

**LA TROBE UNIVERSITY STUDENT UNION INC.**  
**INTERNATIONAL STUDENTS ASSOCIATION**  
**(ISA)**  
**REGULATION**

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2. Name

The name of the organisation shall be the 'La Trobe University International Students Association', hereafter referred to as the ISA.

3. INTERNATIONAL STUDENTS

International Students means any person who entered Australia with a student visa who is currently enrolled in a course at La Trobe University prescribed by the Federal Government.

4. MEMBERSHIP

- 4.1 All international students enrolled at La Trobe University may become members of the ISA.
- 4.2 Membership can be obtained via the LTSU website.
- 4.3 A membership fee (if applicable) will be recommended by Executive Committee for consideration by the LTSU Council.

5. NATURE OF THE ISA

Subject to the requirements of the regulations the ISA is an independent and non-political organisation.

6. AIMS AND OBJECTIVES

- 6.1 To represent the international students enrolled at La Trobe University.
- 6.2 To promote and advocate the rights of international students at all levels of representation.
- 6.3 To promote and assist the welfare, social, educational and cultural activities of the international students at La Trobe University.
- 6.4 To work towards the goal of promoting good will and better understanding amongst domestic and international students.
- 6.5 To educate and inform members in matters local and international.
- 6.6 To maintain contact with other organisations of similar nature at other universities and off-campus.
- 6.7 The ISA shall in no circumstances directly or indirectly give exclusive support to any religious, political,

racial, ethnic and sexual ideologies, activities and practices of any group, organisation or person.

## 7. STAFF

7.1 All staff employed to further the aims of the ISA shall be employees of the Student Union and shall be entitled to the same benefits, entitlements and protection as any other staff member of the Student Union pursuant with their classification and terms of employment. As such, staff shall be responsible to the General Manager of the Student Union but will be expected to work in close cooperation and consultation with the Executive Committee.

7.2 Where an ISA staff member has been seconded from the University, then that employee's terms and conditions will be in line with the LTSU Secondment Agreement entered into between LTSU and La Trobe University and seconded employees in 2012.

## 8. THE EXECUTIVE COMMITTEE

8.1 The Executive Committee is the policy making body of the ISA and conducts the business affairs of the ISA. The Executive Committee shall be elected by the members of the ISA at the AGM.

8.2 The Executive Committee shall consist of 8 members. From these elected 8 executive members the following positions shall be voted upon: The President, Vice-President, Secretary, Campaigns and Social Media Officer, Events and Cultural Officer, and three general member positions shall be elected by and from those members at the AGM.

8.3 If there is a vacancy for any reason on the Executive Committee, the Executive Committee shall have authority to co-opt.

8.4 A decision is undertaken if approved by the majority of the Executive Committee.

8.5 A member of the Executive Committee is to be selected to sit on relevant university boards and committees.

## 9. DUTIES OF THE OFFICE BEARERS

### 9.1 President

- (a) To chair Executive Committee meetings.
- (b) To be the official spokesperson for the ISA.
- (c) To ensure the aims and the objectives are achieved and the policy decisions taken are carried out through the ISA Coordinator.
- (d) To delegate responsibilities for implementing policies to the ISA Coordinator and to other members of the Executive Committee.
- (e) To have a general overseeing role of the ISA's events and services.
- (f) To represent the ISA as a non-voting member on the LTSU Student Council.
- (g) To prepare an ISA report for presentation to each meeting of the LTSU Student Council.

### 9.2 Vice-President

- (a) To provide full support to the President to ensure the aims and the objectives of the ISA are achieved, and deputise for the President in their absence.
- (b) To maintain a good working relationship with the President and other Executive Committee members.
- (c) Create a budget with the ISA Coordinator for the whole year's activities and events.
- (d) Provide a report to each meeting of the Executive Committee.

### 9.3 Secretary

- (a) Provide administrative support to the President and Vice-president as required.

- (b) Take minutes throughout all executive and general meetings, and distribute those minutes to ISA members, Executive Members and file in the ISA office to be available to members if requested.
  - (c) Book meeting rooms and function spaces in conjunction with the ISA coordinator.
  - (d) Inform members of the ISA of upcoming meeting times and venues in a timely manner.
  - (e) Provide a report to each meeting of the Executive Committee.
  - (f) In liaison with the ISA Coordinator, monitor ISA's financial position, and present financial reports to the Executive Committee.
- 9.4 Campaigns and Social Media Officer
- (a) To be able to provide relevant information to the members in regard to University policies and services, and Government policies and services.
  - (b) To create, edit and distribute ISA publications to ISA members.
  - (c) To consider inviting other organisations to contribute to ISA publications.
  - (d) To be responsible for ISA social media presence and communications.
  - (e) To be responsible for ISA web presence and ensuring up to date information on the La Trobe Student Union web page.
  - (f) Ensure the maintenance of an accurate and up to date membership mailing list in conjunction with the LTSU.
  - (g) To liaise with the NUS International Students Officer and work in conjunction with NUS on matter relevant to international students.
  - (h) Provide a report to each meeting of the Executive Committee.

9.5 Events and Cultural Office Bearer

- (a) To initiate for consideration by the Executive Committee a social and cultural events program.
- (b) Once the program is approved, the Events and Cultural office bearer will co-ordinate and organise the events and programs, in liaison with the ISA Coordinator.
- (c) To prepare an events budget to be presented to the Executive and signed off on financial matters before money is exchanged.
- (d) Provide a report to each meeting of the Executive Committee.

10. MEETING PROCEDURE

10.1 Meeting Procedure shall be in line with the LTSU Standing Orders (refer to the LTSU policy bank).

10.2 The Executive Committee shall meet at least once a month during the academic semester, subject to prior notice of one week.

10.3 The President shall have authority to call an emergency Executive Committee meeting by giving 24 hours' notice.

11. ANNUAL GENERAL MEETING

11.1 The AGM must be held annually within the period August to October.

11.2 The President's report and the relevant office bearers' reports are to be considered, together with a financial report for the year to date.

11.3 Prior notice of two weeks is to be given, via the LTSU and the ISA media.

11.4 Election of the Executive Committee and ISA office bearers shall occur at the AGM.

11.5 Notice of the AGM, together with the Call for Nominations for the ISA

11.6 Election must be circulated by the Returning Officer at least 14 days in advance of the AGM. The LTSU Student Executive shall appoint the Returning Officer for the election.

11.7 Nominations for positions on the Executive Committee must be received by the Returning Officer 48 hours in advance of the AGM

11.8 An AGM quorum shall be 10 members. If quorum is not met the meeting shall lapse for 10 days.

## 12. ELECTIONS

12.1 Elections for the Executive Committee shall be held at the AGM in August to October of each year following the LTSU elections

12.2 Only members of the ISA are eligible for election, subject to clause 12.6

12.3 All members of the Executive Committee must be members of the La Trobe Student Union.

12.4 Each candidate must be nominated by one member of the ISA and seconded by another member of the ISA.

12.5 Only members of the ISA are eligible to vote.

12.6 The registers of ISA members and LTSU members used to determine eligibility to vote, to stand for election to the Executive Committee, and to nominate and second candidates for election, will be closed 48 hours prior to the scheduled time of the commencement of the AGM

12.7 Eligible candidates who have nominated for a position, and who are not elected to that position at the AGM may nominate for other offices that are subsequently voted on at the AGM

12.8 Candidates can hold only one position on the Executive Committee.

12.9 Office bearers of the LTSU are not eligible to run for ISA Office Bearer positions.

12.10 The newly elected Executive Committee will start their term immediately following the AGM and shall hold office until the next AGM.

## 13. VOTING

13.1 Subject to clause 12.6, all members of the ISA are eligible to vote at the AGM.

13.2 Voting must be done by secret ballot.

13.3 Election of the Executive Committee shall be conducted by the Returning Officer, supported by any other persons nominated by the RO to assist, and will be done using the optional preferential system.

## 14. RETURNING OFFICER

14.1 The notice of election, as per Clause 10, must state the positions that need to be filled, the position description, number of positions to be elected and the nomination process, and outline the eligibility requirements described in clause 12.6.

14.2 Nominations need to be opened at least 14 days prior to the election, and remain open until 48 hours prior to the commencement of the AGM.

14.3 The Returning Officer is responsible for the conduct of the election.

## 15. SPECIAL GENERAL MEETINGS (SGM)

15.1 The LTSU Council may determine that a SGM of ISA members be held:

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

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

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

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

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

## 16. DISCIPLINARY POWERS

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16.1 The ISA Executive Committee may exercise discipline over Executive Committee and general members in line with the LTSU constitution and other relevant regulations.

17. ALTERATION OF TERMS OF REFERENCE

17.1 The terms of reference may be altered by a resolution of the AGM or the

Executive Committee provided that:

- a) Fourteen days' notice is given of any such proposal, and
- b) The alterations are formally ratified by the La Trobe University Student Council.

17.2 The LTSU Council may also alter the terms of reference upon receiving written request from the Executive Committee.

16.3 If necessary the LTSU Council may also unilaterally alter these terms of reference. Where possible and practical consultation shall occur with the ISA Executive Committee before the LTSU Council determines the matter.

16.4 Where these terms of reference are silent on any matter the LTSU constitution shall determine the matter.