



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL INFRINGEMENT POLICY

PURPOSE

There are circumstances where disciplinary action needs to be taken against members within the UMSU International Central Committee. Such circumstances may arise where a Committee Member fails to perform their duties adequately, in accordance with the expectations of their role. This document aims to provide transparency and consistency to UMSU International's disciplinary process.

SCOPE

These infringement procedures apply to all Committee Members within the UMSU International Central Committee.

AUTHORITY

The authority to execute the procedures outlined in this document is granted by Section 22.2 of the UMSU International Regulations.

DEFINITIONS

A **Vote of No Confidence** shall be defined as 'a vote by a two-thirds (2/3) majority of the UMSU International Central Committee that determines that the committee does not have confidence in a specific Committee Members' performance of their role.' The consequence of a Vote of No Confidence is that the Office Bearer would be terminated from their role.

1. DISCIPLINARY ACTION

1.1 Governance

- (a) Upon becoming aware of any infringement by an Officer Bearer, the UMSU International Executive Committee is responsible for issuing the relevant number of strikes, as specified in sections 2.2.1 and 2.2.2.
- (b) In the event that the Executive Committee's decision is contested, the matter will be presented to the UMSU International Central Committee for determination.
 - (i) The number of strikes issued may be adjusted through a simple majority vote, and the classification as an infringement may be overruled with a two-thirds ($\frac{2}{3}$) majority vote.
 - (ii) If the potentially infringing party is a member of the UMSU International Executive Committee, the roles under Section 1.2 will instead be conducted by the related UMSU International Director (with advice of the other Executive Committee Member).

1.2 Procedure

- (a) The UMSU International Executive Committee may only take disciplinary action against a Member on the following grounds:
 - (i) Non-compliance with the UMSU Constitution or the UMSU International Regulations.
 - (ii) Conduct which is prejudicial to UMSU International Central Committee.
 - (iii) Where an Office Bearer has obtained a sufficient number of strikes under

sections 2.2.1 and 2.2.2 to warrant the application of the penalties listed in Section 2.2.3.

- (b) Before further disciplinary action is taken against a member, the Secretary of UMSU International must give written notice to the member:
- (i) Stating that the UMSU International Central Committee proposes to take disciplinary action against the member;
 - (ii) Stating the alleged grounds for the disciplinary action;
 - (iii) Stating the date, time and place of meeting at which the UMSU International Executive Committee intends to review the disciplinary action;
 - (iv) To which the member may do one of the following
 - (1) Attend the disciplinary meeting and address the alleged disciplinary proposal at the specified date, time and place; or
 - (2) In the event of unavailability, provide a written statement to reschedule the disciplinary meeting for not more than a duration of 7 working days.
- (c) Any notice of disciplinary action taken against a member must be given in writing no earlier than 10 working days, and no later than 5 working days, before the disciplinary meeting is held.

1.3 Disciplinary Meeting Procedures

- (a) At the disciplinary meeting, the UMSU International Executive Committee will:
- (i) Provide ample opportunity for the member to be heard; and
 - (ii) Consider any written statement or documentation submitted by the member in question.

(iii) The member in question is permitted to nominate the attendance of one
(1) support person to attend the meeting to provide emotional support or
reassurance. In which case, the support person does not;

(1) Present or defend a case on behalf of the member

(2) Advocate for the member

(3) Answer questions on behalf of the member

(iv) In the event that the support person presents a conflict of interest, the UMSU
International Executive Committee retains the rights to refuse and require a
substitute support person.

(b) Upon consideration of the member's appeal, The UMSU International Executive
Committee may:

(i) Take no further action against the member; or

(ii) Reprimand the member; or

(iii) Accept a letter of resignation from the member from the UMSU International
Central Committee; or

(iv) As per section 2.3, Expel the member from the UMSU International Central
Committee if;

(1) The penalty threshold of 36 strikes has been exceeded or;

(2) A Vote of No Confidence has been passed by the Central Committee

2. PENALTIES

2.1 Penalties will subsequently be applied if the infringing party's new strike total reaches or exceeds a specific threshold.

2.2 The list of infringement as corresponding strikes is as follows:

2.2.1 Central Committee Meeting Strike System

(a) Attendance

Absent from Central Committee Meeting with apology	2
Absent from Central Committee Meeting without apology	4
Late to Central Committee Meeting with apology	1
Late to Central Committee Meeting without apology (time when standing orders be adopted to 20 minutes after)	2
Late to Central Committee Meeting without apology (4:50 - 15 minutes before the meeting adjourned)	3
Leave Central Committee Meeting before end with apology	1
Leave Central Committee Meeting before end without apology	2

(b) Proposal and Report

Failure to prepare an Event Proposal before the event is held	5
Failure to present a Final report before the next 2 Central Committee Meeting	5

2.2.2 Sub-Committee Strike System

(a) Attendance

Details	Apology not Valid	Without Apology
Reported Absence from Executive Committee Meeting	2	4
Reported Absence from Directors' Meeting	2	4
Reported Absence from Departmental/ Project Committee Meeting	2	4
Reported Absence for a second time from Executive Committee Meeting (Twice in a row)	3	4
Reported Absence for a second time from Directors Meeting (Twice in a row)	3	5
Reported Absence for a second time from Departmental/ Project Committee Meeting (Twice in a row)	3	5
Reported Absence for more than twice in a row from Executive Committee Meeting	4	6
Reported Absence for more than twice in a row from Directors Meeting	4	6
Reported Absence for more than twice in a row from Departmental/ Project Committee Meeting	4	6
Late to an Executive Committee Meeting (10 minutes after the meeting commenced)	1	3

Late to a Director's Meeting (10 minutes after the meeting commenced)	1	3
Late to a Departmental/ Project Committee Meeting - including cross departmental, (10 minutes after the meeting commenced)	1	3

(b) Communication & Participation

Failure to responds to emails from other Committee Members or from Project Coordinator within 2 working days	2
Failure to respond to any other form of communications (e.g. SMS, texts, Whatsapp messages, Facebook Messenger messages) from other Committee Members or from Project Coordinator within 2 working days	2
Inform in failing to attend event last minute after sign-up without finding a replacement (OBs are also required to debrief their replacement)	3
Failure to attend event without informing after sign-up and without finding a replacement (OBs are also required to debrief their replacement)	5
Late for more than 10 minutes to the event they sign-up	2
Not fulfilling duties as an Event/ Activity/ Program/ Campaign Coordinator/ Person in charged	3
Failure to volunteer to be an Event/ Activity/ Program/ Campaign Coordinator at least twice per semester	3

2.3 The list of penalty thresholds and corresponding penalties are as follows

First Warning Email from the Secretary	6
Official Reprimand in a Central Committee Meeting	10
Second Warning Email from the Secretary or First Vote of No Confidence	14
Second Vote of No Confidence	18
Unconditional Termination of Office Bearer Position	36

3. ATTENDANCE

3.1 Attendance should be recorded for all meetings in providing transparency in accountability based on Section 5.

- (a) The Secretary will start taking attendance at the Central Committee Meeting by the time the meeting is commenced, which is 5 minutes after the scheduled time.
- (b) The Secretary will start taking attendance at the Executive Committee Meeting by the time the meeting is commenced.
- (c) The Department Executive (Vice President or Secretary or Treasurer) will start taking attendance at the Departmental Meeting by the time the meeting is commenced.

3.2 Attendance will not be counted if an Office Bearer is late

- (a) Attending a Central Committee Meeting 14 minutes before the meeting adjourned is counted as *Absent from the Central Committee Meeting without apology*.

- (b) Attending a Sub-Committee Meeting 10 minutes before the meeting adjourned is counted as *Absent from the Sub-Committee Meeting*.

4. APOLOGIES

4.1 Any apologies must be sent in 24 hours before the meetings were initially scheduled at.

4.2 No strikes implemented for individuals who have a fixed University Assessment Schedule (e.g. Mid Semester Test, Quizzes).

(a) Advanced notification should be sent to the Secretary together with the *proof of schedule* at least 24 hours before the Central Committee Meetings were initially scheduled.

(b) Advanced notification should be sent to the Director of the department together with the *proof of schedule* at least 24 hours before the Departmental Meetings were initially scheduled.

4.3 No strikes implemented for individuals who have a medical emergency or compassionate circumstances, subject to determination by the UMSU International Executive and the provision of supporting documents where relevant.

5. RECORDS TRANSPARENCY

5.1 Office Bearers who receive strikes shall be notified of this fact by the Secretary.

5.2 Strike records shall be kept by the Secretary and updated on a regular basis.

- (a) The Secretary is responsible for all penalties records which includes and not limited to Central Committee Meeting and Sub-Committee Strike Systems (including Executive Committee Meeting and Departmental Meetings).
- (b) The Secretary is responsible to update the penalties records based on the strikes recorded by the Department Executive (Vice President or Secretary or Treasurer).
- (c) The Secretary will update the strike records each Friday, and make these records available to the Executive Committee and Directors.
- (d) The Directors will note down any Sub-Committee related strikes under Section 2.2.2 immediately after they are incurred, and report these to the Department Executive to be reported to the Secretary once a week before Friday.

Amendment History

First Adopted by Umsu International (xx/xx/xxxx)

Amendments passed by Umsu International 2020/21 at Central Committee Meeting (3/2021)

Amendments passed by Umsu International 2020/21 at Umsu Intl AGM 2021 (3/9/2021)

Latest Amendments passed by Umsu International 2022/23 at Central Committee Meeting (3/10/2022)