

# MAPS Constitution

(Last amended by MAPS in April 2007)

This document is an excerpt from the MSA Constitution.

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## **1. Membership of MAPSEC**

1.1 The affairs of the Mature Age and Part-Time Students Association shall be under the management and superintendence of the MAPS Executive Committee which shall have the following members:

1.1.1 a president, elected as prescribed by and from mature age, part-time and distance education students;

1.1.2 a vice-president, elected as prescribed by and from mature age, part-time and distance education students;

1.1.3 a treasurer, elected as prescribed by and from mature age, part-time and distance education students;

1.1.4 a social secretary, elected as prescribed by and from mature age, part-time and distance education students;

1.1.5 a publicity officer, elected as prescribed by and from mature age, part-time and distance education students;

1.1.6 two (2) persons, elected as prescribed by and from mature-age, part-time and distance education students; and

1.2 Members shall only hold office from the commencement of the annual general meeting in one year until the commencement of the annual general meeting in the subsequent year, notwithstanding their subsequent nomination and election to office in any other year.

1.3 Members shall only be elected to one of the categories or offices referred to in section 1.1.

1.4 Members of any committee, board, council or like body of the university who are such members because they have been appointed or nominated by or to represent MAPS shall in such capacity, so far as they may lawfully do so, give effect to and seek to further the policies and decisions made or adopted by MAPSEC and shall report to MAPSEC on the proceedings and outcome of any meeting of such a body which they attend as soon as practicable thereafter.

## **2. Objectives**

MAPS shall pursue its objects and purposes and exercise its powers in relation to mature age, part-time and distance education students. The objects of MAPS are to:

- 2.1 assist the integration of mature age, part-time and distance education students into university life;
- 2.2 promote and actively advance the particular needs and interests of mature age, part-time and distance education students within the MSA and to the company, the university administration, and the university in general;
- 2.3 afford a recognised means of communication between mature age, part-time and distance education students and the academic and administrative authorities of the university;
- 2.4 keep mature age, part-time and distance education students informed of issues relevant to their welfare;
- 2.5 provide a forum for open discussion on matters of general concern to mature age, part-time and distance education students;
- 2.6 create opportunities for participation in non-academic activities by and between mature age, part-time and distance education students;
- 2.7 cooperate where possible with any bodies or organisations in the pursuit of its objects;
- 2.8 publish such materials as it may from time to time determine; and
- 2.9 administer such funds as may be made available to MAPS;
- 2.10 make representations on matters the MAPSEC considers relevant to mature age, part-time students and distance education students to private organisations, to government departments, to parliamentary representatives, and to the community at large; and
- 2.11 consider, develop and implement policies and proposals to promote the interests of mature age, part-time and distance education students.

## **3. Elections**

### **3.1 Returning Officer**

3.1.1 MAPSEC shall, three weeks prior to the last teaching day of first semester, and after advertising and inviting nominations, appoint a returning officer to conduct an election for the positions referred to in section 1.1. No nominations shall be considered later than the closing date, namely three weeks prior to the last teaching day of first semester.

3.1.2 A returning officer so appointed may not be a member of MAPSEC or staff member of MAPS, and shall not be eligible to nominate for a position referred to in section 1.1 whilst holding the position of returning officer, but otherwise shall have the absolute control of the election.

3.1.3 The appointment of the returning officer shall cease immediately after the declaration of the poll in respect of which he or she has been appointed.

3.1.4 In the event of the returning officer being unable or unwilling to act as and when required, whether during the conduct of any election or not, MAPS shall appoint another person to act as returning officer.

### 3.2 Nominations

3.2.1 Nominations for all positions on MAPSEC shall be called for by the duly appointed returning officer.

3.2.2 Notification of the opening and closing of nominations shall be the responsibility of the returning officer.

3.2.3 The nomination period shall be no less than twenty-one (21) days, and its opening and closing dates, method of nomination, and notification of vacancies shall be notified on the MAPS notice board and such other notice boards as it is the practice to use for the display of MAPS news and also in Lots Wife and the MUU News Sheet.

3.2.4 Nominations shall be in writing, addressed to the returning officer, and shall be signed by the nominee and at least one other mature age, part-time or distance education student.

3.2.5 Should the number of nominations for an office referred to in section 1 exceed the number of vacancies to be filled, a poll shall be conducted by the returning officer.

### 3.3 Polls

3.3.1 A poll, if required under section 3.2.5, shall be held in the second semester, at a date determined by MAPSEC in consultation with the returning officer, being a date which will allow the result of the poll to be declared prior to the day on which the annual general meeting shall be held.

3.3.2 Voting shall be by a show of hands, or if the meeting so decides, secret ballot conducted at the Annual General Meeting.

### 3.4 Casual vacancies

3.4.1 The office of any member of MAPSEC, other than a member ex officio, shall become vacant and a casual vacancy shall be deemed to have arisen if the member is absent without special leave from three consecutive ordinary meetings of MAPS or is absent, whether with or without special leave, from all ordinary meetings of MAPSEC for a period of six (6) months. Special leave may be granted at the discretion of MAPSEC upon application by a member either verbally or in writing.

3.4.2 MAPSEC shall fill casual vacancies on MAPSEC by co-opting any person it thinks fit who would be qualified to be elected to the vacant position.

## 4. Meetings of MAPSEC

4.1 MAPSEC shall meet at least once each month in the period between February to October inclusive, in each year, and any other such times as it sees fit.

4.2 A record of the proceedings of these meetings shall be kept, and posted on the MAPS lounge notice board.

4.3 Meetings shall be chaired by the president of MAPS, or, in the absence of the president, by the vice-president, or, in the absence of both, by any other member of MAPSEC elected by the meeting.

4.4 Decisions shall be made by simple majority of members present and voting. Voting shall be by show of hands, or by secret ballot if so desired by two or more MAPSEC members.

4.5 The chairperson shall have both a deliberative and a casting vote.

4.6 A quorum for a meeting of the MAPSEC shall be four members.

## **5. General Meetings of mature age, part-time and distance education students**

### **5.1 Annual general meetings**

5.1.1 MAPSEC shall facilitate the holding of a general meeting of mature age, part-time and distance education students in October of each year, not later than the last teaching day of the second semester, at a date and time to be determined by MAPS.

5.1.2 MAPSEC shall also facilitate the holding of a general meeting of mature age, part-time and distance education students within the first four (4) weeks of the first semester.

### **5.2 Extraordinary general meetings**

5.2.1 MAPSEC may facilitate the holding of an extraordinary general meeting of mature age, part-time and distance education students on any weekday from Monday to Friday, to commence no earlier than 1.10 pm and to end prior to 2.10 pm, during the university first and second semesters except for official university holidays. Such a meeting may be facilitated at the discretion of the majority of MAPSEC.

5.2.2 An extraordinary general meeting of mature age, part-time and distance education students shall be facilitated by MAPSEC within one month of the receipt of a petition requesting an extraordinary meeting signed by no fewer than fifty, or ten percent, (whichever is less) of mature age, part-time and distance education students.

### **5.3 Chairing of general meetings**

Any general meeting of mature age, part-time and distance education students facilitated by MAPSEC shall be chaired by the president of MAPS, or, in the absence of the president, by the vice-president, or, in the absence of the president and the vice-president, by a member of MAPSEC nominated by the president.

### **5.4 Voting**

At any general meeting of mature age, part-time and distance education students facilitated by MAPSEC:

5.4.1 all mature age, part-time and distance education students shall be eligible to vote;

5.4.2 all voting, except at elections, will be by the show of hands or by secret ballot if requested by five or more mature age, part-time or distance education students;

5.4.3 decisions, other than those recommending changes to this division, shall be made by majority vote of the mature age, part-time and distance education students present and voting;

5.4.4 decisions recommending changes to this division shall be made by the affirmative votes of two-thirds of the mature age, part-time and distance education students present and voting.

### **5.5 Quorum**

The quorum for a general meeting of mature age, part-time and distance education students facilitated by MAPS shall be twenty-five mature age, part-time and distance education students or five percent of mature age, part-time and distance education students, whichever is less. The quorum for an extraordinary meeting shall be fifty mature age, part-time and distance education students or ten percent of mature age, part-time and distance education students, whichever is less.

## 5.6 Advertising

5.6.1 Notice of any general meeting of mature age, part-time and distance education students facilitated by MAPSEC shall be given on the MAPS notice board, and on such other notice boards as it is the practice to use for the display of MAPS news, and where possible in Lot's Wife and in the MUU News Sheet, at least two weeks, and in the case of a meeting at which it is intended to consider proposed amendments to this division, at least three weeks prior to the meeting.

5.6.2 Mature age, part-time and distance education students shall notify MAPSEC in writing of their intention to move motions recommending amendment of this division, setting out the proposed amendment and notice of motion, no less than twenty-eight (28) days prior to the meeting at which such proposed amendment shall be considered.

## 5.7 Minutes of meetings

MAPSEC shall ensure that minutes are kept of all meetings of mature age, part-time and distance education students facilitated by MAPSEC and are made available to mature age, part-time and distance education students upon request.

## 6. Staffing

### 6.1 Executive officer's responsibilities and duties

6.1.1 The day to day organisation of the MAPS activities are the responsibility of an executive officer supported by such other staff employed on behalf of MAPS by the university as shall be recommended by MAPSEC as being essential to the operations of MAPS.

6.1.2 The line responsibility of the executive officer and support staff of MAPS shall be to MAPSEC. The staff responsibility of the executive officer and support staff of MAPS is to the senior executive officer of the MSA.

6.1.3 The executive officer of MAPS shall be an ex officio, non-voting member of the MAPSEC.

6.1.4 The position of the executive officer of MAPS may, on the recommendation of MAPSEC, be filled by two part-time appointments.

## 7. Financial

7.1 No payment shall be made out of the funds standing to the account of the MAPS, whether by cheque or otherwise, except on the signature of the authorised signatories who shall first sign a statement that the payment is in order, and the MAPS treasurer shall retain each such statement for production to the auditor referred to in these regulations. For the purpose of this section, the authorised signatories shall be:

7.1.1 the president of the MAPS, or, in the absence or incapacity of the president, or a vacancy in the office of president, a person nominated by the MAPSEC;

7.1.2 the treasurer of the MAPS, or, in the absence or incapacity of the treasurer, or a vacancy in the office of treasurer, a person nominated by the MAPSEC; and

7.1.3 the vice president of the MAPS, or, in the absence or incapacity of the vice president, or a vacancy in the office of vice president, a person nominated by the MAPSEC; and

7.1.4 the senior executive officer of the MSA, or, in the absence or incapacity of the senior executive officer, or a vacancy in the office of senior executive officer, a person nominated by the general manager.

## **8. Rules**

8.1 Subject to the Act and the statutes and regulations, the MAPSEC may, by a resolution adopted by the affirmative votes of an absolute majority of its members, make rules for or with respect to all matters relating to the organisation, management and good government of the MAPS or for prescribing or providing for any matter or thing authorised or directed to be prescribed for the purposes of this constitution.

8.2 Rules made under this constitution shall be promulgated by being exhibited on a notice board designated as the official notice board of the MAPS by MAPSEC and after being so promulgated shall remain so exhibited for at least fourteen days not counting a day on which the university is on vacation.

## **9. Definitions**

9.1 In this constitution, mature age, part-time and distance education student means any undergraduate student currently enrolled at Monash University, Clayton campus who is either:

9.1.1 a currently enrolled Monash University Clayton campus based undergraduate student who is mature aged, i.e. age 23 years or over;

9.1.2 part-time, i.e. a student of any age who is enrolled in 12 points or less worth of Monash University, Clayton campus based undergraduate units; or

9.1.3 an undergraduate student of any age currently enrolled at Monash University, Clayton campus via distance education.