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## **CURTIN UNIVERSITY OF TECHNOLOGY**

### **STATUTE NO 25**

# **CONVOCATION OF CURTIN UNIVERSITY OF TECHNOLOGY, ALUMNI ADVISORY BOARD**

WHEREAS–

- (a) The University desires to establish a Convocation of Curtin University of Technology;
- (b) The University desires to establish an Alumni Advisory Board for the administration of Convocation.

ACCORDINGLY it is enacted as follows–

#### **1. DEFINITIONS**

1.1 In this Statute unless the context otherwise requires–

“Alumni” means all persons who have been granted degrees or other academic awards of Curtin University of Technology or any of its antecedent institutions; and all recipients of honorary degrees of Curtin University of Technology or any of its antecedent institutions;

“Board” means the Alumni Advisory Board;

“Chapter” means a Chapter of Curtin Alumni and Friends constituted pursuant to this Statute;

“Convocation” means the Alumni and Friends;

“Friends” means past and present members of academic and general staff of the University; University Council, advisory bodies of the University or its departments and those holding fellowships, honorary doctorates or other distinctions of the University; members of a Chapter who are not alumni and any individuals whom the Board recognises to have demonstrated an affinity with the University;

“Immediate Past President” means the person who held office as President prior to the current President;

“Office” means the Office of Alumni Relations;

“President” means the Alumnus elected annually by Convocation to hold that office;

“Returning Officer” means the manager of the Office;

## **2. OBJECTS**

2.1 The objects of Convocation are–

- (a) To foster communication among and between Alumni and Friends and the University,
- (b) To provide information and advice to the University in respect of–
  - (i) strategic development of the University;
  - (ii) Alumni programs and activities; and
  - (iii) other matters of relevance.
- (c) To assist and facilitate donations to the University;
- (d) To provide an Alumni Representative to Council.

2.2 The objects of the Alumni Advisory Board are–

- (a) To serve as the executive of Convocation;
- (b) To provide advice to Convocation and the University in respect of the matters set out in Clause 2.1 (b);
- (c) To provide advice to, and support for, the Office;
- (d) To create a link between Chapters.

## **3. PRESIDENT**

3.1 The President shall be elected by Convocation for a term of office to expire on the seventh day of October of each year.

- 3.2 The President shall be the Alumni representative on the University Council and shall act as Deputy Chair of Convocation.
- 3.3 The President may call a meeting of Convocation from time to time but at least once every twelve months. The Pro-Chancellor shall be the Chair of Convocation and, in the absence of the Pro-Chancellor, the President shall be the Chair.
- 3.4 An election for President shall be held on a date determined by the Returning Officer prior to the first day of October in each year in accordance with the procedure for election of staff representatives to Council, except where those procedures are inconsistent with the provisions of this Statute.
- 3.5 Any Alumni may nominate for President and the nomination is to be signed by the nominee and one other Alumnus or Friend and submitted to the Returning Officer one month prior to the date fixed for the election.
- 3.6 In the event that the position of President becomes vacant by death, resignation or incapacity, the Board shall appoint another Alumnus to serve as President until the next following seventh day of October.

#### **4. THE ALUMNI ADVISORY BOARD**

- 4.1 The Board shall have the following members—
  - (a) President;
  - (b) Immediate Past President;
  - (c) up to five Alumni and Friends appointed by the Vice-Chancellor;
  - (d) up to five University representatives appointed by the Vice-Chancellor;
  - (e) one representative elected by each Chapter; and
  - (f) Manager of the Office who shall be a non-voting member of the Board and shall serve as executive secretary to the Board.
- 4.2 The Board shall hold an ordinary general meeting at least four times per year, at such times and in such places as the Board shall determine.
- 4.3 At the written request of three members of the Board made to the manager of the Office and for the purpose set out in the request, the Board shall hold a special general meeting not earlier than three weeks and not later than six weeks following the request. The quorum shall be three members.
- 4.4 The President shall be the Chair of meetings and, in the absence of the President, the members shall elect one of their number to act as Chair. The Chair shall have a deliberative and casting vote.

## **5. CHAPTERS**

- 5.1 At least ten people having a common interest in the affairs of the University may make application to become a Chapter.
- 5.2 The Board may approve an application pursuant to Clause 5.1 if the application complies with Chapter Guidelines published by the Board from time to time.
- 5.3 The Board may revoke the approval of a Chapter for any reason it deems appropriate.

## **REVISION HISTORY**

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Gazetted 11/6/02*

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