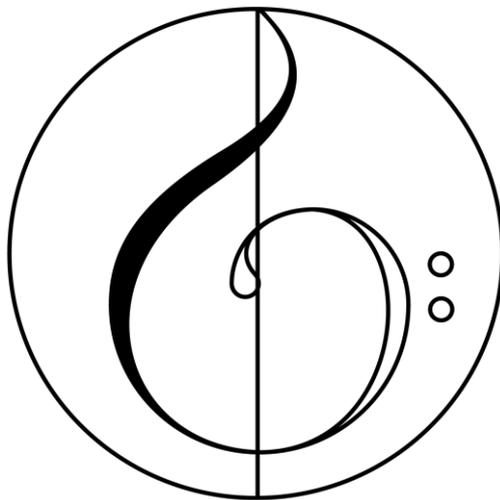


SCHEDULE

MONASH UNIVERSITY PHILHARMONIC SOCIETY INC. ANCILLARY MEMBERS BY-LAWS



SCHEDULE

MONASH UNIVERSITY PHILHARMONIC SOCIETY

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PART 1 – PRELIMINARY

1 Purpose

The purpose of this schedule is to define the roles of the ancillary members of the committee.

2 Interpretation

The provisions of this schedule shall be construed subject to the constitution of the Monash University Philharmonic Society. Where this schedule is inconsistent with the constitution of the Monash University Philharmonic Society, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect.

3 Definitions

In this schedule, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Monash University Philharmonic Society.

4 Amendment of Schedule

- (1) This Schedule may be amended or repealed by—
 - (a) the affirmative votes of a majority of the Committee at a committee meeting; or
 - (b) the affirmative votes of a majority of the ordinary members present (either in person or by proxy) at a General meeting.

PART 2— ANCILLARY MEMBERS

5 Ancillary Members

- (1) The Ancillary members of the Committee are—
 - (a) a Webmaster; and
 - (b) an Immediate Past President; and
 - (c) any number of General Representatives; and
 - (d) other roles that may be appointed, from time to time, at the discretion of the Committee.

6 General Duties

- (1) As soon as practicable after being appointed, each Ancillary member must complete any requisite training prescribed by the Committee and provide their contact details to the society Secretary via the appropriate form.
- (2) Ancillary members must exercise their powers and discharge their duties with reasonable care and diligence.
- (3) Ancillary members must exercise their powers and discharge their duties—
 - (a) honestly and in good faith in the best interests of the Society; and
 - (b) for a proper purpose.

- (4) Ancillary members and former Ancillary members must not make improper use of—
- (a) their position; or
 - (b) information acquired by virtue of holding their position—
- so as to gain an advantage for themselves or any other person or to cause detriment to the Society.

7 Duties of Ancillary members

- (1) Webmaster
- (a) The duties of the Webmaster shall be to—
 - (i) ensure the website is kept functional and up to date; and
 - (ii) add new content to the website as the Committee sees fit; and
 - (iii) ensure that Committee email accounts are kept functional; and
 - (iv) perform such duties as the Committee may resolve.
- (2) Immediate Past President
- (a) The duties of the Immediate Past President shall be to—
 - (i) ensure a smooth and complete committee changeover; and
 - (ii) act as an advisor, helping the Committee to learn from past achievements and mistakes; and
 - (iii) be available to the President and Committee for consultation.
- (3) General Representatives
- (a) The duties of the General Representatives shall be to—
 - (i) attend committee meetings and General meetings; and
 - (ii) be a general representative at committee meetings; and
 - (iii) assist at concerts, fundraisers, and other society activities and events; and
 - (iv) perform such duties and assist committee members as the Committee may resolve.
- (4) Other Ancillary members
- (a) The duties of other Ancillary members shall be to perform tasks as the Committee sees fit.

Division 1— Appointment of Ancillary members and tenure of office

8 Procedure for selecting Ancillary members

- (1) The Webmaster shall be selected by election in accordance with rule 54 of the Constitution.
- (2) The Immediate Past President shall be filled by the person who held the position of President at the time the annual general meeting was called.

- (3) The General Representatives shall be selected by election in accordance with rule 54 of the Constitution. The maximum number of General Representatives shall be determined by resolution of the general meeting.
- (4) Any other positions may be selected in a manner determined by committee.

9 Who is eligible to be an Ancillary member

- (1) A member is eligible to be elected or appointed as an Ancillary member if the member—
 - (a) is an ordinary or associate member of the Society; and
 - (b) has not had their membership rights suspended.
- (2) A person may hold more than one position listed in rule 5(1) and may hold a position listed in rule 5(1) alongside a position listed in rule 45(2) of the Constitution.

10 Term of office

- (1) All rules relating to the term of office of committee members also apply to Ancillary members.

11 Vacation of office

- (1) An Ancillary member may resign by written notice, specifying the date of cessation, addressed to the Committee.
- (2) A person ceases to be an Ancillary member if they—
 - (a) cease to be a member of the Society; or
 - (b) fail to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence if attending committee meetings is a duty of their position.

12 Removal from office

- (1) All rules relating to the removal of office of committee members also apply to ancillary members.

13 Appointment

- (1) The Committee may appoint any member of the Society who is eligible to be an Ancillary member where the position—
 - (a) has become vacant for any reason; or
 - (b) was not filled by election at the last general meeting—who shall hold office until the next general meeting of the Society.

14 Leave of absence

- (1) The Committee may grant an Ancillary member leave of absence from meetings for a period not exceeding 2 months.
- (2) The Committee may grant leave of absence retrospectively.



AMENDMENT HISTORY

Date	Description	Approving Body
17 th February 2025	Initial commit	Committee
14 th March 2025	Capitalise General Representative position title	Committee