

**HONORARIA REGULATIONS  
OF THE MONASH GRADUATE ASSOCIATION INC.**

REGULATIONS AS AT MARCH 2017, AMENDED 26 APRIL 2018, AMENDED 10 JUNE 2021 AMENDED 2024.

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<b>Review schedule</b>	
Last reviewed	24/04/2024
Due for review	24/04/2025

## **Honoraria Regulations of the Monash Graduate Association Inc.**

### **1. Short Title**

These Regulations may be cited as the Honoraria Regulations.

### **2. Authorising Provision**

These regulations are made pursuant to the Associations Incorporation Reform Act 2012 (Vic) and clause 40 of the MGA Constitution.

### **3. Objective**

The objective of these regulations is to provide guidelines and protocol for the payment of honoraria to members of the MGAEC.

### **4. Interpretation**

“Campus Representative” means a graduate student enrolled at an Australian campus of Monash University and who has been elected by the graduate students enrolled at their specific campus;

“Executive Officer” refers to the senior staff member of the MGA or the Executive Officer’s nominee who must be an MGA staff member;

“Event” means an activity, either in-person or virtually, with the goal of supporting, promoting or developing the interests of graduate students at the university;

“GRC” means the central Graduate Research Committee;

“General Representative ” means a graduate student enrolled at an Australian campus of Monash University who has been elected or co-opted to the MGAEC and is not an Office-Bearer or Campus Representative;

“Honorarium/ Honoraria” means a payment granted in recognition of a special service for which custom or propriety forbids any fixed business price to be set;

“LGBTIQA+” means individuals who identify as lesbian, gay, bisexual, transgender, intersex, asexual, aromantic, agender, questioning, queer and other sexes, genders, sexualities and romantic orientations;

“MGAEC” means the Monash Graduate Association Executive Committee;

“MGA” means the Monash Graduate Association Incorporated;

“Members” means the members of the MGAEC;

“Office-Bearers” means members of the Monash Graduate Association Executive Committee Office who hold a specific Office-Bearer position as outlined in the MGA Constitution;

“UEC” means the central University Education Committee;

“Unit Managers” means the MGA staff managing each staff unit:

“SEN” means Student Experience Network meeting held for each Monash Australian Campus;

“SSAF” means the Student Services and Amenities Fee;

“University” means Monash University;

“VC-SPAF” means the Vice-Chancellors Student President’s Advisory Forum

## **5. Honoraria Rates**

The amount of the Honoraria is specified in Schedule 1 of these regulations.

## **6. MGAEC Office-Bearers and Campus Representative positions**

The MGAEC may pay Honoraria to its members, including Office-Bearers, Campus Representatives and General Representatives.

## **7. MGAEC Honoraria Protocol**

7.1 For all positions, Honoraria will be paid quarterly in arrears;

- 7.2 Honoraria shall not be linked to an Award or Enterprise Agreement;
- 7.3 Lump sum payments of Honoraria must be approved by the MGAEC and where minimum requirements set out in these regulations have been met:
- 7.3.1 Where an MGAEC member is elected to a position during an MGAEC term, payment will be made pro-rata from the first full calendar month served;
- 7.3.2 Where an MGAEC member resigns or is removed from a position during an MGAEC term, payment will be made pro-rata to the last full calendar month served;
- 7.3.3 Where an MGAEC member completes their course, payment will be made to:
- 7.3.3.1 the end of June, for a course completion in the first semester; and
- 7.3.3.2 the end of December, for a course completion in the second semester.
- 7.4 For MGAEC members who hold multiple positions, Honoraria will be paid for only one position.
- 7.5 Honoraria will not be paid to members who:
- 7.5.1 have been granted intermission from the MGAEC under clause 9.5 of the MGA Constitution, for the period of intermission, except where the intermission is taken as maternity leave; or
- 7.5.2 have been suspended by the MGAEC, under clause 44.1.1 of the MGA Constitution, for the period of the suspension; or
- 7.5.3 have been deemed by the MGAEC Member Evaluation subcommittee to have failed to carry out their duties, as defined in clauses 11 and 12 of these regulations.

## **8. Honoraria Principles**

Members in receipt of honoraria are expected to be fulfilling their duties as an elected MGAEC member including:

- 8.1 Regular attendance at MGAEC meetings, with apologies for any meetings missed; and
- 8.2 Submission of a monthly written report outlining activities relevant to each member's position; and
- 8.3 Submission of a written report for the Annual General Meeting; and
- 8.4 Active engagement within the scope of their Office-Bearer, Campus Representative or General Representative roles; and
- 8.5 Active participation in the MGA and its events and activities; and
- 8.6 Submission of a written, and where practicable, verbal handover at the time of leaving the MGAEC.

## **9. Right of review**

The MGAEC reserves the right at any time, to review its policies in relation to the payment of Honoraria.

## **10. No automatic right to Honoraria**

There is no automatic right created by these regulations to receive an honorarium.

## **11. Authority to Approve or Withhold Honoraria**

- 11.1 The MGAEC may resolve to approve Honoraria or withhold payment of an honorarium or part thereof if any Member is deemed to have:
  - 11.1.1 failed to regularly attend MGAEC meetings; or
  - 11.1.2 failed to regularly submit written reports to the MGAEC meetings; or
  - 11.2.3 breached the MGA Constitution; or
  - 11.1.3 in general, failed to carry out the functions of their office.

## **12. Evaluation of MGAEC member engagement**

- 12.1 The MGAEC must use the MGAEC Member Engagement Checklist in Schedule 2

of these regulations, along with the Engagement Metrics and Scope for Members, set out in Schedule 3, in order to evaluate Members' performances, and where appropriate, withhold all or part of a Member's Honorarium.

12.2 All Members must complete the MGAEC Member Engagement Checklist for each quarter and submit this form to the MGAEC Vice-President or nominee, at the end of each quarter and prior to any Honoraria payment being made.

12.3 Within two weeks of the end of the quarter, and after consultation with the President, the Vice-President will forward the approval for Members' Honoraria payments to the Executive Officer for processing.

12.4 In the event that the President and Vice-President determine that an Honorarium payment is to be withheld either fully or partly, the MGAEC must form a subcommittee of the MGAEC, known as the MGAEC Member Evaluation subcommittee, to review Honoraria payment to those specific members.

12.5 The MGAEC Member Evaluation subcommittee:

12.5.1 comprises the MGAEC President or nominee and at least two other members of the MGAEC; and

12.5.2 cannot have as a member, an MGAEC Member whose engagement is being evaluated; and

12.5.3 must use the MGAEC Member Engagement Checklist to determine any pro-rata payment; and

12.5.4 must take input from the MGA staff including but not limited to the Executive Officer and Unit Managers; and

12.5.5 will view Member engagement in an appreciative context rather than a depreciative context; and

12.5.4 must provide the Executive Officer with a determination within 30 days of the end of the quarter.

12.6 Notwithstanding clause 12.5.1, in the instance of a perceived failure of duties by the President or Vice-President,

any MGAEC member may refer the matter to the MGAEC who has the authority to set up an MGAEC Member Evaluations subcommittee of at least three members, but not including the President or nominee, including in the event where the President and Vice-President have approved all Honoraria including their own.

### **13. Appeals process**

Any Member who wishes to appeal a determination of the MGAEC Member Evaluation subcommittee may do so by utilising the Grievance Procedures set out in clause 43 of the MGA Constitution.

## **SCHEDULE 1 – Honoraria Rates**

An honoraria will be paid to the following office-holders and members at the rates shown:

<b>Office bearer and campus tagged positions</b>	<b>Annual amount</b>
President	Half the minimum RTP rate
All other members	\$2,000 each



## SCHEDULE 2 - MGAEC Member Engagement Checklist.

Quarter 1: July – Sept.	<input type="checkbox"/>	Attended MGAEC induction
	<input type="checkbox"/>	Attended July MGAEC meeting
	<input type="checkbox"/>	Attended August MGAEC meeting
	<input type="checkbox"/>	Attended September MGAEC meeting
	<input type="checkbox"/>	Submitted August monthly report to the MGAEC
	<input type="checkbox"/>	Submitted September monthly report to the MGAEC
	<input type="checkbox"/>	Attended one MGA event during Semester 2 Orientation
	<input type="checkbox"/>	Engaged with an MGA initiative, campaign, or grassroots activity
	<input type="checkbox"/>	Fulfilled portfolio requirements (see Schedule 3)
Quarter 2: Oct. – Dec.	<input type="checkbox"/>	Attended October MGAEC meeting
	<input type="checkbox"/>	Attended November MGAEC meeting
	<input type="checkbox"/>	Attended December MGAEC meeting
	<input type="checkbox"/>	Submitted October monthly report to the MGAEC
	<input type="checkbox"/>	Submitted November monthly report to the MGAEC
	<input type="checkbox"/>	Submitted December monthly report to the MGAEC
	<input type="checkbox"/>	Engaged with an MGA initiative, campaign, or grassroots activity
	<input type="checkbox"/>	Fulfilled portfolio requirements (see Schedule 3)
Quarter 3: Jan. – Mar.	<input type="checkbox"/>	Attended February MGAEC meeting
	<input type="checkbox"/>	Attended March MGAEC meeting
	<input type="checkbox"/>	Submitted February monthly report to the MGAEC
	<input type="checkbox"/>	Submitted March monthly report to the MGAEC
	<input type="checkbox"/>	Attended one MGA event during Semester 1 Orientation
	<input type="checkbox"/>	Engaged with an MGA initiative, campaign, or grassroots activity
	<input type="checkbox"/>	Fulfilled portfolio requirements (see Schedule 3)
Quarter 4: Apr. – June	<input type="checkbox"/>	Attended April MGAEC meeting
	<input type="checkbox"/>	Attended May MGAEC meeting
	<input type="checkbox"/>	Attended June MGAEC meeting
	<input type="checkbox"/>	Submitted April monthly report to the MGAEC
	<input type="checkbox"/>	Submitted May monthly report to the MGAEC
	<input type="checkbox"/>	Submitted June monthly report to the MGAEC
	<input type="checkbox"/>	Attended and submitted a report to the AGM
	<input type="checkbox"/>	Engaged with an MGA initiative, campaign, or grassroots activity
	<input type="checkbox"/>	Fulfilled portfolio requirements (see Schedule 3)
End of term	<input type="checkbox"/>	Provided handover report or meeting with incoming member

## **SCHEDULE 3 - Engagement Metrics and Scope for Members**

### **1.1 Office-bearers**

Office-bearer positions typically align with a central portfolio that exists within the university and may have specific central committees that align with their roles (e.g. the Queer officer engaging with the LGBTQIA+ advisory sub-group).

#### **1.1.1 President**

- Regular meetings with the EO
- Liaising with senior managers
- Funding agreement negotiations
- Mediation with key stakeholders
- Attending VC-SPAF
- Attending the Central Student Experience Committee
- SSAF capital development meetings
- Activities which involve publicly representing the MGA

#### **1.1.2 Vice President**

- Regular meetings with the President
- Regular meetings with the EO
- Assess MGAEC member engagement in-line with honorarium expectations

#### **1.1.3 Research Education Officer**

- Engagement with HDR students through monthly meetings with the GRC student representatives
- Holding a GRC student representative position where possible

#### **1.1.4 Coursework Education Officer**

- Engagement with GPG students through monthly meetings with the UEC graduate student representative
- Holding the UEC graduate student representative position on the committee

### **1.1.5 Women's Officer**

- Engagement in at least one of the following committees through monthly meetings with the respective student representative or by holding, where possible, the graduate student representative position on one or more of the following committees;
  - Equity, Diversity and Inclusion Committee
  - Respect Now Always
  - Disability Project Group
  - Student Safety Forum
  - Anti-racism Committee
  - Standing Committee on Mental Health

### **1.1.6 Queer Officer**

- Engagement in at least one of the following committees through monthly meetings with the respective student representative or by holding, where possible, the graduate student representative position on one or more of the following committees;
  - Equity, Diversity and Inclusion Committee
  - LGBTQIA+ advisory sub-group
  - Monash Sexual Health Network
  - Respect Now Always
  - Disability Project Group
  - Student Safety Forum
  - Anti-racism committee
  - Standing Committee on Mental Health

### **1.1.7 International Students' Officer**

- Liaison and member of MIISON
- Engagement in at least 1 of the following committees through monthly meetings with the respective student representative or by holding and operating in the relevant a representative position on the committee;
- Equity, Diversity and Inclusion committee
- Disability Project Group

- Student Safety Forum
- Anti racism committee
- Standing Committee on Mental Health

## **1.2 Campus representatives**

Campus representative positions align with the campus-based committees such as the campus SENs.

### **1.2.1 Clayton campus representative**

- Clayton campus SEN

### **1.2.2 Caulfield campus representative**

- Caulfield campus SEN

### **1.2.3 Peninsula campus representative**

- Peninsula campus SEN

### **1.2.4 Parkville campus representative**

- Parkville campus SEN
- Liaise and engage with PPA

## **1.3 General representatives**

General representative roles are not aligned to any specific portfolio at the university. These roles can be assessed by the following;

- Engagement in at least 1 of the following committees through monthly meetings with the respective student representative or by holding and operating in the relevant representative position on the committee; or
  - Equity, Diversity and Inclusion committee
  - Disability Project Group
  - Student Safety Forum
  - Anti racism committee
  - Standing Committee on Mental Health

- Engagement with or hosting the Parents group which falls under the Carers officer portfolio; or
- Attendance and engagement with at least one MGAEC sub-committee; or
- Attendance and engagement with at least one MGA campaign

#### **1.4 Involvement in operational and/or events focused work**

The involvement of Members in the events and operational aspects of the MGA can also be considered as a metric for assessing performance; however the performance in this area can be considered a secondary metric instead of a primary measure. Consultation with the student engagement team is vital in this area

Operational metrics of significant consideration include the following

- Organisation and running, with the support of staff, of one or more events
- Hosting an MGA Orientation-session during any month of the year
- Hosting a student forum / town hall