

Victoria University Student Union Inc.

OFFICE BEARER REGULATIONS

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Moved by: Kate Benesovsky at the 2021 Annual General Meeting

Amended by: Chandra Altoff at the 2023 September 2023 Board Meeting

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Part 2 - Authority

These Office Bearer Regulations are made by the Student Board of Victoria University Student Union Inc. (“VUSU”) pursuant to Clause 30 of the VUSU Constitution.

Part 3 - Application

Office Bearer provisions outlined in these regulations apply to all VUSU Office Bearers including:

- I. VUSU executives (that is President, General Secretary, Vice-President Education Officer, Vice-President Activities Officer and Vice-President Welfare Officer Vice-President TAFE & Trades).
- II. VUSU Office Bearers, also known as non-executive officer bearers (that is Women’s Officer/s, Cultural Diversity Officer/s, LGBTQIA+ (Pride) Officer/s, Accessibility Officer/s, Indigenous Officer/s, and Media and Communications Coordinator/s).

Part 4: Office Bearer Responsibilities

4.1 President

The responsibilities of the President are:

1. Head of organisation and spokesperson of VUSU
2. Chair of all board, special general, annual general, and executive meetings.
3. Work with the Executive Officer and General Secretary to:
 - 3.1. Prepare and facilitate induction sessions for incoming/new board members, executives, and office bearers in November and December of each year, regarding;
 - 3.1.1. Roles and duties;
 - 3.1.2. Constitutional and regulatory requirements;
 - 3.1.3. Functions and structure of VUSU;
 - 3.1.4. Legal and governance requirements.
 - 3.2. Develop a budget for the following year by November each year;
 - 3.2.1. Or by any date set by the University, if such is prior to November.
4. Act as the liaison with the university on all important matters including funding agreements.
5. Represent the Student Union at any conferences, both internal and external, activities and events.
6. Represent VUSU on university committees unless the President chooses to appoint another office bearer to these committees.
7. Call Special Meetings, when necessary, in accordance with clause 28(3) of the VUSU Constitution.
8. Act as a dispute manager, if possible, in the instance of disputes arising within the board, office bearer team or with the Executive Officer.
9. Act as General Secretary and assume such responsibilities in the absence of the General Secretary.
10. Monitor and receive monthly updates on the financial situation of the union from the Executive Officer & University.

11. With the General Secretary;
 - 11.1. Assist in the preparation of reports, and contents for the Annual General Meeting.
 - 11.2. Accept resignations from board members, and;
 - 11.2.1. In the case of Executives or Office Bearers, work to fill such vacancies if in line with the Constitution.
 - 11.2.2. In the case of College Societies & Associations, assist remaining members in filling such vacancies.
 - 11.3. Ensure all VUSU related policy, regulations, and constitution is kept;
 - 11.3.1. Accessible to Office-bearers, board members, and students;
 - 11.3.2. Up to date, and correct.
 - 11.4. In the event that a college society or association ceases to exist, work to;
 - 11.4.1. Revive said society or association with the appropriate VUSU representatives, VU colleges, departments, students and staff.
 - 11.4.2. Support students who are wishing to revive such associations or societies through advice and generalised training.
12. Manage the VUSU's general queries email by;
 - 12.1. Monitoring incoming communication from businesses, staff, students and outside stakeholders.
 - 12.2. Replying, appropriately, to queries from such organisations including;
 - 12.2.1. With the Executive, determining if sponsorship or advertising queries are appropriate for VUSU.
 - 12.2.2. Forwarding/referring specific queries to relevant VUSU departments/representatives or VU departments.
13. Work with, and provide support to all VUSU portfolios and College Societies and Associations when needed.
14. Work with the Executive to:
 - 14.1. Fill committee positions;
 - 14.2. Determine a responsible membership price before the end of November;

- 14.3. Lead and develop the strategic plan and objectives of VUSU by the end of January.
- 14.4. Facilitate a Belonging week festival with Executive and Office Bearers at least (1) per year focussing on international and domestic student collaboration.
15. Provide a written report at each VUSU Board Meeting and Executive Meeting of progress of the department and activities that have been attended, participated in or organised since the last Executive or Board Meeting.
 - 15.1. In the case of executive meetings, additionally report on any negotiations with the university, or other external bodies.

4.2 General Secretary:

The responsibilities of the General Secretary are to:

1. Call a minimum of five (5) Board and Executive meetings in a calendar year, ensuring that all members of these receptive committees receive notice of such meetings.
 - 1.1. See clause 28 (2,3,4) in the VUSU Constitution for the time frame for specific meetings to be held.
 - 1.2. Members of these meetings should also be notified of extraordinary meetings.
2. Call the Annual General Meeting before the end of November of each year, ensuring that all students receive notice of such a meeting in accordance with clause 16(3), 16(4) of the VUSU Constitution.
3. If necessary, call any Special General Meetings or Referendums in accordance with Clauses 17 (1,2,3,4,5,6) and 19 (in its entirety).
4. Prepare agendas and take minutes of the meetings in responsibility 1 (one), 2 (two) and 3 (three);
 - 4.1. Distribute agenda to relevant parties prior to meetings;
 - 4.2. Distribute meeting minutes within one week of meeting to all relevant parties
 - 4.2.1. i.e Board meeting minutes to VUSU Board members and VUSU Executive Officer, Executive meeting minutes to VUSU Executives and VUSU Executive Officer.
 - 4.2.2. VUSU Executive minutes may be distributed to office bearers upon request.
5. Work with the Executive Officer to monitor and ensure:
 - 5.1. Proper records of finances for VUSU and College Societies and affiliated Associations are kept.
 - 5.2. Spending falls within department budget allocations.
 - 5.3. Spending falls within College Society and affiliated Association budget allocations.

- 5.4. Support is given to College Societies and Associations in finance, and administration, including affiliation/re-affiliation and auditing.
- 5.5. The President and Student Board are kept up to date, at monthly boards on;
 - 5.5.1. Expenditure and income;
 - 5.5.2. Adjustments to depreciation as set by the university
- 6. Work with the President and Executive Officer to:
 - 6.1. Prepare and facilitate induction sessions for incoming/new board members, executives, and office bearers in November and December of each year, about;
 - 6.1.1. Roles and duties;
 - 6.1.2. Constitutional and regulatory requirements;
 - 6.1.3. Functions and structure of VUSU;
 - 6.1.4. Legal and governance requirements.
 - 6.2. Develop a budget for the following year by November each year.
 - 6.2.1. Or by any date set by the University, if such is prior to November.
- 7. With the President,
 - 7.1. Prepare and acquire reports and contents for the Annual General Meeting (AGM) from office bearers, committee members and college societies.
 - 7.2. Accept resignations from board members and accept any correspondence on the behalf of VUSU.
 - 7.3. Attend all required meetings to:
 - 7.3.1. Support and participate where necessary;
 - 7.3.2. Ensure minutes are taken and,
 - 7.3.3. Follow up with actions that are needed to be taken.
 - 7.4. Ensure all VUSU related policy, regulations, and constitution is kept;
 - 7.4.1. Accessible to Office-bearers, board members, and students;
 - 7.4.2. Up to date, and correct.
- 8. Manage the VUSU's general queries email by;
 - 8.1. Monitoring incoming communication from businesses, staff, students and outside stakeholders.

- 8.2. Replying, appropriately, to queries from such organisations including;
 - 8.2.1. With the Executive, determining if sponsorship or advertising queries are appropriate for VUSU.
 - 8.2.2. Forwarding/referring specific queries to relevant VUSU departments/representatives or VU departments.
9. Work with College Societies & Associations to;
 - 9.1. Affiliate and/or reaffiliate yearly.
 - 9.2. Understand and correctly comply with auditing procedures and processes.
 - 9.3. Fill executive positions in the event of a resignation or removal of executive member(s).
10. In the event that a college society or association ceases to exist, work to;
 - 10.1. Revive said society or association with the assistance of the VUSU President, appropriate VU colleges, departments, students and staff.
 - 10.2. Support students who are wishing to revive such associations or societies through advice and generalised training.
11. In the absence of the president:
 - 11.1. act as the spokesperson for VUSU.
 - 11.2. Chair Executive, special general, annual general and board meetings.
12. Work with the Executive to:
 - 12.1. Determine a responsible membership price before the end of November;
 - 12.2. Lead and develop the strategic plan and objectives of VUSU by the end of January.
13. Provide a written report at each VUSU Board Meeting and Executive Meeting of progress of the department and activities that has been attended, participated in or organised since the last Executive or Board Meeting.

4.3 Vice-President Education officer:

The responsibilities of the Vice President - Education are to:

1. Run at least one (1) campaign on a series of Tertiary Education matters that are relevant to Victoria University through actively liaising with students.
2. Organise and run at least one per semester (1) student informational forum/seminar/workshop on topic(s) like academics, employability and educational assistance.
3. Run study care initiative(s) at least two (2) times a semester.
4. Run at least two (2) employability sessions a semester including White Card, Responsible Service of Alcohol and First Aid
 - 4.1 Run at least (1) Introduction to Auslan or level 2 Auslan course per semester.
5. In collaboration with VP TAFE & Trades, run one (1) 'Job Ready' day at all TAFE Campuses focusing on employability, employee rights and advocacy and education about entering the workforce.
6. If necessary, run at least one (1) campaign to inform students on changes to government and university policies that may affect students, including, but not limited to;
 - 6.1. Changes to HECS debts or Student Services and Amenities Fee (SSAF);
 - 6.2. Changes to International Students fees;
 - 6.3. Changes to Diplomas, Certificates or TAFE courses at VU.
7. Attend and/or sit on all relevant education-related boards/committees internal to the university.
8. Work with the executive to:
 - 8.1. Fill committee positions
 - 8.2. Collaborate on any relevant campaigns and initiatives.
 - 8.3. Determine a reasonable price for membership by the end of November
 - 8.4. Determine the strategic plan and goals for VUSU by the end of January
9. Create an education committee, if deemed necessary, and work with such committee to:

- 9.1. Organise at least 5 meetings between January and October and present a report about the work of the committee to the VUSU Board.
10. Work with the President and General Secretary to:
 - 10.1. Ensure that VUSU has input on university academic policy in accordance with the aims and purposes of VUSU.
 - 10.1.1. Particularly such policy relating to accessibility, academic leniency, submissions, and compulsory student placement.
11. Work with the President to:
 - 11.1. Liaise with VU departments including Student Advocacy, VU Employ, and Student Complaints;
 - 11.2. Collaborate (when necessary) with VU departments on issues related to Student Education.
12. Work with all Office Bearers to:
 - 12.1. Collaborate on any relevant campaigns and initiatives.
 - 12.2. Assist in matters related to education.
13. Provide a written report at each VUSU Board Meeting and Executive Meeting of progress of the department and activities that has been attended, participated in or organised since the last Executive or Board Meeting

4.4 Vice-President Activities officer:

The responsibilities of the Vice President - Activities are to:

1. Organise and run at least two (2) major events or activities per semester not including orientation.
 - 1.1 Run one event exclusive to VUSU VIP members per semester.
2. Ensure that all VUSU events and activities are inclusive and accessible to all VU students and staff.
3. Organise and run orientation including:
 - 3.1. One (1) orientation week(s) social program for each semester, and other orientation activities as decided in consultation with the President and General Secretary;
 - 3.2. All preparation with Student Life;
 - 3.3. Determine what activity/activities to run at the Student Life orientation days
 - 3.3.1. including gathering and putting together all giveaways
 - 3.3.2. Organising equipment for said activities;
 - 3.3.3. Ensuring there are an adequate number of office bearers present to assist.
 - 3.4. Attend and gain Supervisor Training from Student Life to be able to utilise Student Life's Volunteer base.
 - 3.4.1. Ensure that volunteer requests are made in a timely manner and that requests are accurate.
4. Organise and run the Annual Ball, including:
 - 4.1. Communication with venue;
 - 4.2. Constant communication with President and General Secretary with updates on the event;
 - 4.3. Provide the Executive Officer with one (1) quote from at least three (3) different venues to show price comparison;
 - 4.4. Advertisement to VU students about the event;
 - 4.5. Final preparations of *where, when and what* a minimum of Eight (8) weeks before the scheduled date.

- 4.6. Ensure that ticket sales are available for sale 6 weeks prior to the event date.
5. Attend and/or sit on all relevant activities/orientation-related boards/committees internal to the university.
6. Work with the executive to:
 - 6.1. Fill committee positions
 - 6.2. Collaborate on any relevant campaigns and initiatives.
 - 6.3. Organise a social activity on each VU campus at least once (2) times a semester as decided in consultation with the President and General Secretary.
7. Work with the Activities Committee to:
 - 7.1. Organise at least one 5 meetings between January and October (1) meeting per month and present a report about the work of the committee to the VUSU Board.
8. Work with the Vice-President Welfare to:
 - 8.1. Assist in the planning and execution of the 'It's my Bits' and 'Be a Better Human' events.
9. Work with all Office Bearers to:
 - 9.1. Collaborate and/or assist on any relevant campaigns and initiatives.
 - 9.2. Assist in major events
 - 9.3. Work with Accessibility officer/s to ensure that all events cater to access needs appropriately.
10. Provide a written report at each VUSU Board Meeting and Executive Meeting of progress of the department and activities that has been attended, participated in or organised since the last Executive or Board Meeting.

4.5 Vice-President Welfare officer:

The responsibilities of the Vice President - Welfare are to:

1. Run at least one (1) campaign on a series of welfare matters that are relevant to Victoria University through actively liaising with students.
2. Run at least one (1) per semester student informational forum/seminar/workshop on topic(s) like wellbeing, inclusivity, mental health and student safety.
3. Run a wellbeing care initiative at least two (2) times a semester.
4. Attend and/or sit on all relevant welfare-related boards/committees internal to the university.
5. Run at least one (1) social and/or educational activity involving;
 - 5.1. Mental Health Week and;
 - 5.2. Sexual Assault Awareness Month (April)
6. Organise and run the following:
 - 6.1. At least two (2) Mental Health First Aid courses for students each semester;
 - 6.2. Maintain a project designed at targeting food insecurity on campuses. This may include but not be limited too, free breakfasts, food pantry or free meals for students.
 - 6.3. At least one (1) social event to promote the 'Be a Better Human' campaign per year; and
 - 6.4. At least one (1) social event to promote the 'It's my Bits' campaign per year.
7. Work with the executive to:
 - 7.1. Fill committee positions
 - 7.2. Collaborate on any relevant campaigns and initiatives.
8. Work with the Welfare Committee to:
 - 8.1. Organise at least one 5 meetings between January and October (1) meeting per month and present a report about the work of the committee to the VUSU Board.
9. Work with all Office Bearers to:
 - 9.1. Collaborate on any relevant campaigns and initiatives.
10. Work with the President to:

- 10.1. Liaise with VU departments including Wellbeing, Safer Community, Respect and Responsibility, etc. and in the case of no Indigenous Officer, Moondani Balluk;
 - 10.2. Collaborate (when necessary) with VU departments on issues related to Student Welfare.
11. Provide a written report at each VUSU Board Meeting and Executive Meeting of progress of the department and activities that has been attended, participated in or organised since the last Executive or Board Meeting

4.6 Vice President TAFE & Trades Officer(s):

The responsibilities of the Vice President TAFE & Trades Officer are:

1. Develop and/or update a program of forums/workshops/classes for TAFE & Trades specific needs across the 3 (three) Polytechnic campuses including Footscray Nicholson, Werribee, Sunshine & those studying at other VU campuses.
2. Work to gain and retain TAFE & Trades membership by:
 - 2.1 Creating and facilitating TAFE & Trades events
 - 2.2 Working with other Office Bearers to create events specific to TAFE & Trades needs and requirements.
3. Work with President and Exec team to:
 - 3.1 Highlight and create opportunities for TAFE & Trades students to be more involved in VU Culture
 - 3.2 Promote and highlight placement/apprenticeship opportunities and concerns faced by TAFE & Trades students
 - 3.3 Promote employment opportunities available and work with HE to promote pathways available to TAFE Students
4. Organise and run:

At least one (1) 'Welcome to VU' & 'End of Course' event per TAFE semester.

At least two (2) (with VP Education) Meet your Trade Union Reps forums/panel/workshops per academic year.

At least two (2) TAFE & Trades 'End of Course' events per academic year.

At least two (2) campaigns around Supports available for TAFE & Trades students per academic year
5. Advocate for better Polytechnic - TAFE & Trades Inclusion with VU processes

5.1 Supply President with a nomination for inclusion in the LTQC (Learning Teaching Quality Committee)

6. Work with Vice-President Activities in;

6.1 Creating events to engage and involve TAFE & Trades students in VU; in particular, during Orientation and special events

7. Provide a written report at each VUSU Board Meeting of progress of the department and activities that have been attended, participated in or organised since the Board Meeting.

8. Work with HYDE Editor, ISA President, Food Pantry Coordinator and other affiliated stakeholders to provide TAFE & Trades on site feedback and management of projects and perspectives

9. Provide TAFE & Trades VUSU representation on Polytechnic campuses and promotion of drop-in times at each lounge at least two (2) times a semester

10. Build network connections and relationships with relevant registered and recognised Unions associated with courses to promote

4.7 Women's Officer(s):

The Women's Officer is someone who is female-identifying and has the lived experience of being such.

The responsibilities of the Women's Officer are to:

1. Ensure all female-identifying students:
 - 1.1. Feel safe;
 - 1.2. Supported;
 - 1.3. Represented; and
 - 1.4. Included.
2. Run at least one (1) campaign per semester related to female-identifying students;
 - 2.1. This may be in collaboration with another VUSU representative/department.
3. Organise at least one forum per semester on topics such as safety, sexual assault, gender-based discrimination, which affect female-identifying students.
4. Organise at least one social event per semester aimed at connecting female-identifying students.
 - 4.1. This may be in collaboration with another VUSU department/representative.
5. Organise and run:
 - 5.1. An 'United Nations International Women's Day' (IWD) event
 - 5.2. Sexual Assault Awareness Month
6. Work with the President to:
 - 6.1. Liaise and collaborate (when necessary) with VU departments including VU Women's Collective, Respect and Responsibility and Safer Community.
7. Assist the Vice-President Welfare in running of the Be Better Human and It's My Bits campaigns to ensure such includes and represents female-identifying students.
8. Provide support and updates, monitor issues and focus that affect female-identifying students including but not limited to security, wellbeing, safety and discrimination, and women's rights in higher education.
9. Focus on the Women's lounge(s) in regards to:
 - 9.1. Monitoring and maintaining the usage across all campuses;

- 9.2. Providing representation and promotion of drop-in times at each lounge at least two (2) times a semester;
 - 9.3. Ensuring there is support and information regarding assistance/help/support in the form of pamphlets and documents in the room(s).
10. Provide a written report at each VUSU Board Meeting of progress of the department and activities that have been attended, participated in or organised since the Board Meeting.

4.7 Cultural Diversity Officer(s):

The Cultural Diversity Officer is someone who identifies as having the lived experience of being culturally and linguistically diverse (CALD).

The responsibilities of the Cultural Diversity Officer are to:

1. Ensure all students from culturally diverse backgrounds:
 - 1.1. Feel safe;
 - 1.2. Supported;
 - 1.3. Represented; and
 - 1.4. Included.
2. Run at least one (1) campaign per semester to promote cultural inclusivity
 - 2.1. This campaign can be in collaboration with another VUSU representative/department.
3. Work with the President to:
 - 3.1. Liaise, support and collaborate (when necessary) with VU departments, cultural clubs and the International Student Association (ISA) on events, campaigns and activities they run.
4. Organise and run:
 - 4.1. At least two (2) social activities per year aimed at connecting culturally and linguistically diverse students.
 - 4.2. An event/activity for Multicultural Week and Cultural Diversity Week;
 - 4.3. At least two (2) event/activities per year to celebrate and recognise different cultural celebrations and holidays;
 - 4.3.1. Such must be from different cultures;
 - 4.3.2. Celebrations/holidays may include, but are not limited to;
 - 4.3.2.1. Holi Festival;
 - 4.3.2.2. Diwali;
 - 4.3.2.3. Lunar New Year;
 - 4.3.2.4. Yom Kippur;
 - 4.3.2.5. Ramadan.

- 4.3.3. Such events/activities may be run in collaboration with another VUSU department/representative, a VU Cultural Club or department, or VU ISA.
- 4.4. A forum//seminar/workshop or social activity alongside cultural communities, including VU ISA.
5. Assist the Vice-President Welfare in running the Be Better Human and It's My Bits campaigns to ensure such includes and represents CALD students.
 6. Create awareness through campaigns or other means of the various cultural communities at VU.
 7. Ensuring there is support and information regarding assistance/help/support in the form of pamphlets and documents in all VUSU office's and lounges relating to CALD students.
 8. Provide support, monitor issues and provide updates that affect CALD students including but not limited to security, safety and discrimination.
 9. Provide a written report at each VUSU Board Meeting of progress of the department and activities that have been attended, participated in or organised since the Board Meeting.

4.8 LGBTQIA+ (Pride) Officer(s):

LGBTQIA+ (Pride) is a term that collectively represents people who identify as Lesbian, Gay, Bisexual, Transgender, Queer (or those questioning), Intersex, Asexual or any other identities that fall under such spectrum.

The responsibilities of the LGBTQIA+ (Pride) Officer are:

1. Ensure all LGBTQIA+ identifying students:
 - 1.1. Feel safe;
 - 1.2. Supported;
 - 1.3. Represented; and
 - 1.4. Included.
2. Run at least one (1) campaign per semester to promote LGBTQIA+ inclusivity (this event can be in collaboration with another VUSU representative/department).
3. Work with the President to:
 - 3.1. Liaise, support and collaborate (when necessary) with relevant VU Departments, clubs, and groups on events and activities they run.
4. Organise and run:
 - 4.1. At least two (2) social activities events per year aimed at connecting LGBTQIA+ identifying students;
 - 4.1.1. Such may be in collaboration with another VUSU department/representative
 - 4.2. An event/activity for 'Wear it Purple' Week;
 - 4.3. An event/activity for IDAHOBIT day
 - 4.4. A 'Queernival' event; and
 - 4.5. A forum//seminar/workshop relevant to the LGBTQIA+ community.
5. Create awareness through campaigns or other means of the various LGBTQIA+ departments and committees at VU..
6. Provide support and updates, monitor issues, and focus on issues affect LGBTQIA+ identifying students including but not limited to security, safety and discrimination, and LGBTQIA+ rights in higher education.

7. Assist the Vice-President Welfare in running the Be Better Human and It's My Bits campaigns to ensure such includes and represents LGBTQIA+ identifying students.
8. Focus on the Pride lounge(s) in regards to:
 - 8.1. Monitoring and maintaining the usage across all campuses;
 - 8.2. Providing representation and promotion of drop-in times at each lounge at least two (2) times a semester
 - 8.3. Ensuring there is support and information regarding assistance/help/support in the form of pamphlets and documents in the room(s).
9. Provide a written report at each VUSU Board Meeting of progress of the department and activities that have been attended, participated in or organised since the Board Meeting.

4.9 Accessibility Officer(s):

The Accessibility Officer must consider all people who require intervention in the short or long-term to access education, facilities, events and all other associated VUSU and VU online and face-to-face spaces. Accessibility needs can include but are not limited, mobility, cognitive, financial, emotional, dietary or mental health associated conditions.

Accessibility Officer

To meet the short or long-term needs of all students in regards to access.

The responsibilities of the Accessibility Officer are to:

1. Ensure all students who have accessibility needs:
 - 1.1. Feel safe;
 - 1.2. Supported;
 - 1.3. Represented; and
 - 1.4. Included.
2. Run at least one (1) campaign per semester to promote accessible inclusivity;
 - 2.1. Such a campaign can be in collaboration with another VUSU representative/department.
3. Organise and run:
 - 3.1. At least two (2) social activities events per year aimed at connecting students with accessibility issues;
 - 3.1.1. Such may be in collaboration with another VUSU department/representative.
 - 3.2. An event/activity for Neurodiversity Celebration Week
 - 3.3. An event/activity that highlights the diversity of hidden and visible disabilities.
 - 3.4. A forum//seminar/workshop or social activity relevant to accessibility needs.
4. Create awareness through campaigns or other means of the various accessibility related departments and committees, and accessibility plans at VU.
5. Provide support, monitor issues and provide updates that affect students with accessible needs including but not limited to security, safety and discrimination, and rights in higher education.

6. Work with the President to:
 - 6.1. Liaise, support and collaborate (when necessary) with VU departments including Student Wellbeing and Advocacy, VU Accessibility Department, Safer Community and Respect and Responsibility on events and activities they run.
7. Work with Office Bearers to:
 - 7.1. Ensure all VUSU events, activities, initiatives and campaigns undertaken are inclusive and accessible.
8. Assist the Vice-President Welfare in running the Be Better Human and It's My Bits campaigns to ensure such is accessible for all students.
9. Ensure there is support and information regarding assistance/help/support in the form of pamphlets and documents in the VUSU offices on all campuses.
10. Provide a written report at each VUSU Board Meeting of progress of the department and activities that have been attended, participated in or organised since the Board Meeting.

4.10 Indigenous Officer(s):

The Indigenous Officer(s) is someone who has Indigenous, or First Nations heritage, and identifies with the lived experience of being Aboriginal or Torres Strait Islander.

The responsibilities of the Indigenous Officer are to:

1. Ensure all students who identify as having Indigenous or First Nations heritage
 - 1.1. Feel safe;
 - 1.2. Supported;
 - 1.3. Represented; and
 - 1.4. Included.
2. Run at least one (1) campaign per semester to promote Indigenous inclusivity;
 - 2.1. Such a campaign can be in collaboration with another VUSU representative/department, or with Moondani Balluk.
3. Organise and run:
 - 3.1. At least two (2) social activities events per year aimed at connecting students First Nations students
 - 3.1.1. Such may be in collaboration with another VUSU department/representative and/or Moondani Balluk.
 - 3.2. An event/activity for NAIDOC week;
 - 3.3. An event/activity for Reconciliation Week
 - 3.4. An event/activity for 'International Day of World's Indigenous Peoples'
 - 3.5. A forum//seminar/workshop or social activity relevant to First Nations students' needs.
4. Create awareness through campaigns or other means of the various Indigenous related departments and committees, and accessibility plans at VU.
5. Provide support, monitor issues and provide updates that affect students with accessible needs including but not limited to security, safety and discrimination, and rights in higher education.
6. Work with the President to:

- 6.1. Liaise, support and collaborate (when necessary) with VU departments including Moondani Balluk, Safer Community and Respect and Responsibility on events and activities they run.
7. Work with Office Bearers to:
 - 7.1. Ensure all VUSU events, activities, initiatives and campaigns undertaken are inclusive and accessible for First Nations students
8. Assist the Vice-President Welfare in running the Be Better Human and It's My Bits campaigns to ensure such includes and represents Indigenous students.
9. Work with Moondani Balluk if needed, to ensure there is support and information regarding assistance/help/support in the form of pamphlets and documents in the VUSU offices on all campuses.
10. Provide a written report at each VUSU Board Meeting of progress of the department and activities that have been attended, participated in or organised since the Board Meeting.

4.12 Digital Media and Marketing:

1. Control VUSU VIP membership packs including;
 - 1.1. Organising the membership sales section of the VUSU's website by ensuring that;
 - 1.1.1. Individual merchandise and membership packs are available for sale;
 - 1.1.2. Sale section is easily accessible and navigable to all customers and students;
 - 1.1.3. All merchandise is priced correctly and up to date.
 - 1.2. Packaging all orders once purchased in a timely manner;
 - 1.3. Communicating to all customers regarding the availability and status of their order;
 - 1.4. Organising delivery of, or pick up of merchandise once ready.
 - 1.5. With the President, organise the incentives linked to VUSU VIP memberships, which may include;
 - 1.5.1. On-campus student discounts;
 - 1.5.2. Local community based student discounts;
 - 1.5.3. Free products or merchandise.
 - 1.5.4. Free/Low Cost exclusive VIP Events
2. Promote the purchase of VUSU VIP packs through;
 - 2.1. Advertising VIP membership packs on social media, throughout the year
 - 2.2. Organising sales throughout the year to bring in revenue.
3. With assistance from the President & General Secretary
 - 3.1. Work to promote and market VUSU, and VUSU's purpose to all students
 - 3.2. Seek outside sponsorship from local businesses to increase revenue.
 - 3.3. Organise outside advertising on VUSU's website, social media, and events in return for revenue or other benefit to VU students.
4. With assistance from Office Bearers and Exec team, develop, compile and maintain an email newsletter for staff, members and students that;
 - 4.1. Will contain updates of VUSU related news,
 - 4.2. Advertising VUSU events, classes, workshops and other opportunities,

- 4.3. Note any changes within the university.
5. Monitor and update the VUSU website with;
 - 5.1. Relevant opportunities,
 - 5.2. Upcoming events, campaigns and training and merchandise.
6. Monitor the VUSU Facebook and Instagram, and any other relevant social media by;
 - 6.1. Organising regular competitions to promote engagement;
 - 6.2. Replying to messages and student requests;
 - 6.3. Advertising upcoming events, activities and campaigns to engage VU students;
7. Assist Office Bearers in;
 - 7.1. Creation of graphics, videos and other promotional materials for social media
 - 7.2. Organising social media posts for major events and holidays.
 - 7.3. Uploading such to the VUSU website, if relevant, and social media.
8. Provide a written report at each VUSU Board Meeting of progress of the department and activities that have been attended, participated in or organised since the Board Meeting.

Part 5: Office Bearer Duties

5.1 Training

1. Induction training for incoming/new office bearers shall be organised and facilitated by the President, General Secretary and Executive Officer.
2. Induction training, at minimum, must include:
 - 2.1. Governance and/or legal training;
 - 2.2. Training regarding VUSU's regulations and constitution;
 - 2.3. If possible, sexual assault disclosure training.
3. The President maintains the right to make any training mandatory for office bearers and/or board members.
4. All office bearers shall have the opportunity to undergo professional development training which may include, but is not limited to;
 - 4.1. First Aid and CPR Qualifications;
 - 4.2. Mental Health First Aid;
 - 4.3. Responsible Service of Alcohol;
5. Office bearers may request additional training throughout their term, from the President, if they believe it is necessary for their portfolio.

5.2 Co-operation

1. Office bearers shall, at all times,
 - 1.1. Be considerate of online and in person workspaces.
 - 1.2. Behave in a respectful, professional manner that is;
 - 1.2.1. Empathetic and understanding,
 - 1.2.2. Free from homophobia, ableism, racism, transphobia, sexism, defamation or derogatory terms,
 - 1.2.3. Free from bullying or harassment.
 - 1.3. Cooperate with fellow office bearers, including the President when deemed necessary by themselves and/or the VUSU President.
 - 1.4. Work with the Executive Officer to

- 1.4.1. Organise complex, necessary financial tasks to run major events.
 - 1.4.2. Assist the Executive Officer in any specific questions or tasks that pertain to their department.
- 1.5. Work with the President to address specific, major, university-wide issues within their respective departments.
2. All office bearers must additionally comply with any VUSU regulations, policy and Constitution, as well as relevant VU policies and charters.

5.3 Office Bearer meetings

1. All meetings, including formal and informal, shall be subject to the below sections.
2. Office bearers will behave in;
 - 2.1. A professional manner that is;
 - 2.1.1. Respectful;
 - 2.1.2. Empathetic and understanding;
 - 2.1.3. Free of homophobia, ableism, racism, transphobia, sexism or derogatory terms;
 - 2.1.4. Free from bullying, defamation and harassment.
3. Meetings may be held by zoom, phone call, or in person.
4. All meeting attendees will be informed of the general purpose of the meeting before commencement.
5. All meeting attendees must be able to speak, vote and/or communicate during the meeting;
 - 5.1. Meeting attendees must be given the opportunity to voice their concerns, opinions or views in a safe, respectful manner.
6. Office bearers are required at all board meetings, subject to clause 52(2) of the VUSU Constitution
7. If an office bearer is unable to attend any meeting, a written apology is required in advance.

5.4 Reports

1. All board members must submit written reports, during their term, in advance of meetings, at;
 - 1.1. Each board meeting.
 - 1.2. The Annual General Meeting (AGM) .
2. Executives may give verbal reports at executive meetings;
 - 2.1. These will still be recorded in the executive minutes.
3. If a board member has written an apology for a board meeting, a written report is still required to be submitted for said board meeting;
 - 3.1. Unless the board member is on leave.
4. Reports must contain;
 - 4.1. Name(s) of board members who belong to said department,
 - 4.2. Position of reporting board members,
 - 4.3. A brief summary, since the last board meeting of all;
 - 4.3.1. Activities and events,
 - 4.3.2. Communications with outside stakeholders,
 - 4.3.3. Changes to policy, regulations, or to the administration of VUSU.
5. The President and/or the General Secretary shall report on the progress of the budget at every third board meeting, at minimum.
 - 5.1. Reporting will contain information regarding;
 - 5.1.1. Expenditure;
 - 5.1.2. Income;
 - 5.1.3. Remaining SSAF in the VUSU budget;
 - 5.1.4. Outstanding motions, if necessary.

5.5 Honorarium

1. The Student Board can regulate honorarium as stated by clause 27(1) of the VUSU Constitution.

2. The amount of honorarium paid will be determined by the President, General Secretary, and Executive Officer yearly during the development of the next yearly budget.
 - 2.1. All autonomous office bearer positions will be paid the same amount, which includes the;
 - 2.1.1. Women's Officer(s);
 - 2.1.2. Accessibility Officer(s);
 - 2.1.3. Indigenous Officer(s);
 - 2.1.4. Cultural Diversity Officer(s);
 - 2.1.5. LGBTQIA+ Officer(s).
 - 2.2. All Vice-Presidents will be paid the same amount including;
 - 2.2.1. Vice-President Welfare;
 - 2.2.2. Vice-President Education;
 - 2.2.3. Vice-President Activities.
 - 2.2.4. Vice-President TAFE & Trades
 - 2.3. The President shall be paid the highest amount, with the General Secretary following, Vice-Presidents, and finally the non-executive office bearers.
 - 2.4. The Hyde Editor in Chief, Food Pantry Coordinator and VU ISA President may be paid honorarium, subject to the discretion of the President, General Secretary and Executive Officer;
 - 2.4.1. Such positions may be paid more than non-executive office bearers, but not more than Vice-Presidents, the General Secretary or President.
3. All Office Bearers will be paid honorarium if;
 - 3.1. They are a registered employee of VUSU, and continue to be for their entirety of their term;
 - 3.2. Have filled out all necessary forms and contracts on the commencement of their term;
 - 3.3. Are a current student at VU, and continue to be for the entirety of their term;
 - 3.4. Follow, and continue to follow all regulations, policy and the VUSU Constitution throughout their term;

- 3.5. Attend all mandatory trainings as set by the President;
- 3.6. Attend the minimum amount of board meetings as noted in clause 52(2) of the VUSU Constitution.
- 4. Pay of honorarium while an Office Bearer is on leave is subject to clause 27(2) of the VUSU Constitution.
- 5. For shared positions;
 - 5.1. Honorarium will be split evenly between the members
 - 5.1.1. In the event that one person from a shared position ceases to be an office bearer,
 - 5.1.1.1. the other person will remain in that specific department, and will be recognised as the sole office bearer for that position.
 - 5.1.1.2. Honorarium will then be paid in full to the remaining member
 - 5.1.1.2.1. From the date that the previous member resigned.
- 6. Honorarium will cease if an Office Bearer or other receiver of honorarium;
 - 6.1. Resigns from their position
 - 6.2. Is removed from office by the Student Board
 - 6.3. Fails to attend the minimum required number of board meetings as stated in the VUSU Constitution
 - 6.4. Surpasses two months of leave, without communicating with the President, or responding to communications from the President.

5.6 Hours of work

- 1. Each Office bearer will;
 - a. Set their own specific hours for the duration of their term.
 - b. Notify the Executive of their hours, and any changes to such.
 - c. Notify fellow board members if they are to be unavailable in their usual hours.
- 2. The President and General Secretary will work a minimum of 2 days per week, unless on leave.

5.7 Disciplinary Action

1. All Disciplinary Action is detailed in the Grievance Procedures and Disciplinary Regulations.
2. Office-bearers must uphold these regulations at all times during their term of office.

5.8 Sharing of Positions

1. Subject to clause 44(1) of the VUSU Constitution, non-executive office bearer positions may be shared between two (2) people.
 - 1.1. This includes
 - 1.1.1. Digital Media and Marketing Officer(s)
 - 1.1.2. Accessibility Officer(s)
 - 1.1.3. Indigenous Officer(s)
 - 1.1.4. Women's Officer(s)
 - 1.1.5. LGBTQIA+ (Pride) Officer(s)
 - 1.1.6. Cultural Diversity Officer(s)
 2. The amount of work for each position must be split evenly between the two office bearers, as determined by the people in the specific shared position.
 - 2.1. In the event work is not being distributed evenly;
 - 2.1.1. An office bearer may choose to notify the President or General Secretary, who will;
 - 2.1.1.1. Discipline the offending officer bearer as appropriate, subject to the Disciplinary Regulations and Grievance Procedures
 - 2.1.1.2. Notify the board, if necessary, of such occurrences.

5.9 Other

1. To amend these regulations, a motion must be;
 - 1.1. Submitted 7 days in advance of a board meeting, special meeting, special general meeting, and annual general meeting (AGM) where appropriate.
 - 1.2. Require a majority of voting members of the Student Union Board to pass.

Part 7: Committees

7.1 Welfare, Education, Activities & Tafe and Trades Committees

1. Welfare, Education, Activities & Tafe and Trades Committees
 - 1.1. Are in accordance with Part 8 of the VUSU Constitution.
2. Office bearers may not be elected onto such committees;
 - 2.1. Rather committee members must be students who are not members of the Student Union Board;
 - 2.1.1. With the exception of College Society Presidents.

7.2 Other Committees

1. The Student Union Board maintains the right to co-opt or create further, ad-hoc committees as long as their powers do not extend beyond those already established in regulations and policies.

Part 8: Definitions

The definitions below should be read with, and applied to these regulations;

- I. *“academic day”* means a day in a University Semester that is not a Saturday, Sunday, a Public holiday, or University holiday;
- II. *‘Executive’* means executive office bearers which include the President, General Secretary, Vice-President Education Officer, Vice-President Activities Officer, Vice-President Welfare Officer and Vice-President Tafe and Trades;
- III. *‘Executive Officer’* has meaning under clause 10 of the VUSU Constitution;
- IV. *“in writing”* and *“writing”* include emails and documents sent electronically;
- V. *‘Office Bearer’* includes all executives and non-executive office bearers;
- VI. *‘Majority’* means a vote of more than fifty percent (50%) of eligible voters present at the meeting;
- VII. *‘Non-executive office bearer(s)’* means those who are not executives, which include the Women’s Officer/s, Cultural Diversity Officer/s, LGBTQIA+ (Pride) Officer/s, Accessibility Officer/s, Indigenous Officer/s, and Digital Media and Marketing Officer/s);

- VIII. “*SSAF*” means Student Services and Amenities Fee;
- IX. ‘*Vice-Presidents or Vice President members*’ means those who are Vice-Presidents which includes the Vice-President Education, Vice-President Welfare Vice-President Activities, and Vice-President Tafe and Trades.