



THE UNIVERSITY  
of ADELAIDE

# Alumni Relations Young Alumni Committee Terms of Reference

## **Alumni Relations**

Young Alumni Committee

### **Introduction Statement:**

*The Young Alumni Network was established in March 2018. The network exists to engage with the most recent graduates of the University of Adelaide to ensure that the relationship between individual and institution is not lost at graduation.*

### **Membership of the Young Alumni Network**

All alumni of the University of Adelaide aged 35 years and under are automatically members of the Young Alumni Network.

### **Objectives**

The objectives of the Young Alumni Network are:

- a) Increase awareness and involvement of young alumni in the events and activities of the University of Adelaide
- b) Provide professional and personal development opportunities for young alumni
- c) Facilitate access to networks and events to assist young alumni achieve their career goals
- d) Expand and engage the University of Adelaide alumni network globally
- e) Organise and host events celebrating the Young Alumni Network
- f) Represent the interest of the Young Alumni Network in dealing with the Alumni Council

### **Governance**

#### Composition

- 1) The Young Alumni Committee shall consist of minimum five (5) and maximum ten (10) eligible persons, made up of:
  - i) President;
  - ii) Vice-President;
  - iii) Secretary;
  - iv) minimum two (2) and maximum (7) Ordinary Committee members.

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- 2) The Young Alumni Committee shall be elected by the Young Alumni Network at the General Meeting (**GM**). Elections shall be convened and conducted by the University of Adelaide Alumni Relations Office (**UAARO**).
    - i) Decisions relating to the election are appealable. Appeals must be made in writing within three (3) days of the decision being: (i) notified to the party; or (ii) publicly announced.
    - ii) Appeals shall be determined by an independent person working within the UAARO.
    - 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.
  - 3) Members shall serve a term of two (2) years and shall be eligible for re-election. Members shall serve no more than three (3) full terms of office (whether consecutive or not). For the avoidance of doubt, members may serve a maximum of six (6) years, regardless of office held.
  - 4) 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 GM. Where both the President and Vice President cease to carry out or are prevented from performing their duties, the members shall select an interim President and Vice President from among themselves until the next GM.
  - 5) If any other office becomes vacant, the Young Alumni Committee, upon the proposal of the President, shall appoint an individual to fill that position until the next GM. For the avoidance of doubt that individual has the right to vote.
    - iv) 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.
  - 6) The Young Alumni Committee may appoint individuals as 'co-opted' members. 'Co-opted' members have the right to attend meetings but not the right to vote.

#### Eligibility

- 7) At the date of their election, members must:
  - v) have graduated from the University of Adelaide;
  - vi) be thirty-five (35) years or younger;
  - vii) be a person of good character (as assessed by the UAARO).
- 8) Nominations to hold office must be submitted on the prescribed form, with the requested information, and within the time limit as provided by the UAARO. Any nomination which does not comply with these requirements shall be discarded.

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9) The UAARO shall notify the Young Alumni Network of the names and profiles of proposed candidates at least ten (10) days before the date of the GM.

#### Powers and Duties

10) The Young Alumni 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 UAARO) the GM;
- iii) to formulate any rules and regulations governing the Young Alumni Network and the Terms of Reference of the Young Alumni Committee; and
- iv) to set up ad-hoc committees if necessary at any time.

11) The Young Alumni Committee is a working committee.

12) The UAARO shall assist the Young Alumni Committee with administrative matters and manage its annual budget (as provided by the University of Adelaide).

13) The President shall have the authority to legally bind the Young Alumni Committee.

14) The President, or if unavailable the Vice President, shall act as the official representative and spokesperson of the Young Alumni Committee if required.

15) Members of the Young Alumni Committee are not remunerated.

16) Members must ensure that when undertaking their duties that they refrain from any action that could be detrimental to the objectives of the Young Alumni Network. Members shall comply with all applicable rules, policies, and regulations of the University of Adelaide.

#### Meetings

17) The Young Alumni Committee shall meet once per calendar month at a time and place fixed by the UAARO 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 Young Alumni Committee request for the convocation of an urgent extraordinary meeting in writing to the UAARO, it shall be convened within three (3) business days.

19) The agenda shall be prepared by the Secretary and distributed to the members latest three (3) 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

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for inclusion in the agenda by informing the Secretary in writing no later than one (1) week before the meeting.

- 20) The quorum for a meeting shall be a simple majority (greater than 50%) of the members. The quorum must include one (1) of the President, Vice President, or Secretary.
- 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 UAARO shall attend all meetings in a consultative role.
- 24) Meetings shall be confidential and not open to the public. The Young Alumni 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. 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) 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 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 Young Alumni 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 UAARO.
- 31) These terms of reference may be amended at a meeting of the Young Alumni Committee with the approval of two-thirds (2/3) of its total members.