THE UNIVERSITY OF MELBOURNE
FACULTY OF BUSINESS AND ECONOMICS
ALUMNI COUNCIL

CONSTITUTION

1. PREAMBLE

1.1 In order to promote a beneficial relationship between the Faculty of Business and Economics, its alumni and other members of the academic and the professional world and the wider community, the Faculty of Business and Economics, University of Melbourne, has agreed to create the Business and Economics Alumni Council as an organ of the Business and Economics Board.

1.2 With the financial support of the Faculty of Business and Economics and the support of the Faculty’s Advancement Unit (including the Alumni Relations team) and Dean’s Office, the activities of the Alumni Council will be pursued within the precepts of the Articles of this Constitution.

2. NAME AND DEFINITIONS

2.1 The name of the Council shall be The Business and Economics Alumni Council (hereinafter referred to as “the Council”).

2.2 The Business and Economics Board is hereinafter referred to as “the Board”.

2.3 The Faculty of Business and Economics is hereinafter referred to as “the Faculty”.

2.4 The University of Melbourne is hereinafter referred to as “the University”.

2.5 Alumnus/a of the University: an alumnus/a is an individual who has successfully completed at least one year of full-time equivalent study or (for international students) a one-semester Study Abroad program at the University or as defined by the University.

2.6 Alumnus/a of the Faculty: alumnus/a is an individual who has completed at least one year of full time equivalent study or (for international students) a one semester Study Abroad program in the Faculty of Business and Economics.
2.7 Alumni of the Faculty of Business and Economics shall collectively be called “Business and Economics Alumni @ Melbourne” or “BEA@M”.

3. **OBJECTIVES**

The objective of the Council shall be, subject to any conditions, statutes or regulations of the Council of the University, to assist and co-operate with the Faculty and the Board to:

3.1 Promote interaction, communication, maintenance and development of the relationship with graduates of the Faculty;

3.2 Engage in a strategic way with alumni, business, government and the community, thereby driving more value from alumni engagement;

3.3 Provide representation for all alumni cohorts and groups affiliated with the Faculty and thereby represent the views of alumni to assist and advise the Faculty in a number of key activities including student experience;

3.4 Raise the Faculty’s profile nationally and internationally to key stakeholders for the benefit of the Council, the Faculty, the University and the wider community, and to promote and protect the academic reputation of the Faculty;

3.5 Raise resources to support the Faculty;

3.6 Work in partnership with the Advancement Unit to promote the objectives of the Council and those of the Faculty;

3.7 Do all such things as are incidental or conducive to the attainment of the above objectives.

4. **RECOGNITION OF ALUMNI COHORT GROUPS**

4.1 The Council may recognise alumni cohort groups to promote the best interests of the Faculty.

4.2 Any such alumni cohort groups shall register with the Council in order to be considered a recognised group.

4.3 The Council secretary must maintain a list of alumni cohort groups registered by the Council and may request each of them to provide a copy of any rules or other policies or procedures as may exist dealing with the governance of that recognised alumni body.

4.4 The Council shall register itself with the University Council as an official alumni body incorporating any registered alumni cohort groups as outlined in article 4.2.
5. **MEMBERSHIP**

5.1 The initial Council shall comprise 13 alumni members who shall be:

i. The Chair or Co-Chairs (if it is deemed by the Dean in consultation with the Business and Economics Board Chair to appoint two Co-Chairs)

ii. Three (3) Vice Chairs (chosen from the 12 members outlined in (iii)-(v) below);

iii. Three (3) appointed international members (residing outside Australia);

iv. Six (6) additional appointed members;

v. Three (3) elected members.

5.2 The Chair/s of the Council shall be appointed by the Dean in consultation with the Business and Economics Board Chair and shall be notified in writing.

5.3 The three appointed international members and six appointed members as referred to in article 5.1 (iii) and (iv) shall be appointed by the Dean and the Alumni Council Chair/s and notified in writing.

5.4 The three elected members as referred to in article 5.1 (v) shall be elected by online ballot of all Faculty alumni.

5.4.1 Nomination for election to the Council shall be open to all alumni of the Faculty of Business and Economics as defined in article 2.7 for a period of one (1) month as advertised and as per nomination guidelines (see appendix B).

5.4.2 The three candidates who receive the highest number of votes, subject to the minimum published number required, shall be considered elected to the Council and notified in writing.

5.5 The three Vice Chairs shall be appointed by the Council Chair/s in consultation with the Dean, once all twelve members of the Council have been appointed or elected and may be selected from any of the appointed or elected members. At least one of the Vice Chairs shall be an international member.

5.6 The Dean of the Faculty of Business and Economics shall be an ex-officio member of the Council.

5.7 The members of the Council shall hold office for two years and shall be eligible for re-election or further appointment for a maximum of three consecutive terms. Further, the members of the Council shall be notified in writing of their appointment by the Dean.

5.8 Membership of the Council shall include to the extent possible representation across gender, study discipline, graduate and undergraduate, nationality and geography. Contribution to the Faculty, recognition of distinction and Faculty support are all to be considered in any appointment.
5.9 Any member of the academic or professional staff of the University or Faculty who is an alumnus/a of the Faculty may be a voting member of the Council.

5.10 Membership of the Council should not be confused with membership of "Business and Economics Alumni @ Melbourne" or "BEA@M".

5.11 Membership of the Council should not be confused with membership of the Business and Economics Board.

5.12 Breach of duty: in case of infringement of the rules of this Constitution and due to other grounds, at the written request of the Board any individual member (including elected members) of the Council may be expelled for such breach.

5.13 The Board may fill any casual vacancy on the recommendation of the Chair/s of the Council.

6. **THE CHAIR/S**

6.1 The Chair/s shall be appointed by the Dean and the Chair of the Business and Economics Board.

6.2 The Chair/s shall normally take the chair at meetings of the Council unless stipulated as per article 8.4.

6.3 The Chair/s shall have one casting vote.

6.4 The Chair (one if there are Co-Chairs) of the Council shall be appointed to sit on the Board.

7. **FUNDING AND BUDGET**

7.1 The activities of the Council shall be funded by the budget assigned for these purposes by the Faculty of Business and Economics. The budget holder for the Council is the Director, Advancement, Faculty of Business and Economics, who shall supervise the Council budget and remain responsible for the management and auditing of Council expenditure in line with the Faculty’s financial policies.

7.2 The budget shall include relevant funding to be made available to alumni cohort groups as determined appropriate by the Council.

7.3 The Council shall, every year, present to the Board a proposal of expenditure for the Council for the subsequent year.

7.4 The disbursement of this budget shall be consistent with the aims and objectives of the Council and in line with Faculty policy.

7.5 A financial report of the preceding year of the Council’s activities shall be prepared every year.
7.6 The Secretary of the Council shall be responsible for keeping adequate financial records relating to Council expenditure and for compiling a statement of receipts as required.

7.7 Any money received by the Council for its purposes or raised by the Council shall, after deduction of any expenses incurred in relation thereto, be paid to the University of Melbourne for the purposes of the Faculty of Business and Economics and shall be held by the University for the purposes for which it was raised.

7.8 Any other property received by the Council for its purposes shall be received upon trust for the University of Melbourne for the purposes of the Faculty of Business and Economics and shall be transferred to the University of Melbourne to be held by it for those purposes having due regard to the wishes of the donor.

8. COUNCIL MEETINGS

8.1 The Council shall meet six times per year, on dates which are determined and set in advance at the last meeting of each year for the following year.

8.2 The Chair/s shall invite all members of the Council as outlined in article 5.1 to contribute items for inclusion in the agenda by email at least two weeks ahead of each meeting.

8.3 The agenda for the meeting shall be set by the Chair/s.

8.4 Six members shall constitute a quorum and the Chair/s shall have a casting vote. The Chair/s shall be present but if at any time the Chair/s shall not be present one of the Vice Chairs shall preside.

8.5 Any four members of the Council may summon a meeting of the Council. On receipt of any such request in writing the Chair/s shall summon such meeting by notice served on the several members of the Council. Notice of such summon must be given 30 days in advance of the date of such a meeting. Notice of a meeting of the Committee addressed to the member’s address shall be proper notice of a meeting.

9. MINUTES

9.1 The Council shall keep proper minutes of all appointments to office, of the proceedings at all meetings of the council and of all the business transacted at such meetings.

9.2 Minutes of Council meetings shall be distributed to all present at the meeting, and all council members, within fourteen days of the meeting taking place.

9.3 The Secretary of the Council shall be responsible for taking, recording and distributing minutes.
10. GENERAL MEETINGS

10.1 An Annual General Meeting of all alumni of the Faculty of Business and Economics and for which at least 30 days prior notice has been given shall be held once a year at such time and place as the Council may determine.

10.2 At the Annual General Meeting a report shall be presented of the transactions and financial position of the Council.

10.3 The Chair/s may at any time for any special purpose call a Special General Meeting.

11. CONFIDENTIALITY

11.1 Where reasonably directed by the Board, members of the Council must not disclose to persons who are not members of the Council or the Board:

   i. Information provided by the Board;
   ii. Details of the Council’s internal discussion of information provided by the Board; or
   iii. The content of the Council’s correspondence with the Board.

12. TERMS OF THE CONSTITUTION

12.1 The provisions of this Constitution may be amended, repealed or added to by resolution of the Board.

12.2 Notice of any proposed alteration shall be given at the same time as notice of the next Council meeting.

12.3 No alterations of the Alumni Council Constitution shall be effective without the consent of the Dean of the Faculty of Business and Economics.

This Constitution was approved by the Business and Economics Board on 11 October 2010.