



Constitution of the University of Queensland Business School Alumni Association

Article 1 – Name:

The name of this organisation is “The University of Queensland Business School Alumni Association”, or “UQ Business School Alumni Association”, or “UQBSAA”, referred to by letter.

Article 2 - Purposes and Strategies:

The UQ Business School Alumni Association (hereinafter referred to as “the Association”) is the representative body of the alumni of UQ Business School undergraduate, postgraduate, and research programs, including graduates of the precursor organisations, the Schools of Commerce and Management.

The Association is dedicated to the advancement of relationships between UQ Business School and its alumni, as well as ongoing relationships between alumni, current students, and staff of UQ Business School. These interactions are considered to be mutually beneficial and supportive of ongoing development.

The objectives of the Association are:

- 1) To reach and engage UQ Business School graduates and alumni and provide an active and supportive network;
- 2) To support UQ Business School’s teaching, research and community service activities by delivering value to graduates and alumni;
- 3) To develop a network of alumni for professional, career and self-development opportunities;
- 4) To provide a channel for promoting the value of a UQ Business School degree; and
- 5) To encourage the alumni network to participate in related alumni events and activities, both nationally and internationally.

The contributions and competencies of the Association include:

- 1) Engaging corporate, industry and government affiliates;
- 2) Providing a supportive social network;

- 3) Providing career and financial opportunities through a value-enhancing business network;
- 4) Encouraging and supporting continuing education;
- 5) Focusing on those activities that best align the goals of the School with the ambitions of individual alumni.

Article 3 – Membership:

Membership in the Association is open to:

- 1) Graduates of UQ Business School;
- 2) Staff of UQ Business School; and
- 3) Former staff of UQ Business School.

Upon finishing studying at UQ Business School, all graduates automatically become a part of the alumni community. Membership of the Association shall be registered by completion of prescribed registration details as determined by the Executive Committee in conjunction with the UQ Advancement Office.

Article 4 - Structures and Processes:

There shall be an “Executive Committee” consisting of no more than ten (10) elected Members (referred to as “Executive Committee Members”) from the general Membership. Six (6) Executive Committee Members shall form a quorum. A representative from UQ Business School will be appointed to provide support for the committee and will participate in the committee. The Executive Committee is responsible for the management and activities of the Association, subject to any resolutions at a general meeting.

There are four offices in the Association Executive Committee:

- 1) President
- 2) Vice-President;
- 3) Treasurer; and
- 4) Secretary.

The incumbents of these offices will be referred to as “office bearers”, and elected in accordance with Article 5 – Elections (below).

The President calls and conducts all general and special meetings of the Association in an orderly fashion, with the Vice-President performing these responsibilities in the absence or unavailability of the President. The Treasurer is responsible for managing and approving expenditures in the Association’s budget in coordination with the representative from UQ Business School, participates in drafting a financial plan for the Association, reports on the Association’s finances to the Association’s committee, and presents a financial report at the Association’s Annual General Meeting. The Secretary coordinates the meetings, records minutes of the Association’s meetings, and maintains a history of the records and meetings. If applicable, the other Members of the committee conduct any activities based on agreed projects and tasks.

Executive Committee Members are generally expected to:

- Attend a minimum nine (9) out of the 11 monthly committee meetings;
- Attend a minimum of 75 per cent of alumni events;
- Support event marketing activities; and
- Be involved in meetings, workshops, or individual work to progress particular initiatives – as required per initiative.

If, for any reason, an Executive Committee Member should not be able to meet those expectations, or to make contributions otherwise, the Executive Committee Member should advise the Executive Committee and retire from the Committee. Vacant positions will be filled during the year and re-elected or confirmed at the AGM.

The Association's meetings are conducted using a consensus decision-making approach; when consensus does not emerge, a majority of those attending any given meeting may decide to use Roberts Rules of Order, or some other meeting decision-making approach that includes wide participation. The Association values consensus-based decision-making, and strives to seek input regarding official decisions from all officer bearers, Executive Committee Members, and the general Membership where relevant and feasible. If required, extraordinary general meetings can be called for in case of important decisions which require the involvement of the general Membership.

All Executive Committee Members are encouraged to involve the general Association's Membership in the capacity of non-elected committee Members to support projects and tasks.

Article 5 – Elections:

Executive Committee Membership terms are two (2) years in length, with Executive Committee Members being elected every two (2) years. Executive Committee Members can succeed themselves only twice. The maximum time an Executive Committee Member can serve on the Executive Committee is six (6) years. The Association aims to have terms expiring on alternate years, which allows for the rotation of some previously elected Members off and some newly elected Members on each year.

At all times there should be at least 50 per cent of the incumbent Committee in place when being replenished with new committee Members for continuity purposes. Generally, longer serving Committee Members will be required to step down at the end of the serving period over shorter term Committee Members. However, terms may be extended according to a Committee Member's exceptional merit and contribution to the cause of the Association.

Nominations are solicited from the Executive Committee by electronic mail advertised at the same time as the notification of the Annual General Meeting is distributed to Members (21 days before Annual General Meeting). Notification of nominations shall contain the number of available vacant

positions, the start and end of term of each incumbent Committee Members, as well as – if applicable – a declaration of intent to stand for re-election of incumbent Committee Members.

Elections are thus conducted so as to best meet the goals of:

- 1) Universal Member opportunity to participate;
- 2) Egalitarianism; and
- 3) Timeliness.

A majority of votes is the criterion for winning election by the general Membership. The candidates with the most votes stand for each vacant Executive Committee position.

All official announcements of the elections of the Executive Committee Members (e.g., presentation of newly elected Executive Committee and ratification) are made during the end-of-the-year Annual General Meeting. Office bearers will be announced following the first meeting of the next calendar year.

In the event of the largest vote totals being equivalent for two or more candidates for Committee Membership, a run-off vote will be conducted. In the event of vote totals being equivalent for two or more candidates for the Executive Committee, incumbent Members of the Executive committee will complete within two weeks one of the following three methods for the tie-vote determination:

- 1) Acceptance of all candidates with tie-vote totals for inclusion on the Executive Committee up to, but not exceeding, the number of individuals leaving the Executive Committee the next year;
- 2) Acceptance and identification of one of the tie-vote candidates for the current year and an offer of acceptance to the other tie-vote candidate(s) to the Executive Committee for the next year; or
- 3) A run-off vote by the incumbent team Members for acceptance of only one of the tie-vote candidates. The results of this process will be included in the posting of the final election results.

Any vacancies in the interim between elections will be advertised via electronic mail to the general Membership, with the Executive Committee making decisions regarding the election of candidates. Any Executive Members filling vacancies in the interim will be subject to re-election at the next Annual General Meeting.

The Executive Committee Members, including both newly elected team Members and those in the second or third year of their terms decide via election at the first meeting of the calendar year who will occupy the **Office bearer positions** of President, Vice-President, Treasurer and Secretary. In the event that there is more than one nomination for a position, positions will be determined by ballot amongst Executive Committee Members. Those Members elected to the positions of President, Vice-President, Treasurer and Secretary, serve a one (1) year term with the option to stand for re-election for one (1) additional year, and cannot immediately succeed themselves in the same position after serving two (2) years.

Article 6 – Ratification and Amendments:

These rules may be amended by resolution at an Annual General Meeting of the Association or Special Meeting of the Association. Amendments may be proposed at any time by either a consensus of the Executive Committee Members or by a petition signed by at least 5 per cent of the general membership. Notice of the proposed amendments shall be given at the same time as notice is given of the meeting. An amendment to the rules shall only be effective if supported by at least two-thirds of the Members present and voting at the meeting at which it is considered.

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