

**ATTENDANCE AT CONFERENCES
REGULATIONS OF THE MONASH POSTGRADUATE ASSOCIATION INC.**

REGULATIONS AS AT JUNE 2016

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Attendance at Conferences Regulations of the Monash Postgraduate Association Inc.

1. Short Title

These Regulations may be cited as the Attendance at Conferences Regulations.

2. Authorising Provision

These regulations are made pursuant to the Associations Incorporation Reform Act 2012 (Vic) and subject to the MPA Constitution.

3. Objective

The objective of these regulations is to provide guidelines and protocol for members of the MPAEC, MPA Council members, MPA constituents and/or MPA representatives, attending conferences for the purpose of, and in connection with, their respective MPA roles.

4. MPA Staff

The Attendance at Conferences Regulations do not apply to MPA staff.

5. Interpretation

“Conference” includes but is not limited to, meeting for consultation, discussion, seminar, workshop or retreat, on any topic relevant to the interests of the MPA.

“MPA Constituent” has the same meaning as in section of the MPA Constitution.

“MPA Council member” has the same meaning as in clause 3.1.8 of the MPA Constitution.

“MPA representative” means a postgraduate who has been authorised by the MPA to attend a conference.

“MPAEC” means the Monash Postgraduate Association Executive Committee.

“Simple majority” has the same meaning as in clause 3.1.29 of the MPA Constitution.

6. MPA Budget

6.1 The MPAEC must include a line item in the annual budget for MPAEC members to attend conferences.

6.2 The MPAEC, subject to these regulations and the MPA Constitution, is empowered to decide how and to whom that funding is to be allocated, granted or distributed.

6.3 In the event the MPA budget has insufficient funds in the conference line item, no allocation, funding or grant shall be made unless the MPAEC authorises money to be transferred from another line item.

7. Allocation of Funding

7.1 Allocation of funding for attendance at conferences will be made as follows:

7.1.1 where the allocation of funds requested is \$300 or below, the decision to disburse the funds will be made by the MPA President in consultation with the MPA Executive Officer;

7.1.2 where the allocation of funds is in excess of \$300 the decision to disburse the funds will be made by the MPAEC.

7.1.3 where the MPAEC chooses to send more persons than allowed for in the budget, a motion must be put for approval for the additional numbers (but not the specific individuals) to attend, and the line item from which the additional funds will be taken must be identified.

8. Procedure for Determining Conference Attendance

8.1 As notification is received of relevant conferences, the MPAEC will call for expressions of interest from MPAEC members by email.

8.2 Interested members must write a statement of up to 400 words, explaining their particular interest in the conference topic and the benefit their conference attendance will bring to the MPAEC, with the exception of where the topic is directly relevant to a member's portfolio, in which case a statement is not required.

8.3 Applicants' attendance must be approved by a simple majority of MPAEC members:

8.3.1 where time permits, the vote will take place at an MPAEC meeting and statements will be tabled or circulated in the agenda papers; or

8.3.2 the vote will take place via email and statements will be circulated by email.

8.4 In voting, MPAEC members must take into account the:

- 8.4.1 applicant's statement;
- 8.4.2 applicant's attendance at MPAEC meetings;
- 8.4.3 relevance of the conference to the applicant's MPAEC position;
- 8.4.4 applicant's demonstrated interest in the conference topic;
- 8.4.5 potential benefit to the MPA of sending a representative to the conference;
- 8.4.6 applicant's level of involvement with the MPA;
- 8.4.7 number of MPA-funded conferences previously attended by the applicant.

8.5 If no expressions of interest are received from the members of the MPAEC then the MPAEC may decide to fund postgraduate(s) who are not members of the MPAEC to attend the conference subject to the following:

8.5.1 The conference attendance opportunity must be advertised to the wider postgraduate community; and

8.5.2 Applicants must submit a statement in accordance with clause 8.2 of these regulations; and

8.5.3 The procedure set out in clause 8.3 of these regulations must be followed; and

8.5.4 In voting the MPAEC members must take into account clauses 8.4.1, 8.4.4 and 8.4.5 of these regulations.

9. Notification of Conference Funding

9.1 All successful applicants will be advised by email if not present at the meeting where the decision was made.

9.2 The successful applicant details will be noted in the minutes of the next MPAEC meeting.

10. Conference Participation

10.1 All persons funded by the MPA to attend a conference will be expected to attend all the sessions of the conference.

10.2 All conference attendees must provide a written report of the conference to the following MPAEC meeting.

11. Disputes Regarding Allocation of Conference Funding

11.1 Persons wishing to contest a decision regarding conference attendance, must put their objection in writing and submit it to the MPA Executive Officer within one week of notification of rejection. The MPA Executive Officer will forward the objection to the MPA President who shall present it to the next meeting of the MPAEC.

- 11.2 The MPAEC may make a decision or decide to form an ad-hoc subcommittee, comprising a minimum of three (3) MPAEC members to deal with objections.
- 11.3 Any ad-hoc subcommittee formed must make their recommendations to the MPAEC for approval.
- 11.4 The decision of the MPAEC is final.