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# Women's College Alumnae Constitution

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## 1 Definitions

In this Constitution, the following words and terms shall have the following meanings:

**College** means the Women's College;

**Committee** means the committee of the Alumnae comprising the Office Bearers and ordinary members, elected pursuant to clause 5;

**Constitution** means the constitution of the Alumnae, and any amendments made to it from time to time;

**Member** means a person who has complied with the requirements of clauses 3.1 or 3.2;

**Membership Fee** means the prescribed fee determined from time to time by vote of the Annual General Meeting of Alumnae and payable by students on their admission to the College as resident or affiliate students;

**Office Bearers** means the office bearers of the Committee, set out in clause 6.2;

**Alumnae** means the Women's College Alumnae constituted by this Constitution.

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## 2 Objects of the Alumnae

The objects of the Alumnae shall be:

- (a) to foster interest in the College;
- (b) to maintain the interest of past students and past and present residents of the College in the College;
- (c) to arrange social and other activities and to raise funds for any purpose connected with the College; and
- (d) to promote the interests of the College.

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## 3 Membership

### 3.1 Admission of Members

Membership of the Alumnae shall be open to any person interested in the objects of the Alumnae who:

- (a) is admitted to membership by the Committee; and
- (b) has paid the Membership Fee.

### **3.2 Automatic membership**

Every person who was on 14 October 1977 a Member of either:

- (a) the Women's College Association; or
  - (b) the Women's College Old Students' Association,
- or any person who was a member of the Women's College Union;  
shall automatically be a Member of the Alumnae.

### **3.3 Classes of membership**

- (a) There shall be two classes of membership:
  - (1) non-voting Members; and
  - (2) voting Members.
- (b) Non-voting Members shall be those undergraduate residents students of College who have spent less than two semesters as residents or affiliates of College.
- (c) Any student who spends two or more semesters as a resident or affiliate of College shall be a voting Member on their first exit from College.
- (d) Admission to the Alumnae shall also be possible at the discretion of the Alumnae Committee, on the recommendation of the College.

### **3.4 Refund**

Any non-voting Member may elect to have the Membership Fee refunded at the time of that Member leaving College.

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## **4 Meetings**

### **4.1 Annual General Meeting**

At least once in each calendar year the Alumnae shall hold an Annual General Meeting at College.

### **4.2 Business at the Annual General Meeting**

The business of the Annual General Meeting shall be:

- (a) the presentation of the President's Report;
- (b) the presentation of the financial statements for the preceding year;
- (c) the election of the Committee for the following year;
- (d) the appointment of an honorary auditor who shall be a qualified accountant; and
- (e) any general business of which prior notice has been given.

### 4.3 Special General Meeting

- (a) The President may, whenever she thinks fit, convene a Special General Meeting of the Alumnae.
- (b) The President shall convene a Special General Meeting of the Alumnae on the requisition of not less than 40 members.
- (c) A requisition of Members for a Special General Meeting shall:
  - (1) be signed by the Members making the requisition;
  - (2) state the purpose or purposes of the meeting; and
  - (3) be lodged with the Secretary.
- (d) If the President fails to convene a Special General Meeting to be held within one month after the requisition is lodged with the Secretary, any one or more of the Members who made the requisition may convene a Special General Meeting to be held not later than three months after the date on which the requisition was lodged.

### 4.4 Quorum

Fifteen Members shall constitute a quorum for the transaction of business of any General Meeting.

### 4.5 Notice

Members who have given notice to the Alumnae that they wish to receive notice of meetings shall be entitled to receive notice of meetings. At least two weeks' notice shall be given of any general meeting. Despite anything else in this clause, at least four weeks' notice must be given for the Annual General Meeting.

### 4.6 Proxies

- (a) A Member may vote by proxy.
- (b) Proxy forms shall be registered with a nominated Member of the Alumnae immediately before the commencement of the meeting or adjourned meeting as the case may be.
- (c) The proxy form must be in writing and signed by the Member.
- (d) A Member is entitled to instruct her proxy in favour of or against any proposed resolution. Unless otherwise instructed, the proxy may vote as she thinks fit.
- (e) The proxy form shall be in the following form or in a form that is as similar to the following form as the circumstances allow:

**Women's College Alumnae**

I, \_\_\_\_\_ of \_\_\_\_\_, being a Member of the Women's College Alumnae, appoint \_\_\_\_\_ of \_\_\_\_\_ as my proxy to vote for me on my behalf at the \*Annual General/\*General Meeting of the Women's College Alumnae to be held on \_\_\_\_\_ 20## and at any adjournment of that meeting.

+ This form is to be used \*in favour of/\*against the following resolution(s):

Signed on (day) (month) (Year)

\* Strike out whichever is not desired.

+ To be inserted if desired.

- (f) If a proxy is only for a single meeting, it may be used at any postponement or adjournment of that meeting, unless the proxy states otherwise.

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## **5 Election of the Committee**

### **5.1 Elections**

The Committee (other than ex-officio members of the Committee) shall be elected for the ensuing year at the Annual General Meeting.

### **5.2 Retirement and re-election**

All Committee members (other than ex-officio members) shall retire on the day of the Annual General Meeting. Any Committee member may stand for re-election, provided that any Committee member who has held any office for three full consecutive terms shall not be eligible for immediate re-election to that position.

### **5.3 Secret ballot**

The Committee shall be elected by secret ballot or a show of hands.

### **5.4 First past the post**

The election of the Committee shall be on a first-past-the-post basis.

### **5.5 Nominations**

- (a) Subject to paragraph (b), nominations for the election of the Committee must be received by the Alumnae not less than 14 days before the date of the Annual General Meeting.
- (b) If no nominations are received for any office of the Committee, then nominations may be called for from the floor at the Annual General Meeting.
- (c) Nominations may be made by any voting Member who has obtained the consent of her nominee.
- (d) Nominations must be seconded.
- (e) Nominees must be voting Members.
- (f) Nominations may be made by e-mail.
- (g) Any nominee must attend in person at the Annual General Meeting; or written confirmation of their willingness to stand for office, signed by the nominee, must be received by the Secretary before the Annual General Meeting.

### **5.6 Absentee votes**

- (a) Voting Members who are unable to attend the Annual General Meeting may vote by way of absentee vote.

- (b) Voting Members who are unable to attend the Annual General Meeting and who wish to vote must contact a nominated Member of the Alumnae and request a ballot paper to be sent to them.
- (c) The ballot paper must be received by a nominated Member of the Alumnae at any time before the commencement of the Annual General Meeting.

### **5.7 Returning officers**

Two returning officers shall be appointed at the Annual General Meeting prior to the commencement of voting. The returning officers shall be responsible for counting, recording and announcing the vote in respect of any vote.

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## **6 Committee and Office Bearers**

### **6.1 Committee**

The Committee shall consist of the Office Bearers of the Alumnae and not less than three but not more than five ordinary Members.

### **6.2 Office Bearers**

The Office Bearers of the Alumnae shall be:

- (a) President;
- (b) Vice-President;
- (c) Secretary;
- (d) Treasurer;
- (e) Membership Secretary.

Despite anything in clause 6.1, the Committee shall have the power to co-opt other Members onto the Committee as it sees fit.

### **6.3 Ex-officio members**

- (a) The Chairman of the College Council shall be an ex-officio member of the Committee.
- (b) The Principal of the College shall be an ex-officio member of the Committee.
- (c) The Senior Student of the College or her nominee shall be invited by the Committee to be an ex-officio member of the Committee.

### **6.4 Meetings of Committee**

The Committee shall meet as often as the business of the Alumnae requires.

### **6.5 Quorum**

Five members of the Committee shall constitute a quorum for the transaction of the business of any meeting of the Committee.

## **6.6 Attendance**

Any Committee member who does not attend three consecutive Committee meetings without prior leave from the Committee may be deemed subject to the Committee's discretion to have vacated her position on the Committee and the provisions of clause 6.7 may apply.

## **6.7 Casual vacancies**

If a casual vacancy occurs in the membership of the Committee, the Committee may appoint a Member to fill the vacancy. The Member so appointed shall be a member of the Committee until the next Annual General Meeting following the date of the appointment.

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# **7 Finance**

## **7.1 Bank accounts**

All moneys received by the Alumnae shall be deposited in a bank account or accounts at such bank or banks as may be determined by the Committee. All cheques shall be signed by any two persons nominated by the Alumnae Committee.

## **7.2 Accounts**

Proper books of account, recording all receipts and payments of the Alumnae, shall be kept by the Treasurer who shall present to each meeting of the Committee a statement of receipts and expenditure since the last meeting and of the financial position of the Alumnae.

## **7.3 Presentation of accounts to Annual General Meeting**

The Treasurer shall present to the Annual General Meeting an audited statement of receipts and expenditure since the last Annual General Meeting, together with an audited balance sheet showing the financial position of the Alumnae.

## **7.4 Investment**

The funds of the Alumnae may be invested from time to time as the Committee sees fit.

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# **8 Property**

## **8.1 Property and Assets**

No Member shall have any interest in the property or assets of the Alumnae.

## **8.2 The Women's College Alumnae Ceases to Exist**

In the event that The Women's College Alumnae ceases to exist all properties and assets will revert to the Women's College within The University of Sydney

## **9 Amendment of the Constitution**

The Constitution may be altered at any Annual General Meeting, provided notice in writing of the proposed amendments shall be included in the notice convening the meeting.