

# ALUMNI COUNCIL STANDING ORDERS 2015

The Alumni Council by resolution adopts the following Standing Orders in accordance with clause 8 of the *University of Sydney (Alumni Council) Rule 2014*.

Adopted on: 12 June 2015

Amended on:

Amendment effective from:

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## 1 Alumni Council Standing Orders

These are the Alumni Council Standing Orders 2015.

## 2 Commencement

These Standing Orders commence on 12 June 2015.

## 3 Purpose and effect of Standing Orders

- (1) The purpose of these Standing Orders is to provide for the conduct of Alumni Council business and its meetings.
- (2) These Standing Orders are subject to and should be read in conjunction with the *University of Sydney Act 1989*, the *University of Sydney By-law 1999*, the *University of Sydney (Amendment) Act Rule 1999* and the *University of Sydney (Alumni Council) Rule 2014*.
- (3) These Standing Orders apply to:
  - (a) Alumni Council members; and
  - (b) members of Alumni Council sub-committees and taskforces.

## 4 Interpretation

- (1) In these Standing Orders:

**By-law** means the *University of Sydney By-law 1999*.

**Deputy President** means the Deputy President of the Alumni Council.

**in camera** means in private, without any University management members present.

**material interest** means a personal, financial or external interest, as defined in the *External Interests Policy 2010*.

**President** means the President of the Alumni Council.

**Registrar** means the Registrar of the University of Sydney.

**Rule** means the *University of Sydney (Alumni Council) Rule 2014*.

- (2) In these Standing Orders, **written notice** may include notice by electronic communication.

## 5 Meetings

- (1) The Alumni Council will meet at least four times per year.
- (2) The President may schedule additional meetings as required.
- (3) The President will schedule an extraordinary meeting when six or more members of the Alumni Council request in writing that a meeting be called.

- (4) A meeting requested in accordance with subclause (3) will be held within 21 days of the request.
- (5) The President may schedule a meeting to be held, or require that part of any meeting be held, in camera when:
  - (a) exceptional circumstances exist; and
  - (b) one or more Alumni Council members request in writing that such a meeting or part of a meeting be held in camera.

## **6 Notice of meetings**

- (1) Subject to clause 13 the President or his or her representative will give written notice of a meeting to Alumni Council members at least seven days prior to the meeting.
- (2) The written notice will include an agenda outlining the items of business to be conducted at the meeting.
- (3) The President or his or her representative will give written notice of a meeting to the Chancellor and Vice-Chancellor at least seven days prior to the meeting.
- (4) Subject to subclause 6(7), the Chancellor and Vice-Chancellor are at liberty to:
  - (a) attend any meeting of the Alumni Council in person, but may not vote;
  - (b) appoint a representative who may attend any meeting of the Alumni Council on their behalf, but may not vote.
- (5) Subject to subclause 6(7), the Director, Alumni Relations or his or her representative will attend all meetings of the Alumni Council.
- (6) The Vice-Chancellor and Director, Alumni Relations, and their representatives, may not attend any meeting, or part of any meeting, of the Alumni Council that is held in camera.
- (7) For the purposes of this clause, notice may be given by email and will be deemed to have been duly served:
  - (a) when the sender receives an automated message confirming delivery; or
  - (b) four hours after the time sent (as recorded on the device from which the sender sent the email) unless the sender receives an automated message that the email has not been delivered;whichever happens first.

## **7 Items of business**

The items of business for each meeting of the Alumni Council will include:

- (a) confirmation of the minutes;
- (b) business and action items arising from the previous meeting;
- (c) correspondence;
- (d) report from the President;
- (e) report from the Director, Alumni Relations or his or her representative;
- (f) reports from sub-committees and taskforces; and

- (g) general business.

## **8 Quorum**

- (1) The presence of six members will constitute a quorum at meetings of the Alumni Council.
- (2) In the absence of a quorum:
  - (a) the meeting will not proceed; and
  - (b) all items of business will be deferred to the next Alumni Council meeting, and will take precedence over all other business at that meeting.
- (3) A meeting of the Alumni Council may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

## **9 Effect of vacancy**

As long as there is a quorum the Alumni Council may act, notwithstanding a vacancy in its membership.

## **10 Chair of meetings**

- (1) When the President is in attendance, he or she will chair Alumni Council meetings.
- (2) When the President is not in attendance and:
  - (a) the Deputy President is in attendance, the Deputy President will chair the meeting;
  - (b) the Deputy President is not in attendance, the members who are present will elect a member to chair the meeting.
- (3) If there is a dispute at a meeting about a question of procedure, the chairperson of the meeting will determine the question and no vote may be taken by the members on any such determination.

## **11 Alumni Council decisions**

- (1) A resolution or recommendation put to the vote of a meeting is to be decided on a show of hands, unless the chairperson of the meeting directs that a poll be held.
- (2) Subject to subclause (4), every member has one vote on a show of hands and on a poll.
- (3) An Alumni Council member may appoint a proxy, who must also be an Alumni Council member, to attend and vote at a meeting on that member's behalf.
- (4) A proxy may vote or abstain as he or she chooses, except that the proxy must also vote in accordance with any instructions on the appointment.
- (5) A resolution is carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (6) If the number of votes are equal, the chairperson will have the casting vote, and any reasons given by him or her will be recorded in the minutes.

- (7) Any member who so wishes may have recorded in the minutes of the meeting his or her dissent from a decision of the Alumni Council.
- (8) No member will be entitled to vote on any motion in respect of which he or she has a direct pecuniary interest, and the vote of any such member will be disallowed.
- (9) The chairperson will determine any dispute about the admission or rejection of a vote, and such determination will be final and conclusive.

## **12 Minutes of meetings**

- (1) A representative of the Division of Alumni and Development will take minutes of meetings.
- (2) Draft minutes of meetings will be circulated within 14 days of the relevant meeting, for comment and confirmation at the next meeting.
- (3) All comments must be received within seven days of receipt of the draft minutes.
- (4) The minutes of meetings or parts of meetings held in camera will:
  - (a) be confidential and, except where required by law, will not be disclosed to anyone other than:
    - (i) Alumni Council members;
    - (ii) the Director of Alumni Relations;
    - (iii) where the President determines it necessary, the Vice Chancellor;
  - (b) include, as a minimum, the following information:
    - (i) the place, date and start time of the meeting;
    - (ii) the persons present at the meeting;
    - (iii) the names of the persons who served as Chair and Secretary for the meeting;
    - (iv) the text of all resolutions passed at the meeting;
    - (v) any formal objections made by Alumni Council members;
    - (vi) the time that the meeting was adjourned or closed;
  - (c) be circulated in draft to and approved by Alumni Council members; and
  - (d) be filed separately from other Alumni Council records.

## **13 Urgent matters**

- (1) Where a matter requires urgent discussion, the President may call a meeting of the Alumni Council without giving the notice required in accordance with clause 6.
- (2) Where the President considers that it is not necessary or convenient to call a meeting in accordance with subclause (1), urgent matters of business may be discussed and resolved through circulation of emails to members.

## 14 Resolutions under Rule

If the Alumni Council resolves to submit to the Senate a suggestion within the meaning of subclause 7(1) of the Rule, the President will provide a written copy of the suggestion to the Registrar within seven days of the resolution.

## 15 Disclosure of Interests

- (1) An Alumni Council member who has a material interest in a matter that is being considered by the Alumni Council must, as soon as practicable, give written notice of the nature and extent of the interest to the other Alumni Council members.
- (2) Subject to subclause 11(8), an Alumni Council member may remain present and may vote on matters in which that Alumni Council member has a material interest, unless otherwise requested by a majority of the Alumni Council members.
- (3) An Alumni Council member who has an interest in a matter may give the other Alumni Council members standing notice of the nature and extent of the interest in the matter.
- (4) A standing notice provided under subclause 15(3):
  - (a) may be given at any time and whether or not the matter relates to a matter being considered by the Alumni Council at the time the notice is given;
  - (b) may be given before the interest becomes a material interest; and
  - (c) remains the responsibility of that Alumni Council member to promptly update when required.

## 16 Reports to Convocation

- (1) The Alumni Council will report to every meeting of Convocation.
- (2) Reports to Convocation will be prepared by the President and approved by the Alumni Council prior to the meeting of Convocation.

Note: The Alumni Council may summons a meeting of Convocation in accordance with clause 13.3.1 of the *University of Sydney (Amendment Act) Rule 1999* and clause 1(b) of the Standing Orders of Convocation.

## 17 Reports to Senate

- (1) The Alumni Council will report to Senate annually.
- (2) The Annual Report will include:
  - (a) a report on the agreed strategic priorities for the previous year;
  - (b) the proposed strategic priorities for the coming year; and
  - (c) outcomes achieved for the year.
- (3) Reports to Senate will be prepared by the President and approved by the Alumni Council before being provided to the Secretary of Senate.

## NOTES

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University of Sydney Alumni Council Standing Orders 2015

Date adopted:

Date commenced:

Related documents: *University of Sydney Act 1989 (NSW)*

*University of Sydney By-law 1999*

*University of Sydney (Amendment Act) Rule 1999*

*University of Sydney (Alumni Council) Rule 2014*

*Standing Orders of Convocation*

*External Interests Policy 2010*

## AMENDMENT HISTORY

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Provision	Amendment	Commencing
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