

Policy, Practice and Procedure 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.

The Executive shall draft all Regulations, Policy, Procedure and Forms, unless the Executive expressly delegates this responsibility, by way of a motion approved by all Executive Committee members in an Executive meeting.

1. Definitions

Committee members: The Committee collectively, constituted by members elected at the Annual General Meeting to the following positions - President, Vice President, Secretary, Treasurer, Director of Activities, Director of Careers, Director of Competitions, Director of Education, Director of Equity and Director of Publications.

Executive: Refers to the Executive Committee members collectively.

Executive Committee Members: Members elected at the Annual General Meeting to the following positions - President, Vice President, Secretary and Treasurer.

External: A reference to the nature of a document or process which occurs between the Committee members and members of Dictum Society or external parties, or between Dictum Society members who are not Committee members.

General Committee members: Members elected at the Annual General Meeting to the following positions - Director of Activities, Director of Careers, Director of Competitions, Director of Education, Director of Equity and Director of Publications.

Forms: Any internal document to be used for the purpose of obtaining internal approval with respect to administration, operations and the representation of Dictum Society by Committee members.

Internal: A reference to the nature of a document or process which occurs solely (or primarily) between the Committee members of Dictum Society.

Policy: Any internal document intended to govern, affect, regulate or define Dictum Society matters which may impact on or be of direct interest to the Committee members of Dictum Society which shall be made available internally.

Quorum: The presence (physically, by proxy or as allowed) of a majority of voters.

Regulations: Any external document intended to govern, affect, regulate or define Dictum Society matters which may impact on or be of direct interest to the members of Dictum Society which shall be made publicly available.

2. Regulations

2.1. Requests for Regulations

- 2.1.1. Any Committee member may request the Executive to draft Regulations. This request may be made by email to the Secretary.
- 2.1.2. If a request is made of the Executive to draft Regulations, the Executive shall consider this request and if 3/4 of the Executive Committee members agree that such Regulations should be drafted, the Regulations shall be drafted.

2.2. Draft Regulations

- 2.2.1. When the process of drafting Regulations begins, the Committee must be informed by way of email:
 - 2.2.1.1. The working title of the Draft Regulations;
 - 2.2.1.2. The nature and purpose of the Draft Regulations; and
 - 2.2.1.3. The proposed deadline for the Draft Regulations to be completed for presentation to the Committee.
- 2.2.2. Draft Regulations must be circulated to the Committee by the Secretary, by way of email, **at least seven days prior** to the Committee meeting at which the Draft Regulations are intended to be put to Committee vote.

- 2.2.3. The Committee members shall have the right to raise objections, make comments and suggestions, by way of email, to the Secretary within the **seven day period**.
 - 2.2.4. If at the conclusion of the **seven day period** at least 1/3 of General Committee members have made objections, comments or suggestions, then the Committee meeting intended to put the draft Regulations to Committee vote shall instead be utilised to facilitate Committee discussion of the Draft Regulations. If this occurs, the draft Regulations shall be amended in light of this discussion by the Executive before being presented at the subsequent Committee meeting for Committee vote.
- 2.3. Passing Regulations
- 2.3.1. Regulations must be approved by a simple majority of a quorum of Committee members at a Committee meeting.

3. Policy

- 3.1. Requests for Policy
 - 3.1.1. Any Committee member may request the Executive to draft Policy. This request may be made by email to the Secretary.
 - 3.1.2. If a request is made of the Executive to draft Policy, the Executive shall consider this request and if 3/4 of the Executive Committee members agree that such Policy should be drafted, the Policy shall be drafted.
- 3.2. Draft Policy
 - 3.2.1. When the process of drafting Policy begins, the Committee must be informed by way of email:
 - 3.2.1.1. The working title of the Draft Policy;
 - 3.2.1.2. The nature and purpose of the Draft Policy; and

- 3.2.1.3. The proposed deadline for the Draft Policy to be completed for presentation to the Committee.
- 3.2.2. Draft Policy must be circulated to the Committee, by way of email, at least **seven days prior to the Executive meeting** at which the Draft Policy is intended to be put to Executive vote.
- 3.2.3. The Committee members shall have the right to raise objections, make comments and suggestions, by way of email, to the Secretary within the **seven day period**. The Executive shall consider all objections, comments and suggestions and where appropriate incorporate amendments accordingly prior to the Executive meeting at which the Draft Policy is intended to be put to Executive vote.
- 3.3. Passing Policy
 - 3.3.1. Policy must be approved by 3/4 of Executive Committee members at an Executive meeting.
 - 3.3.2. Where a Policy is so approved, it must be circulated to the Committee by way of email by the Secretary accompanied by an explanatory report which outlines:
 - 3.3.2.1. Any objections, comments or suggestions made by Committee members; and
 - 3.3.2.2. Why each objection, comment or suggestion was or was not incorporated into the final draft of the Policy; and
 - 3.3.2.3. A reminder of the amendment process should Committee members be dissatisfied with the Policy, including an indication of the next Committee meeting at which such an opportunity may arise.

4. Procedure

4.1. Obligations

4.1.1. All Committee members undertake to conduct themselves and take all actions being fully informed of all Regulations, Policy and Forms in force at the time. Where any doubt arises, the Committee member must consult an Executive Committee member regarding conduct or action contemplated by a Committee member which could impact the best interests of the Society, the Committee or its members.

4.2. Forms

4.2.1. Where approval of any nature is required, the Executive has the power to draft Forms, inclusive of minor terms and conditions which are intrinsically linked to the approval process.

4.2.2. Once any such Forms have been drafted, they must be circulated to the Committee by way of email accompanied by an explanatory report which outlines:

4.2.2.1. The overall purpose of the Form;

4.2.2.2. Any Regulations, Policy or provisions of the Constitution which relate to the form (if applicable);

4.2.2.3. The date at which the Form comes into effect as a mandatory prerequisite for the particular subject of approval;
and

4.2.2.4. The Executive Committee member contact whom queries related to the form are best addressed to.

4.2.3. If any Committee member has an objection as to whether or not a term or condition is 'minor' or 'intrinsically linked to the approval process', they may raise this objection by way of email with the Secretary. The Executive will discuss any such objections and come to a decision. The Executive will then provide a written response by way of email within **seven days** of the objection being received by the Secretary.

5. Amendments

5.1. Constitution

- 5.1.1. Where provisions in these Regulations with respect to amending the Constitution conflict with clauses in the Constitution, the Constitution shall prevail.
- 5.1.2. Amendments to the Constitution may be proposed by any Committee member. Amendments to the Constitution may only be proposed if they are approved by 3/4 of Committee members at a Committee meeting. Such amendments may only be approved at a Special General Meeting, called in accordance with clauses relating to Special General Meetings in the Constitution. Amendments to the Constitution may only be approved if:
 - 5.1.2.1. At least 20 members are present, including a quorum of Committee members;
 - 5.1.2.2. At least 3/4 of those members vote to approve the proposed changes.
- 5.1.3. A new Constitution may only be proposed if it is approved by 4/5 of Committee members at a Committee meeting. A new Constitution may only be approved at a Special General Meeting, called in accordance with clauses relating to Special General Meetings in the Constitution. A new Constitution may only be adopted if:
 - 5.1.3.1. At least 20 members are present, including at least five Committee members; and
 - 5.1.3.2. At least 3/4 of those members vote to adopt the proposed Constitution.

5.2. Regulations

- 5.2.1. Any Committee member may propose amendments to Regulations. Such a request is made by email to the Secretary.

- 5.2.2. Where an amendment is proposed to Regulations, the Secretary shall circulate this request accompanied by an Executive position statement by way of email which shall include:
 - 5.2.2.1. The original provision or provisions to be amended;
 - 5.2.2.2. A summary of the proposed amendment or amendments;
and
 - 5.2.2.3. A summary of the position of the Executive with respect to the amendment or amendments.
- 5.2.3. The Committee must be given at least **seven days** to consider the proposed amendment as circulated prior to the Committee meeting at which the proposed amendments are to be put to Committee vote.
- 5.2.4. Any proposed amendment must be passed by a simple majority of a quorum of Committee members, this simple majority must include at least two Executive Committee members, at a Committee meeting.

5.3. Policy

- 5.3.1. Any Committee member may propose amendments to Policy. Such a request may be made by email to the Secretary.
- 5.3.2. Where an amendment is proposed to Policy, the Secretary shall circulate this request accompanied by an Executive position statement by way of email which shall include:
 - 5.3.2.1. The original section or sections of the Policy to be amended;
 - 5.3.2.2. A summary of the proposed amendment or amendments;
 - 5.3.2.3. A summary of the position of the Executive with respect to the amendment or amendments; and
 - 5.3.2.4. Whether or not the vote regarding the amendment or amendments is to occur at a Committee meeting or by email.

- 5.3.3. The Committee must be given at least **seven days** to consider the proposed amendment as circulated prior to the Committee meeting at which the proposed amendments are to be put to Committee vote.
- 5.3.4. Any proposed amendment must be passed by a simple majority of a quorum of Committee members, this simple majority must include at least two Executive Committee members either;
 - 5.3.4.1. At a Committee Meeting by way of Committee vote; or
 - 5.3.4.2. By way of email in a chain addressed to all Committee members by the Secretary.