

## MONSU CAULFIELD INC.

Annual General Meeting 2024

Meeting AGM 24

Held 31/05/2024 4pm via Zoom

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### Minutes

<b>Present:</b>	Refer to attendance sheet
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<b>Preamble</b>
MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri Peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

Meeting Open	
Time opened:	4 PM
Quorum:	Reached at 4:16PM

<b>Business Arising</b>	
<b>1. Adoption of minutes of previous meeting</b>	
<b>Discussion:</b> There are no previous minutes available for the last AGM of MONSU held on 31st May 2023. Quorum was not achieved.	
<b>Motion AGM 24-1:</b> MONSU Caulfield Inc. resolves that the minutes of the previous Annual General Meeting held on 31st May 2023, where quorum was not achieved, be noted.	<b>Moved:</b> Theodore Susetio
	<b>Seconded:</b> Nam Anh Tran
	<b>For:</b> 25 people <b>Against:</b> 7 people <b>Carried:</b> Passed by majority vote
<b>2. Annual Report</b>	

**Discussion:**

Eunseo provides a brief report of the previous year. Participants were asked if they had any questions. No questions were raised.

**Motion AGM 24-2:** MONSU Caulfield Inc. resolves to accept the Annual Report of the Student Council on the activities of MONSU Caulfield Inc. for the year ended on 31 December 2023.

**Moved:** Nam Anh Tran

**Seconded:** Aemilyn Heng

**For:** 28 people

**Against:** 4 people

**Carried:** Passed by majority vote

### 3. Financial Statements

**Discussion:**

Eunseo brings attention to the MONSU Caulfield Inc. Financial Statements document provided on the MONSU website and Notice of AGM. Time is given for participants to ask questions. Questions were not raised.

**Motion AGM 24-3:** MONSU Caulfield Inc. resolves to accept the Financial Statements and the Audit Report for the year ended on 31 December 2023.

**Moved:** Nam Anh Tran

**Seconded:** Aemilyn Heng

**For:** 23 people

**Against:** 9 people

**Carried:** Passed by majority vote

### 4. Alteration of MONSU Caulfield Inc. Constitution

**Discussion:**

Eunseo explains the context of alteration of the MONSU Caulfield Inc. Constitution. The previous Constitution is provided on the MONSU website, and the form marked 'Schedule A' has been provided via the MONSU website and Notice of AGM. Participants were given time to ask questions. No questions were raised.

**Motion AGM 24-4:** MONSU Caulfield Inc. resolves to accept the Constitution in the form marked 'Schedule A' be adopted as the Constitution of MONSU Caulfield Inc., in substitution for the existing Constitution, and be lodged for approval by the Registrar of Incorporated Associations.

**Moved:** Aemilyn Heng

**Seconded:** Nam Anh Tran

**For:** 27 people

**Against:** 4 people

**Carried:** Passed by majority vote (87%)

**Meeting Close**

Time closed:	4:34 PM
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<b>Minutes authorised by:</b>	
 <b>Eunseo Lee, President</b>	 <b>Oliver Yin, Vice President</b>

MEETING ATTENDEES			
FIRST NAME	SURNAME	STUDENT EMAIL	STUDENT ID NO.
Steph	Bridges	sbri0027@student.monash.edu	33815933
Samantha	Hu	shuu0035@student.monash.edu	33166285
Nam Anh	Tran	ntra0061@student.monash.edu	33037841
Viet Anh	Tran	vtra0036@student.monash.edu	33076421
Leo	Jiang	ljia0067@student.monash.edu	34107762
San Nhi	Chung	schu0080@student.monash.edu	33169586
kexin	Liao	klia0028@student.monash.edu	33755655
Vedant	Shah	vume0001@student.monash.edu	33322457
Siena	Thomas	stho0057@student.monash.edu	32466064
Min Li	Teh	mteh0006@student.monash.edu	33273596
Sharlyn	Gotama	sgot0007@student.monash.edu	33744394
Aemilyn Wee Enn	Heng	ahen0017@student.monash.edu	32203063
Jocelyne	Thayono	jtha0035@student.monash.edu	34045600
Nehemiah	Ang	nang0013@student.monash.edu	33219494
Dennis	Truong	dtru0012@student.monash.edu	33122512
Siyang	Zhu	szhu0044@student.monash.edu	33173052
Caitlyn	Dunne	cdun0007@student.monash.edu	29728096
Nadine	Herbiantoro	nher0007@student.monash.edu	32401256
Asmita	Raj	araj0046@student.monash.edu.au	33092974
Nakul Prakash	Goyal	ngoy0005@student.monash.edu	34389148
Shaleena	Mohan	smoh0065@student.monash.edu	33033935
Cherylin	Wijaya	cwij0021@student.monash.edu	34043837
Sze Wing	Chan	scha0228@student.monash.edu	32854226
Hamish	Ferguson	hfer0024@student.monash.edu	34938311
Javier	Budiman	jbud0005@student.monash.edu	29812690
San Nhi	Chung	schu0080@student.monash.edu	33169586
Victor	Huang	fhua0012@student.monash.edu	32537891
Zhaoling	Lai	zlai0018@student.monash.edu	32587155
Rachel	Dang	rdan0008@student.monash.edu	32502990
Eunseo	Lee	elee0060@student.monash.edu	32696361

**MONSU CAULFIELD INC.**

**ABN 42 911 556 610**

## **NOTICE OF ANNUAL GENERAL MEETING 2024**

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**NOTICE IS HEREBY GIVEN** that the Annual General Meeting (**AGM**) of members of MONSU Caulfield Inc. (**MONSU**) will be held on **Friday 31 May 2024** commencing at 4 PM AEST virtually via Zoom.

If you wish to participate, please register here: <https://5jyzzitslid.typeform.com/AGM2024>

### **ORDINARY BUSINESS**

**1 Adoption of minutes of previous meeting**

There are no minutes available for the last AGM of MONSU held on 31<sup>st</sup> May 2023.

Quorum was not achieved.

**2 Annual report**

To receive and consider the annual report of Student Council on the activities of MONSU during the year ended on 31 December 2023.

**3 Financial statements**

To receive and consider the financial statements and audit report.

### **SPECIAL RESOLUTION**

**4 Alteration of MONSU Caulfield Inc. Constitution**

To consider and, if thought fit, pass the following resolution which is intended as a **special resolution**:

***THAT** the constitution in the form marked "Schedule A" be adopted as the constitution of MONSU Caulfield Inc, in substitution for the existing constitution, and lodged for approval by the Registrar of Incorporated Associations.*

Dated: 9 May 2024

**Oliver Yin**  
**Vice President**  
**MONSU Caulfield Inc.**

**MONSU CAULFIELD INC.**

**ABN 42 911 556 610**

**EXPLANATORY MEMORANDUM  
TO NOTICE OF ANNUAL GENERAL MEETING 2024**

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**1 Minutes of previous meeting/s**

Rule C16.2(a) of the constitution of MONSU provides that the ordinary business of the MONSU AGM is to verify the minutes of the last AGM and any Special General Meetings held since the last AGM.

**2 Annual report**

Rule C16.2(b) of the constitution of MONSU provides that the ordinary business of the MONSU AGM is to consider the annual report of Student Council on the activities of MONSU during its last financial year. Members will be provided with a reasonable opportunity to ask questions about the content of the annual report.

**3 Financial statements**

Rule C16.2(c) of the constitution of MONSU provides that the ordinary business of the MONSU AGM is to consider the financial statements and the audit report. Members will be provided with a reasonable opportunity to ask questions about the content of these documents.

**4 Constitution**

The constitution of MONSU sets out the rights, roles and responsibilities of MONSU, its members, Student Council, the Executive and elected officers and representatives.

The current constitution is available on MONSU's website.

A copy of the proposed new constitution is included with this notice and is marked as Schedule "A". A copy will also be available for inspection at the AGM.

In accordance with rule C58, the constitution may only be amended by **special resolution**. Accordingly, at least 75% of votes cast by members present and entitled to vote at the AGM must be in favour of the proposed resolution to amend the constitution for it to be passed.

# **MONSU Caulfield Inc.**

**ABN: 42 911 556 610**

## **Financial Statements**

**For the Year Ended 31 December 2023**

# **MONSU Caulfield Inc.**

ABN: 42 911 556 610

## **Contents**

**For the Year Ended 31 December 2023**

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# MONSU Caulfield Inc.

ABN: 42 911 556 610

## Committee's Report For the Year Ended 31 December 2023

The Committee members submit the financial statements of the Association for the financial year ended 31 December 2023.

### Committee Members

The names of Committee Members during the year and at the date of this report are:

Mehika Agarwal (appointed: 25/10/2023)	Francis Botteon (appointed: 01/03/2023)
Kieran Farrell	Jasmine Geraridis
Qamra Hussain	Eunseo Lee (appointed: 25/10/2023)
Sanji Mehar	Ravindra Sudewo
Theodore Susetio	Alissa Erin Tangyong
Gavriel Watts	Oliver Yin
Ezra Yung	

The names of Committee Members that resigned during the year are:

Archit Aggarwal (resigned: 04/09/2023)	Jiong (Selina) Ho (resigned: 04/09/2023)
Samuel Huybers (resigned: 31/10/2023)	Aditi Jalan (resigned: 31/10/2023)
Ryan Siow (resigned: 31/10/2023)	Anita Thuon (resigned: 31/10/2023)
Dennis Truong (resigned: 31/10/2023)	Abeer Verma (resigned: 01/03/2023)
Shruti Versani (resigned: 01/03/2023)	
Erikyle Aquilar (appointed: 25/10/2023 resigned:31/10/2023)	
Sherelle Ivanka (appointed: 29/03/2023 resigned:31/10/2023)	

### Principal Activities

The principal activities of the Association during the financial year were to advance the education of the students of Monash University Caulfield Campus by:

- Facilitating the provisions of premises, which shall be a common meeting ground and social centre for members of the Association and the wider community;
- Facilitating the availability of facilities for the refreshment, entertainment, recreation and convenience of members of the Association and the wider community;
- Representing the interests of students within and outside the University where it is deemed necessary or desirable;
- Facilitating a suitable cultural, social and sporting climate on the Caulfield campus of the University and to create opportunities for and to encourage, the development of social intercourse between members of the Association and the wider community;
- Providing for or promoting the interests of individuals within the Association with regard to financial, social, educational, and welfare matters and encourage interest groups such as clubs and societies within the University;
- Assuming such other responsibilities and direct such activities as may be deemed appropriate for giving expression of the interests of the Association or for carrying out purposes aforesaid.

# MONSU Caulfield Inc.

ABN: 42 911 556 610

## Committee's Report (Continued)

For the Year Ended 31 December 2023

### Operating Results

The net loss from continuing operations amounted to \$171,199 (2022: profit of \$53,598).

### Significant Changes

There were no significant changes in the state of affairs of the Association other than those referred to in the accounts and notes thereto.

### Events Subsequent to the End of the Reporting Period

Since the end of the financial year, no matters or circumstances have significantly affected or may significantly affect the operations of the Association, the result of its operations or the state of affairs of the Association in future financial years.

### Likely Developments

The likely future developments in the operations of the Association are the continuation of the principal activities set out in this report.

### Auditor's Independence Declaration

A copy of the auditor's independence declaration as required under the *section 60-40 of the Australian Charities and Not-for-profits Commission Act 2012* is set out on page 3.

On behalf of the Committee Members



Qamra Hussain (President)



Oliver Yin (Vice President)

Dated this 17 day of April 2024

### Auditor's Independence Declaration

To MONSU Caulfield Inc,

In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-Profits Commission Act 2012*, as lead auditor for the audit of MONSU Caulfield Inc. for the year ended 31 December 2023, we declare that, to the best of our knowledge and belief, there have been:

- a) No contraventions of the auditor independence requirements of the *Australian Charities and Not-for-Profits Commission Act 2012* in relation to the audit, and;
- b) No contraventions of any applicable code of professional conduct in relation to the audit.

Dated at Frankston on the 17<sup>th</sup> of April 2024



Shepard Webster & O'Neill Audit Pty Ltd  
Certified Practising Accountant  
Authorised Audit Company No 415478  
31 Beach Street Frankston 3199, PO Box 309 Frankston Victoria 3199  
Telephone (03) 9781 2633 – Fax (03) 9781 3073  
Email – [szepfalusy@shepard.com.au](mailto:szepfalusy@shepard.com.au)



David Szepfalusy  
Director

# MONSU Caulfield Inc.

ABN: 42 911 556 610

## Statement of Profit and Loss and Other Comprehensive Income / (Loss) For the Year Ended 31 December 2023

	Note	2023 \$	2022 \$
<b>Continuing Operations</b>			
<b>Income</b>			
Grants		1,335,182	1,369,136
Sponsorship and fundraising		29,784	35,023
Functions and activities		41,238	26,570
Other income from ordinary activities		182,902	148,807
Service agreement income		23,500	23,500
Interest income		24,155	5,160
<b>Total Income</b>		<b>1,636,761</b>	<b>1,608,196</b>
<b>Less Expenses</b>			
Employee benefits expense	2	1,269,322	1,049,261
Audit expense	3	8,200	7,650
Depreciation and amortisation expense		20,170	14,548
Other expenses		510,268	483,139
<b>Total Expenses</b>		<b>1,807,960</b>	<b>1,554,598</b>
<b>Operating Profit / (Loss) From Continuing Operations</b>		<b>(171,199)</b>	<b>53,598</b>
<b>Other Comprehensive Income / (Loss)</b>			
Items that may be reclassified subsequently to profit or loss		-	-
Items that will not be reclassified subsequently to profit or loss		-	-
<b>Total Comprehensive Income / (Loss)</b>		<b>(171,199)</b>	<b>53,598</b>

The accompanying notes form part of these financial statements

# MONSU Caulfield Inc.

ABN: 42 911 556 610

## Statement of Financial Position

As At 31 December 2023

	Note	2023 \$	2022 \$
<b>Current Assets</b>			
Cash and cash equivalents	4	2,838,983	3,076,863
Trade and other receivables	5	30,262	8,988
<b>Total Current Assets</b>		<u>2,869,245</u>	<u>3,085,851</u>
<b>Non-Current Assets</b>			
Plant and equipment	6	35,882	56,052
<b>Total Non-Current Assets</b>		<u>35,882</u>	<u>56,052</u>
<b>Total Assets</b>		<u>2,905,127</u>	<u>3,141,903</u>
<b>Current Liabilities</b>			
Trade and other payables	7	457,108	496,267
Provisions	8	128,374	145,819
<b>Total Current Liabilities</b>		<u>585,482</u>	<u>642,086</u>
<b>Non-Current Liabilities</b>			
Provisions	8	23,372	32,345
<b>Total Non-Current Liabilities</b>		<u>23,372</u>	<u>32,345</u>
<b>Total Liabilities</b>		<u>608,854</u>	<u>674,431</u>
<b>Net Assets</b>		<u>2,296,273</u>	<u>2,467,472</u>
<b>Equity</b>			
Issued capital		156,277	156,277
Retained earnings		2,139,996	2,311,195
<b>Total Equity</b>		<u>2,296,273</u>	<u>2,467,472</u>

The accompanying notes form part of these financial statements

# MONSU Caulfield Inc.

ABN: 42 911 556 610

## Statement of Changes in Equity For the Year Ended 31 December 2023

	Note	2023 \$	2022 \$
<b>Equity</b>			
<i><b>Issued capital</b></i>			
Opening balance		156,277	156,277
Capital issued		-	-
Closing balance		<u>156,277</u>	<u>156,277</u>
<i><b>Retained Earnings</b></i>			
Opening balance		2,311,195	2,257,597
Operating Profit / (Loss) From Continuing Operations		(171,199)	53,598
Other Comprehensive Income		-	-
Closing balance		<u>2,139,996</u>	<u>2,311,195</u>
<b>Total Equity</b>		<u>2,296,273</u>	<u>2,467,472</u>

The accompanying notes form part of these financial statements

# MONSU Caulfield Inc.

ABN: 42 911 556 610

## Statement of Cash Flows

For the Year Ended 31 December 2023

	Note	2023 \$	2022 \$
<b>Cash Flows From Operating Activities</b>			
Receipts from members and customers		1,430,071	1,434,636
Payments to suppliers and employees		(1,692,106)	(1,357,861)
Interest received		24,155	5,160
<b>Net Cash Provided By / (Used In) Operating Activities</b>	9b	<u>(237,880)</u>	<u>81,935</u>
<b>Cash Flows From Investing Activities</b>			
Payments for plant and equipment		-	(13,576)
<b>Net Cash Provided By / (Used In) Investing Activities</b>		<u>-</u>	<u>(13,576)</u>
<b>Net Increase / (Decrease) in Cash Held</b>		(237,880)	68,359
<b>Cash at the Beginning of Financial Year</b>		<u>3,076,863</u>	<u>3,008,504</u>
<b>Cash at the End of Financial Year</b>	9a	<u><u>2,838,983</u></u>	<u><u>3,076,863</u></u>

The accompanying notes form part of these financial statements

## **Notes to the Financial Statements**

**For the Year Ended 31 December 2023**

### **1 Summary of Significant Accounting Policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **New or Amended Accounting Standards and Interpretations Adopted**

The Association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

#### **Basis of Preparation**

In the Committee's opinion, the Association is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with the *Australian Charities and Not-for-profits Commission Act 2012*. The Committee have determined that the accounting policies adopted are appropriate to meet the needs of the members of MONSU Caulfield Inc.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 '*Presentation of Financial Statements*', AASB 107 '*Statement of Cash Flows*', AASB 108 '*Accounting Policies, Changes in Accounting Estimates and Errors*', AASB 1048 '*Interpretation of Standards*' and AASB 1054 '*Australian Additional Disclosures*', as appropriate for not-for-profit oriented entities.

#### **Historical cost convention**

The financial statements have been prepared under the historical cost convention.

#### **Critical accounting estimates**

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires Management to exercise its judgement in the process of applying the Association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in Note 1(l).

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements:

#### **(a) Income Tax**

The Association is exempt under Division 50 of the Income Tax Assessment Act 1997 as a non-profit organisation. As such, no allowance has been made for Income Tax.

#### **(b) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.



## **Notes to the Financial Statements**

**For the Year Ended 31 December 2023**

### **1 Summary of Significant Accounting Policies (Continued)**

#### **(c) Revenue Recognition**

The Association recognises revenue as follows:

##### **Revenue from contracts with customers**

Revenue is recognised at an amount that reflects the consideration to which the Association is expected to be entitled in exchange for transferring goods or services to a customer. For each contract with a customer, the Association: identifies the contract with a customer; identifies the performance obligations in the contract; determines the transaction price which takes into account estimates of variable consideration and the time value of money; allocates the transaction price to the separate performance obligations on the basis of the relative stand-alone selling price of each distinct good or service to be delivered; and recognises revenue when or as each performance obligation is satisfied in a manner that depicts the transfer to the customer of the goods or services promised.

Variable consideration within the transaction price, if any, reflects concessions provided to the customer such as discounts, rebates and refunds, any potential bonuses receivable from the customer and any other contingent events. Such estimates are determined using either the 'expected value' or 'most likely amount' method. The measurement of variable consideration is subject to a constraining principle whereby revenue will only be recognised to the extent that it is highly probable that a significant reversal in the amount of cumulative revenue recognised will not occur. The measurement constraint continues until the uncertainty associated with the variable consideration is subsequently resolved. Amounts received that are subject to the constraining principle are recognised as a refund liability.

##### **Sales revenue**

Events, fundraising and raffles are recognised when received or receivable.

##### **Donations**

Donations are recognised at the time the pledge is made.

##### **Grants**

Grant revenue is recognised in profit or loss when the Association satisfies the performance obligations stated within the funding agreements.

If conditions are attached to the grant which must be satisfied before the Association is eligible to retain the contribution, the grant will be recognised in the statement of financial position as a liability until those conditions are satisfied.

##### **Interest**

Interest revenue is recognised as interest accrues using the effective interest method. This is a method of calculating the amortised cost of a financial asset and allocating the interest income over the relevant period using the effective interest rate, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset.

##### **Other revenue**

Other revenue is recognised when it is received or when the right to receive payment is established.

##### **Volunteer services**

The Association has elected not to recognise volunteer services as either revenue or other form of contribution received. As such, any related consumption or capitalisation of such resources received is also not recognised.

## Notes to the Financial Statements

For the Year Ended 31 December 2023

### 1 Summary of Significant Accounting Policies (Continued)

#### (d) Comparative Figures

When required by Australian Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

#### (e) Trade and Other Receivables

Trade and other receivables include amounts due in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

#### (f) Trade and Other Payables

Trade and other payables represent the liabilities outstanding at the end of the reporting period for goods and services received by the Association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

#### (g) Plant and Equipment

Plant and equipment are brought to account at cost less, where applicable, any accumulated depreciation and any impairment in value. The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows, which will be received from the asset's employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts. The carrying values of plant and equipment are also reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable. If any impairment exists, the assets are written down to their recoverable amount and the loss recognised in the statement of profit or loss and other comprehensive income / (loss).

The carrying values of plant and equipment are also reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable. If any impairment exists, the assets are written down to their recoverable amount and the loss recognised in the statement of profit or loss and other comprehensive income / (loss).

#### (h) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

## Notes to the Financial Statements

For the Year Ended 31 December 2023

### 1 Summary of Significant Accounting Policies (Continued)

#### (i) Impairment of Assets

At the end of each reporting period, the Association assesses whether there is any indication that an asset may be impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. in accordance with the revaluation model in AASB 116). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

Where it is not possible to estimate the recoverable amount of an individual asset, the Association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

#### (j) Employee Entitlements

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy any vesting requirements. Those cash outflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

#### (k) Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the Association's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the Association's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

## **Notes to the Financial Statements**

**For the Year Ended 31 December 2023**

### **1 Summary of Significant Accounting Policies (Continued)**

#### **(I) Critical Accounting Estimates and Judgements**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

##### *Estimation of useful lives of assets*

The Association determines the estimated useful lives and related depreciation and amortisation charges for its plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

##### *Performance obligations under AASB 15*

To identify a performance obligation under AASB 15, the promise must be sufficiently specific to be able to determine when the obligation is satisfied. Management exercises judgement to determine whether the promise is sufficiently specific by taking into account any conditions specified in the arrangement, explicit or implicit, regarding the promised goods or services. In making this assessment, management includes the nature/ type, cost/ value, quantity and the period of transfer related to the goods or services promised.

##### *Employee benefits*

For the purpose of measurement, AASB 119: Employee Benefits defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service. The Association expects most employees will take their annual leave entitlements within 12 months of the reporting period in which they were earned, but this will not have a material impact on the amounts recognised in respect of obligations for employees' leave.

# MONSU Caulfield Inc.

ABN: 42 911 556 610

## Notes to the Financial Statements

For the Year Ended 31 December 2023

	2023 \$	2022 \$
<b>2: Employee Expenses</b>		
Honorariums	122,274	119,399
Salaries and wages	1,058,710	860,318
Superannuation	107,626	88,480
Movement in employee entitlements	(26,418)	(22,412)
Workcover expense	7,130	3,476
	<u>1,269,322</u>	<u>1,049,261</u>

### 3: Audit Expense

Remuneration of the auditor of the Association for:

- auditing and preparation of the financial report

8,200	7,650
<u>8,200</u>	<u>7,650</u>

### 4: Cash and Cash Equivalents

Cash at Bank - Operating	2,400,502	2,658,530
Cash at Bank - Clubs & associations	Note 4 (a) 427,878	414,843
Credit Card	9,848	2,726
Cash on Hand	755	735
Undeposited Funds	-	29
	<u>2,838,983</u>	<u>3,076,863</u>

Note 4 (a): Clubs & associations bank account balance(s) of \$427,878 as at 31 December 2023 (2022: \$414,843) are recorded as current liabilities of MONSU Caulfield Inc. in the financial statements.

### 5: Trade and other receivables

Trade receivables	30,262	8,988
Less: allowance for expected credit losses	-	-
	<u>30,262</u>	<u>8,988</u>

#### Provision for impairment of trade receivables

The Association has assessed impairment indicators within its trade debtors' population. Current trade receivables are generally on 30 day terms. These receivables are assessed for recoverability and a provision for impairment is recognised when there is objective evidence that an individual trade receivable is impaired. These amounts (if any) have been included in other expense items. There is a Provision for Doubtful Debts at 31 December 2023 of \$Nil (31 December 2022: \$Nil).

# MONSU Caulfield Inc.

ABN: 42 911 556 610

## Notes to the Financial Statements For the Year Ended 31 December 2023

	2023 \$	2022 \$
<b>6: Plant and Equipment</b>		
Plant and equipment at Cost	71,051	71,051
Less: Accumulated Depreciation	(48,093)	(31,295)
	<u>22,958</u>	<u>39,756</u>
Fixtures and fittings at Cost	122,404	122,404
Less: Accumulated Depreciation	(112,012)	(109,414)
	<u>10,392</u>	<u>12,990</u>
Computer equipment at Cost	147,654	147,654
Less: Accumulated Depreciation	(147,466)	(147,278)
	<u>188</u>	<u>376</u>
Office equipment at Cost	11,164	11,164
Less: Accumulated Depreciation	(8,820)	(8,234)
	<u>2,344</u>	<u>2,930</u>
<b>Total Plant and Equipment</b>	<u><u>35,882</u></u>	<u><u>56,052</u></u>
<b>7: Trade and other payables</b>		
Trade payables	648	659
Clubs & associations	427,878	414,862
GST and PAYG(W) payables	19,961	47,567
Superannuation payable	8,621	25,982
Other payables	-	7,197
	<u><u>457,108</u></u>	<u><u>496,267</u></u>
<b>8: Provisions</b>		
CURRENT		
Employee Entitlements		
Annual Leave	62,620	81,190
Long Service Leave	65,754	64,629
	<u>128,374</u>	<u>145,819</u>
NON-CURRENT		
Employee Entitlements		
Long Service Leave	23,372	32,345
	<u>23,372</u>	<u>32,345</u>
<b>Total Provisions</b>	<u><u>151,746</u></u>	<u><u>178,164</u></u>

# MONSU Caulfield Inc.

ABN: 42 911 556 610

## Notes to the Financial Statements For the Year Ended 31 December 2023

	2023 \$	2022 \$
<b>9: Notes to the Statement of Cash Flows</b>		
<b>(a) Reconciliation of Cash</b>		
Cash and Cash Equivalents	2,838,983	3,076,863
<b>(b) Reconciliation of Net Cash Provided by Operations with Operating Profit / (Loss)</b>		
Operating Profit / (Loss)	(171,199)	53,598
<b>Non Cash Flows in Operating Profit / (Loss):</b>		
Depreciation and amortisation expense	20,170	14,548
<b>Changes in Assets and Liabilities:</b>		
(Increase)/Decrease in Trade and other receivables	(21,274)	(8,096)
Increase/(Decrease) in Trade and other payables	(39,159)	44,297
Increase/(Decrease) in Provisions	(26,418)	(22,412)
	<u>(237,880)</u>	<u>81,935</u>

### 10: Events after the Reporting Period

No matter or circumstance has arisen since 31 December 2023 that has significantly affected, or may significantly affect the Association's operations, the results of those operations, or the Association's state of affairs in future financial years.

There have been no non-adjusting events after the reporting date, nor has any information been received about conditions at reporting date that have not been included in this report.

### 11: Association Details

The principle place of business of the Association is:  
MONSU Caulfield Inc.  
2 Princes Ave  
Caulfield East, VIC 3145

# MONSU Caulfield Inc.

ABN: 42 911 556 610

## Committee Members' Declaration For the Year Ended 31 December 2023

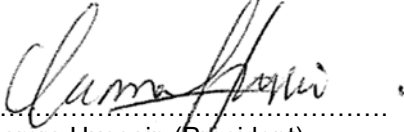
The Committee Members of the Association declare that, in the Committee Members opinion:


1. The financial statements and notes, as set out on pages 4 to 15, are in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* and the *Australian Charities and Not-for-Profits Commission Regulations 2022* and:

- (a) comply with Australian Accounting Standards as stated in Note 1; and
- (b) give a true and fair view of the Association's financial position as at 31 December 2023 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.

2. In the Committee Members opinion, there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable with the continuing support of creditors.

This declaration is made in accordance with a resolution of the Committee and with the *Australian Charities and Not-for-profits Commission Act 2012*.

  
.....  
Qamra Hussain (President)

  
.....  
Oliver Yin (Vice President)

Dated this 17<sup>th</sup> day of April 2024



**Independent Auditor's Report  
To the Members of MONSU Caulfield Inc.  
ABN: 42 911 556 610**

**Report on the Audit of the Financial Report**

**Opinion**

We have audited the financial report of MONSU Caulfield Inc, which comprises the Statement of Financial Position as at 31 December 2023, the Statement of Profit or Loss and Other Comprehensive Income / (Loss), the Statement of Changes in Equity and the Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Committee Members' Declaration.

In our opinion, the accompanying financial report gives a true and fair view of the financial position of MONSU Caulfield Inc. as at 31 December 2023 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2022*.

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Emphasis of Matter – Basis of Accounting**

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the Association to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**Information Other than the Financial Report and Auditor's Report Thereon**

The Committee of the Association is responsible for the other information. The other information comprises the information included in the Association's annual report for the year ended 31 December 2023, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Responsibilities of the Committee for the Financial Report**

The Committee of the Association is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* and for such internal control as the Committee determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee either intends to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

The Committee of the Association is responsible for overseeing the Association's financial reporting process.

**Independent Auditor's Report (Continued)**  
**To the Members of MONSU Caulfield Inc.**  
**ABN: 42 911 556 610**

**Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee.
- Conclude on the appropriateness of the Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Dated at Frankston on the 17<sup>th</sup> of April 2024



Shepard Webster & O'Neill Audit Pty Ltd  
Certified Practising Accountant  
Authorised Audit Company No 415478  
31 Beach Street Frankston 3199, PO Box 309 Frankston Victoria 3199  
Telephone (03) 9781 2633 Fax (03) 9781 3073  
Email – [szepefalussy@shepard.com.au](mailto:szepefalussy@shepard.com.au)



David Szepefalussy  
Director

**MONSU CAULFIELD INC.**

**ABN 42 911 556 610**

**SCHEDULE "A"**

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# **MONSU Caulfield Inc.**

## **CONSTITUTION**

# **MONSU Caulfield Inc.**

## **CONSTITUTION**

### **C1. Contents**

The contents of this constitution are:

#### **PART 1 - CONTENTS**

C1. Contents

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C3. Purpose

C4. Legal Capacity and Powers

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C6. Graduates

C7. Obligations and Liability

C8. Discipline

C9. Grievance Procedure

#### **PART 4 - REFERENDUMS**

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C12. Convening

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C15. Discussion Forums

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### **PART 2 - NAME AND OBJECTS**

#### **C2. Name**

The name of the incorporated association is MONSU Caulfield Inc. Reg No A0043840C|ABN 42 911 556 610

#### **C3. Purpose**

3.1 The purpose of MONSU Caulfield is to advance the education and experience of the students attending the Monash University Caulfield Campus by:

- (a) facilitating the provision of premises, which shall be a common meeting ground and social centre for members of MONSU Caulfield and the wider community;
- (b) facilitating the availability of facilities for the refreshment, entertainment, recreation and convenience of members of MONSU Caulfield and the wider community;
- (c) representing the interests of students within and outside the University where it is deemed necessary or desirable;
- (d) facilitating a suitable cultural, social and sporting climate on the Caulfield campus of the University and encouraging the development of social intercourse between members of MONSU Caulfield and the wider community;
- (e) providing for or promoting the interests of individuals within MONSU Caulfield regarding social, educational and welfare matters and encouraging interest groups such as clubs and societies within the University; and
- (f) assuming any other responsibilities and activities that may be deemed appropriate for carrying out the purposes of, or furthering the interests of, MONSU Caulfield.

#### **C4. Legal Capacity and Powers**

4.1 MONSU Caulfield has all the powers of an individual subject to C4.2 and C4.3.

4.2 MONSU Caulfield may only exercise its powers and use its income, assets and profit to give effect to its purposes.

4.3 MONSU Caulfield must not distribute any profit, income or assets directly or indirectly to members.

4.4 Notwithstanding C4.3, MONSU Caulfield may only pay its members for expenses properly incurred as follows:

- (a) an expense is properly incurred if it was incurred in good faith and to give effect to the purposes of MONSU Caulfield; and
- (b) goods or services provided by them on terms no more favourable than if the member were not a member.

## **PART 3 - MEMBERSHIP**

### **C5. Members**

- 5.1 Caulfield campus enrolled undergraduate students who register their details through the MONSU Caulfield website are members, (go to [www.monsu.org](http://www.monsu.org), click log in, go to student log in, sign in using your Monash University student details, accept the T&Cs) and a prescribed fee may be payable, subject to C5.2.
- 5.2 The prescribed fee shall be set by MONSU Caulfield before January 1st of the following year. In the event that MONSU Caulfield does not set a fee for that year, the fee shall be in line with that of the preceding year. This fee shall apply to all members.
- 5.3 MONSU Caulfield Student Council Executive will approve membership as soon as practicable.
- 5.4 Membership ceases when students have completed their degree or by advising the Executive by email that they resign and cease their membership, whichever comes first.
- 5.4 Members have the right to:
  - (a) use the amenities and services of MONSU Caulfield.
  - (b) attend MONSU Caulfield meetings in accordance with C44;
  - (c) participate in MONSU Caulfield referendums and elections in accordance with Parts 4 and 8; and
  - (d) access the records of MONSU Caulfield in accordance with C54.2.

### **C6. Graduates**

- 6.1 Graduates are represented by the Monash Graduate Association not MONSU and are not eligible for membership of MONSU or to participate in MONSU voting.
- 6.2 Graduates will be permitted to attend MONSU social events.

## **C7. Obligations and Liability**

7.1 Members must at all times comply with this constitution and any regulations made under it.

## **C8. Discipline**

8.1 Subject to this constitution, if the Student Council is of the opinion that a member:

- (a) has refused or neglected to comply with this constitution or the regulations;
- (b) has engaged in conduct unbecoming a member or prejudicial to the interests of MONSU Caulfield; or
- (c) has caused serious disruption to the use of amenities or services by other members;

the Student Council may by resolution suspend the right of a member to use the amenities and services of MONSU Caulfield.

8.2 A resolution of the Student Council under C8.1 does not take effect unless the Student Council confirms the resolution under this rule.

8.3 A meeting of the Student Council to confirm or revoke a resolution passed under C8.1 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with C8.4.

8.4 The General Secretary (Vice President) must, as soon as practicable, cause to be given to the member a written notice –

- (a) setting out the resolution of the Student Council and the grounds on which it is based;
- (b) stating that the member, or their representative, may address the Student Council at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member;
- (c) stating the date, place and time of that meeting;
- (d) informing the member that they may do one or both of the following:
  - (i) attend that meeting;
  - (ii) give to the Student Council before the date of that meeting a written statement seeking the revocation of the resolution; and
- (e) informing the member that, if at that meeting, the Student Council confirms the resolution, they may not later than 48 hours after that meeting, give the General Secretary (Vice President) a notice to the effect that they wish to appeal to MONSU Caulfield by taking the matter to mediation.

8.5 At a meeting of the Student Council to confirm or revoke a resolution passed under C8.1, the Student Council must:



- (a) give the member, or their representative, an opportunity to be heard;
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or revoke the resolution.
- 8.6 If at the meeting of the Student Council, the Student Council confirms the resolution, the member may, not later than 48 hours after that meeting, give the General Secretary written notice that they are dissatisfied with the resolution and wish the Grievance Procedure in Clause 9 to be applied.

## **C9. Grievance Procedure**

- 9.1 The grievance procedure set out in this clause applies to disputes under this constitution, regulations or any other determination of the Student Council whether or not by resolution.
- 9.2 This procedure applies to disputes between:
- (a) a member and another member; or
  - (b) a member and MONSU Caulfield.
- 9.3 A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed under rule 8.
- 9.4 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 9.5 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 9.6 The mediator –
- (a) must not have a personal interest in the matter;
  - (b) must not be biased in favour of or against any party; and
  - (c) if possible, must be appointed with the agreement of all parties.
- 9.7 The mediator cannot be a member who is a party to the dispute.
- 9.8 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 9.9 The mediator, in conducting the mediation, must –

- (a) give the parties to the mediation every opportunity to be heard;
- (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 to the dispute throughout the mediation process.

9.10 The mediator must not determine the dispute.

9.11 If the mediation does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the *Associations Incorporation Reform Act 2012 (Vic)* or otherwise at law.

## **PART 4 - REFERENDUMS**

### **C10. Questions**

10.1 Any question that is within the purpose and powers of MONSU Caulfield may be put to a referendum (except special resolutions).

10.2 Without limiting C10.1, elected officers and members of MONSU Caulfield bodies may be removed by referendum, in accordance with C37.1(b).

### **C11. Binding Decisions**

11.1 A question put to referendum only has effect as a binding decision if:

- (a) at least 500 members vote in the referendum; and
- (b) a majority of those members who vote, vote in favour.

11.2 All elected officers and members of MONSU Caulfield bodies must give effect to a binding decision made by referendum.

11.3 Binding decisions remain in force until changed by a subsequent binding decision.

### **C12. Convening**

12.1 Student Council may by resolution passed by an absolute majority convene a referendum.

12.2 Student Council must convene a referendum on the request in writing of at least 500 members.

12.3 The request:

- (a) must state the question or questions to be put to referendum;
- (b) may consist of multiple copies of the same document;

- (c) must be signed by the members making the request; and
- (d) must be given to the General Secretary or any other member of the Executive.

12.4 If a referendum is requested in accordance with C12.2 and C12.3:

- (a) Student Council must convene the referendum within 15 academic days of the request having been received;
- (b) Student Council may by resolution passed by an absolute majority reword, for the purpose of clarification only, the question or questions to be put; and
- (c) the referendum must commence within 15 academic days of being convened.

### **C13. Notice**

13.1 At least 5 academic days' notice of referendums must be given.

13.2 The notice must state:

- (a) the question or questions to be put;
- (b) the dates, times and electronic process of polling for the referendum; and
- (c) the dates, times and places (electronic) of the discussion forums to be held in accordance with C15.

13.3 Student Council must by regulation provide for notice to be given to members electronically or by the most feasible means.

### **C14. Voting**

14.1 Voting in referendums must be by secret ballot and held electronically.

14.2 Voting must be held –

- (a) on at least 3 consecutive academic days;
- (b) over no more than 2 weeks; and
- (c) for at least 5 hours each day.

### **C15. Discussion Forums**

15.1 A discussion forum must be held between noon and 2.00 p.m. on the first day of the referendum.

15.2 Student Council must appoint a member of MONSU Caulfield to chair each discussion forum.

15.3 At the discussion forum the chair must ensure that as far as possible there is a reasonable opportunity for the "Yes" and the "No" case for each question to be presented.

15.4 No straw poll or other vote may be taken at a discussion forum.

## **PART 5 - GENERAL MEETINGS**

### **C16. Annual General Meeting**

16.1 Student Council must convene an annual general meeting each year to be held in March, April or May.

16.2 The ordinary business of the annual general meeting is:

(a) to verify the minutes of:

(i) the last annual general meeting; and

(ii) any special general meetings since the last annual general meeting;

(b) to consider the annual report of Student Council on the activities of MONSU Caulfield during its last financial year; and

(c) to consider the financial statements and the audit report.

16.3 The only other business that the annual general meeting may consider is a special resolution of which notice has been given in accordance with C18.2(b).

### **C17. Special General Meetings**

17.1 Student Council may, by resolution passed by an absolute majority, convene a special general meeting.

17.2 The Student Council must determine the business that is to be considered at a special general meeting.

17.3 The only business that special general meetings may consider are special resolutions of which notice has been given in accordance with C18.2(b).

### **C18. Notice of General Meetings**

18.1 At least 21 days' notice of general meetings must be given. Such notice may be given electronically or by social media platforms.

18.2 In addition to C40.3, the notice must state:

(a) the agenda for the meeting; and

(b) if a special resolution is to be proposed:

- (i) the exact wording of the proposed resolution; and
- (ii) that it is intended that the resolution proposed is a special resolution.

18.3 All members must be given 21 days' notice of the special resolution identified in C18.2(b) by the most feasible means.

## **C19. Procedure of General Meetings**

- 19.1 The quorum for general meetings is 20 members.
- 19.2 The President is entitled to chair general meetings. If the President is not present, or does not wish to chair, the members present must elect another member of MONSU Caulfield to chair.
- 19.3 All members of MONSU Caulfield are entitled to attend general meetings and to vote on resolutions that have been appropriately notified.
- 19.4 Any special resolution proposed may only be passed by a vote in favour by 75% of members present and entitled to vote.
- 19.5 A member is not entitled to appoint a proxy.
- 19.6 At any general meeting at which a special resolution is proposed, a declaration by the chair that the resolution has been passed is conclusive proof of the fact.
- 19.7 Subject to C19.9, the chair may declare that the resolution has been passed on the show of hands or on the voices of those present.
- 19.8 If any member present at the meeting demands that the vote of each member entitled to vote at the meeting be counted, the chair may not make a declaration under C19.7 unless those votes are counted.

## **PART 6 - STUDENT COUNCIL**

### **C20. Composition of Student Council**

- 20.1 The MONSU Student Council consists of 18 members and is formed in accordance with C21 and C22.
- 20.2 The following officers and representatives must be directly elected to the Student Council by and from the members –
  - (a) President - Chair and Spokesperson;
  - (b) Vice President - General Secretary;
  - (c) Overseas Student Service Officer;

- (d) Activities Officers – Two (2);
- (e) Marketing Officer;
- (f) Education Officer;
- (g) Welfare Officer;
- (h) Queer Officers – Two (2);
- (i) Clubs Officer;
- (j) Women's Officer (a female student);
- (k) Person of Colour Officer; and
- (l) Three (3) General Representatives.

20.3 The elected officers in C20.2 must, subject to C20.4, appoint the following positions to the Student Council:

- (a) First year domestic student representative (a student being less than 25 years of age, and in their first year of study at Monash at the time of election); and
- (b) First year international student representative (an international student being less than 25 years of age, and in their first year of study at Monash at the time of election).

20.4 The positions in C20.3 must be filled by no later than March each year subject to the following:

- (a) The Student Council must provide notice to all members calling for nominations for the positions;
- (b) Nominations must remain open for a period no shorter than five academic days, inclusive of the day in which the notice is given; and
- (c) The Student Council must make appointments to the two positions in C20.3 from amongst the members that nominated.

20.5 Except for the requirement that the members must have nominated for the position under C20.4, the Student Council may otherwise determine its own process for appointing members to the positions in C20.3.

## **C21. Status, Responsibility and Powers**

21.1 The MONSU Student Council is the governing body of MONSU Caulfield.

21.2 Student Council is responsible for the management of MONSU Caulfield.

- 21.3 Student Council may exercise all powers of MONSU Caulfield on its behalf.
- 21.4 A referendum may direct Student Council on any matter within its responsibility and powers, as provided by C11.2.
- 21.5 Student Council must prescribe the responsibilities of each officer.
- 21.6 The Vice President shall act as the General Secretary for all sub committees of the Student Council and is the secretary for the purpose of the *Associations Incorporation Reform Act 2012* (Vic).
- 21.7 MONSU Caulfield may pay an honorarium to the person that holds a position referred to in C20.2 and C20.3, including where that position has been filled under C37.
- 21.8 Student Council may, by resolution passed by an absolute majority:
- (a) grant a leave of absence to any officer for a period of not more than 3 months; and
  - (b) elect a member of MONSU Caulfield to hold the position for that period; and
  - (c) if the member holds a position referred to in C20.2 or C20.3, pay the member an honorarium.

## **C22. Frequency of Meetings**

- 22.1 Student Council must meet at least once a month.

## **C23. Disclosure of Interests**

- 23.1 In addition to C46, members of Student Council who have any direct or indirect financial interest in a contract or proposed contract with MONSU Caulfield must disclose the nature and extent of their interest:
- (a) to Student Council as soon as they become aware of the interest; and
  - (b) in a statement submitted at the next annual general meeting under C16.2(c).
- 23.2 C23.1 does not apply to financial interests that:
- (a) the member of Student Council has in common with all or a substantial proportion of the members of MONSU Caulfield; or
  - (b) exist only because the member of Student Council is:
    - (i) a student; or
    - (ii) an employee of MONSU Caulfield.

## **C24. Election Regulations**

- 24.1 Student Council may, subject to C26.1 and C33.1, make regulations to give effect to this constitution if the resolution is passed by an absolute majority.
- 24.2 At least 7 days' notice in writing of the proposed making of regulations must be given to each member of Student Council.
- 24.3 The notice must state the proposed regulations or change to the regulations.
- 24.4 Members must at all times comply with the regulations as if they formed part of this constitution.

## **C25. Establishment of Committees**

- 25.1 Student Council may, by resolution, establish committees, including portfolio and faculty committees.
- 25.2 Student Council may, by resolution, establish other standing and ad hoc committees as it thinks appropriate.
- 25.3 Other MONSU Caulfield bodies may, by resolution, establish committees as they think appropriate.
- 25.4 Resolutions under C25.1–25.3 must specify:
  - (a) the terms of reference of the committee;
  - (b) any powers delegated to the committee;
  - (c) the membership of the committee; and
  - (d) who the chair of the committee is to be, or how the chair and members are to be elected or appointed.
- 25.5 In accordance with C25.1 and subject to C25.4, upon foundation, the Student Council may establish an Education Committee comprising:
  - (a) Education Officer - Chair;
  - (b) a student elected to represent the students enrolled in each Faculty that conducts courses on the Caulfield Campus of Monash University; and
  - (c) General Representative (Mature Age) (a student aged 25 years or older at the time of election).
- 25.6 In accordance with C25.1 and subject to C25.4, upon foundation, the Student Council may establish an Overseas Student Service Committee comprising:
  - (a) Overseas Student Service Officer - Chair; and



- (b) seven (7) General Committee members (with portfolios as determined by the Committee).

25.7 In accordance with C25.1 and subject to C25.4 upon foundation the Student Council will establish an Activities committee comprising:

- (a) Activities Officer;
- (b) 5 General Representatives;
- (c) OSS delegate (non-voting); and
- (d) Clubs Officer (non-voting).

25.8 The Clubs Officer may call meetings of the Presidents of all affiliated clubs with MONSU Caulfield to make recommendations to the Student Council for consideration.

25.9 Committees of Student Council may co-opt as many general committee members as it deems appropriate. Any co-opted general committee members, except those filling casual vacancies, shall not have voting rights or count towards quorum.

## **C26. Delegation**

26.1 The Student Council may, by resolution, delegate any powers as they think appropriate except:

- (a) any power that requires the Student Council or the members of MONSU Caulfield to pass a special resolution;
- (b) any power that requires the Student Council or members of MONSU Caulfield to pass a resolution by an absolute majority; and
- (c) any power contained in Part 9 of this Constitution, including:
  - (i) any resolution passed under Part 9; and
  - (ii) any regulations made under Part 9.

## **C27. Duties and Conduct**

27.1 Officers of MONSU Caulfield and members of MONSU Caulfield bodies must exercise their powers and discharge their duties:

- (a) in good faith in the best interests of MONSU Caulfield;
- (b) with the degree of care and diligence that a reasonable person in the same position would exercise; and
- (c) for a proper purpose.

27.2 Officers of MONSU Caulfield and members of MONSU Caulfield bodies must not use any information obtained through their position as an officer of MONSU Caulfield, or as a member of a MONSU Caulfield Committee to:

(a) gain an advantage for themselves or someone else; or

(b) cause detriment to MONSU Caulfield.

27.3 C27.2 applies to former officers of MONSU Caulfield and members of MONSU Caulfield bodies.

## **C28. Indemnity**

28.1 MONSU Caulfield indemnifies each of its officers against any liability incurred in good faith by the officer in the course of performing their duties as an office holder.

## **C29. Validity of Acts and Decisions**

29.1 A defect or irregularity in, or in connection with, the election or appointment of an officer will not of itself invalidate the acts and decisions of that officer.

29.2 The acts and decisions of MONSU Caulfield bodies are not invalid by reason only that there was a vacancy in the membership of the body or that it is subsequently discovered that there was:

(a) a defect or irregularity in, or in connection with, the election or appointment of a member; or

(b) a defect or irregularity in, or in connection with, the election of the chair of a meeting.

29.3 The acts and decisions of MONSU Caulfield bodies are not invalid by reason only that there were defects or irregularities in, or in connection with, the election or appointment of the People of Colour Officer between the declaration of their election by the Returning Officer and the registration of this Constitution under the *Associations Incorporation Reform Act 2012* (Vic).

## **PART 7 - THE EXECUTIVE**

### **C30. Composition and powers of the Executive**

30.1 The Executive is a committee of Student Council, exercising delegated power from the Student Council under C26.1.

30.2 Between meetings of the Student Council, the Executive will have oversight of decisions made, and powers exercised, by the General Manager of MONSU.

30.3 The members of the Executive are:

- (a) President – Chair;
- (b) Vice President – General Secretary;
- (c) Welfare Officer;
- (d) Education Officer; and
- (e) One (1) Activities Officer.

30.2 The position of Activities Officer on the Executive is to be determined by resolution of Student Council.

30.3 The Executive must meet at least once each fortnight from mid-March to mid-October.

### **C31. Summer Executive**

31.1 The powers of the Student Council shall be exercised by a special committee known as the Summer Executive during the period from 1 November to the second Friday of February in the following year.

31.2 The Summer Executive shall consist of no more than seven (7) members including:

- (a) the outgoing President;
- (b) the outgoing Vice President;
- (c) the incoming President; and
- (d) not less than four (4) members of the incoming Student Council other than the incoming president, to be nominated by the outgoing Student Council.

31.3 Where a member identified in C31.2 is unable to sit on the Summer Executive, the outgoing Student Council must, prior to the commencement of the Summer Executive, pass a resolution identifying the members who shall sit on the Summer Executive.

31.4 The outgoing Vice President is the secretary for the purpose of the *Associations Incorporation Reform Act 2012* (Vic) during the period of the Summer Executive.

### **C32. General Manager of MONSU**

32.1 The General Manager of MONSU Caulfield shall be responsible to the Executive.

32.2 The General Manager of MONSU Caulfield is responsible, on behalf of the Executive, for managing MONSU operations including the employment and management of staff of MONSU Caulfield.

## **PART 8 - ELECTIONS**

### **C33. Conduct**

- 33.1 Student Council must make regulations for the conduct of elections. No changes to the regulations can be made from the notice of election and until the election is declared.
- 33.2 All elections must be conducted by secret ballot.
- 33.3 All elections must be conducted in accordance with the election regulation.
- 33.4 The Student Council, officers, and members of MONSU Caulfield bodies directly elected by members must be elected at the annual elections.
- 33.5 Voting in the annual elections must be held:
  - (a) on at least 3 consecutive academic days;
  - (b) over no more than 2 weeks; and
  - (c) for at least 5 hours each day.
- 33.6 The regulations under C33.1 must in the case of the annual elections provide for:
  - (a) notice to be given to all students electronically;
    - (i) the calling for nominations;
    - (ii) polling; and
    - (iii) by advertisement by the most feasible means; and
  - (b) electronic voting by all students including the circulation of candidates' policy statements.

#### **C34. Eligibility to Stand and Vote**

- 34.1 All members who have been enrolled and completed one full semester may stand in elections except for the positions of President and Vice President. Members who have been enrolled and completed two full academic semesters may stand for the positions of President and Vice President.
- 34.2 Members who are enrolled in Semester 1 and Semester 2 in the year of office with the intention to complete a full year may stand.
- 34.3 All members may vote in elections.
- 34.4 C34.1, C34.2 and C34.3 do not prevent the constitution or regulations from limiting the eligibility to stand and vote in particular elections to specified categories of students.

#### **C35. Eligibility to Hold Positions**

- 35.1 A member may stand for, but not hold;

- (a) more than one (1) officer position;
- (b) more than (1) position on the same MONSU Caulfield body; or
- (c) Any MONSU Club executive position of President/chair, Vice President/Vice Chair, Treasurer, or Secretary.

### **C36. Term of Office**

- 36.1 The Student Council, officers, and members of MONSU Caulfield bodies elected at the annual elections hold those positions from 1 February to 31 October, subject to C37.
- 36.2 The Student Council, officers, and members of MONSU Caulfield bodies not elected at the annual elections hold office from the time of their election or appointment until their successor is elected or appointed, subject to C37 and the regulations.
- 36.3 The Student Council, officers, and members of MONSU Caulfield filling vacancies hold those positions for the remainder of the term of office of the position filled, subject to C37.

### **C37. Vacancies**

- 37.1 The position held by an officer or member of a MONSU Caulfield body becomes vacant if the officer or member:
  - (a) resigns in writing given to the Secretary (or, in the case of the Secretary, to the President);
  - (b) is removed from office by referendum, or by a special resolution of members;
  - (c) ceases to be a student;
  - (d) becomes a casual, fixed term, full / part time continuing member of staff of MONSU Caulfield or the University;
  - (e) is removed by resolution of Student Council passed by an absolute majority on the ground that the officer or member has been certified by a registered medical practitioner to be incapable of carrying out the responsibilities of the position because of injury or illness; or
  - (f) dies.
- 37.2 A position of a member of a MONSU Caulfield body becomes vacant if the member, without a leave of the relevant body under rule 20.9, fails on 3 consecutive occasions to attend a meeting of the relevant body (other than an urgent meeting called pursuant to C40.2) within 30 minutes of the time of which notice has been given of a meeting of the MONSU Caulfield body, without a reasonable excuse.

- 37.3 C37.2 applies to officers who are members of a MONSU Caulfield body by virtue of their officer position, in which case the position on the MONSU Caulfield body also becomes vacant.
- 37.4 The Student Council may resolve, by absolute majority, to remove an officer appointed under C20.3 from office.
- 37.5 The position of a person appointed to a sub-committee under C25 becomes vacant if the person or MONSU body that made the appointment withdraws it.
- 37.6 If the position of Vice President – General Secretary becomes vacant, the Student Council must appoint a member to fill the vacancy, on a temporary basis, within 14 days after the vacancy arises, and that member will then hold the position until an election can occur under C37.9(a).

#### *Election to fill vacancies*

- 37.7 Where a position referred to in C20.2 becomes vacant, nominations must be called for within five days of the vacancy arising and must remain open for ten days from the date on which nominations are first advertised.
- 37.8 If a position is not filled at an annual election, then the vacancy arises upon the expiry of the Summer Executive.
- 37.9 Vacancies on the Student Council should be filled not later than the first Student Council meeting held more than 20 days after the vacancy arises:
- (a) in the case of a position referred to in C20.2, by election by Student Council;
  - (b) in the case of a position referred to in C20.3, by another appointment being made by resolution.
- 37.10 The Student Council must, by ordinary resolution, determine the procedure for filling a vacancy by election under C37.8(a) if there are more nominations than vacancies to be filled.
- 37.11 If a vacancy arises on a committee established under C25, that committee may fill the vacancy by appointment, unless the Student Council determines otherwise.
- 37.12 MONSU Caulfield bodies may continue to act despite vacancies in their membership.

## **PART 9 - MEETINGS**

### **C38. Applicability**

- 38.1 This Part applies to all meetings of MONSU Caulfield bodies, except as otherwise provided by this constitution, or the regulation or resolution establishing the committee. It does not apply to General Meetings of MONSU Caulfield.

### **C39. Convening**

39.1 Meetings may be convened by:

- (a) the President of MONSU Caulfield;
- (b) one-third or more of the members of the relevant MONSU body at the time; or
- (c) the General Secretary (Vice President).

### **C40. Notice**

40.1 At least 7 days' notice in writing of meetings must be given to each member of the MONSU body, except in cases of urgency.

40.2 In cases of urgency a meeting may be held without the notice required by C40.1, provided that:

- (a) as much notice as practicable is given by whatever means will reach each member of the MONSU body soonest; and
- (b) no resolution may be passed except by an absolute majority.

40.3 The notice must state:

- (a) the date, time and place (or places) of the meeting; and
- (b) if the meeting is to be held at more than one (1) place – the technology that will be used.

40.4 The notice must include the business to be considered.

40.4A A late item of business may be considered by a MONSU body, even if it did not appear in the notice, if:

- (a) at least  $\frac{3}{4}$  of the members of the MONSU body present and able to vote (including proxies) resolve to consider the late item of business; and
- (b) the MONSU body is acting in good faith.

40.5 Notice may be given of more than one (1) meeting at the same time.

40.6 Members of MONSU Caulfield bodies (including officers) must give MONSU Caulfield their address for notices, and any change in that address.

40.7 The address for notices must include an email address.

40.8 Notice may be given to a member of a MONSU Caulfield body by sending it to an email address.

- 40.9 If a notice is sent on a Saturday, Sunday or University holiday, it is taken to have been sent on the next day that is not a Saturday, Sunday or University holiday.
- 40.10 The accidental failure to give notice to a member of the MONSU Caulfield body does not invalidate the meeting.
- 40.11 A notice of the meeting of the Student Council must be published electronically for each meeting of Student Council on the website or social media.
- 40.12 The notice required by C40.11 must be published after the notice sent to the members of Student Council, but before the relevant Student Council meeting.
- 40.13 The accidental failure to give notice in accordance with C40.12 does not invalidate the meeting.

#### **C41. Use of Technology**

- 41.1 Meetings may be held at more than 1 place, provided that the technology that is used enables each member of the body present at all places the meeting is held to clearly and simultaneously communicate with every other such member.
- 42.2 Without limiting C41.1 and C40.2 (a), meetings may be convened and held by telephone or digital platforms.

#### **C42. Quorum**

- 42.1 Quorum is the presence of a majority of the members of the body at the time.
- 42.2 If a quorum is not present within 30 minutes of the time of which notice has been given, the meeting must not proceed.

#### **C43. Chairing**

- 43.1 The President will be the chair of all Student Council and Executive meetings, unless the relevant MONSU body resolves to nominate another member of the body to chair the meeting.
- 43.2 If the President or nominated chair is not present, or does not wish to chair, the meeting must elect another member of the body to chair.
- 43.3 The chair of the meeting has a deliberative vote and a casting vote.

#### **C44. Attendance**

- 44.1 Meetings of MONSU Caulfield bodies may only proceed in camera to consider confidential personal, employment, contractual and legal matters.

#### **C45. Voting**



- 45.1 Each voting member of the MONSU Caulfield body has one vote, other than the chair who has both a deliberative and casting vote.
- 45.2 Members may vote by proxy and may only hold 2 proxies.
- 45.3 Voting is by show of hands, subject to C45.5.
- 45.4 If:
- (a) the chair of the meeting is in any doubt as to the result of the initial show of hands;  
or
  - (b) one-third or more of the members of the MONSU Caulfield body present demand a count immediately after the declaration of the result of the initial show of hands;  
the chair must:
  - (c) call for a second show of hands; and
  - (d) conduct a count of the hands, if necessary with the assistance of tellers appointed by the chair.
- 45.5 If the meeting is held using technology that does not easily enable the chair to see members vote, voting must be by the chair conducting;
- (a) if practicable - a roll call of the members present; or
  - (b) otherwise - a poll (including a poll by electronic means).

#### **C46. Material Personal Interests**

- 46.1 A member of a MONSU Caulfield body who has a material personal interest in a matter being considered at a meeting of the body must not:
- (a) be present while the matter is being considered at the meeting; or
  - (b) vote on the matter.
- 46.2 C46.1 does not apply in respect of a material personal interest that:
- (a) exists only because the member belongs to a class of person for whose benefit MONSU Caulfield is established; or
  - (b) the member has in common with all, or a substantial proportion of, the members of MONSU Caulfield.
- 46.3 If there are not enough members to form a quorum to consider a matter because of C46.1:

- (a) one or more members (including those who have a material personal interest in the matter) may call a special general meeting; and
  - (b) the special general meeting may pass a resolution to deal with the matter.
- 46.4 A member of a MONSU Caulfield body who has a material personal interest in a matter being considered at a committee meeting must:
  - (a) as soon as the member becomes aware of their interest in the matter, disclose the nature and extent of that interest to the body; and
  - (b) disclose the nature and extent of their interest in the matter at the next general meeting of MONSU Caulfield.
- 46.5 C46.4 does not apply in respect of a material personal interest:
  - (a) that exists only because the member;
    - (i) is an employee of MONSU Caulfield; or
    - (ii) belongs to a class of persons for whose benefit MONSU Caulfield is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of MONSU Caulfield.
- 46.6 If a member of a MONSU Caulfield body discloses a material personal interest in a contract or proposed contract, in accordance with this clause, and the member has complied with C46.1, or the member's interest is not required to be disclosed because of C46.5:
  - (a) the contract is not liable to be avoided by MONSU Caulfield on any ground arising from the fiduciary relationship between the member and MONSU Caulfield; and
  - (b) the member is not liable to account for profits derived from the contract.
- 46.7 A disclosure of a material personal interest required by C46.4 must give details of:
  - (a) the nature and extent of the interest; and
  - (b) the relation of the interest to the activities of MONSU Caulfield.
- 46.8 The details referred to in C46.7 must be recorded in the minutes of the meeting at which the material personal interest is disclosed.

#### **C47. Resolutions without Meeting**

- 47.1 A resolution set out in a document (or documents) signed by at least  $\frac{3}{4}$  of the members of a MONSU Caulfield body stating that they are in favour of the resolution has the same effect as a resolution passed at a meeting of the relevant MONSU Caulfield body,

provided that every member of the MONSU Caulfield body was given an opportunity to sign the document (or documents).

#### **C48. Minutes**

- 48.1 Student Council must ensure that minutes are taken and kept of all general meetings, meetings of MONSU Caulfield bodies and resolutions without meeting.

### **PART 10 – FINANCIAL AND LEGAL**

#### **C49. Sources of Funds**

- 49.1 All funds of MONSU Caulfield may be derived from:

- (a) grants from the University;
- (b) fees collected from students by the University, and
- (c) any other sources approved by Student Council.

#### **C50. Financial Year**

- 50.1 The financial year of MONSU Caulfield is from 1 January to 31 December.

#### **C51. Management of Funds**

- 51.1 Student Council is responsible for the management of the funds of MONSU Caulfield.
- 51.2 MONSU Caulfield must maintain adequate and accurate accounting records of its financial transactions.

#### **C52. Cheques**

- 52.1 All cheques must be signed by at least two (2) of the President, the Secretary or the General Manager.

#### **C53. Audit**

- 53.1 Student Council must arrange for the accounts for the last financial year to be audited before being submitted to the annual general meeting in accordance with C16.2(c).

#### **C54. Records**

- 54.1 Student Council must comply with accounting standards and legal requirements to provide for the safe keeping of MONSU records including information relating to Student Council position descriptions, membership records, meeting minutes and financial statements.

- 54.2 Members may inspect and copy all records of MONSU at any reasonable time subject to C54.3.
- 54.3 Members (other than members of the Student Council) may not inspect the records of MONSU Caulfield that relate to confidential personal, employment, contractual and legal matters.
- 54.4 Student Council must ensure that copies of the constitution and regulations are freely available to members on the MONSU website.

#### **C55. Publication of Material**

- 55.1 All persons producing material for MONSU Caulfield publications must ensure that the material is not defamatory.
- 55.2 The General Secretary (Vice President) or nominee is entitled to have access to all material prior to publication and may on legal advice stop publication of the material.
- 55.3 In any action for defamation against MONSU Caulfield, MONSU Caulfield reserves the right to join any officer or other person responsible for the publication or production of the material the subject of the action.

#### **C56. Common Seal**

- 56.1 The Vice President/General Secretary is responsible for the custody of the Common Seal of MONSU Caulfield.
- 56.2 The Common Seal of MONSU Caulfield may only be affixed in accordance with a resolution of the Student Council, and its affixing must be witnessed by two members of the Student Council.

#### **C57. Secretary**

- 57.1 The Vice President/General Secretary, or MONSU Student Council nominated staff member, is responsible for ensuring MONSU complies with requirements of the *Associations Incorporation Reform Act 2012* (Vic) or its successor.

#### **C58. Amendment of Constitution**

- 58.1 This constitution may only be amended by special resolution.

#### **C59. Winding Up**

- 59.1 MONSU Caulfield may be wound up voluntarily by special resolution.
- 59.2 If MONSU Caulfield is wound up voluntarily, or by a court, the remaining assets of MONSU Caulfield must not be distributed to any member.
- 59.3 The remaining assets must be given to a body, trust or fund nominated by Student Council that:

- (a) has a similar purpose to MONSU Caulfield;
- (b) is charitable; and
- (c) prohibits the distribution of profit, income and assets to its members to at least as great an extent as this constitution.

## **C60. Interpretation**

60.1 In this constitution, unless the contrary intention appears:

- (a) "absolute majority" means a majority of the votes of all members of the body at the time entitled to vote, whether or not those members are present at the meeting, and whether or not they vote;
- (b) "academic day" means a day in first or second semester on which according to the University calendar lectures may be held, and which is not a Saturday, Sunday or University holiday;
- (c) a reference to "C" followed by a number or a number and letters is a reference to the correspondingly numbered provision of this constitution;
- (d) "committee" includes subcommittee;
- (e) "convene" means call and arrange to hold, and includes:
  - (i) in the case of meetings - setting the date, time and place of the meeting; and
  - (ii) in the case of referendums - setting the dates, times and places of polling and discussion forums;
- (f) "member" means a member of MONSU Caulfield under C5;
- (g) "MONSU Caulfield" is an abbreviation of MONSU Caulfield Inc. and has the meaning given in C21;
- (h) "MONSU Caulfield body" means Student Council, the Executive, Summer Executive and committees established under C30, but does not include general meetings;
- (i) "officer" means an officer of MONSU Caulfield under C28;
- (j) "Caulfield campus" means the Caulfield campus of Monash University;
- (k) "member of staff" means a person employed as a permanent, part time, contract or casual staff member of any company or entity providing any student services at any campus of Monash University, and does not include Officers paid an honorarium referred to in C.28;

(l) "regulations" means election regulations of MONSU Caulfield made under C24, and "regulation" has a corresponding meaning;

(m) "special resolution" means a resolution:

- (i) to amend this constitution;
- (ii) to change the name of MONSU Caulfield;
- (iii) to amalgamate MONSU Caulfield with another association;
- (iv) to remove a person from office; or
- (v) to wind up MONSU Caulfield

which may only be passed at a general meeting where

- (vi) at least 21 days' notice of the proposed resolution has been given to members;
- (vii) the notice specifies that it is intended that the resolution be proposed as a special resolution; and
- (viii) at least three-quarters of the members who vote at the meeting, vote in favour;

(n) "student" means:

- (i) a student enrolled in a course leading to an award of the University; or
- (ii) officers paid an honorarium referred to in C28;

(o) "the University" means Monash University, and "University" has a corresponding meaning;

(p) "University holiday" means a day that Monash University has publicly stated is a University holiday.

60.2 Unless the contrary intention appears:

- (a) expressions used in this constitution have the same meaning as in the *Monash University Act 2009* (Vic); and
- (b) this constitution is to be interpreted in accordance with the *Interpretation of Legislation Act 1984* (Vic) as if this constitution were an Act of the State of Victoria.

60.3 The headings form part of this constitution.

60.4 In this constitution, a period of notice expressed in days:

- (a) refers to a day commencing at 12:00am and ending at 11:59pm (Victorian time);
- (b) does not include the day on which notice is given; but
- (c) includes the day on which the meeting is held or referendum commences.

60.5 A notice of a referendum, meeting or election given by advertisement in accordance with the regulations is to be taken to have been given to every member, whether or not the member actually sees the advertisement.

60.6 Student Council is responsible for the interpretation of the constitution and regulations.