

Extract from the MGA constitution

14. Office-Bearers

- 14.1 The following office-bearers shall be elected by and from the members of the MGAEC, subject to sub clause 30.4 of this Constitution:
- 14.1.1 the President;
 - 14.1.2 the Vice President;
 - 14.1.3 the Research Education Officer;
 - 14.1.4 the Coursework Education Officer;
 - 14.1.5 the Women's Officer;
 - 14.1.6 the Queer Officer;
 - 14.1.7 the International Students' Officer;
 - 14.1.8 the Indigenous Students' Officer; and
 - 14.1.9 the Off-campus and DE Officer.
- 14.2 The Women's Officer shall be elected by the full MGAEC from the women members of the MGAEC.
- 14.3 The Queer Officer shall be elected by the full MGAEC from the LGBTIQA+ members of the MGAEC.
- 14.4 The International Students' Officer shall be elected by the full MGAEC from the international student members of the MGAEC.
- 14.5 The Indigenous Students' Officer shall be elected by the full MGAEC from the Indigenous student members of the MGAEC.
- 14.6 The Off-campus and DE Officer shall be elected by the full MGAEC from the off-campus and distance education members of the MGAEC.
- 14.7 The MGAEC may by regulation establish other office-bearer positions to be directly or otherwise elected by students.
- 14.8 All MGAEC Members will submit monthly written reports of their activities in time for inclusion in the agenda for each MGAEC meeting and an annual report for the Annual General Meeting.
- 14.9 The President:
- 14.9.1 is subject to the direction of the MGAEC;
 - 14.9.2 is the official representative and chief spokesperson of the MGA in all dealings with the University, and shall report to the MGAEC on any such dealings.
- 14.10 The President is responsible for:
- 14.10.1 initiating and maintaining liaison with the University and its representatives;
 - 14.10.2 advocating for the collective interests of Monash graduate students;
 - 14.10.3 chairing all meetings of the MGA and the MGAEC;
 - 14.10.4 implementing the decisions of the MGAEC in consultation with the staff of MGA;
 - 14.10.5 hearing grievances, complaints or suggestions to do with any aspect of the workings of MGA from any graduate student or any member of the MGAEC, and to ensure that appropriate action is taken;
 - 14.10.6 presenting and negotiating the MGA budget submission;
 - 14.10.7 ensuring all activities are carried out in accordance with the Act by the Secretary;

- 14.10.8 other responsibilities as may be determined by the MGAEC from time to time.
- 14.11 The Vice President:
is subject to the direction of the MGAEC.
- 14.12 The Vice President is responsible for:
- 14.12.1 ensuring that all financial transactions comply with the MGA Constitution and MGA policies as exist from time to time including financial regulations;
 - 14.12.2 assisting the President in representing the views of the MGA in various forums;
 - 14.12.3 initiating and maintaining liaison with the Council of Australian Graduate Associations (“CAPA”);
 - 14.12.4 overseeing the discipline, expulsion or suspension of members from the MGAEC in accordance with clause 43 of this constitution;
 - 14.12.5 deputising for the President when necessary;
 - 14.12.6 other responsibilities as may be determined by the MGAEC from time to time.
- 14.13 In the event that the Vice President is unable or unwilling to so act then the MGAEC must appoint another MGAEC member as Interim Vice President with all the powers of the Vice President for a period of no more than 30 days.
- 14.14 The Research Education Officer:
is subject to the direction of the MGAEC.
- 14.15 The Research Education Officer is responsible for:
- 14.15.1 liaising with appropriate bodies in relation to issues pertaining to research graduates of Monash University;
 - 14.15.2 ensuring that the concerns of research graduates are brought to the attention of the MGAEC;
 - 14.15.3 liaising with MGA staff responsible for graduate representatives on research-related university boards and committees;
 - 14.15.4 ensuring MGA responds to changes to important research-related policies, procedures and regulations of the university;
 - 14.15.5 convening and chairing an advisory group of research graduates
 - 14.15.6 other responsibilities as may be determined by the MGAEC from time to time.
- 14.16 The Coursework Education Officer:
is subject to the direction of the MGAEC.
- 14.17 The Coursework Education Officer is responsible for:
- 14.17.1 liaising with appropriate bodies in relation to issues pertaining to coursework graduates of Monash University;
 - 14.17.2 ensuring that the concerns of coursework graduates are brought to the attention of the MGAEC;
 - 14.17.3 liaising with MGA staff responsible for graduate representatives on coursework-related university boards and committees;
 - 14.17.4 ensuring MGA responds to changes to important coursework-related policies, procedures and regulations of the university;
 - 14.17.5 convening and chairing an advisory group of coursework graduates

- 14.17.6 other responsibilities as may be determined by the MGAEC from time to time.
- 14.18 The Women's Officer:
is subject to the direction of the MGAEC.
- 14.19 The Women's Officer is responsible for:
- 14.19.1 liaising with appropriate bodies in relation to issues pertaining to women graduates of Monash University;
 - 14.19.2 ensuring that the concerns of women graduates are brought to the attention of the MGAEC;
 - 14.19.3 convening and chairing an advisory group of women graduates;
 - 14.19.4 other responsibilities as may be determined by the MGAEC from time to time.
- 14.20 The Queer Officer:
is subject to the direction of the MGAEC.
- 14.21 The Queer Officer is responsible for:
- 14.21.1 liaising with the appropriate bodies in relation to issues pertaining to LGBTIQ+ graduates of Monash University;
 - 14.21.2 ensuring that the concerns of LGBTIQ+ graduates are brought to the attention of the MGAEC;
 - 14.21.3 convening and chairing an advisory group of LGBTIQ+ graduates;
 - 14.21.4 other responsibilities as may be determined by the MGAEC from time to time.
- 14.22 The International Students' Officer:
is subject to the direction of the MGAEC.
- 14.23 The International Students' Officer is responsible for:
- 14.23.1 liaising with the appropriate bodies in relation to issues pertaining to international graduates of Monash University;
 - 14.23.2 ensuring that the concerns of international graduates are brought to the attention of the MGAEC;
 - 14.23.3 convening and chairing an advisory group of international graduates;
 - 14.23.4 other responsibilities as may be determined by the MGAEC from time to time.
- 14.24 The Indigenous Students' Officer:
is subject to the direction of the MGAEC.
- 14.25 The Indigenous Students' Officer is responsible for:
- 14.25.1 liaising with the appropriate Indigenous bodies in order to maximize the participation of Indigenous students in higher education;
 - 14.25.2 ensuring that the concerns of Indigenous graduates are brought to the attention of the MGAEC;
 - 14.25.3 liaising, in conjunction with the President, with any person or department of the university where it would be either appropriate or mandatory to have an Indigenous person present;

- 14.25.4 convening and chairing an advisory group of Indigenous graduates;
 - 14.25.5 other responsibilities as may be determined by the MGAEC from time to time.
- 14.26 The Off-Campus and DE Officer:
is subject to the direction of the MGAEC.
- 14.27 The Off-campus and DE Officer is responsible for:
- 14.27.1 ensuring that the concerns of graduates located at off-campus sites and affiliated institutions, and graduates studying by distance education are brought to the attention of the MGAEC;
 - 14.27.2 liaising with off-campus and distance education graduates in relation to issues pertaining to them;
 - 14.27.3 convening and chairing an advisory group of off-campus and DE graduates;
 - 14.27.4 other responsibilities as may be determined by the MGAEC from time to time.

15. Campus representatives

- 15.1 Campus-tagged representatives are graduates enrolled at Australian campuses of the university who have been elected by the graduate students enrolled at their specific campuses.
- 15.2 Campus Representatives:
- 15.2.1 are subject to the direction of the MGAEC;
 - 15.2.2 are the official representatives of the MGA in dealings with their respective campuses and shall report to the MGAEC on any such dealings.
- 15.3 The Campus Representatives are responsible for:
- 15.3.1 liaising with office-bearers regarding campus-based issues;
 - 15.3.2 convening and chairing an advisory group of campus-based graduates;
 - 15.3.3 initiating campus-based activities and events for the purpose of improving the graduate experience at Monash University;
 - 15.3.4 developing and maintaining communication with the campus-based graduates;
 - 15.3.5 other responsibilities as may be determined by the MGAEC from time to time.
- 15.4 Campus-tagged representatives are not deemed to be MGAEC office-bearers under this constitution.

Extracted August 2020