MONSU CAULFIELD INC
Student Council 2026
Meeting **SCE 26.5**
Held 12/08/2026 via Level 2 Meeting Room

Meeting Open	
Time Opened:	5:07PM
Quorum:	5:07PM

Present:	Mehika Agarwal, Bailey Parrot, Shefali Rohit, Evelyn Kong, Heinrich Ferari
Other:	Rebecca Murphy
Apologies:	
Absent:	

Preamble
MONSU Caulfield acknowledges and pays respects to the traditional custodians of the Boon Wurrung and Wurrundjeri Peoples of the Kulin Nation and people on whose unceded lands we live, learn and work from today. May we also give thanks to Elders both past and present as it is their knowledge and experiences that holds the key to success for future generations.

Minutes of the Previous Meeting
N/A

Business Arising
1. Student Council Executive Meeting Schedule Discussion: Due to a new schedule conflict, the Student Council Executive Meeting Schedule for Semester 2, 2026, is being reviewed. Heinrich has suggested that the monthly meeting be moved from 5:00PM to 6:00PM on Wednesdays. Bailey suggests that if this were to be the

case, the meeting should be moved online for safety reasons. Shefali also suggested Thursdays at 2:00PM. All agreed Thursday at 2:00PM were appropriate. Mehika said this would also be best online.	
Motion SCE 26.5-1 MONSU Student Council Executive approves the Student Council Executive Meeting Schedule being changed to Thursdays at 2:00PM between Student Council Meetings, and held online via Zoom.	Moved: Shefali Rohit Seconded: Heinrich Ferari For: All Against: Carried: Unanimous

2. New Club Establishment Funding

Discussion: New Club funding is currently $500 and has not been increased in over 10 years, This amount of funding is no longer sufficient to allow a new Club to establish themselves or run a first event. The proposal is to increase the establishment funding to $1000. This money comes from the Clubs Development Fund, so won't affect MONSU's regular funding.

Motion SCE 26.5-2 MONSU Caulfield resolves to pass the increase of the new Club establishment funding from $500 to $1,000.	Moved: Evelyn Kong Seconded: Shefali Rohit For: All Against: Carried: Unanimous

Confidential Business
N/A

General Business	
Office Bearer Regulations	
Notes:	This is a draft document intended to outline the rules and requirements of Office Bearers. Rebecca and Bailey are looking for feedback as it is a work in progress. Having clear requirements for new Office Bearers is necessary to ensure all new council members efficiently complete onboarding tasks. The regulations specify specific requirements for Office Bearers during the mid-year break and for requesting extended leave. Bailey asked for thoughts on addressing individual responsibilities such as APC, and a new clause was suggested as an exception for the Education Officer, and potentially the Programs + Education Support portfolio, during the break. Heinrich thinks this formal document will be more effective than the previous lists of expectations and responsibilities. Bailey asked about the leave processes and areas where this could be subjective. Additional to this document, Rebecca suggested an appendix be added to the current Honoraria Policy that includes examples or case studies where honorariums were granted/not granted during leave, to set precedents in place. This would mainly apply to Office Bearers taking extended leave but who have extensive contingency plans. The reasons for not attending should be considered, such as emergencies, pre-planned or unavoidable travel, or for unclear reasons. Bailey asked how leave should be approved or denied during the mid-year break when quorum must still be met. Mehika suggested a first-come-first-served procedure, but agreed it could be case dependent. Rebecca suggested adding a question to the leave request form: “If you are granted leave, would you still be available to attend the council meeting (date) if needed?” Heinrich requested that more expectations be added around weekly events. All executives acknowledged that we would always have weekly events in some form, but they may change each year, and so having specific expectations may not translate over time. Heinrich believes it is possible to add some expectations about how often Office Bearers attend weekly events, and the duration of their attendance. Bailey pointed out this could be more effective if incorporated into the Representative Report forms and suggested adding an example for how to record attendance, e.g. “Tuesday 11/08, Breakfast Club, 9:00AM - 10:30AM.” Evelyn agrees that being more specific around attendance would be good and this approach would carry over well into next year’s council. All executive members agreed with these suggestions, and Rebecca and Bailey will revise the regulations before further review.

Papers Provided for Information:
Item 1: Office Bearer Regulations

Item 2: Leave Request Form

Date and location of next meeting	
Date:	Thursday 17 September, 2:00PM
Location:	Zoom

Meeting Close	
Time closed:	5:39PM

Minutes authorised by	
	
Mehika Agarwal, President	**Bailey Parrot, Vice President**