

# MONASH ELECTRONIC GAMING ASSOCIATION UNIFIED DIVISION REGULATIONS

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## **PART 1 — PRELIMINARY**

### **1 Jurisdiction**

This document holds the authority of the Committee, where—

- (1) the document is approved as a schedule to the Monash Electronic Gaming Association Constitution; and
- (2) the Monash Electronic Gaming Association Constitution allows for binding regulations to be approved by the Committee of the Club.

### **2 Amendment & Repeal**

Not limiting Rule 6(1), these regulations may be amended and/or repealed by a resolution approved by an absolute majority of the Committee.

## **PART 2 — DIVISION STRUCTURE**

### **3 Division Foundation**

- (1) The Club shall have Divisions.
- (2) Each Division of the Club shall be responsible ensuring the delivery of a set of services as determined by the Committee.
- (3) A Division is made up of the sum of its Divisional Representatives.

### **4 Division Governance**

- (1) Each Division shall be governed by one of the following two methods, as determined by the Committee from time to time on a per division basis—
  - (a) Directly by decisions made by the Division Director and/or Deputy Director, which are tabled at each meeting of the Committee; or
  - (b) A Division subcommittee.
- (2) Where a Division is governed by a Division Director, a Divisional Representative of the Division must table all decisions that are yet to be tabled at each meeting of the Committee. They may be submitted either—
  - (a) by attending the meeting in person, and giving a verbal report of all the decisions; or
  - (b) by emailing the decisions to the Committee at least two hours prior to the scheduled start time of the meeting.
- (3) Where a Division is governed by a subcommittee, the Division must ensure that all decisions made are recorded in the minutes of that subcommittee, and that minutes of each meeting are submitted to the Committee—

- (a) within 14 days of the meeting; or
  - (b) within 7 days of the subcommittee confirming the minutes as a true and accurate record;
- whichever is earliest.

## 5 Division Representatives

- (1) By default, each Division shall have a number of Division Representatives, which shall consist of—
  - (a) One Representative who shall be the Division Director; and
  - (b) If there is more than one Divisional Representative, another representative who shall be the Division Deputy Director; and
  - (c) If there are more than two Divisional Representatives, the remainder of the representatives shall be Division Officers.
- (2) Where the Committee deems it appropriate, it may determine that a Division be made up of a different set of roles than those set out in subrule (1), however, must specify which roles assume the duties of the Division Director, Division Deputy Director, and Division Officers.
- (3) The Division Director and Deputy Director may be appointed by—
  - (a) In the case of a Division governed by a Division Director, the Committee; or
  - (b) In the case of a Division governed by a subcommittee, the Committee or the Division subcommittee.
- (4) The Division subcommittee may only appoint a person who is already a Division Representative to be the Division Director or Division Deputy Director.
- (5) A person may become a Division Representative by—
  - (a) Being appointed to be a Division Representative by the Committee; or
  - (b) Being elected to be a Division Representative through a process determined by the Committee.
- (6) All Division Representatives shall be charged with executing the duties and decisions of their Division.
- (7) Where a Division Representative holds more than one position within the Club, at Committee meetings—
  - (a) If the person is a voting member of the Committee, they shall attend in the capacity of their voting role, and shall have their Division Representative role noted in the minutes; otherwise
  - (b) The person must inform the Chair and person taking minutes at the start of that meeting, and the minutes must reflect—

- (i) Whether they are attending in the capacity of their other role, as a Divisional Representative, or both; and
  - (ii) If they are a Divisional Representative for more than one division, which Division(s) they are representing.
- (8) Where a Division Representative does not hold another position within the Club, they shall automatically be considered to hold their Division Representative role as their ancillary role at Committee meetings and are by default considered to be representing their Division.
- (9) At all meetings of a Division Subcommittee, a Division Representative is considered to be attending in the capacity of a Division Representative only.

## 6 Divisions

- (1) The Committee may create a new Division, specifying-
  - (a) The name of the Division; and
  - (b) The duties that the Division is responsible for.
- (2) The Committee may by absolute majority dissolve a Division.
- (3) The Committee may suspend the operation of a Division for a specified period of time or indefinitely.
- (4) The Committee may amend the name and permanent duties of a Division by absolute majority.
- (5) Subrule (7) shall be automatically amended whenever the Committee takes any of the actions listed in subrules (1) to (4).
- (6) All Divisions shall be responsible for undertaking any additional temporary duties assigned to them from time to time by the Committee.
- (7) The Divisions shall be—
  - (a) The League of Legends Division, which shall have responsibility for—
    - (i) Outreach to the Club's League of Legends community;
    - (ii) Development of the Club's League of Legends competitions;
    - (iii) Administration of the Club's League of Legends competitions;
    - (iv) Development and maintenance of a code of conduct for participants in the Club's League of Legends competitions;
    - (v) Oversee the general League of Legends operations of the Club; and
    - (vi) Developing and running a semesterly League of Legends competition.
  - (b) The Overwatch Division, which shall have responsibility for—
    - (i) Outreach to the Club's Overwatch community;

- (ii) Development of the Club's Overwatch competitions;
  - (iii) Administration of the Club's Overwatch competitions;
  - (iv) Development and maintenance of a code of conduct for participants in the Club's Overwatch competitions;
  - (v) Overseeing the general Overwatch operations of the Club;
  - (vi) Management, training and development of Overwatch teams that represent the Club; and
  - (vii) Developing and running a semesterly Overwatch competition.
- (c) The Super Smash Bros Division, which shall have responsibility for—
- (i) Outreach to the Club's Super Smash Bros community;
  - (ii) Development of the Club's Super Smash Bros competitions;
  - (iii) Administration of the Club's Super Smash Bros competitions;
  - (iv) Development and maintenance of a code of conduct for participants in the Club's Super Smash Bros competitions;
  - (v) Overseeing the general Super Smash Bros operations of the Club;
  - (vi) Management, training and development of Super Smash Bros teams that represent the Club; and
  - (vii) Developing and running a semesterly Super Smash Bros competition.
- (d) The Minecraft Division, which shall have responsibility for—
- (i) Development, Management and Administration of a Club Minecraft Server;
  - (ii) Outreach to the Club's Minecraft community; and
  - (iii) Overseeing the general Minecraft operations of the Club.
- (e) The Tetris Division, which shall have responsibility for—
- (i) Outreach to the Club's Tetris community;
  - (ii) Development of the Club's Tetris community;
  - (iii) Administration of the Club's Tetris events and competitions; and
  - (iv) Overseeing the general Tetris operations of the Club.

### **PART 3 — ROLE DUTIES**

#### **7 Division Director**

- (1) The duties of the Division Director are to—
- (a) Preside as chair over Division subcommittee meetings;

- (b) Attend Division subcommittee meetings;
- (c) Co-ordinate the activities of the Division subcommittee;
- (d) Represent the Division, and act as its spokesperson, to the Committee, other Divisions and other representatives within the Club as appropriate;
- (e) Create agendas for each meeting of the Division subcommittee;
- (f) Submit reports to Committee meetings, and attend as appropriate; and
- (g) All the duties of a Division Officer.

## **8 Division Deputy Director**

- (1) The duties of the Division Deputy Director are to—
  - (a) Undertake the duties of the Division Director when they are unable to do so;
  - (b) Assist the Division Director with their duties; and
  - (c) All the duties of a Division Officer.

## **9 Division Officers**

- (1) The duties of Division Officers are to—
  - (a) Execute the decisions of the Committee;
  - (b) Execute the decisions of the Division; and
  - (c) Attend Division subcommittee meetings.

# **PART 4 — DECISIONS BY MANDATE**

## **10 Application**

Whether or not this Part applies to a Division shall be determined by the Committee in accordance with subrule 4(1).

## **11 Director Decisions**

The Director of a Division may make a decision on behalf of their Division by serving written notice of that decision on each Division Representative.

## **12 Deputy Director Decisions**

The Deputy Director of a Division may make decisions in the same way that a Division Director may, however, if a decision made by the Division Director and the Deputy Division Director are inconsistent with each other, the decision made by the Division Director shall take precedence to the extent of the inconsistency.

## **13 Notification Requirements**

All decisions made under this Part by the Division Director and Division Deputy Director must be tabled at a Committee meeting in accordance with subrule 4(2).

#### **14 Decision Precedence**

- (1) Should a Division governed by mandate under this Part have their method of governance changed to be that of a Division Subcommittee, all divisions made by that subcommittee shall take precedence over any past decisions made under this Part by the Division Director or Division Deputy Director.
- (2) Any decision made by a Director or Deputy Director under this Part shall be superseded by the decisions of the Committee.

### **PART 5— DIVISION SUBCOMMITTEE**

#### **15 Application**

Whether or not a Division has a subcommittee shall be determined by the Committee in accordance with subrule 4(1).

#### **16 Purposes**

The purposes of a Division's subcommittee are to—

- (1) Make decisions on behalf of the Division;
- (2) Execute the duties that the Division is responsible for; and
- (3) Perform other duties as the Committee may resolve.

#### **17 Voting Membership**

All Division Representatives shall be voting members of the subcommittee.

#### **18 Non-Voting Members**

The Division subcommittee may appoint and remove any member of the Club to be a non-voting member of the subcommittee, excluding those that are already voting members.

#### **19 Financial Expenditure**

A Division subcommittee may not authorise financial expenditure.

#### **20 Business & Motions**

- (1) All motions must be passed by a majority of votes to be considered valid.
- (2) Where the position of Division Director is vacant, the first item of business that must be actioned by the subcommittee shall be to appoint a Division Director subject to subrule (4).

- (3) Where the position of Division Deputy Director is vacant, the first item of business that must be actioned by the subcommittee shall be to appoint a Division Deputy Director, subject to subrule (2) and subrule (4).

## **21 Voting**

- (1) All voting members of the subcommittee shall have a deliberative vote, except for the chair of the meeting.
- (2) The meeting chair shall have a casting vote.

## **22 Chair**

- (1) The Chair of each meeting shall be the Division Director.
- (2) If the Division Director is not present or relinquishes the Chair, the Chair of the meeting shall be the Division Deputy Director.
- (3) If both the Division Director and the Division Deputy Director are not present or have relinquished the Chair, the Chair of the meeting shall be a voting member elected by and from the subcommittee.

## **23 Binding Resolution**

A Division subcommittee may pass a resolution by an absolute majority of its voting members and specify in the wording of the resolution that it is a binding resolution under this rule. In this case, that resolution may only be overturned or varied by another resolution passed by absolute majority or by the Club Committee.

## **24 Existing Procedures**

Where there is no existing procedural provision in these regulations for the Division Subcommittee, the same procedural requirements shall be followed as are followed by the Club Committee.

## **25 Calling Meetings**

- (1) Any voting member of a Division subcommittee may call a meeting by giving 5 days' notice of the date, time and location of the meeting to each subcommittee member.
- (2) A meeting may be convened and held without notice, however, an absolute majority of all voting members on the subcommittee must be in favour of any resolution made at a meeting without notice for it to be considered passed.

## **26 Conflicts of Interest**

- (1) A subcommittee member who has a material personal interest in a matter being considered at a subcommittee meeting must disclose the nature and extent of that interest to the subcommittee.
- (2) The member—

- (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.
- (3) This rule does not apply to a material personal interest—
- (a) that exists only because the member belongs to a class of persons for whose benefit the Club is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Club.

## **27 Minutes**

- (3) The subcommittee must appoint a Minute Taker who is present to write minutes for each meeting.
- (4) Minutes of each meeting of the subcommittee must be served upon the Committee of the Club within 24 hours of being confirmed as accurate at a meeting of the subcommittee, or within 14 days of the original meeting, whichever is shorter.
- (5) The Minute Taker and subcommittee must ensure that minutes are taken and kept of each subcommittee meeting.
- (6) The minutes must record at least the following—
  - (a) the full names of the members, and their positions (if applicable) in attendance at the meeting;
  - (b) the full names of any proxies (if applicable) and who they are representing in attendance at the meeting;
  - (c) the meeting number, venue, commencement and close time;
  - (d) the business considered at the meeting;
  - (e) any resolution on which a vote is taken and the result of the vote;
  - (f) any material personal interest disclosed under rule 26.

## **28 Proxies**

- (1) A voting member of the subcommittee may appoint a proxy to speak and vote on their behalf in meetings by giving 48 hours' written notice of the appointment of that proxy to the other members of the subcommittee.
- (2) Any proxy appointed must be a member of the Club and may be a non-voting member of the subcommittee.
- (3) A proxy may be recalled by written notice from the voting member that appointed them, given to the other members of the subcommittee.

## **29 Use of Technology**

- (1) A subcommittee member who is not physically present at a subcommittee meeting may participate in the meeting by the use of technology that allows that subcommittee member and the subcommittee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) A subcommittee member participating in a subcommittee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **30 Superseding Resolution**

- (1) Where a resolution of the subcommittee is inconsistent with the resolutions made by the Committee, the resolutions of the Committee shall prevail, and the resolution of the subcommittee, to the extent of the inconsistency, shall be without force or effect.

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