

LA TROBE UNIVERSITY STUDENT UNION INC.
MATURE AGE STUDENTS' ORGANISATION
(MASO)
REGULATION

1. Contents

The contents of these regulations are:

 1. Contents
 2. Membership
 3. Purpose
 4. Annual General Meeting
 5. Alteration of the Terms of Reference
 6. Duties of Office Bearers
 7. Election of Office Bearers
 8. Meetings
 9. Housekeeping
 10. Balance of Power
 11. Special General Meeting
2. Membership
 - (a) All La Trobe University students who are enrolled as mature aged may become members of MASO.
 - (b) Students fall into the "mature" category if they are 21 years of age or older upon first commencing their course. Interested students are encouraged to sign on the membership register which is renewed annually.
 - (c) The Register works as a mailing list for the newsletter, as a contact list, and a means by which students may indicate their individual needs and special interests.
 - (d) All Mature aged students are represented by MASO.
3. Purpose
 - 3.1 MASO is a support service.
 - 3.2 To provide information and advice, including referral to other services on campus;
 - 3.3 To promote a range of social activities for MASO members at both on and off campus locations;
 - 3.4 To communicate adequately with the MASO membership via MASO publications;
 - 3.5 To improve services for mature age students on campus.
 - 3.6 To offer student representation for mature age students; including but not limited to campaigns, lobbying and sitting on Boards and Committees.
4. Annual General Meeting
 - 4.1 There shall be an Annual General Meeting called by the MASO President during the first semester of each year, which shall:
 - (a) Receive a report from the outgoing MASO President,
 - (b) MASO Education Officer and MASO Activities Convenor on the previous year's operations.
 - (c) A quorum for the Annual General Meeting shall be mature La Trobe University students.
 - 4.2 At least ten academic days' notice of the Annual General Meeting shall be given by way of a notice on the LTSU Website.
 - 4.3 An Extraordinary General Meeting shall be convened by the MASO

President between ten and twenty academic days after receipt of motions in the form of a written request and prominently displayed in the LTSU Student Lounges stating the proposed motions numbered and signed by not less than 10% of the current membership of MASO provided the General Meeting is called to discuss issues that come within the province and policy control of MASO, With a quorum of at least 20 MASO members and a member of the La Trobe Student Union Executive being present.

5. Alteration of the Terms of Reference

5.1 The Terms of Reference may be altered by a resolution at the Annual General Meeting or Extraordinary General Meeting provided that:

- (a) Ten academic days' notice has been given of any proposal;
- (b) Any alterations are ratified by the Student Union Council.

5.2 If necessary the Student Union Council may also alter these Terms of Reference. Where possible and practical consultation shall occur with the organisation before the Student Union Council determines the matter

6. Duties of Office Bearers

6.1 MASO President

- (a) The MASO President shall be a member of MASO and shall be elected by the MASO membership for a period of twelve months at the annual elections held in the first semester of each year. The MASO President shall be the official spokesperson of MASO.
- (b) The MASO President will be limited to serving one term in this position unless by a decision of the Student Union Council
- (c) The MASO President will report to the La Trobe Student Union

President quarterly and attend monthly LTSU Council Meetings as an observer.

6.2 MASO Activities Convenor

- (a) The MASO Activities Convenor shall be a member of MASO and elected by the MASO membership for a period of twelve months at the annual election held in the first semester each year.
- (b) The MASO Activities Convenor shall co-ordinate a range of activities for MASO members in close co-operation with the MASO President. These may occur both on and off campus within the financial constraints of MASO's program budget.

6.3 MASO Education Officer

- (a) The MASO Education Officer shall be a member of MASO and elected by the MASO membership for a period of twelve months at the annual election held in the first semester of each year.
- (b) The MASO Education Officer shall be a representative for mature age students on University Boards and Committees.
- (c) The MASO Education Officer shall liaise with the La Trobe Student Union Education Vice- President on campaigns and lobbying on behalf of Mature age students.

6.4 MASO Marketing Officer

The Marketing officer will help with the promotion and implementation of events;

- (a) The Marketing officer will have a role of talking to stakeholders off and on campus and make sure MASO events and services are properly advertised and promoted.

- (b) The Marketing officer will be in charge of the promotional material and advertising tools .
- (c) The Marketing officer shall be elected alongside the other MASO executives at the annual MASO AGM.
- (d) The Marketing officer will liaise closely with the MASO and LTSU Presidents in relation to any promotional material and advertising material and must use the colour scheme purple throughout its promotional material.

6.5 MASO Secretary

The MASO Secretary will assist in running MASO events and everyday tasks;

- (a) The MASO Secretary will assist in keeping track of necessary rules and regulations, meeting minutes, and everyday tasks.
- (b) The MASO Secretary will be in charge of making sure that all actions by MASO are properly documented and accounted for.
- (c) The MASO Secretary shall be elected alongside the other MASO executives at the annual MASO AGM.
- (d) The MASO Secretary will liaise closely with the MASO and LTSU Presidents in relation to any documentation and housekeeping with regards to MASO.

7. Election of MASO Office Bearers

7.1 The election of the MASO President, MASO Activities Convenor and MASO Education Officer shall be held at the MASO AGM yearly. The MASO officer bearers shall conduct the operations of MASO.

8. MASO Meetings

8.1 The MASO President, the MASO

Education Officer , and the MASO Activities Convenor shall meet monthly during semester to facilitate the duties detailed above.

8.2 Failure to attend three consecutive meetings, with or without apology, shall result in the dismissal of the elected office bearers.

8.3 Any elected office bearer who resigns or is dismissed must notify the MASO President and LTSU General Secretary. An Extraordinary General meeting of MASO will be called and a new election will occur to fill the vacancy.

9. Housekeeping Duties

9.1 The use of the MASO name, stationery, other MASO material, notice boards or premises by MASO members shall not be made for any reason unless specifically approved and agreed to in advance by the MASO President or a person or a nominated MASO Office Bearer.

9.2 No person shall represent themselves to be a spokesperson for MASO or to represent MASO in any official capacity to other organisations without the express permission of the MASO President.

9.3 MASO money is to be used collectively for MASO members and MASO activities and not to support or sponsor any other organisation or individual.

9.4 Membership of MASO and as a consequence, use of MASO facilities shall be suspended if in the opinion of a three quarter absolute majority of the Student Union Council the MASO member:

- (a) has behaved in a manner which has brought or might bring discredit upon MASO or any member of MASO, or
- (b) has been guilty of conduct which has caused serious disruption

to, or interference with the carrying out by the MASO office bearers the purposes of MASO.

- (c) has breached the code of conduct as stated in the La Trobe University Student Union Constitution

10. Balance of Power

10.1 Where these Terms of Reference are silent on any matter the Student Union Constitution shall determine the matter.

11. Special General Meetings (SGM)

11.1 The LTSU Council may determine that a SGM of MASO members be held:

- when requested to do so by at least 10 MASO members, or
- when requested to do so by a decision of the MASO Executive Committee, or
- at the initiative of the LTSU Council

11.2 The SGM shall be chaired by the LTSU President or their nominee from the LTSU Council.

11.3 Prior notice of two weeks is to be given of a SGM, via LTSU and MASO media

11.4 A SGM quorum shall be 10 members. If quorum is not met the meeting shall lapse for 10 days

11.5 The only item of business to be conducted at the SGM is the business included in the notice of meeting.