



# Adelaide Nursing School Alumni Network (ANSAN)

## Terms of Reference

### Alumni Relations

Adelaide Nursing School Alumni Network (ANSAN) Committee

### Introduction

ANSAN's objective is to support the University of Adelaide and Adelaide Nursing School graduates through creation of a new nursing alumni network and community that nurtures personal and professional development and the exchange of shared experiences.

### Membership

All Adelaide Nursing School graduates from the University of Adelaide are automatically members of ANSAN.

### Key purpose

The key purposes of ANSAN are to:

- a) Create a new active nursing community that represent nursing alumni from Adelaide Nursing School.
- b) Support and nurture nursing alumni essentially important during COVID-19 pandemic through a range of networking opportunities that fosters sharing work experience.
- c) Develop engagement opportunities for personal and professional and development through webinars, mentorship and face-to-face activities and includes current topics of interest e.g. ECG, well-being as suggested by the network.
- d) Promote the new nursing network through new social media channels (Facebook and LinkedIn) in particular networking events and professional development opportunities.

### Governance

ANSAN's activities are coordinated by the ANSAN Committee initially volunteers.

### Composition

- 1) Membership of the ANSAN Committee shall consist of a min of six and a maximum of ten eligible persons, made up of:
  - i) President;
  - ii) Vice-President;
  - iii) Secretary;



- iv) Treasurer:
  - v) A minimum of two (2) and a maximum of six (6) Ordinary Committee members.
- 2) Committee members shall serve a term of two (2) years, which includes a three month trial period, and may stand for re-election if eligible. Committee members shall serve no more than (three) full year terms of office whether consecutive or not). Members may serve a maximum of six (6) years, regardless of office held.
  - 3) Where the President ceases to carry out or is prevented from performing their duties, the Vice President shall deputise and assume powers and responsibilities of the President until the next AGM.
  - 4) If any office becomes vacant, the ANSAN 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.
  - 5) Any member who is absent without a properly accepted apology for three (3) meetings during their term shall be considered to have vacated their office elected by the members of ANSAN at the Annual General Meeting (AGM). 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.
  - 6) The ANSAN Committee may appoint individuals as 'co-opted' members. 'Co-opted' members have the right to attend meetings but not the right to vote.

#### Nominations and Elections

- 7) At the date of their election, elected Committee members must:
  - i) have graduated from the University of Adelaide and Adelaide Nursing School;
  - ii) be a person of character as assessed by the University of Adelaide Alumni Relations team. (UAAR).
- 8) Nominations to hold office must be submitted on the prescribed form, with the information, and within the time limit as provided by the UAAR. Any nomination which does not comply with these requirements shall be discarded.
- 9) The ANSAN Committee shall be elected by the members of ANSAN at the Annual General Meeting (AGM). 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

- 11) The ANSAN 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 ANSAN and the Terms of Reference of the ANSAN Committee; and
  - iv) to set up ad-hoc committees if necessary at any time.
- 12) The ANSAN Committee is a working committee but the members of the Committee are not remunerated.
- 13) The University of Adelaide will hold and manage the ANSAN 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 three distinct accounts. 1- Operating account (to fund the operations of ANSAN), 2- GST/Sales account (to administer any expenditure that has a service and GST component), 3- Philanthropic (to receive any philanthropic gifts). The UAAR will also assist with administrative matters relating to the ANSAN and the ANSAN Committee.
- 14) The President shall have the authority to legally bind the ANSAN Committee.
- 16) Committee Members must ensure that when undertaking their duties that they refrain from any action that could be detrimental to the objectives of the ANSAN. Members shall comply with all applicable rules, policies, and regulations of the University of Adelaide.

#### Committee Meetings

- 17) The ANSAN Committee shall meet once per calendar month at a time and place fixed 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.
- 18) If fifty percent (50%) or more of the ANSAN Committee request for the convocation of an urgent extraordinary meeting in writing to the UAAR, it shall be convened within five (5) business days.
- 19) 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 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.



- 20) 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, Secretary or Treasurer.
- 21) The President shall chair all meetings. In their absence, the Vice President shall chair. In their absence, the Secretary shall chair.
- 22) The chairperson shall open and close deliberations and give the floor to members as appropriate.
- 23) The UAAR shall attend all meetings in a consultative role.
- 24) Committee meetings shall be confidential and not open to the public. The ANSAN 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.
- 25) 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, Secretary or Treasurer. 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.
- 26) 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.
- 27) 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.
- 28) Decisions come into effect immediately unless specifically decided otherwise.
- 29) 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 ANSAN Committee. The expressions "in writing" or "signed" include approval by legible confirmed transmission in any form of electronic communication.

#### Terms of Reference

- 30) These terms of reference shall be reviewed annually by the President, Vice President, and Secretary in coordination with the UAAR.
- 31) These terms of reference may be amended at a meeting of the ANSAN 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, Secretary or Treasurer.



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## Further enquiries

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