



THE UNIVERSITY  
of ADELAIDE

# Alumni Relations Roseworthy Veterinary Alumni Network Terms of Reference

## Alumni Relations

Roseworthy Veterinary Alumni (RVA) Network

### Introduction Statement

RVA's objective is to nurture the relationships between the University of Adelaide, its' Veterinary alumni and members of the public through engagement, mentoring, advocacy and support to students and alumni.

### Membership of the Roseworthy Veterinary Alumni Network

- All Doctor of Veterinary Medicine (DVM) and Bachelor of Sciences (Veterinary Bioscience) alumni of the University of Adelaide are automatically members of RVA.
- Other persons, who in the opinion of the Committee should be accepted as an honorary member on the basis of relevant or equivalent qualifications, who can add value to the network may be accepted as members at the discretion of the Committee. Honorary members will be reviewed on a 12 month basis.

### Key Purpose

The key purposes of RVA are to:

- a) Support ongoing evidence based veterinary medicine and advocacy
- b) Promote mentoring opportunities and provide careers and professional advice for alumni and students
- c) Establish support for those alumni and students who need financial assistance
- d) Establish awards for students or alumni
- e) Be a representative body for Veterinary scientists in South Australia
- f) Use the network's online presence to link current Mental Health resources
- g) Establish a university network website and develop and manage other methods of communication e.g., newsletters, Facebook and other social media as appropriate
- h) Organise and host events promoting the RVA Network
- i) Cooperate with other networks such as ROCA and Sciences Alumni Network (SAN) to achieve mutual goals
- j) To promote the interests of The University of Adelaide's Roseworthy campus and the School of Veterinary and Animal Sciences (SAVS).
- k) To encourage discussion in all facets of veterinary science including, but not limited to; policy, veterinary public health and associated research

### Governance

RVA's activities are coordinated by the RVA Committee elected by the members of RVA in accordance with these Terms of Reference.

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## Composition

- 1) Membership of the RVA Committee shall consist of a minimum of five (5) and a maximum of ten (10) eligible persons, made up of:
  - i) President;
  - ii) Vice-President;
  - iii) Secretary;
  - iv) A minimum of two (2) and a maximum of seven (7) General Committee members.
  - v) President, Vice-President and Secretary are to be filled by DVM alumni whom have been in veterinary practice for at least one year
  - vi) Current staff of SAVS, who have been staff for at least 3 years, would be a voting committee member elected at the AGM
  - vii) Student Representative – a DVM 1,2 or 3 student who is currently enrolled and attending courses at Roseworthy. The Student Representative would have voting rights.
- 2) President shall serve a term of at least one year and then will commit to a further year as at least a General Committee member. The Vice-President shall serve a term of two (2) years. After the first year the Vice-President has the first option to continue as President. All other committee members shall serve a term of one (1) year. All terms include a three month trial period, and members may stand for re-election if eligible. Committee members may renominate at the AGM.
- 3) Where the President ceases to carry out or is prevented from performing their duties, the Vice President shall deputise and assume the powers and responsibilities of the President until the next AGM. Where both the President and Vice President cease to carry out or are prevented from performing their duties, the Committee members shall select an interim President and interim Vice President from among themselves until the next AGM.
- 4) Any member of the committee who is absent without a properly accepted apology for three (3) meetings during their term shall be considered to have vacated their office.
- 5) If a member's circumstances change and that member is no longer able to commit to the committee they can formally request to leave the committee. All requests must be done in writing to the President.
- 6) The RVA Committee may appoint individuals as 'co-opted' committee members. 'Co-opted' members have the right to attend meetings but not the right to vote.
- 7) If any other office becomes vacant, the RVA Committee, upon the proposal of the President, shall appoint an individual to fill that position until the next AGM. That individual has the right to vote.

## Nominations and Elections

- 8) At the date of their election, elected Committee members must:
  - i) have graduated with a DVM or Bachelor of Science (Veterinary Bioscience);
  - ii) be a person of good character as assessed by the University of Adelaide Alumni Relations (UAAR).
- 9) Nominations to hold office must be submitted on the prescribed form, with the requested information, and within the time limit as provided by the UAAR. Any nomination which does not comply with these requirements shall be discarded.

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- 10) The UAAR shall notify the RVA of the names and profiles of proposed candidates at least ten (10) days before the date of the AGM.
  - 11) The RVA Committee shall be elected by the members of RVA at a meeting held at the end of the calendar year. Elections shall be convened and conducted by the UAAR.
    - i) Decisions relating to the election are appealable. Appeals must be made in writing within three (3) days of the decision being: (a) notified to the party; or (b) publicly announced.
    - ii) Appeals shall be determined by an independent person working within the UAAR.
    - iii) All decisions made by the independent person are final and binding and not appealable any further within the mechanisms of the University of Adelaide.

#### Powers and Duties

- 12) The RVA Committee shall be empowered to make decisions, without limitation, on the following matters:
  - i) to carry out all activities which lead to the successful implementation of its objectives;
  - ii) to convene (with the assistance of the UAAR) the AGM;
  - iii) to formulate any rules and regulations governing the RVA and the Terms of Reference of the RVA Committee; and
  - iv) to set up ad-hoc committees if necessary at any time.
- 13) The President, or if unavailable the Vice President, shall act as the official representative and spokesperson of the RVA Committee if required.
- 14) The President shall have the authority to sign contracts on behalf of the RVA Committee.
- 15) Committee Members must ensure that when undertaking their duties that they refrain from any action that could be detrimental to the objectives of the RVA. Members shall comply with all applicable rules, policies, and regulations of the University of Adelaide.
- 16) The RVA Committee is a working committee but the members of the Committee are not remunerated.
- 17) The University of Adelaide will hold and manage the RVA accounts. To manage and oversee the various streams of income which will comply with the University's regulations and guidelines as well as the ATO regulations we propose the need to establish two distinct accounts. 1- Operating account (to fund the operations of RVA), 2- Philanthropic (to receive any philanthropic gifts or prizes). The UAAR will also assist with administrative matters relating to the RVA and the RVA Committee.

#### Committee Meetings

- 18) The RVA Committee shall meet once per calendar month via Zoom in liaison with the UAAR in coordination with its leadership team. A calendar of meeting dates will be prepared (approximately every six (6) months for this purpose.
- 19) If fifty percent (50%) or more of the RVA Committee request for the convocation of an urgent extraordinary meeting in writing to the UAAR, it shall be convened within five (5) business days.
- 20) The agenda shall be prepared by the Secretary and distributed to the members at least five (5) business days before the meeting. The agenda shall include the required documents to enable the members to

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prepare properly and make informed decisions. Members may propose items for inclusion in the agenda by informing the Secretary in writing no later than seven (7) business days before the meeting.

- 21) The quorum for a meeting shall be a simple majority (greater than 50%) of the Committee members and must include at least two (2) of the President, Vice President or Secretary.
- 22) Decisions shall be made by a simple majority (greater than 50%) of the votes cast by the members present including support from at least two (2) of the President, Vice President or Secretary. In the event of a tied vote, the chairperson shall have the casting vote. Voting by proxy or letter is not permitted. Voting shall be conducted openly.
- 23) The President shall chair all meetings. In their absence, the Vice President shall chair. In their absence, the Secretary shall chair.
- 24) The chairperson shall open and close deliberations and give the floor to members as appropriate.
- 25) The UAAR shall attend all meetings in a consultative role.
- 26) Committee meetings shall be confidential and not open to the public. The RVA Committee may invite third parties to attend. Those third parties have no voting rights and may only express an opinion with the permission of the chairperson.
- 27) Committee members must decline to participate in any discussion concerning any matter and immediately leave the meeting room where there are grounds for questioning their impartiality and/or there is a possibility of a conflict of interest arising.
- 28) The decisions made shall be recorded in the minutes. The minutes shall be prepared by the Secretary and signed by the chairperson and Secretary after being accepted at the following meeting.
- 29) Decisions come into effect immediately unless specifically decided otherwise.
- 30) Any action required or permitted to be made at any meeting may be undertaken without a meeting if a simple majority of the Committee members agree in writing. Any such resolution may consist of several documents or written consents in like form. All such written consents or written resolutions shall be filed with the minutes of the subsequent meeting of the RVA Committee. The expressions "in writing" or "signed" include approval by legible confirmed transmission in any form of electronic communication.

#### Terms of Reference

- 31) These terms of reference shall be reviewed annually by the President, Vice President, and Secretary in coordination with the UAAR.
- 32) These terms of reference may be amended at a meeting of the RVA Committee with the approval of two-thirds (2/3) of its total members including the approval from at least two (2) of the President, Vice President or Secretary.