Director;

(b) one Culture Director;

(c) one Academic Advisor;

(d) one President;

(e) where the Team Member with which the disciplinary action is concerned is a Non-Executive Committee Member, a director of the branch to which the Committee Member belongs; and

(f) where the Team Member with which the disciplinary action is concerned is a Non-Committee Team Member, namely—

(i) a Projects Lead or a Projects Team Member, one Managing Director of Projects;

(ii) a Non-Committee Non-Projects Team Member, one Managing Director of Operations.

(3) The minimum number of persons comprising the disciplinary subcommittee shall

(4) The disciplinary hearing shall proceed at a time set and agreed to by all persons listed in subsection (2), and must be reasonably chosen to maximise the attendance of the most prioritised listed persons.

### **106 Notice to member**

(1) Before disciplinary action is taken against a Team Member, one Managing Director of Operations must give written notice (electronic or printed) of a disciplinary hearing to the Team Member with which the disciplinary action is concerned, and provide copies of that written notice to all Executive Members—

(a) stating that the Executive Committee proposes to take disciplinary action against the member; and

(b) stating the grounds for the proposed disciplinary action; and

(c) specifying the date, place (which must be located within Monash University Clayton Campus), and time of the disciplinary hearing; and

(d) advising the Team Member with which the disciplinary action is concerned that they may do one or both following—

(i) attend and address the disciplinary subcommittee at the disciplinary hearing;

(ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary hearing; and

(e) advising the Team Member with which the disciplinary action is concerned that they may be accompanied by one person who may aid, support or both, who may be—

(i) a counsellor;

(ii) a Monash student or Monash staff member; or

(iii) a family member.

(2) The notice must be given no later than—

(a) 14 days, if held on an Academic Day; or

(b) 28 days, otherwise—

before the disciplinary subcommittee's hearing of the matter.

### **107 Conducting disciplinary hearings**

At a disciplinary hearing—

(1) no business other than business related to the disciplinary action may be conducted;

(2) the disciplinary subcommittee must state the grounds for any outcome of a disciplinary hearing, and the reasons for taking that action;

### **108 Decision of the subcommittee**

(1) At a disciplinary hearing, the disciplinary subcommittee must—

(a) give the Team Member an opportunity to be heard; and

(b) consider any written statement submitted by the Team Member.

(2) After complying with subsection (1), and subject to subsection (5) the disciplinary subcommittee may—

(a) take no further action against the Team Member; or

(b) reprimand the Team Member; or

(c) suspend the office of the Team Member for a specified period, including the right to be prioritised for recruitment of Team Members;

(d) expel the Team Member from the Team.

(3) The suspension of office or expulsion of a Team Member by the disciplinary subcommittee under this section takes effect immediately after such action is determined to be the suitable course of action.

(4) If the Team Member with which the disciplinary action is concerned is not present at the disciplinary hearing, the Team Member must be informed of the outcome within 12 hours after the disciplinary hearing ends.

(5) The disciplinary subcommittee may not fine the Team Member with which the disciplinary action is concerned.

## **Division 2 – Grievance Procedure**

### **109 Scope of Application**

(1) The grievance procedure set out in this Division applies to disputes under this Constitution between—

- (a) a Team Member and another Team Member;
- (b) a Team Member and a group of Team Members;
- (c) a group of Team Members and another group of Team Members.

(2) A Team Member must not initiate a grievance procedure in relation to a matter that is subject to disciplinary action until the disciplinary action has been completed.

### **110 Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

### **111 Appointment of mediator**

(1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by section 110, the parties must, within 7 days after the time required by section 110 lapses—

- (a) notify the Executive Committee of the dispute; and
- (b) agree to or request the appointment of a mediator; and
- (c) attempt in good faith to settle the dispute by mediation.

(2) The mediator must be—

- (a) an Executive Member chosen by agreement between the parties; or
- (b) in the absence of agreement, a person appointed by the Executive Committee.

(3) A mediator may be a current or former Team Member or an Academic Advisor, but in any case, must not be a person who—

- (a) is a party to the dispute; or
- (b) has a Material Personal Interest in the dispute; or
- (c) is biased in favour of or against any party.

### **112 Mediation process**



- (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

### **113 Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the Executive Committee may, on the application in writing of either party, determine the dispute. In determining the dispute, the Executive Committee must comply with the requirements as set out in section 112, in the same way as the mediator.

## **PART 12 – FINANCIAL MATTERS**

### **114 Source of funds**

The funds of the Team may be derived from funding by the Faculty of Engineering, donations, fund-raising activities, sponsorships, grants, interest, ticket sales, and any other sources approved by the Executive Committee.

### **115 Management of funds**

The funds of the Team may be managed through funding facilities established by the Faculty of Engineering or Monash University.

### **116 Financial records**

- (1) The Team must keep financial records that—
  - (a) correctly records and explains all transactions, financial positions, and financial performance; and
  - (b) enable financial statements to be prepared as required by the Constitution.
- (2) The Team must retain financial records for 7 years after the transactions were documented by the records.
- (3) The Managing Directors of Operations must keep, in their custody or control—
  - (a) the financial records for the current year; and

(b) any other financial records as required by the Executive Committee.

### **117 Financial statements**

(1) For each year, the Executive Committee must ensure that the requirements under this Constitution relating to financial statements of the Team are met.

(2) Without limiting subsection (1), those requirements include—

- (a) the preparation of the financial statements;
- (b) if required, the review or auditing of the financial statements;
- (c) the certification of the financial statements by the Executive Committee;
- (d) providing a presentation of the financial statements to the Team at a General Meeting annually.

**PART 13 – GENERAL MATTERS**

**118 Registered address**

The registered address of the Team is—

(a) the address determined from time to time by resolution at an Executive Meeting; or

(b) if no address has been determined by resolution at an Executive Meeting, the postal address of the Monash University Faculty of Engineering.

**119 Winding up and cancellation**

(1) The Team may be wound up voluntarily by special resolution at a General Meeting.

(2) If the Team is wound up in accordance with this section, or by operation of law or by any other means and there remains any property, after satisfaction of the Team's debts or liabilities, both to external parties and Team Members, the property shall be distributed to the Monash University Faculty of Engineering.

**120 Amendment of this Constitution**

These Rules may be amended by special resolution at a General Meeting of the Committee, provided that the Executive Committee have first approved the sought amendment(s) by resolution at an Executive Meeting.

**121 Special resolutions**

A special resolution is passed if more than two thirds of all Committee Members who hold office vote in favour of the resolution.

**APPENDIX****I List of Amendments**

<b>Name of Amending Document</b>	<b>Date of Amendment</b>	<b>Amended Section(s)</b>
Constitution Amendments Voting Document	18/10/2022	Appendix III
Constitution Amendments Voting Document	N/A	ss 66, 72
Constitution Amendments Voting Document	N/A	Introducing ss 66A (4), 72A (4)
Constitution Amendments Voting Document	N/A	Introducing s 20(4), amending ss 20(2), 20(3)
Constitutional Amendments Voting Document	7/10/2023	Amending ss 66, 72, 66A (4), 72A (4) Introducing s 20(4)

**II List of Schedules**

<b>Policy Name</b>	<b>Commencement Date</b>
Grievance Policy	1 January 2022
Intellectual Property (IP) Policy	1 January 2022
Research Ethics Policy	1 January 2022
Sustainable Development Goals (SDG) Policy	1 January 2022

**III List of Honorary Life Members**

<b>Name</b>	<b>Date of Conferral</b>
Julie Dao	18/10/2022
Dinasha Wimalasiri	18/10/2022
Elisabeth Wong Hansen	18/10/2022
Eddie Chen	18/10/2022
Mihin Perera	18/10/2022
Kate Dowsley	18/10/2022

Victoria Sdralis	18/10/2022
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