



Constitution

Mission Statement

To promote pride, and commitment, in the Bendigo Campus of La Trobe University, this will be achieved by providing an ongoing link between the University and our communities, and maintaining contact and fostering relationships with graduates.

This is encapsulated by the slogan: 'Be involved, stay connected and celebrate our achievements' adopted at the 2005 Annual General meeting.

1. The Bendigo Chapter of the Alumni

There shall be a Bendigo Chapter of the Alumni of the University. Membership of the Chapter shall be as defined under paragraph 4, in this Constitution, unless the contrary appears, 'University' means La Trobe University;

- 'Alumni' includes current and former students or staff of La Trobe University, Bendigo and its antecedent institutions, former members of Councils or Regional Boards, or those who have an affiliation with the University;
- The 'Chapter' means the Bendigo Chapter;
- 'Council' means the Council of La Trobe University;
- 'Committee' means the Bendigo Chapter Committee;
- 'Alumni and Advancement Office' means La Trobe University Alumni and Advancement Office, Office of the Vice Chancellor at the Bundoora Campus.

2. Objectives of the Chapter

The objectives of the Chapter are:

2.1 To further the objectives of the Alumni.

2.2 To promote a mutually beneficial relationship between the University and its Alumni.

- 2.3 To engender support for the University and its various undertakings from members of the Chapter, of the student body and from the community at large.
- 2.4 To inform members of the Chapter about the activities of the University and to provide a channel of communication for the Chapter with the University.
- 2.5 To provide a means whereby the Chapter may promote its common objective of the welfare of the University.
- 2.6 To provide a focal point for the Chapter to pursue their common objectives.

3. The Chapter Committee

- 3.1 Subject to the direction of the Alumni and Advancement Office, the Chapter shall be governed by a Committee consisting of not more than 9 persons. In addition, the Committee shall have the power to co-opt persons with particular expertise, to assist the Committee on specific projects, for a limited period, or until the next Annual General Meeting. Co-opted persons and ex-officio members do not have voting rights.
- 3.2
 - a) The initial terms of committee members, whether those initial terms are derived from confirmation of existing committee members and their current terms or, the election of new committee to fill casual vacancies shall be fixed by a protocol, confirmed concurrently with this constitution at the Annual General Meeting on Friday 17 May 2002
 - b) Nominations for vacant positions on the Chapter are to be made on the appropriate form, by financial members of the Chapter and returned to the Minute Secretary no later than 14 days prior to the Annual General Meeting. The nomination form must be signed by the person nominated, to acknowledge their acceptance of nomination, and by financial members proposing and seconding the nomination.
 - c) Following the expiry of the initial terms, each committee member is eligible to be nominated and re-elected to serve two [2] further terms of three [3]

years duration, with a maximum of nine [9] years continuous service including the initial terms, and later terms.

- d) An election will be held every year at, the Annual General meeting to elect three members to the Committee. Rotation of the position of three committee members will occur annually as set out in the protocol verified by financial members attending the Annual general meeting
- e) Members who retire from the committee at the end of three [3] terms, ie. nine [9] years, are ineligible to be re-nominated for a Committee position, within twelve[12] calendar months of their previous term.

3.3 Casual vacancies that arise may be filled at any time by invitation, or by election as determined by the Committee to serve the remaining period of the vacancy.

3.4 The Committee shall at the first meeting following the Annual General meeting [as item 3.2] elect the executive team: Chair, Deputy Chair, Treasurer and Minute Secretary. Office bearers may not hold the same executive position for more than 4 consecutive years

- a) In the absence of the Chair or Deputy Chair, a Chair shall be elected from the members present. The Chair at any meeting shall have a casting vote as well as a deliberative vote
- b) The quorum of any meeting of the Committee shall be 5 members.
- c) The Committee shall meet at least four times a year and, subject to the direction of the Alumni and Advancement Office, may regulate its own affairs

3.5 The Committee may establish and abolish such Sub-Committees as it deems fit and any such Sub-Committee shall be chaired by a committee member or nominee

3.6 The Committee shall co-ordinate the activities of the Bendigo Chapter of the La Trobe University Alumni Association Chapter

4. Chapter Membership

4.1 The Chapter Committee may accept as ordinary members La Trobe University

Alumni and is obliged to ensure that its members are La Trobe Alumni.

- 4.2 Subject to 4.1, the Committee may from time to time determine the basis for admission to special members, to life membership, or for the award of honorary membership, and may admit persons into such categories of membership.
- 4.3 Subject to 4.1, the Committee may accept corporate membership on payment of the annual subscription and each corporate member shall, from time to time, appoint a person as its representative. The Committee may, from time to time, determine the basis for admission to corporate life membership

5. Membership Subscription

- 5.1 The Committee shall determine in each year the amount of the annual subscription which shall be paid to Alumni and Advancement Office for the purposes of the Chapter. The Committee will provide for membership via donations to the Bendigo Tertiary Education Anniversary Foundation, at a rate determined by the Committee.
- 5.2 Any amounts so received shall be held in accounts held by the Alumni and Advancement Office as approved by the Committee.
- 5.3 No person other than an authorised by the Committee may receive any membership subscription.

6. Organisation and Activities

- 6.1 Subject to any specific direction of the Alumni and Advancement Office, the Committee shall advise the office concerning the policy and initiatives to be undertaken by the Chapter and shall report at least annually to the Alumni and Advancement Office.
- 6.2 The Committee in pursuance of the objectives of the Chapter shall:
- a) co-operate with appropriate sections of the University including the Alumni and Advancement Office;
 - b) provide information directed to all members and prospective members of the

Chapter on the activities and deployments within the University by the publications and other means;

- c) consider proposals to incorporate activities of interest to the Chapter with existing University functions;
- d) establish and promote regular activities involving alumni;
- e) encourage members to represent actively the interests of the University in their own professional and community organisations;
- f) encourage members to provide financial support to the University, particularly within designated fields of University activity including student activity;
- g) develop strategies to introduce recent graduates to the **Alumni and Advancement Office** and to the affairs of the University generally and to involve undergraduates as a part of this development and without affecting the particular powers set out above may;
- h) engage in any activity which is not inconsistent with the objectives of the **Alumni and Advancement Office or the University;**
- i) **Raise funds to support the Bendigo Tertiary Education Anniversary Foundation scholarships known as the La Trobe University Alumni Association, Bendigo Chapter Undergraduate Scholarship and La Trobe University Alumni Association, Bendigo Chapter Post Graduate Scholarship.**

7. Executive Committee

7.1 There shall be an Executive Committee consisting of the following members of the Chapter Committee;

- a) the Chair
- b) deputy Chair
- c) the Treasurer
- d) one of the members of the Committee

The quorum of any Executive Committee meeting shall be three members.

8. Termination and Cancellation of Membership

8.1 A member shall cease to be a member of the Chapter upon the happening of any one or more of the following events;

- a) if the member resigns by notice in writing and when received by the Chair;
- b) if the member dies;
- c) if the member ceases to be eligible for membership;
- d) if any annual subscription is not paid within three months after the due date;
- e) if any member is deemed to have behaved in a manner inconsistent with the goals and philosophies of the Chapter they may have their membership terminated by a two-third majority vote of the Committee.

9. Register of Members

9.1 The **Alumni and Advancement Office** shall keep a Register of members which shall contain each members:

- a) full name;
- b) the last address of which each member has given notice to the **Alumni and Advancement**;
- c) the date of admission to membership;
- d) qualifications for membership and,
- e) the date(s) of cessation of any membership.

In any dispute or proceeding involving the Chapter and/or any of its members the Register shall be prima co facie evidence of these matters.

10. Confidentiality

The names and particulars of any and all members of the Chapter shall be confidential and shall not, except to the extent required by law, be available to any person other than the Secretary and the Committee of the Chapter, except with the written consent of the member or members concerned. University organisations

which in the opinion of the Committee are able to provide a service to members may, upon written application, be provided with membership information subject to approval of any such application by the Committee.

11. Annual General Meetings

11.1 The Chapter shall hold an Annual General Meeting **in each year** for the following purposes:

- a) to receive and consider the report of the Committee on the activities of the Chapter for the year ending the preceding 31 December;
- b) to receive and consider the statement of accounts of the Chapter for the year ending on the preceding 31 December;
- c) to receive and consider any reports;
- d) to consider any matter referred to the Chapter by the **Alumni and Advancement Office** and to make any recommendations to Office;
- e) to consider any proposals to amend this Constitution;
- f) to elect members to the Committee to fill any vacant positions; and;**
- g) consider any other business

11.2 **The Alumni and Advancement Office** shall send to all members written notice of the date, time and place of the Annual General Meeting, not less than **14** days prior to the meeting date.

11.3 Any motions or items of other business to be considered at the Annual General Meeting shall be received by **the Alumni and Advancement Office**, no later than 7 days prior to the meeting

12. Special General Meeting

12.1 Special General Meetings may be called at any time by the Committee and, shall be called on the request in writing, given to the Chair signed by at least one third of the registered members who have held financial membership for a period of no less than three months preceding the date of calling such meeting.

12.2 The Alumni and Advancement Office shall send to all members written notice of such Special General meetings not less than 14 days prior to the meeting date.

12.3 Only the business specified in the notice calling such a Special General meeting may be considered at that meeting.

13. Duties of Officer Bearers

13.1 Chair: Subject to the direction of the Chapter, the Chair shall;

- a) be responsible to the Chapter;
- b) be responsible for the proper and efficient administration of the Chapter;
- c) perform such duties as may be prescribed by the Chapter

13.2 Deputy Chair: Subject to the Constitution, the Deputy Chair shall substitute for the Chair in his or her absence and in such an event shall have the same rights, privileges and responsibilities as the Chair

13.3 Treasurer: Subject to the constitution, the Treasurer shall be responsible for:

- a) Depositing money raised from the Chapters activities as determined by the Committee to the current account of the Bendigo Tertiary Education Anniversary Foundation to provide scholarships to La Trobe University Bendigo Campus students.
- b) Reporting the financial position of the Chapter as provided by the Alumni and Advancement Office.

13.4 Minute Secretary:

Subject to the Constitution, the Minute Secretary shall be responsible for:

- a) keeping minutes of meetings of the Chapter at General, Committee and Sub-Committee meetings;
- b) Maintenance of the Chapter's records;

14. Conduct of Meetings

14.1 Minutes

A record of proceedings of general and special meetings shall be taken and kept in the custody of the **Minute** Secretary of the Chapter. Those records of proceedings shall be available for perusal by any member on request.

14.2 Quorum

- a) The quorum of any general meeting including Annual General meetings and Special meetings, shall not be less **than one tenth or 15 members** of the registered financial members (as at 31 December in the year prior to the AGM or new financial members in the current year) whichever is the greatest providing that such members fulfil the criteria specified in Item 12.1
- b) If there is no quorum within 15 minutes of the **starting** time set for the meeting, the Committee may set another place, time and date for the general meeting.

14.3 System of Voting

- a) Any system of voting to be adopted at any meeting pursuant to the Constitution shall be as determined from time to time by a simple majority of show of hands of members present and voting at such meeting.
- b) Every member shall have one vote; a corporate member shall be entitled to a vote by its representative
- c) Proxy votes will be accepted at Special General Meetings and Annual General Meetings providing the member satisfies the eligibly criteria as specified in Item 12.1. An application for proxy vote must be made in writing to the Chair not later than 7 days prior to the meeting

14.4 Amendments to the Constitution

- a) This constitution shall come into effect on **March 30th 2017**
- b) Any proposed amendments to the Constitution, shall be made in writing, and delivered to **the Alumni and Advancement Office** not less than 35 days before a general meeting.
- c) Amendments to this constitution shall be considered at a general meeting and if passed shall be referred to all members present to vote upon. Each

member shall be advised of the arguments for and against each proposed amendment. A simple majority of those present shall determine the outcome of each plebiscite.

15. Duties of the Alumni and Advancement Office

15.1 The Alumni and Advancement Office will provide the Chapter with administrative and promotional support. The office will

- a) Assist with annual chapter membership drive including circulating a written invitation to join the Chapter to new graduates from the La Trobe University Bendigo campus and a membership renewal invitation to current members.
- b) Keep an accurate record of members in accordance with 9.1
- c) Hold any funds raised by the Chapter through membership fees and other activities in trust, keep an accurate record of revenue, and provide a statement of accounts to the Chapter Committee quarterly on request. The statement of accounts will be provided no later than 7 days from the date of request.
- d) Support the Chapter to promote its events and activities to members and general community as negotiated and agreed with the chapter.