

## *Committee Member Standards, Review and Removal Regulations*

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. Aims**

- 1.1. Elected members of Dictum Society are to uphold the highest standards of professionalism, reliability and conduct that is expected of the role.
- 1.2. This document seeks to set out these expectations and create procedures in the event of breach, and is in addition to the Members Code of Conduct contained in the Constitution and any Dictum Society Policy.
- 1.3. Committee members are ultimately acting on behalf of the stakeholders and all of our actions are to be considered in this context.

### **2. Standards and Expectations**

- 2.1. All Standards and Expectations are to be considered in relation to special or compelling circumstances but must be weighed against the obligation to the stakeholders.
- 2.2. Committee Members are to attend a minimum of one meeting **per month**. It is a fundamental responsibility to be present and collaborate with other members of Dictum Society as elected representatives.
- 2.3. Committee members are expected to respond to emails in a timely manner.
- 2.4. Committee members are expected to spend a minimum of **four hours per week** in the Dictum Society office during **weeks 1-12** of each

semester, provided their term of office is still active, with the exception of any special circumstances that arise.

- 2.5. Committee members are expected to be across Policy, Forms, Regulations and general procedures of Dictum Society.
- 2.6. Committee members must give back to the members in the context of their roles to the best of their abilities. This may involve:
  - 2.6.1. Running events;
  - 2.6.2. Liaising with stakeholders; and
  - 2.6.3. Other relevant duties as outlined in Dictum Society Policy, Regulations, Forms and general procedures.
- 2.7. Dictum Society considers it important to be inclusive, accountable and fair. Any behaviour that falls outside of these principles is not acceptable.
- 2.8. No nepotism. Dictum Society understands that Committee members may seek assistance from friends with a proven work history, but this should be balanced with the understanding that opportunities are to be provided to members generally. As such, any Dictum Society related advice, recommendations or assistance must be documented by way of email and sent to the Secretary if it has been participated in outside of Committee or Co-Opted members.
- 2.9. A Committee member must not break the law.
- 2.10. A Committee member must not bring the Society into disrepute.
- 2.11. A Committee member must not bully or harass others.
- 2.12. If a Committee member is unable to perform the duties relevant to their role, they must resign.

### **3. Removal for Breach or Non-Performance**

- 3.1. Breach of the Standards and Expectations may invoke a removal process. The removal process is to be conducted in the manner prescribed by this Policy. The Policy intends to allow a Committee

member procedural fairness and also provide a mechanism for the Executive to address issues in performance. If it is found a member does not meet the Standards and Expectations, the member will be removed from office.

3.2. The President will be responsible for the process.

3.3. The process begins with a motion started in the Executive which is triggered by any Committee member making a performance review request.

3.3.1. The request must outline reasons as to why the member does not meet the Standards and Expectations of the role.

3.3.2. Any Committee member may make a request by emailing a member of the Executive for the review of another member and it will be actioned in every instance.

3.4. The Committee member identified will then be provided a private notice by the President to their assigned Dictum Society email that the committee is finding them in breach, with a statement of reasons.

3.5. The Executive may reveal that a removal process has begun to other Committee members at its discretion. The substantive details of the process are not to be revealed.

3.6. The Committee member must be afforded natural justice with **14 days** for response. The Committee member is to respond in writing.

3.7. At the end of this period, following the Executive's assessment of the necessity to take the matter further, the Executive may move to create a resolution to remove the relevant Committee member.

3.8. If the Executive moves to create a motion to remove the relevant Committee member:

3.8.1. The original request for a performance review (with identifying information removed) and the written response of the Committee member under review must be circulated by way of email to all Committee members (excluding the Committee member under review); and

- 3.8.2. The Committee member under review must be informed by email that the Executive has moved to create a motion for their removal.
- 3.9. The motion must pass by simple majority of a quorum at a general Committee meeting. The identified Committee member has no right to vote on this motion.
- 3.10. Both the identified Committee member and the Executive have a right to make a submission to the Committee in the meeting regarding the removal.

#### **4. Removal of Executive Committee Member**

- 4.1. The removal of an Executive Committee member is to follow the procedure outlined in the previous section.
- 4.2. If the person in question is the President, the process is to be initiated and completed by the Vice President.

#### **5. Position Vacancy**

- 5.1. Where a Committee Member resigns, is removed from office or becomes incapable of holding their office, so long as **14 business days** written notice is provided to all Members, the Committee has discretion to either:
  - 5.1.1. Call a General or Special General Meeting, accept nominations for the vacant position/s up until **five business days** prior to the General or Special Meeting at which Members will vote to elect a replacement/replacements. In such a circumstance, voting is to be performed per Annual General Meeting voting procedure; or
  - 5.1.2. After accepting nominations for a period of no less than **10 business days**, appoint a replacement/replacements nominated by

a Member and approved (physically, by proxy or as otherwise allowed) by a simple majority of all Committee Members at a Committee Meeting; or

5.1.3. Appoint an existing Committee Member to maintain their existing role in addition to the position which needs replacing, approved (physically, by proxy or as otherwise allowed) by a simple majority of a quorum of Committee Members at a Committee Meeting.

5.2. The Committee must take into consideration the time remaining before the next Annual General Meeting and/or the end of the term of office for the current Committee when selecting which alternative is appropriate.