

Co-Opted Member Regulations

A Co-Opted member non-elected, non-voting member who is Co-Opted by the Committee members to assist in the management and operation of the Committee. These Regulations are made in accordance with clause 10 of the Victoria University Dictum Society (Dictum Society) Constitution. These Regulations will remain binding until the date of the 2017 Annual General Meeting of Dictum Society, or until such time as determined by through any changes made in accordance with appropriate mechanisms herein.

1. Types of Co-Opted Positions

1.1. Any Committee member may request a Co-Opted member by submitting a Co-Opted Member Application Form ('CMAF').

1.2. For a member to be Co-Opted, there must be at least one Committee member to whom the Co-Opted member is responsible and accountable to in the first instance. All Co-Opted members are accountable to the Executive in the second instance. These Committee members and the Executive are referred to collectively herein as the 'responsible Committee members'.

1.3. Co-Opted member positions must fall into the following categories:

1.3.1. Assistant:

An Assistant position is one where the Co-Opted member is intended to take a more senior role than the remaining two categories. An Assistant position will require the Assistant to work directly with the Committee member/s that they are responsible to and where appropriate to delegate tasks to those in the remaining two categories.

1.3.2. Sub-Committee/Officers

A Sub-Committee member position is one where the Co-Opted member is one of a group of Co-Opted members who are responsible to one or more Committee members. An Officer position is one where the Co-Opted member may be one of a group of Co-Opted members but may also be the only Co-Opted member

for the role in question. Both categories are appropriate where the Co-Opted member is intended to take a support role in a particular portfolio in a general sense.

1.3.3. Event/Initiative Specific Positions

Members Co-Opted into Event/Initiative Specific positions will perform the same functions for the same basic purposes as a Sub-Committee/Officer, with the exception that their role is intended to revolve not around a particular portfolio in a general sense, but instead specific events or initiatives.

2. Appointing Co-Opted Members

2.1. The procedure for appointing Co-Opted members is as follows:

2.1.1. A Committee member must submit a CMAF to the Secretary by way of email. This Committee member shall be referred to in this section as the CMAF contact.

2.1.2. For the CMAF to be approved, a motion to approve must be passed by a simply majority of a quorum of Committee members, this simple majority must include at least two Executive Committee members either;

2.1.2.1. At a Committee Meeting by way of Committee vote; or

2.1.2.2. By way of email in a chain addressed to all Committee members by the Secretary.

2.1.3. If the CMAF is approved, the position will be advertised on Dictum Society social media accounts, the website and by email for a minimum of **two weeks** prior to commencing any interviews.

2.1.4. After this advertising period has concluded, the CMAF contact will select applicants to undertake an interview process. The CMAF contact will arrange and conduct these interviews.

- 2.1.5. After the conclusion of the interview period and by the deadline set by the Executive upon form approval, the CMAF contact will compile a report comprising of the following:
 - 2.1.5.1. The number of and names of all applicants;
 - 2.1.5.2. The number of and names of all interviewees;
 - 2.1.5.3. A summary document of the responses of interviews.
- 2.1.6. This report must be sent by way of email to the Secretary, accompanied by the original applications (or access otherwise provided to the original applications) along with the CMAF contact's nominated Co-Opted member or members. In this email, the CMAF should clearly state which member/s they are nominating to Co-Opt.
- 2.1.7. As a show of good faith, the President and/or Vice President will support the nomination of all proposed Co-Opted members. This support will not bind the President and/or Vice President to vote to approve the nominated persons at the next stage.
- 2.1.8. Within **three days** of receiving the abovementioned email, the Secretary shall circulate the CMAF contact's report, original applications/access details and name the nominated member/s.
- 2.1.9. For the nominated members to be appointed as Co-Opted members, a motion to approve must be passed by a simply majority of a quorum of Committee members, this simple majority must include at least two Executive Committee members either;
 - 2.1.9.1. At a Committee Meeting by way of Committee vote; or
 - 2.1.9.2. By way of email in a chain addressed to all Committee members by the Secretary.

3. Co-Opted Member Eligibility Requirements

- 3.1. Co-Opted members must be students that are currently enrolled at Victoria University at the time they submit their application.

- 3.2. Co-Opted members must be current members of Dictum Society at the time they submit their application.
- 3.3. A current Committee member cannot also be nominated or appointed as a Co-Opted member.

4. Co-Opted Members Code of Conduct

- 4.1. Co-Opted members may use their personal email addresses to conduct Dictum Society tasks requested. However, they must use a prescribed official email signature and they must copy in (CC) the responsible Committee members into all Dictum Society related correspondence.
- 4.2. Co-Opted members must adhere to and fulfill their position description.
- 4.3. Co-Opted members must respond to communications from the responsible Committee members.
- 4.4. Co-Opted members must perform all reasonable directions given by the responsible Committee members.
- 4.5. As is the case with all members, Co-Opted members must abide by the Members Code of Conduct contained in the Constitution.

5. Performance Review, Removal and Terms of Co-Opted Members

- 5.1. Any failure to adhere to the Co-Opted Members Code of Conduct constitutes grounds for performance review.
- 5.2. A performance review of a Co-Opted member may be requested by any Committee member, any such request should be made by way of email to the Secretary. All requests for performance reviews shall be granted. A performance review shall be undertaken by the responsible Committee members.

- 5.3. A performance review will take into consideration the performance and conduct of the Co-Opted member in the context of their history with Dictum Society, their position description, all correspondence undertaken relating to Dictum Society tasks, and any other matters deemed appropriate by one or more of the responsible Committee members.
- 5.4. Once the performance review has been completed, a written report of all matters considered and the conclusions reached by the responsible Committee members will be sent by way of email to the Co-Opted member and all Committee members by the Secretary.
- 5.5. In the event that the outcome of the performance review is a proposal to remove the Co-Opted member, the member will be given the following options:
- 5.5.1. To meet with the responsible Committee members to discuss alternative courses of action;
 - 5.5.2. To attend a Committee meeting and address the Committee directly regarding the review; or
 - 5.5.3. To provide a written response within **fourteen days**.
- 5.6. After the Co-Opted member has selected and completed one of the above courses of action, the proposal to remove the Co-Opted member may either be revoked by the responsible Committee members or put to Committee vote at a Committee meeting.
- 5.7. The term of a Co-Opted member's position will end on the date set by the CMAF contact in the CMAF form or their term will automatically end at the date of any Annual General Meeting.
- 5.8. A motion to extend the date at which a Co-Opted member's term ends may be put to Committee vote at a Committee meeting. The date at which a Co-Opted member's term ends may not be shortened unless by way of removal following a performance review as outlined above.