

Monash University Student Union Peninsula Incorporated

Reg. No. A0044807M

ABN 93 002 915 529



Office Bearer Regulations

Adopted 10 August 2021

Last amended December 2025

1. Status and Authorising Provisions

1.1. These regulations apply to the creation, election and responsibilities of the MONSU Peninsula officer positions as authorised under section 17.1 of the MONSU Peninsula Constitution.

1.2. These regulations apply in addition to what is prescribed in the MONSU Peninsula Constitution.

2. Responsibilities of Officers

2.1. The following regulation applies to officer positions listed in clause 16.1 of the MONSU Peninsula Constitution.

2.2. The President is responsible for representing all students of Monash University Peninsula campus by overseeing the overall functions and operations of MONSU Peninsula.

2.3. The Vice President is responsible for performing all administrative duties for MONSU Peninsula and to work closely with the President to support all Student Representatives in their roles to provide the student experience on Peninsula campus.

2.4. The Education Officer is responsible for improving the educational standards/policies at Monash and to actively organise campaigns around academic issues that affect the students of the Peninsula campus.

2.5. The Welfare Officer is responsible for improving the welfare standards/policies at Monash and to actively organise campaigns around welfare issues that affect the students of the Peninsula campus.

2.6. The International Officer is responsible for developing a program that addresses the educational, social, welfare, cultural and leisure needs of international students, and addresses any issues that arise for international students on the Peninsula Campus.

2.7. The Social Officer is responsible for developing and coordinating cost effective and appropriate social activities for students at the Peninsula campus to enhance their student experience.

2.8. The Volunteer Officer is responsible for supporting MONSU Peninsula in all tasks relating to the volunteering of MONSU Peninsula.

2.9. The Women's Officer is responsible for representing the issues of and providing

support to students who are women of the Peninsula campus.

2.10. The Queer Officer is responsible for representing the issues of and providing support to LGBTIQ+ students of the Peninsula campus.

2.11. The First Year Officer is responsible for representing the issues of and providing the support to First Year students who are of the Peninsula campus.

2.12. All MONSU Peninsula officers are expected to:

2.12.1. Comply with directions given under authority of the Constitution;

2.12.2. Comply with all regulations and policies as adopted by the Peninsula Student Council; and

2.12.3. Not to behave in an intimidating or inappropriate manner towards any other individual.

2.13. In order to continue to qualify for funding from Monash University, all MONSU Peninsula officers must comply with all:

2.13.1. laws (including, without limitation, state and federal legislation, codes and regulatory requirements);

2.13.2. University statutes, regulations, policies, procedures, guidelines and protocols including, but not limited to, those set out at Schedule 6 of the 2025-2028 Funding Agreement;

2.13.3. reasonable directions of the University necessary for ensuring compliance by the University and MONSU Peninsula with all laws (including, without limitation, state and federal legislation, codes and regulatory requirements);

2.13.4. reasonable directions of the University necessary for ensuring compliance by MONSU Peninsula with all University statutes, regulations, policies, procedures, guidelines and protocols including, but not limited to, those set out at Schedule 6 of the 2025-2028 Funding Agreement; and

2.13.5. training and pre-requisite programs relating to compliance with University policies and procedures and co-curricular events and activities.

2.14. All MONSU Peninsula officers are required to complete a monthly report in line with the following:

2.14.1. Reports will be due at the end of each month and need to be submitted electronically via the MONSU Peninsula Google Drive

2.14.2. Reports will be accepted by the Peninsula Student Council at the first meeting after the end of the month.

2.14.3. Failure to submit a report by the prescribed due date will result in no honoraria being paid until the report is submitted to an acceptable standard.

2.15. All MONSU Peninsula officers are required to complete a governance and compliance training course to ensure that each officer properly understands, and is able to fulfil, their obligations and responsibilities as a Student Council member, as well as, a member of the board of a charity registered with the Australian Charities and Not-forprofit Commission (ACNC).

2.15.1. All MONSU Peninsula officers must complete the governance and compliance training course by no later than 2 months after the date on which they officially commence their term of office.

2.15.2. Failure to complete the governance and compliance training course within the deadline will be considered as a breach of duties to MONSU Peninsula under clause 29 of the MONSU Peninsula Constitution.

2.15.3. A resolution may be passed at a Student Council meeting to remove any MONSU Peninsula officer(s) who have breached their duties to MONSU Peninsula as per clause 36.1(f) of the MONSU Peninsula Constitution.

3. Creation of General Officer position

3.1. This regulation applies to the creation, election and regulation of the general officer position as authorised under sub-clause 16.1(k) of the MONSU Peninsula Constitution.

3.2. In addition to the officers listed in clause 16.1 of the MONSU Peninsula Constitution, this regulation establishes the following officer position:

3.2.1. General Officer

4. Election of General Officer position

4.1. The General Officer position listed in regulations 3.2.1-3.2.3 is to be elected at the annual MONSU Peninsula elections as per clause 32.1 of the MONSU Peninsula Constitution.

5. Responsibilities of the General Officer

5.1. The General Officer must represent the general interest of Peninsula students and actively represent MONSU Peninsula to the wider student population.

5.2. The General Officer will be assigned a portfolio via resolution passed by absolute majority at either the first Peninsula Summer Executive meeting or the first Peninsula Student Council meeting of each calendar year.

5.3. A portfolio must:

5.3.1. not be the same as that of an Officer listed in clause 16.1 of the Constitution; and

5.3.2. not be sexist, racist, queerphobic, or ableist.

6. Creation of Indigenous Officer position

6.1. This regulation applies to the creation, election and regulation of the Indigenous Officer position as authorised under sub-clause 16.1(k) of the MONSU Peninsula Constitution.

6.2. In addition to the officers listed in clause 16.1 of the MONSU Peninsula Constitution, this regulation establishes the following officer position:

6.2.1. Indigenous Officer

7. Election of Indigenous Officer position

7.1. The Indigenous Officer listed in regulation 6.2.1 is to be elected at the annual MONSU Peninsula elections as per clause 32.1 of the MONSU Peninsula Constitution.

7.1.1 Only Indigenous students* are eligible to stand for Indigenous Officer.

7.1.2 Only Indigenous students* are eligible to vote for the position of Indigenous Officer.

8. Responsibilities of Indigenous Officer

8.1. The Indigenous Officer is responsible for representing the issues of and providing support to Indigenous students of the Peninsula campus.

9. Creation of Clubs & Societies Officer position

9.1. This regulation applies to the creation, election and regulation of the Clubs & Societies Officer position as authorised under sub-clause 16.1(k) of the MONSU Peninsula Constitution.

9.2. In addition to the officers listed in clause 16.1 of the MONSU Peninsula Constitution, this regulation establishes the following officer position:

9.2.1. Clubs & Societies Officer

10. Election of Clubs & Societies Officer position

10.1. The Clubs & Societies Officer listed in regulation 9.2.1 is to be elected at the annual MONSU Peninsula elections as per clause 32.1 of the MONSU Peninsula Constitution.

11. Responsibilities of Clubs & Societies Officer

11.1. The Clubs & Societies Officer is responsible for representing the issues of and providing support to MONSU Peninsula affiliated clubs & societies on the Peninsula campus.

12. Sharing of Positions

12.1. As per clause 16.2 of the MONSU Peninsula constitution, 2 students may stand for and hold any officer position, except President and Vice President.

12.1.1. For the avoidance of doubt, students may stand for and hold additional officer positions established by regulation per clause 16.1(k).

12.2. When positions are shared, the honorarium and hours of the Officers will be halved unless determined otherwise by approval of the student council at the first Peninsula Student Council meeting of each calendar year.