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## **RULES GOVERNING CONVOCATION AND THE ALUMNI ADVISORY COMMITTEE (AS THE STANDING COMMITTEE OF CONVOCATION) – D14/168086**

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### 1. Introduction

An important part of the constitution of the University of Newcastle is its Convocation, which is recognised in sections 4 and 14 of the *University of Newcastle Act 1989* (NSW).

The Alumni Advisory Committee is the standing committee of Convocation established by the University's Council under section 14 of the *University of Newcastle Act 1989* (NSW).

Rule 6 is subject to proposed amendments to the **By-law**, and will only come into effect upon a date to be declared by Council.

### 2. Rule Intent

The intent of this Rule is to provide the framework in which Convocation can positively engage with the University, including through an executive committee constituted by the Alumni Advisory Committee.

### 3. Convocation

#### 3.1. Constitution of Convocation

##### 3.1.1. **Convocation** consists of:<sup>1</sup>

- 3.1.1.1. the members and past members of the **Council**;
- 3.1.1.2. the graduates of the University;
- 3.1.1.3. the professors and full time academic staff of the University;
- 3.1.1.4. current full time or part time **Professional Staff**;
- 3.1.1.5. retired **Professional Staff** who, when employed by the University, were members of **Convocation** for 5 years or more;
- 3.1.1.6. persons who hold an honorary appointment or who have been conferred an honorary position or award from the University;
- 3.1.1.7. past members of the council of the Hunter Institute of Higher Education, the Newcastle Teachers' College, or the Newcastle College of Advanced Education; and
- 3.1.1.8. graduates of the Hunter Institute of Higher Education, the Newcastle Teachers' College, or the Newcastle College of Advanced Education.

#### 3.2. Functions of Convocation

##### 3.2.1. The functions of **Convocation** are:

- 3.2.1.1. to elect members to be **President** and **Vice President**;
- 3.2.1.2. to elect members to the **Alumni Advisory Committee**;
- 3.2.1.3. to discuss and pronounce an opinion on any matter relating to the University, including any matter referred to it by the **Council** or by the **Alumni Advisory Committee**;
- 3.2.1.4. to advise the **Council** or Academic Senate on any matter relating to the University, including any matter referred to it by the **Council** or by the **Alumni Advisory Committee**;<sup>2</sup>
- 3.2.1.5. to refer matters for advice and report to the **Alumni Advisory Committee**; and

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<sup>1</sup> Section 14 of the Act; section 6 Schedule 3 of the Act; clauses 34 and 35 of the By-law

<sup>2</sup> Clause 37(c) of the By-law

**3.2.1.6.** upon invitation by the **University Secretary**, propose names of members of **Convocation** for appointment by the **Council** as an **External Member**.

### **3.3.** Register of Convocation

**3.3.1.** The **University Secretary** will keep a **Register** containing the names and last known addresses of members of **Convocation**.<sup>3</sup>

**3.3.2.** For the purposes of the **Register**, on an annual basis:

**3.3.2.1.** the **University Secretary** will maintain a record of the names and last known addresses of the current and past members of **Council**;

**3.3.2.2.** the **Alumni Officer** will provide the **University Secretary** with a report containing the names and last known addresses of the graduates of the University ;

**3.3.2.3.** the Director, People and Workforce Strategy will provide the **University Secretary** with a report containing the names and last known addresses of the professors and full time academic staff of the University;

**3.3.2.4.** the Director, People and Workforce Strategy will provide the University Secretary with a report containing the names and last known addresses of current full time and part time **Professional Staff**;

**3.3.2.5.** the Director, People and Workforce Strategy will provide the **University Secretary** with a report containing the names and last known addresses of retired **Professional Staff** who, when employed by the University, were members of **Convocation** for 5 years or more;

**3.3.2.6.** the **Alumni Officer** will provide the **University Secretary** with a report containing the names and last known addresses of persons who hold an honorary award from the University;

**3.3.2.7.** the Director, People and Workforce Strategy will provide the **University Secretary** with a report containing the names and last known addresses of persons who hold an honorary appointment or who have been conferred an honorary position from the University;

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<sup>3</sup> Clause 36 of the By-law

- 3.3.2.8. the **University Secretary** will maintain a record of the names and last known addresses of past members of the council of the Hunter Institute of Higher Education, the Newcastle Teachers' College, or the Newcastle College of Advanced Education; and
- 3.3.2.9. the **Alumni Officer** will provide the University Secretary with a report containing the names and last known addresses of graduates of the Hunter Institute of Higher Education, the Newcastle Teachers' College, or the Newcastle College of Advanced Education.

### 3.4. Convening meetings of Convocation

#### 3.4.1. Meetings of Convocation:

- 3.4.1.1. may be convened by the **President** at any time;<sup>4</sup>
- 3.4.1.2. must be convened by the **President** if so required by one percent or more of the members of **Convocation** whose names and addresses are contained in the **Register**;<sup>5</sup>
- 3.4.1.3. must be convened by the **President** in accordance with a resolution passed by simple majority of the **Alumni Advisory Committee**, at which no less than two-thirds of the members of the Committee are present;
- 3.4.1.4. must be convened by the **President** at least once a year for the **Annual General Meeting**.<sup>6</sup>

### 3.5. Chairing of meetings

- 3.5.1. The **President** will preside at meetings of **Convocation**.<sup>7</sup>
- 3.5.2. If the **President** is absent or is unable to preside at a meeting, the **Vice-President** will preside at the meeting of **Convocation**.
- 3.5.3. If both the **President** and the **Vice-President** are absent or are unable to preside at a meeting, the members present will elect one of their number to preside at the meeting of **Convocation**.
- 3.5.4. The person who presides at a meeting in accordance with this Rule 3.5 is the **Chair** of that meeting of **Convocation**.

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<sup>4</sup> Clause 39(a) of the By-law

<sup>5</sup> Clause 39(b) of the By-law

<sup>6</sup> Clause 38 of the By-law

<sup>7</sup> Clause 37(a) of the By-law

### 3.6. Notice of meeting

3.6.1. The **President** will give at least 21 days' notice of any meeting of **Convocation**.<sup>8</sup>

3.6.2. Notice may be given by publishing the information in:<sup>9</sup>

3.6.2.1. at least one daily newspaper circulating nationally; and/or

3.6.2.2. at least one daily newspaper circulating in Newcastle; and/or

3.6.2.3. on, or on a page that is linked to, the University home page on the internet.

3.6.3. The notice of a meeting of **Convocation** (other than the **Annual General Meeting**) will be in the form as set out in Annexure 1.<sup>10</sup>

3.6.4. The notice of the **Annual General Meeting** will be in the form as set out in Annexure 2.

### 3.7. Agenda

3.7.1. The **President** will prepare an agenda of the business of every meeting of Convocation, including the **Annual General Meeting**.

3.7.2. The agenda will be made available on, or on a page that is linked to, the University home page on the internet, not less than 7 days before the meeting of **Convocation**.

3.7.3. The **President** will place on the agenda all notices of motion received not less than 10 days before the meeting of **Convocation**.

### 3.8. Quorum

3.8.1. A quorum of any meeting of **Convocation** is 15 members.<sup>11</sup>

3.8.2. If within 45 minutes from the time appointed for a meeting a quorum is not present, the **Chair** has the discretion whether the meeting be dissolved or adjourned to such date, time and place as the **Chair** may determine.

3.8.3. Members of **Convocation** attending a meeting will be asked to sign a register prior to the commencement of the meeting, and to indicate the relevant category of **Convocation** to which they belong.

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<sup>8</sup> Clause 40(1) of the By-law

<sup>9</sup> Clause 40(2) of the By-law

<sup>10</sup> Clause 40(3) of the By-law

<sup>11</sup> Clause 41 of the By-law

### 3.9. Order of business

3.9.1. The order of business of each meeting of **Convocation** (other than the **Annual General Meeting**) will be as follows:

- 3.9.1.1. confirmation of the minutes of the previous meeting;
- 3.9.1.2. notices of motion;
- 3.9.1.3. business on the agenda which will be called on in the order in which it stands, unless **Convocation** direct otherwise, and
- 3.9.1.4. general business.

3.9.2. The order of business of each **Annual General Meeting** will be as follows:

- 3.9.2.1. confirmation of the minutes of the previous meeting;
- 3.9.2.2. report from the **President** to **Convocation**;
- 3.9.2.3. any reports to **Convocation** required by Rule 4.12. ;
- 3.9.2.4. election of the **Alumni Advisory Committee, President** and **Vice President** in accordance with Rule 3.13. ;
- 3.9.2.5. notices of motion;
- 3.9.2.6. business on the agenda which will be called on in the order in which it stands, and
- 3.9.2.7. general business.

### 3.10. Notices of motion

- 3.10.1. Any member of Convocation may propose a notice of motion for discussion and resolution by Convocation.
- 3.10.2. Every notice of motion must be in writing and signed by the member giving it.
- 3.10.3. A motion may be amended or withdrawn by the mover with the leave of **Convocation**.
- 3.10.4. Any motion not seconded will not be further discussed.
- 3.10.5. When a motion has been made and seconded it will be reduced to writing and the question will be proposed to **Convocation** by the **Chair**.
- 3.10.6. Any member who may have a personal or commercial interest in the outcome of the motion will state that interest and will not speak nor vote for that resolution.
- 3.10.7. The **Chair** will determine the scope and duration of any discussion or debate of a motion before calling for a vote.

- 3.10.8.** A motion will be resolved in the affirmative or the negative by a simple majority, by a show of hands.
- 3.10.9.** The **Chair** will determine whether the vote has been resolved in the affirmative or the negative.
- 3.10.10.** In case of an equality of votes, the **Chair** will give the casting vote and any reasons stated by the **Chair** will be entered in the minutes.
- 3.11.** Voting
- 3.11.1.** Subject to Rule 3.10.6, every member of **Convocation** is entitled to one vote.
- 3.11.2.** All resolutions or motions which may be put to vote at a meeting other than the **Annual General Meeting** will be decided by a majority of votes of the members present.
- 3.11.3.** All resolutions or motions which may be put to vote at the **Annual General Meeting** will be decided by a majority of votes of the members present in person or by proxy.
- 3.11.4.** An instrument appointing a proxy must be in writing and signed by the member and provided to the **Alumni Officer** prior to the commencement of, the **Annual General Meeting**.
- 3.12.** Adjournment
- 3.12.1.** The **Chair**, with the consent of the majority of those members of **Convocation** present, may adjourn a meeting of **Convocation**.
- 3.13.** Election of the Alumni Advisory Committee
- 3.13.1.** The election of members of **Convocation** to the **Alumni Advisory Committee**, and for the **President** and **Vice President**, will take place at each **Annual General Meeting** where a term of office has expired or there is a vacancy.
- 3.13.2.** Nominations for election to the **Alumni Advisory Committee** will be called in the notice of the **Annual General Meeting** and will be accepted up to 7 days before the **Annual General Meeting**.
- 3.13.3.** Each nomination must be signed by two members of **Convocation** and be endorsed with or accompanied by the written consent of the candidate.
- 3.13.4.** Each candidate should provide at the time of his or her nomination a statement containing the following information:
- 3.13.4.1.** full name;
  - 3.13.4.2.** academic qualifications;



- 3.13.4.3. honours and distinctions;
  - 3.13.4.4. positions or offices held in the candidate's field of employment; and
  - 3.13.4.5. positions or offices held at any time in public bodies, clubs and institutions (including University clubs and societies).
- 3.13.5. Nominations for the positions of **President** or **Vice-President** will:
- 3.13.5.1. be noted as such on the nomination paper; and
  - 3.13.5.2. be deemed to also be a nomination to become an elected member of the **Alumni Advisory Committee**; and
  - 3.13.5.3. in the case of the **President**, be deemed to also be a nomination to become the warden of **Convocation** for the purposes of the **Act** and **By-law**.
- 3.13.6. A separate ballot will be held for:
- 3.13.6.1. the election of members of the **Alumni Advisory Committee**; and
  - 3.13.6.2. the election of a **President** and **Vice President**.
- 3.13.7. The procedure for conducting a ballot for elected members of the **Alumni Advisory Committee** is as follows:
- 3.13.7.1. electronic ballots may be used in accordance with the Rules Governing Electronic Ballots;
  - 3.13.7.2. ballot papers will be prepared by the **Alumni Officer** including the names of nominated candidates by lot, in the manner prescribed by clause 27 of the **By-law**;
  - 3.13.7.3. members will be instructed to indicate chosen candidates by inserting a cross alongside the name of each such candidate to the number of vacancies to be filled;
  - 3.13.7.4. the **Alumni Officer** will, after rejecting ballot papers that fail to comply with the requirements, count the valid votes recorded;
  - 3.13.7.5. each candidate is entitled to request, in writing, the **Alumni Officer** to appoint an independent scrutineer to be present at the count of votes;
  - 3.13.7.6. the candidate who polls the highest number of votes will be declared elected, the candidate who polls the next highest

number of votes will also be declared elected, and the process continued until the number of vacancies has been filled;

**3.13.7.7.** in the event of an equality of votes and the necessity of excluding one or more of the candidates, the matter will be resolved by the **Alumni Officer** by lot, in the manner prescribed in clause 27 of the **By-law**; and

**3.13.7.8.** if the nominations received do not exceed the number of vacancies, the **Alumni Officer** will declare the candidate(s) duly elected.

**3.13.8.** The procedure for conducting a ballot for the positions of **President** or **Vice-President** of the **Alumni Advisory Committee** is as follows:

**3.13.8.1.** a ballot paper will be prepared by the **Alumni Officer** including the names of nominated candidates and the position for which they are nominating;

**3.13.8.2.** members will be instructed to insert a number alongside the name of each candidate for each position, with the number '1' being the member's first preference, the number '2' being the member's second preference, and so on;

**3.13.8.3.** the **Alumni Officer** will, after rejecting ballot papers that fail to comply with the requirements, count the valid votes recorded;

**3.13.8.4.** each candidate is entitled to nominate in writing to the **Alumni Officer** one scrutineer to be present at the count of votes;

**3.13.8.5.** the candidate who polls the highest number of first preference votes will be declared elected to the position for which they have nominated; and

**3.13.8.6.** in the event of an equality of votes and the necessity of excluding one or more of the candidates, the matter will be counting the number of second preference votes for each relevant candidate with the candidate who has received the highest number of second preference votes being elected. If there is still an equality of votes, the matter will be resolved by counting the number of third preference votes for each relevant candidate with the candidate who has received the highest number of third preference votes being elected.

## 4. The Alumni Advisory Committee

### 4.1. Establishment

4.1.1. There is an Alumni Advisory Committee comprising of:

- 4.1.1.1. the past president;
- 4.1.1.2. the current **President**,
- 4.1.1.3. the current **Vice-President**, and
- 4.1.1.4. 12 members elected from the membership of **Convocation**.

### 4.2. Functions

4.2.1. The **Alumni Advisory Committee** will manage the affairs and perform such duties of **Convocation** so as to:

- 4.2.1.1. represent the interests and opinions of members of **Convocation** through effective communication with the University community;
- 4.2.1.2. implement the resolutions of **Convocation**; and
- 4.2.1.3. encourage members to support and contribute to the intellectual and cultural prosperity of the University community and its graduates.

### 4.3. Powers

4.3.1. At all times when **Convocation** is not meeting, the **Alumni Advisory Committee** has all the powers of **Convocation**.

4.3.2. The **Alumni Advisory Committee** has authority to raise funds and to expend such funds in the interests of **Convocation** and the University in the form of supporting the University's philanthropic program, functions, or meetings.

4.3.3. The **Alumni Advisory Committee** may invite any member or officer of the University to attend any meeting of the **Alumni Advisory Committee**, or to serve as a member of sub-committee appointed by it.

4.3.4. The **Alumni Advisory Committee** is at all times subject to the direction of the **Council**.

### 4.4. Liability

4.4.1. Members of the **Alumni Advisory Committee** will not be held personally liable for any acts performed in good faith or within the authority of the **Alumni Advisory Committee**.

#### 4.5. Term of office

- 4.5.1. Members of **Convocation** elected to the **Alumni Advisory Committee** hold office for a period of 2 years.
- 4.5.2. An elected member of the **Alumni Advisory Committee** may resign from office by notice in writing to the **Alumni Officer**. Such resignation takes effect from the time the notice is received by the **Alumni Officer**.
- 4.5.3. The **Alumni Advisory Committee** may resolve that any elected member who is absent without leave from three consecutive meetings of the **Alumni Advisory Committee** will be deemed to have resigned from the Committee.
- 4.5.4. Any casual vacancy arising in the **Alumni Advisory Committee** may be filled by the **Alumni Advisory Committee** appointing a member of **Convocation**. The person appointed will be subject to:
  - 4.5.4.1. sanction or removal by Convocation in the next **Annual General Meeting**; and
  - 4.5.4.2. retirement at the same time as if she or he had become a member of the **Alumni Advisory Committee** on the day on which the member in whose place he is appointed was last elected a member.

#### 4.6. President

- 4.6.1. The **President** is responsible for ensuring that the **Alumni Advisory Committee** fulfils its responsibilities to **Convocation** and for the success of the **Alumni Advisory Committee**. The President will:
  - 4.6.1.1. chair **Alumni Advisory Committee** meetings, meetings of **Convocation** and the **Annual General Meeting**, ensuring that they are run efficiently and effectively;
  - 4.6.1.2. act as the signatory for the **Alumni Advisory Committee**;
  - 4.6.1.3. serve as a spokesperson for the **Alumni Advisory Committee** when required;
  - 4.6.1.4. plan and organise **Alumni Advisory Committee** activities in conjunction with the **Alumni Officer**;
  - 4.6.1.5. report to **Convocation** on the **Alumni Advisory Committee's** activities, decisions and recommendations at the **Annual General Meeting**; and
  - 4.6.1.6. represent the interests of **Convocation** and its members in appropriate forums.

- 4.6.2. The **President** will hold office for a term of two years.
- 4.6.3. The office of **President** will be deemed to be vacant if:
- 4.6.3.1. the **President** dies;
  - 4.6.3.2. the **President** resigns from office by notice in writing addressed to the **University Secretary** with a copy of such notice sent to the **Alumni Officer**;
  - 4.6.3.3. the **President** is absent without leave from three consecutive meetings of the **Alumni Advisory Committee**; or
  - 4.6.3.4. the **Council** so resolves.
- 4.6.4. The **President** may resign from office by notice in writing to the **Alumni Officer**. Such resignation takes effect from the time the notice is received by the **Alumni Officer**.
- 4.6.5. In the event of a casual vacancy in the office of **President**, the **Vice-President** will become Acting President until the next **Annual General Meeting** when an election for the position of **President** will be held.
- 4.6.6. In the event that the former **President's** term has not been completed at the date of the **Annual General Meeting**, the person elected as **President** will serve for the remainder of the **President's** term.
- 4.6.7. A retiring **President** is eligible for re-election unless he or she has already held office for three consecutive terms.

4.7. Vice-President

- 4.7.1. The **Vice-President** is responsible for assisting the **President** fulfil his or her responsibilities to **Convocation** and the **Alumni Advisory Committee**. The **Vice President** will:
- 4.7.1.1. in the event of the **President** being unable to fulfill his or her duties, step into that role;
  - 4.7.1.2. in the absence of the **President**, chair **Alumni Advisory Committee** meetings ensuring that they are run efficiently and effectively;
  - 4.7.1.3. be an alternate signatory for the **Alumni Advisory Committee**; and
  - 4.7.1.4. represent the **Alumni Advisory Committee** at meetings and forums as agreed with by the **President**.
- 4.7.2. The **Vice-President** will hold office for a term of two years.

- 4.7.3.** The office of **Vice-President** will be deemed to be vacant if:
- 4.7.3.1.** the **Vice-President** dies;
  - 4.7.3.2.** the **Vice-President** resigns from office by notice in writing addressed to the **University Secretary** with a copy of such notice sent to the **Alumni Officer**;
  - 4.7.3.3.** the **Vice-President** is absent without leave from three consecutive meetings of the **Alumni Advisory Committee**; or
  - 4.7.3.4.** the **Council** so resolves.
- 4.7.4.** The **Vice-President** may resign from office by notice in writing to the **Alumni Officer**. Such resignation takes effect from the time the notice is received by the **Alumni Officer**.
- 4.7.5.** In the event of a casual vacancy in the office of **Vice-President**, the **Alumni Advisory Committee** at its next meeting will appoint a member of the Committee to this position until the next **Annual General Meeting** when an election for the position of **Vice- President** will be held.
- 4.7.6.** A retiring **Vice-President** is eligible for re-election unless he or she has already held office for three consecutive terms.

**4.8.** Office bearers

- 4.8.1.** The **Alumni Advisory Committee** may appoint a treasurer and any other office bearer(s) of the **Alumni Advisory Committee** as it considers appropriate.

**4.9.** Alumni Officer

- 4.9.1.** The Vice-Chancellor will appoint a member of staff of the University to serve as **Alumni Officer**.
- 4.9.2.** The principal duties of the **Alumni Officer** are to:
- 4.9.2.1.** serve as secretary of the **Alumni Advisory Committee**;
  - 4.9.2.2.** prepare and dispatch notices of meetings and agendas as required by the **President** or under the **President's** authority;
  - 4.9.2.3.** prepare minutes of meetings of **Convocation**;
  - 4.9.2.4.** prepare minutes of **Alumni Advisory Committee** meetings;
  - 4.9.2.5.** attend to correspondence on behalf of the **Alumni Advisory Committee**;

- 4.9.2.6. assist in the maintenance of financial records for the **Alumni Advisory Committee**;
- 4.9.2.7. assist in the administration of the affairs of **Convocation** as required by the **Alumni Advisory Committee**;
- 4.9.2.8. undertake the duties in relation to elections as set out in Rule 3.13; and
- 4.9.2.9. assist the **University Secretary** to ensure that the **Register** is maintained in accordance with Rule 3.3.

#### 4.10. Working groups

- 4.10.1. The **Alumni Advisory Committee** may arrange such working groups as it considers appropriate.
- 4.10.2. Appointees to working groups do not need to be members of the **Alumni Advisory Committee**.

#### 4.11. Transaction of business

- 4.11.1. At the discretion of the **President**, the business of the **Alumni Advisory Committee** may be transacted by circular and a resolution in writing signed by a simple majority of the members of the **Alumni Advisory Committee**.
- 4.11.2. A resolution in accordance with Rule 4.11.1 will be as valid and effectual as if it had been passed at a meeting of the **Alumni Advisory Committee**.

#### 4.12. Reports to Convocation and to Council

- 4.12.1. The **President** will prepare and present a report to **Convocation** on the **Alumni Advisory Committee's** activities, decisions and recommendations at each **Annual General Meeting**.
- 4.12.2. The **President** will prepare and present an annual report of the activities of the **Alumni Advisory Committee** and **Convocation** to **Council**.

## 5. Meetings of the Alumni Advisory Committee

### 5.1. Frequency

- 5.1.1. The **Alumni Advisory Committee** will meet at least 3 times a year to administer the affairs of **Convocation**.
- 5.1.2. The **President** will provide the **University Secretary** with a calendar of the meetings to be held each year by the **Alumni Advisory Committee** by 30 September the previous year, so that the calendar of meetings can be reported to the **Council**.

**5.2.** Notice of meeting

**5.2.1.** The **President** will provide each member of the **Alumni Advisory Committee** and the **University Secretary** with at least 21 days' written notice of the time and place of the meeting.

**5.3.** Quorum

**5.3.1.** The quorum of any meeting of the **Alumni Advisory Committee** is 7 members.

**5.3.2.** If within 45 minutes from the time appointed for a meeting a quorum is not present, the **Chair** has the discretion whether the meeting be dissolved or adjourned to such date, time and place as the **Chair** may determine.

**5.4.** Chair

**5.4.1.** The **President** will preside at meetings of the **Alumni Advisory Committee**.

**5.4.2.** If the **President** is absent or is unable to preside at a meeting, the **Vice-President** will preside.

**5.4.3.** If neither the **President** nor the **Vice-President** is absent or is unable to preside at a meeting, the members present will elect one of their number to preside.

**5.4.4.** The person who presides at a meeting in accordance with this clause is the **Chair** of that meeting of the **Alumni Advisory Committee**.

**5.5.** Agenda

**5.5.1.** The **President** will prepare an agenda of the business of every meeting of the **Alumni Advisory Committee**.

**5.5.2.** The agenda will be made available to members of the **Alumni Advisory Committee** not less than 7 days before the meeting of the **Alumni Advisory Committee**.

**5.5.3.** The **President** will place on the agenda all notices of motion received not less than 10 days before the meeting of the **Alumni Advisory Committee**.

**5.6.** Order of business

**5.6.1.** The order of business of each meeting of the **Alumni Advisory Committee** will be determined by the **President**, but should at least include:

**5.6.1.1.** reading and confirmation of the minutes;

**5.6.1.2.** correspondence;

**5.6.1.3.** report from the **Alumni Officer**;



5.6.1.4. reports from any sub-committees;

5.6.1.5. notices of motion; and

5.6.1.6. general business.

5.7. Notices of motion

5.7.1. Any member of the **Alumni Advisory Committee** may propose a notice of motion for discussion and resolution by the **Alumni Advisory Committee**.

5.7.2. Every notice of motion must be in writing and signed by the member giving it.

5.7.3. A motion may be amended or withdrawn by the mover with the leave of the **Chair**.

5.7.4. Any motion not seconded will not be further discussed.

5.7.5. When a motion has been made and seconded it will be reduced to writing and the question will be proposed to the **Alumni Advisory Committee** by the **Chair**.

5.7.6. Any member who may have a personal or commercial interest in the outcome of the motion will state that interest and will not speak nor vote for that resolution.

5.7.7. The **Chair** will determine the scope and duration of any discussion or debate of a motion before calling for a vote.

5.7.8. A motion will be resolved in the affirmative or the negative by a simple majority, by a show of hands.

5.7.9. The **Chair** will determine whether the vote has been resolved in the affirmative or the negative.

5.7.10. In case of an equality of votes, the **Chair** will give the casting vote and any reasons stated by the **Chair** will be entered in the minutes.

5.8. Voting

5.8.1. Subject to Rule 5.7.6, every member of the **Alumni Advisory Committee** is entitled to one vote.

5.8.2. All resolutions or motions which may be put to vote at a meeting of the **Alumni Advisory Committee** will be decided by a majority of votes of the members present at the meeting.

5.8.3. Members of the **Alumni Advisory Committee** may attend a meeting in person or by electronic means (such as video or audio conference, telephone call, electronic mail, electronic chat or instant messaging).

## 5.9. Adjournment

5.9.1. The Chair, with the consent of the majority of those members present, may adjourn the meeting of the **Alumni Advisory Committee** from time to time. The consideration of any business not transacted shall be adjourned to the next meeting.

## 5.10. Attendance by Council members

5.10.1. All members of the **Council** are entitled to attend and to be heard at any meeting of the **Alumni Advisory Committee**.

## 6. Proposal for External Members of Council

Rule 6 is subject to proposed amendments to the By-law, and will only come into effect upon a date to be declared by Council.

## 7. Amendments to Rules

7.1. These Rules are made pursuant to clause 42 of the **By-law**.

7.2. Amendments to these Rules may be made by the **Council**.

7.3. Proposals for amendments to these Rules may be initiated by:

7.3.1. the **Alumni Advisory Committee**;

7.3.2. the Chancellor;

7.3.3. the Vice Chancellor; or

7.3.4. the **University Secretary**.

## 8. Relevant Definitions

In the context of this document:

**Act** means the *University of Newcastle Act 1989* (NSW);

**Alumni Advisory Committee** means the standing committee of Convocation established by the Council under section 14(6) of the Act, and also means the Convocation Management Committee referred to in clause 8 of the By-law;

**Alumni Officer** means the individual appointed within the Office of Alumni and External Relations by the Vice Chancellor from time to time to serve as Alumni Officer in accordance with Rule 4.9. ;

**Annual General Meeting** means the annual general meeting of Convocation.

**By-law** means the *University of Newcastle By-law 2005* (NSW);

**Chair** means:

- i. for the purposes of Rule 3 , the person to preside over a meeting of Convocation in accordance with Rule 3.5 ;
- ii. for the purposes of Rule 5 , the person to preside over a meeting of the Alumni Advisory Committee in accordance with Rule 5.4 ;

**Convocation** means the convocation of the University established under section 14 of the Act;

**Council** means the Council of the University of Newcastle established under Part 3 of the Act;

**External Member** means a person other than a member of the academic or non-academic staff of the University or an undergraduate or graduate student of the University, who is appointed as a member of the Council in accordance with the By-law;

**Nominations and Legislation Committee** means the committee established under clause 3 of the By-law;

**President** means the person elected by Convocation to be warden of Convocation and Chair of the Alumni Advisory Committee;

**Professional Staff** means a non-academic staff member of the University who holds:

- i. a degree, diploma or award conferred by another university or institute of tertiary education; or
- ii. a nationally recognised professional qualification; or
- iii. a nationally recognised award in creative or performing arts<sup>12</sup>.

**Register** means a register of Convocation in accordance with clause 36 of the By-law;

**Vice President** means the person elected by Convocation to be deputy chair of the Alumni Advisory Committee;

**University Secretary** means the Director, Council Services and Chancellery as appointed from time to time.

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<sup>12</sup> Clause 34 and 35 of the By-law

# Annexure 1

## Form of Notice of Meeting of Convocation

The University of Newcastle is holding a meeting of Convocation at [insert location] on [insert date] at [insert time].

An agenda of the meeting will be made available on [insert date] at [insert web link].

All members of Convocation are invited to attend. Members of Convocation are:

- (1) Members and past members of the University Council
- (2) Graduates of the University
- (3) Professors and full time academic staff of the University
- (4) Full time or part time professional staff members of the University who hold a degree, diploma or award conferred by another university or institute of tertiary education
- (5) Full time or part time professional staff member of the University who hold a nationally recognised professional qualification, or a nationally recognised award in creative or performance arts
- (6) Retired professional staff members of the University who hold a degree, diploma or award conferred by another university or institute of tertiary education, or who hold a nationally recognised professional qualification, or who hold a nationally recognised award in creative or performance arts, and who were employed by the University for at least 5 years
- (7) Persons who hold an honorary appointment or who have been conferred an honorary position or honorary award from the University
- (8) Past members of the council of the Hunter Institute of Higher Education, the Newcastle Teachers' College, or the Newcastle College of Advanced Education
- (9) Graduates of the Hunter Institute of Higher Education, the Newcastle Teachers' College, or the Newcastle College of Advanced Education

## Annexure 2

### Form of Notice of Annual General Meeting of Convocation

The University of Newcastle is holding its Annual General Meeting of Convocation at [insert location] on [insert date] at [insert time].

An agenda of the meeting will be made available on [insert date] at [insert web link].

All members of Convocation are invited to attend. Members of Convocation are:

- (1) Members and past members of the University Council
- (2) Graduates of the University
- (3) Professors and full time academic staff of the University
- (4) Full time or part time professional staff members of the University who hold a degree, diploma or award conferred by another university or institute of tertiary education
- (5) Full time or part time professional staff member of the University who hold a nationally recognised professional qualification, or a nationally recognised award in creative or performance arts
- (6) Retired professional staff members of the University who hold a degree, diploma or award conferred by another university or institute of tertiary education, or who hold a nationally recognised professional qualification, or who hold a nationally recognised award in creative or performance arts, and who were employed by the University for at least 5 years
- (7) Persons who hold an honorary appointment or who have been conferred an honorary position or honorary award from the University
- (8) Past members of the council of the Hunter Institute of Higher Education, the Newcastle Teachers' College, or the Newcastle College of Advanced Education
- (9) Graduates of the Hunter Institute of Higher Education, the Newcastle Teachers' College, or the Newcastle College of Advanced Education

The Rules Governing Convocation can be found at [insert web link].

Elections for the following positions will be held at the meeting:

[insert number of positions available on the Alumni Advisory Committee]

[if relevant, insert the President and/or the Vice-President of the Alumni Advisory Committee]

Nomination forms and instructions are available at [insert web link]. Nominations must be received by 5.00pm on [insert date].

## **Annexure 3**

### **Form of Notice for Nominations to Council**

The University of Newcastle is seeking to appoint an external person to its Council. The Council is the governing body of the University, and has the functions conferred or imposed on it by the *University of Newcastle Act 1989 (NSW) (Act)*.

Members of Convocation are invited to propose names of external persons for appointment to the Council as under section 8F of the Act. The current position would suit a person with the following qualifications, skills, experience and/or training:

[insert description]

A proposal should:

- (1) Contain the nominee's full name and address
- (2) Describe the nominee's qualifications, skills, expertise and training relevant to the functions exercisable by the Council under the Act
- (3) Describe the nominee's understanding of the object, values, functions and activities of the University
- (4) Be made and signed by two member of Convocation

The proposal must be received by the University Secretary no later than 5.00pm on [insert date]. Proposals are to be sent by post or email to:

[insert name]

[insert title]

[insert division]

University of Newcastle

Callaghan NSW 2308

By email: [insert]

Version Control	Date Effective	Approved By	Amendment
3	25/09/14	University Secretary	Administrative amendment - Clause 6 is subject to proposed amendments to the By-law, and will only come into effect upon a date to be declared by Council.
2	Pending amendments to the By-laws of the University	Council	Includes Clause 'Proposal for External Members of Council' an inclusion that was approved by the Council on 230514 subject to consistent amendment the By-law being made by the NSW Parliament
1	23/05/14 (the date the Rule takes effect)	Council	This Rule amends the Rules Governing the Operation of the Alumni Advisory Committee and accords with the resolution of Council which contained