



# Alumni Relations Sciences Alumni Network Terms of Reference

## Alumni Relations

Sciences Alumni Network (SAN) Committee

### Introduction Statement

SAN's objective is to nurture the relationships between the University of Adelaide and its Science graduates through engagement, peer mentoring, personal and professional development and supporting the next generation.

### Membership of the Sciences Alumni Network

All Faculty of Sciences graduates of the University of Adelaide are automatically members of SAN.

### Key Purpose

The key purposes of SAN are to:

- a) Foster interdisciplinary networking (horizontal and vertical) through various events, publications and social media.
- b) Promote peer-to-peer mentoring and enable opportunities for professional and personal development among alumni from the Faculty of Sciences.
- c) Establish awards to allow alumni and students from the Faculty of Sciences to pursue professional development activities.
- d) Represent alumni from the Faculty of Sciences at the University.

### Governance

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

### Composition

- 1) Membership of the SAN Committee shall consist of a minimum of six (6) and a maximum of ten (10) 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.
  - vi) The Committee shall consist of at least one (1) Committee member each from the four (4) different Schools (Agriculture, Food and Wine, Animal and Veterinary Sciences, Biological Sciences and Physical Sciences) of the Faculty of Sciences.
- 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 (3) full

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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 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) If any other office becomes vacant, the SAN 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.
- 6) The SAN 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 from the Faculty of Science;
  - ii) be a person of good character as assessed by the University of Adelaide Alumni Relations (**UAAR**).
- 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 UAAR. Any nomination which does not comply with these requirements shall be discarded.
- 9) The UAAR shall notify the SAN of the names and profiles of proposed candidates at least ten (10) days before the date of the AGM.
- 10) The SAN Committee shall be elected by the members of SAN 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 SAN 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 SAN and the Terms of Reference of the SAN Committee; and
  - iv) to set up ad-hoc committees if necessary at any time.
- 12) The SAN Committee is a working committee but the members of the Committee are not remunerated.

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- 13) The University of Adelaide will hold and manage the SAN 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 SAN), 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 SAN and the SAN Committee.
  - 14) The President shall have the authority to legally bind the SAN Committee.
  - 15) The President, or if unavailable the Vice President, shall act as the official representative and spokesperson of the SAN Committee if required.
  - 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 SAN. Members shall comply with all applicable rules, policies, and regulations of the University of Adelaide.

#### Committee Meetings

- 17) The SAN 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 SAN 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 SAN 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.

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- 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 SAN 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 SAN 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.