

La Trobe University Student Union Incorporated

COMMITTEE AND OFFICE-BEARER REGULATIONS

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PART 2 – COMMITTEES

2. Authorizing Provisions.

1. Regulations 3-6 and 8 are made under clauses 37.2 and 33 of the Constitution.
2. Regulation 7 is made under clauses 45.1 and 33 of the Constitution.

3. Education Network

The responsibilities of the Student Representative Network (SRN) – to be known as the Education Network – are:

1. Ensure that the Education Network meets for a minimum of 8 times per year.
2. In addition to the Education Vice-President, the Education Network will be co-chaired by the Education Public Affairs Officer/s.
3. At the start of each semester, notify the student body that applications for Education Network are open.
4. At the start of each semester, run an induction program with the new representatives.
5. Present reports from Education Network to Student Council.

4. Clubs and Societies Council

The responsibilities of the Clubs and Societies Council are specified in the Clubs and Societies regulations.

5. Activities Committee

The responsibilities of the Activities Committee are:

1. The Activities Officer/s shall chair the Activities Committee.
2. The responsibilities and duties of the Activities Committee are outlined in the Activities Committee regulations.

6. Postgraduate Committee

The responsibilities of the Postgraduate Committee are:

1. Chair the Postgraduate Committee.
2. The duties and responsibilities for the Postgraduate Committee are outlined in the Postgraduate Committee regulations.

7. Associated Bodies

The Latrobe University Student Union (LTSU) recognizes the following student organisations as associated bodies of the LTSU:

1. The International Students' Association (ISA),
2. The Mildura Students' Association (MSA);
3. The Shepparton Students' Association (SSA) and,
4. Mature Age Students' Organisation (MASO)

8. Reports

All committees and associated bodies must report in writing to each meeting of the Student Council on their activities since the last meeting.

PART 3 – OFFICE-BEARERS

9. Authorizing Provisions

1. Regulations 10 – 0 are made under clauses 49.1 and 33 of the Constitution.

10. President

The responsibilities of the President are:

1. Chairing regular meetings of the Student Union executive.
2. Leading the executive in developing strategic goals and a strategic plan.
3. Reporting to the executive on any negotiations with the University or other external bodies.
4. Acting as a conduit between the executive and the General Manager.
5. Chairing Council meetings.
6. Representing the interests of the Student Union on University Committees.
7. Acting as the spokesperson for the Student Union.
8. Representing the Student Union on any relevant conferences.
9. Liaising with the General Manager to ensure effective staff management and the fostering of a positive working culture.
10. Liaising with the General Secretary and the Student Union finance team regarding the financial situation of the Student Union.
11. Developing the annual Student Union budget with the General Manager and the executive.
12. Must report in writing to each meeting of the LTSU Council on activities and progress since the last council.

13. Acting as a conduit between NUS, CISA and CAPA about campaigns, services and activities.
14. In conjunction with the General Secretary, interview and select appropriate candidates for the placements on University Committees, including college committees.

11. Education Vice-President

The responsibilities of the Education Vice-President are:

1. Education Network:
 - a. In conjunction with the Education and Public Affairs Officer/s, notify the student body that applications for the Education Network are open.
 - b. In conjunction with the Education and Public Affairs Officer/s, at the start of each semester, run an Education Network induction program with the new representatives.
 - c. Present reports from Education Network to Student Council.
2. Education Campaigns:
 - a. In collaboration with the Education Public Affairs Officer, co-ordinate and run any education campaigns which are relevant to La Trobe.
 - b. Ensure that the LTSU has input in any University academic policy in accordance with its aims and purposes.
 - c. In conjunction with the Education and Public Affairs Officer/s, liaise with the Education Officer/s at student organisations around the country in running education campaigns.
3. Vice-Presidential Duties:
 - a. In the absence of the President be the official representative of the LTSU within and outside the university community.
 - b. Chair council and executive meetings in the absence of the President.
 - c. Assist the President and the General Manager in the production of a strategic plan.
 - d. Must report in writing to each meeting of the Student Council on activities and progress since the last council.
 - e. Work in conjunction with the Education and Public Affairs Officer/s by sharing information and facilitating education-based campaigns etc.

12. General Secretary

The responsibilities of the General Secretary are:

1. Executive:

- a. Call fortnightly meetings of the LTSU executive, ensuring that all the governing members of the LTSU receive notice of such meetings.
 - b. Prepare agendas for and take minutes of LTSU executive meetings.
2. Student Council:
 - a. At the first council meeting of the year, set regular times for council meetings throughout the year.
 - b. Be responsible for notifying all the LTSU governing members of any extraordinary council meetings, or any other changes in time or arrangements.
 - c. Call for regular monthly reports and for Annual Reports at the end of the year from the relevant Office Bearers, committees, departments and services of the LTSU.
 - d. Be responsible for the preparation and the distribution of LTSU council agendas and papers at least 4 days prior to the council meetings.
3. LTSU Finances:
 - a. Prepare and present quarterly financial statements *in camera* to the Student Council, in consultation with the finance staff and the General Manager.
 - b. Monitor LTSU finances and ensure that all expenditure falls within budget allocation.
 - c. Prepare the LTSU Annual Budget with the President and the General Manager.
 - d. Provide quarterly updates to Student Council on Office Bearer expenditure.
4. LTSU Records:
 - a. Take accurate minutes at all council meetings, executive meetings and General Student Meetings. Ensure that all minutes are typed and distributed no later than 1 week after the meeting.
 - b. Keep a complete set of LTSU minutes and papers at all times. At the end of each year they should be copied and sent for binding.
 - c. Ensure that the archiving of all LTSU files is undertaken.
5. Clubs and Societies:
 - a. Act as the LTSU representative on Clubs and Societies Council (C&S Council).
 - b. Possess speaking, voting, moving and nominating rights at meetings of C&S Council.

- c. Submit items for the agenda of an LTSU council meeting at the request of C&S Council.
- d. Chair C&S Council.

6. Correspondence:

- a. In conjunction with the President, accept resignations from governing members of the LTSU, accept petitions for referendums and general student meetings and any other correspondence on behalf of the LTSU.
- b. Must report in writing to each of the Student Council on activities and progress since the last council.

7. Committees:

- a. In conjunction with the President, interview and select appropriate candidates for placements on University Committees including college committees.
- b. Organise relevant training for students placed on committees.

13. Postgraduate Officer

The responsibilities of the Postgraduate Officer are:

1. Seminars:

- a. To conduct at least 2 seminars per semester. The seminars must be for the purpose of:
 - i. Equipping postgraduate students with useful and relevant skills for their students or future employment prospects.
 - ii. Giving postgraduate students access to useful and relevant information on topics that they would find necessary.
 - iii. Any other topic that the Postgraduate Officer and Postgraduate Committee sees as useful and relevant.
- b. Coordinate a program of social events for Postgraduate Students.

2. Representation:

- a. Be the LTSU representative on any relevant board or committee for postgraduate students, or nominate another student as proxy.
- b. Represent postgraduate students of La Trobe within and outside the university community on any issue in higher education that would affect them.

3. The Postgraduate Committee:
 - a. Chair the Postgraduate Committee.
 - b. The duties and responsibilities for the Postgraduate Committee are outlined in the committee's regulations.

14. Activities Officer/s

The responsibilities of the Activities Officer/s are:

1. Orientation Week:
 - a. With the LTSU Events and Activities Officer/s, run the Orientation Week social program within the LTSU budget guidelines. Orientation Week must include:
 - i. A Clubs and Societies Festival run in conjunction with the General Secretary and the Clubs and Societies Officer.
 - ii. A major Orientation Week festival/event.
 - iii. Participatory activities for students all throughout the week.

2. Events:

The Activities Officer/s must:

- a. Run the LTSU Gala and Awards Night in semester 2.
- b. Run an End Of Exams (EOX) Party in both semester 1 & 2.
- c. Including the events above, ensure that no less than four events are run per semester.

3. The Activities Committee:

- a. The Activities Officer/s shall chair the Activities Committee.
- b. The responsibilities and duties of the Activities Committee are outlined in the Activities Committee regulations.

15. Disabilities Officer/s

The Disabilities Officer/s is someone who identifies as having a disability or as someone caring for someone with a disability.

The responsibilities of the Disabilities Officer/s are:

1. Representation:
 - a. Represent students who identify as having a disability on campus.

- b. The Disabilities Officer/s will engage with the university on issues particularly affecting students with a disability such as representation, discrimination, safety, etc.
 - c. Will liaise with Equity and Diversity on issues that affect students with a disability.
 - d. Engage with other departments in lobby and activism around issues affecting disabled students at La Trobe.
2. Council:
- a. The Disabilities Officer/s will provide monthly reports to Student Council.
 - b. It is the Disabilities Officer/s responsibility to inform the Student Council of any issues affecting students with a disability on campus.
3. Other:
- a. Update the LTSU website monthly with current campaigns and progress reports.

16. Environment Officer/s

The responsibilities of the Environment Officer/s are:

- 1. Representative:
 - a. The Environment Office shall liaise directly with the university on issues surrounding the environment and sustainability, especially with university departments associated with the environment and sustainability.
 - b. Shall actively partake in any university, or student run collective, whose main focus is the environment and sustainability.
 - c. Shall build campaigns relating to the environment and sustainability at La Trobe University, and effectively engage the students of La Trobe with these campaigns, helping raise awareness in the student community around the environment and sustainability.

- 2. Student Council:
 - a. At each council meeting the Environment Officer/s shall provide a report of their progress, update the council with any information around the environment and sustainability relating to La Trobe, and provide the council with relevant information or action being taken by the university/student run environment collectives.

- b. The Environment Officer/s will provide monthly reports to Student Council

3. Other:

- a. Update the LTSU website monthly with current campaigns and progress reports.

17. Aboriginal & Torres Strait Islander Officer/s

The Aboriginal & Torres Strait Islander Officer/s is someone who identifies as Aboriginal or Torres Strait Islander.

The responsibilities of the Indigenous Officer/s are:

1. Representative:

- a. The Indigenous Officer must represent all students who identify as Indigenous regardless of their political inclination.
- b. The Indigenous Officer/s will engage with the university on issues particularly affecting Indigenous affecting students such as representation, discrimination, safety, etc.
- c. Will liaise with the Ngarni-gi Bagora Centre on issues that affect Indigenous identifying students on campus.
- d. Will engage with the broader political situation of ATSI identifying people and run campaigns that are relevant to Indigenous students at La Trobe.

2. Council:

- a. The Indigenous Officer/s will provide monthly reports to council.
- b. It is the Indigenous Officer/s' responsibility to inform the council of any issues pertaining to Indigenous students on campus.

3. Other:

- a. Update the LTSU website monthly with current campaigns and progress reports.

18. Queer Officer/s

The Queer Officer is someone who identifies as Gay, Lesbian, Bisexual, Transgender, Gender Diverse, A-Sexual, Queer and/or Intersex.

The responsibilities of the Queer Officer/s are:

1. Representative:

- a. The Queer Officer/s must represent all students who identify as Queer regardless of their political inclination.

- b. The Queer Officer/s will engage with the university on issues particularly affecting Queer identifying students such as representation, discrimination, safety, etc.
 - c. Will liaise with Equity and Diversity and other university departments on issues that affect queer identifying students on campus.
 - d. Monitor the usage of the Queer Lounge and the maintenance of that space.
 - e. Will engage with the broader political situation of Queer identifying people and run campaigns that are relevant to Queer students of La Trobe.
2. Council:
- a. The Queer Officer/s will provide monthly reports to Student Council.
 - b. Is it the Queer19 Officer/s responsibility to inform the council of any issues pertaining to Queer students on campus
3. Queer Collective:
- a. The Queer Officer/s will chair and convene meetings of the Queer Collective
4. Other:
- a. Update the LTSU website monthly with current campaigns and progress reports.

19. Welfare Officer/s

The responsibilities of the Welfare Officer:

1. General Duties:
- a. Is responsible for all issues related to the welfare of all students at La Trobe University.
 - b. Will co-ordinate and run any campaigns at La Trobe related to student welfare.
 - c. Will liaise with the university on any issues relating to the welfare of La Trobe Students.
 - d. Will working alongside the Education Vice President, Post Graduate Officer, Indigenous Officer/s, Disabilities Officer/s, Queer Officer/s and Women's Officer/s on any issues or campaigns run by these departments that are welfare related.
 - e. Will advise the Education Vice President, Post Graduate Officer, Indigenous Officer/s, Disabilities Officer/s, Queer Officer/s and Women's Officer/s on any issues or campaigns run by these departments that are welfare related.
 - f. Will, at the same time, respect the autonomy of the autonomous officers.
 - g. Will coordinate union services such as breakfast service and BBQs in conjunction with all other Officer Bearers.

2. Council:
 - a. Will provide a monthly report to the Student Council.

3. Other:
 - a. Update the LTSU website monthly with current campaigns and progress reports.

20. Women's Officer/s

The Women's Officer/s is someone who identifies as having the lived experience of a woman.

The responsibilities of the Women's Officer/s are:

1. Representation:
 - a. Represent female identifying students on campus.
 - b. Women's Officer/s will engage with the university on issues particularly affecting women such as representation, discrimination, safety, etc.
 - c. Will liaise with Equity and Diversity on issues that affect female identifying students on campus.
 - d. Monitor the usage of the Women's Lounge and maintenance of the that space.
 - e. Will engage with the broader political situation of women and run campaigns that are relevant to women at La Trobe for example: decriminalization of abortion.

2. Council:
 - a. The Women's Officer/s will provide monthly reports to Student Council.
 - b. It is the Women's Officer/s' responsibility to inform the council on any issues pertaining to female identifying students on campus.

3. Women's Network:
 - a. The Women's Officer/s will chair and convene the meeting of the Women's Network.

4. Other:
 - a. Update LTSU website monthly with current campaigns and progress reports.

21. Editor/s of *Rabelais*

The responsibilities of the Editor/s of *Rabelais* are:

1. Publications, Elected Editors and Rabelais Executive:

- a. Notwithstanding anything contained in this regulation, the Elected Editor/s and *Rabelais* Executive shall edit and produce the LTSU student magazine, *Rabelais*. Subject to these regulations, the Elected Editors and *Rabelais* Executive shall determine the style, form and content of *Rabelais*. The LTSU may provide a minimum of 4 pages per edition.
- b. The Editor/s shall publish the material supplied by the LTSU under clause 21(m), provided that such material is provided by the operating deadline. When the material submitted is Office Bearer reports, it shall be exempt from the normal editing by the editors.
- c. The editors shall at all times have regard to and act to further the purpose of *Rabelais*, which is;
- d. To publicize and discuss activities and policy of the LTSU Inc.
- e. To promote issues affecting students and issues of gender, sexuality, race and discrimination.
- f. To provide an environment which encourages the participation of all students in a respectful debate.
- g. The LTSU will not produce any publication named *Rabelais* that is not produced and edited by the Editor/s, in accordance with the terms contained in this regulation.
- h. The Editor/s in Chief shall be elected annually at the LTSU elections.
- i. The Elected Editor/s, alongside the LTSU President, shall appoint the *Rabelais* Executive within the first 3 months of every calendar year. The *Rabelais* Executive consists of:
 - i. Chief of Staff – working directly alongside the Elected Editor/s to ensure the style, form and content of *Rabelais* is at the highest standard.
 - ii. Director of Content – Responsible for seeking relevant content under the supervision of the Elected Editor/s and Chief of Staff.
 - iii. Art Director – Responsible for all visual content and the layout of the print magazine under the supervision of the Elected Editor/s and Chief of Staff.
 - iv. Director of Sub-Editing – Responsible for editing all content produced by the *Rabelais* Editor/s prior to release under the supervision of the Elected Editor/s and Chief of Staff.
 - v. Director of Public Relations – Responsible for the promotion and distribution of *Rabelais*, inclusive of sponsorships and advertising within each edition under the supervision of the Elected Editor/s and Chief of Staff.

j. The Elected Editor/s and *Rabelais* Executive shall produce a minimum of six issues.

k. The first edition of the year shall be an “O-Week” edition.

l. Each edition will be proofed and approved by the President and/or General Secretary prior to publication.

2. Special Editions:

a. Upon consultation from Office Bearer/s or an autonomous collective, the Elected Editor/s and *Rabelais* Executive shall facilitate the publication of a special edition of *Rabelais* which shall be produced by the students from the relevant department and/or collective.

b. The Editor/s shall produce an election guide immediately prior to the LTSU elections. The election guide may be a sub edition of *Rabelais* or be included in a normal edition.

3. Indemnity:

a. Upon the commencement of their term, the LTSU Inc. jointly and severally indemnify the *Rabelais* Editor/s, its contributors and the LTSU Officers in respect of all damages and costs awarded against the *Rabelais* Editor/s, its contributors and the LTSU Officers resulting from any material published in *Rabelais*.

b. When the Editor/s and the LTSU Council deem necessary, the LTSU shall make arrangements for the Editor/s to obtain external legal advice.

4. Editorial Limitations:

a. The Editor/s must allow the platform for free expression, however shall not publish anything that promotes or condones violence against individuals or group or illegal behavior in general.

5. Finance:

a. The total budget for *Rabelais* is determined by the LTSU. It is the responsibility of the Editor/s and the LTSU to develop strategies for acquiring additional funds for *Rabelais*.

b. The Editor/s shall be financially autonomous within the expense categories or the *Rabelais* budget.

c. Any proposed expenditure which is in excess or outside the provisions of the budget shall be to LTSU Council.

d. The Elected Editor/s shall reserve the right to determine who shall receive commission payments on all advertisements paid in full, subject to

any contract made between the Editor/s and their sub editors, the LTSU and any external agents.

e. Any *Rabelais* Executive member whom the LTSU Student Executive deem should receive commission payments shall be student members of the LTSU as per the LTSU Constitution.

6. Council:

a. The Rabelais Editor/s will provide monthly reports to council.

22. Education & Public Affairs Officer/s

The responsibilities of the Education & Public Affairs Officer/s are:

1. Education Network:

a. Please refer to Part 2 of the Office Bearer Regulations outlining the responsibilities of the Education Network.

2. Education Campaigns:

a. Co-ordinate and run any education campaigns which are relevant to La Trobe.

b. In conjunction with the Education Vice President, ensure that the LTSU has input into any university academic policy in accordance with its aims and purposes.

c. Liaise with Education Officers at student organisations around the country in running education campaigns. In particular, liaise with all La Trobe Student Organisations in assisting with education issues and/or running campaigns.

3. Representation:

a. Actively liaise with all students on educational issues that affect them.

b. Represent the students of La Trobe within and outside the university community on any issue involving higher education.

c. Work closely with the Education Vice-President in campaigns events and services relating to education issues at La Trobe University.

4. Council:

a. The Education and Public Affairs Officer must submit monthly written reports to council.

5. Other:

a. Update the LTSU website monthly with the current campaigns and progress reports.

23. Ethnocultural Officer/s

The Ethnocultural Officer is someone who identifies as having the lived experience of being culturally and linguistically diverse (CALD).

The responsibilities of the Ethnocultural Officer/s are:

1. Representative:
 - a. The Ethnocultural Officer/s must represent all students who identify as CALD.
 - b. The Ethnocultural Officer/s will engage with the university on issues particularly affecting students who identify as CALD such as representation, discrimination, safety, etc.
 - c. Will liaise with Equity and Diversity and other university departments on issues that affect students who identify as CALD on campus.
 - d. Will engage with the broader political situation of students who identify as CALD and will run campaigns that are relevant to students who identify as CALD at La Trobe University.
2. Council:
 - a. The Ethnocultural Officer/s will provide monthly reports to council.
 - b. It is the Ethnocultural Officer/s' responsibility to inform the council of any issues pertaining to students who identify as CALD on campus.
3. Other:
 - a. Update the LTSU website monthly with current campaigns and progress reports.

24. City Campus Officer/s

The City Campus Officer/s is someone who is enrolled at and attends the La Trobe University City Campus.

The responsibilities of the City Campus Officer are:

1. Representation:
 - a. To represent the City Campus students.
 - b. To engage with the university on issues particularly affecting students at the City Campus.
2. Council:
 - a. The City Campus Officer/s will provide monthly reports to Student Council.
 - b. It is the City Campus Officer/s' responsibility to inform the Student Council of any issues pertaining to students at the City Campus.

3. City Campus Collective:
 - a. The City Campus Officer/s will chair and convene the meetings of the City Campus Collective
4. Other:
 - a. Update website monthly with current campaigns and progress reports.

PART 4 – DUTIES

25. Training

1. The LTSU recognizes that the efficient and successful operation depends upon the transfer of skills from one year's Office Bearers to the next.
2. The LTSU will:
 - a. Annually organize a mandatory induction program for Office Bearers – Elect in the year of the election;
 - b. Ensure the President, President-Elect, and the most appropriate staff members will be responsible for the development and induction of the year's program.
 - c. Encourage full participation in the program by Office Bearers – Elect; and
 - d. Encourage any members of the LTSU bodies that are not Office Bearers – Elect to attend if they wish.
 - e. The LTSU training period will be conducted after the completion of semester 2 examinations, but no later than the end of second week of December.
 - f. Office Bearers – Elect will not be required to submit reports to the La Trobe Student Union Council during the LTSU training period.

26. Co-Operation

- a. All Office Bearers should co-operate with each other in carrying out of their responsibilities.

27. Office Bearer Meetings

- a. The President of General Secretary must convene regular meetings of Office Bearers to co-ordinate their activities.
- b. All Office Bearers are required to attend Office Bearer meetings.

28. Reports

a. All Office Bearer meetings must report in writing to each meeting of the Student Council on their activities since the last meeting.

29. Honoraria

a. In this regulation, “the full time honorarium” means the Federal Minimum Wage per annum.

b. The following Office Bearers will be paid the percentage of the full-time honorarium specified:

- i. President – 75%
- ii. Education Vice President – 50%
- iii. General Secretary – 50%
- iv. Post-Graduate Officer – 33%
- v. Rabelais Editor – 50%
- vi. Activities Officer – 50%
- vii. Welfare Officer – 33%
- viii. Education and Public Affairs Officer – 33%
- ix. Women’s Officer – 25%
- x. Queer Officer – 25%
- xi. Indigenous Officer – 25%
- xii. Disability Officer – 25%
- xiii. Environment Officer – 25%
- xiv. Ethnocultural Officer – 25%
- xv. City Campus Officer – 25%

(in these regulations “paid Office Bearers”)

c. The honorarium will be paid fortnightly in arrears from the time the Office Bearer takes office until their successor takes office.

d. The Executive Student Council may by resolution passed by an absolute majority suspend the honorarium of a paid Office Bearer for unsatisfactory performance.

e. The Office Bearer may appeal this decision by presenting their case to the Student Council for reconsideration.

30. Hours of Work

a. In this regulation, “pro rata” means in proportion to the percentage of the full-time honorarium, specified in regulation ‘e’.

b. Full time paid Office Bearers are expected to work at least 38 hours each week.

c. Part time paid Office Bearers are expected to work at least 28 hours each week pro rata.

- d. Office Bearers are required to ensure they are available to students for a majority of the hours they work.
- e. Office Bearers who need to work off campus for an extended period of time must first seek the approval of the Executive.

31. Disciplinary Action

If an Office Bearer fails to meet the minimum requirements of their position it will be at the discretion of the Executive to implement disciplinary action. This will include the introduction of timesheets and key performance indicators (KPIs). If these measures fail, it will be brought before the Student Executive to decide on any further action.

32. Sharing of Positions

- a. As provided by clause 47.1 of the La Trobe Student Union Constitution, 2 student members who are each eligible may together stand for and hold any Office Bearer position except President, Vice-President, General Secretary and Postgraduate Officer.
- b. Candidates who wish to share an Office Bearer position must lodge with their nomination an agreement in writing signed by both of them specifying:
 - i. Which responsibilities of the position will be carried out by each of them if elected, including which Office Bearer will report to Student Council;
 - ii. The proportion of the hours to be worked by each Office Bearer, and the corresponding percentage of any honorarium to be paid to each Office Bearer; and
 - iii. Which Office Bearer will exercise any voting rights attached to the position.
- c. If elected, the Office Bearer may subsequently vary their agreement by a further agreement in writing signed by both of them and lodged with the General Manager.
- d. Each Office Bearer sharing a position is taken to have validly appointed the other Office Bearer as their proxy for any meetings at which the first Office Bearer is entitled to vote. This regulation does not prevent the first Office Bearer from appointing a different proxy in accordance with the Standing Orders.
- e. Clause 57 of the La Trobe Student Union Constitution applies to each Office Bearer sharing position. If the position of one such Office Bearer becomes vacant, the vacancy must be filled in accordance with clause 57.6 of the La Trobe Student Union Constitution.

33. Other

a. It is the responsibility of all Office Bearers to support and participate in weekly LTSU events such as weekly member's BBQs and Breakfast Club at the discretion of the President or General Secretary.