

# UMSU Constitution, Regulation & Policy

## Working Group

### Terms of Reference

Approved 13/03/2017

#### 1. Background/Context

UMSU abides by the constitution, regulations and policies set out by Students' Council. As Students' Council does not have enough free time, a working group has been established to go through these documents with a fine tooth comb to investigate and identify issues that need changing or clarification.

No official endorsement by Students' Council has occurred for this working group, but historically, the working group has functioned alongside Students' Council and usually includes membership of Councillors.

#### 2. Roles and functions of the UMSU Constitution, Regulation & Policy Working Group

The UMSU Constitution, Regulation & Policy Working Group will:

- Provide discussion and strategies into creating policy, constitutional and regulation changes
- Identify issues with these documents that need amending
- Submit proposed changes to Students' Council for review

#### 3. Role of individual group members

The role of the individual members of UMSU Constitution, Regulation & Policy Working Group includes:

- Adhering to UMSU's acceptable conduct policy
- To attend regular meetings as required (every odd week in semester 1) and actively participating in the group's work
- Representing the interests of all students
- Being an advocate for the program's outcomes

## **4. General**

### **4.1. Membership**

The UMSU Constitution, Regulation & Policy Working Group has no defined membership and is open to all students who have an interest in creating or changing UMSU documents for the betterment of the student experience.

### **4.2. Chair/Convenor**

The UMSU General Secretary will chair the group, unless otherwise specified by the rest of the working group. The chair will adhere to the UMSU acceptable conduct policy and the rest of these Terms of Reference. The Chair's role is to go through the agenda effectively.

### **4.3. Minutes and meeting papers**

The minutes of each UMSU Constitution, Regulation & Policy Working Group meeting will be prepared by the UMSU General Secretary.

Full copies of the minutes, including attachments, will be provided to all UMSU Constitution, Regulation & Policy Working Group members via email and/or on the UMSU website.

### **4.4. Frequency of meetings**

The frequency of meetings is decided by the UMSU General Secretary. Generally speaking, meetings should be held every two weeks in working hours of the semester.