



**AUSTRALIA-PACIFIC
TECHNICAL COLLEGE (APTC)**

ALUMNI ASSOCIATION

CHARTER

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DEFINITIONS

In this Charter, unless otherwise stated:

APTC	Australia-Pacific Technical College.
Alumni	Australia-Pacific Technical College Alumni Association.
Alumni Chapter	Australia-Pacific Technical College Alumni Association Country Chapter.
Alumni Chapter Leadership	Alumni Country Chapter Leadership Committee.
Alumni Coordinator	Coordinator of Alumni & Student Recruitment.
Alumni Member	A graduate from a course at the College.
CEO	Chief Executive Officer of the Australia-Pacific Technical College.
CSS	Corporate and Student Services.
CR	Country Representatives.
College	Australia-Pacific Technical College.
Ex-Officio member	A person invited by the Alumni to work as a member of a Committee of the Alumni or undertake other activities on behalf of the Alumni, and who may hold Committee membership status but no voting rights.
Extra-ordinary circumstances	May include but not be limited to: deliberately acting against the Alumni Charter; involvement in criminal activities; involvement in activities that are deemed to bring the Alumni and or the College into disrepute; insolvency; mismanagement of the Alumni as deemed by the College Senior Management.
Majority decision	Decision of over 50% of people made by voting.
Register	A register of members known as the <i>Australia-Pacific Technical College (APTC) Alumni Register of Members</i> .
Leadership Team (LT)	The LT is the most senior management team of APTC staff within the college.

1.0 Introduction to the Australia-Pacific Technical College

The Australia-Pacific Technical College (APTC) was established in July 2007 with Australian Government funding and the backing of the leaders of the Pacific Islands Forum (PIF).

The underlying rationale of the APTC is to facilitate regional labour mobility through demand-driven, internationally recognised and portable technical and vocational skills development for the formal wage economy. The APTC has the goal of increasing the supply of skilled workers in targeted sectors in the Pacific region; improving employment opportunities for Pacific Islanders nationally, regionally and internationally; and increasing productivity. There is a clear strategic role for the APTC in supporting Pacific regionalism and regional market integration, including trade in services (labour mobility) both through regional service delivery and through skills development.

The APTC also has a strong development focus. This includes ensuring access and equality for women, students from rural, remote or economically disadvantaged backgrounds, students from small island states and students with disabilities.

APTC training is open to all fourteen Pacific Island Forum (PIF) countries. Training is delivered in workplaces and institutions in five campus countries – PNG, Fiji, Vanuatu, Samoa, and Solomon Islands.

2.0 Australia-Pacific Technical College Alumni Association

This document is the Charter of the Australia-Pacific Technical College Alumni Association, (known as the Alumni) and has been developed at the direction of the Australia-Pacific Technical College (known as the College). Individual country/regional Chapters of the Alumni are known as APTC Alumni Association Country Chapters, for example, APTC Alumni Association Samoa Chapter (known as Chapters).

Alumni Chapters have been established in Fiji, Samoa, PNG, Vanuatu, Nauru, Kiribati, Tonga and Solomon Islands. APTC graduates are committed to retaining their connections with the APTC and are proud advocates for the training they have received with the College.

3.0 Goals, Mission and Objectives

3.1 Goals

The Australia-Pacific Technical College Alumni aims to achieve the following:

- Strengthen communications between Alumni and the College.
- Develop and support Alumni volunteer leadership.
- Enhance Alumni connections with College, students and the community.
- Encourage participation in Alumni development programs.

3.2 Mission

Foster lifelong connection with the College by developing a lasting and mutually beneficial relationship between the College and its Alumni. Together the Alumni and APTC will support the development of local, regional and international professional networking in the Pacific Island Forum countries.

3.3 Objectives

- Support and promote the goals, mission, and objectives of the Alumni and the College.
- Operate according to the principles, ethics and practices promoted by the College.
- Provide a forum for members to network professionally with other Alumni members, and their communities.
- Promote linkages between Alumni members and potential employers, governments and other stakeholders.
- Contribute to the promotion and recognition of the achievements of the College and its graduates.
- Provide opportunities for graduates to give something back to the College, their industries and communities.
- Link with the College and where appropriate assist and support Monitoring and Evaluations projects, student mobilisation, graduations and reporting of student achievements.
- Cultivate and strengthen Alumni leadership and professional development.

The Alumni is not a vehicle for political activities and should remain apolitical.

PART II: MEMBERSHIP

4.0 Membership

- 4.1 From 2013, on graduation all APTC students have automatically become members of the Alumni.
- 4.2 A person who does not wish to retain membership of the Alumni must advise the College and they will be removed from the Alumni Membership Register.
- 4.3 Members of the Alumni will be assumed to be members of the Alumni Chapter where they reside.
- 4.4 Ex-Officio membership of the Alumni Country Leadership Committees of the Alumni (known as the Alumni Chapter Leadership) may be extended to the Country Managers, the Country Representatives, and to others who from time to time the Alumni Chapter Leadership may appoint as Ex-Officio members for an agreed period.
- 4.5 Only full members have voting rights.

5.0 Responsibilities

- 5.1 Alumni members are required to act in a manner that supports and promotes the goals, mission and objectives of the Alumni and the Alumni Code of Ethics (*Annex B*).
- 5.2 Members shall not represent themselves as acting for or on behalf of the APTC or the Alumni for purposes other than approved Alumni activities.

6.0 Register of Members

- 6.1 The Electronic Management Information System implemented in 2013 across the APTC includes the Alumni Register of Members.

7.0 Cessation of Membership

A person ceases to be a member of the Alumni if that person:

- Is deceased.
- Resigns membership from the Alumni.
- Is expelled from the Alumni in accordance with Section 9: Disciplinary actions against members, office bearers and committees.

8.0 Resignation of Membership

- 8.1 A member of the Alumni may resign from membership of the Alumni by giving notice in writing to the Secretary of the Chapter Leadership Committee who will inform the Alumni Coordinator or by directly advising the Alumni Coordinator using the online de-registration form on the APTC website.

9.0 Disciplinary Actions Against Members, Office Bearers and Committees

- 9.1 All disciplinary matters are to be referred to the Alumni Coordinator in writing.
- 9.2 Where the Alumni Coordinator is of the opinion that a member of the Alumni has purposely acted in a manner prejudicial to the interests, goals, mission, and objectives of the Alumni, the Alumni Coordinator may by majority resolution of all members of the Chapter Leadership Committee expel or suspend for a specified period of time the member from the Alumni and the member will be advised in writing by the Alumni Coordinator.
- 9.3 Where the Alumni Coordinator is of the opinion that an Alumni Chapter Leadership Committee Chair has purposely acted in a manner prejudicial to the interests, goals, mission, and objectives of the Alumni, the Alumni Coordinator, in consultation with the Leadership Team of the College, may suspend the Chair in writing, and make recommendation on the matter.
- 9.4 Disciplinary action is to follow due process.

10.0 Right of Appeal

- 10.1 A member may appeal in writing to a specially formed Appeals Committee, constituted by the APTC CEO, against a resolution of the Alumni Coordinator.
- 10.2 The decision of the Appeals Committee is final.
- 10.3 Where an Alumni Chapter Leadership Committee has been suspended by the Alumni Coordinator, the matter is dealt with by the APTC CEO and the resolution of that meeting is final.
- 10.4 The appeal processes will follow due process.

11.0 Management of the Alumni

- 11.1 The Alumni shall be the primary alumni organisation for the APTC graduates.
- 11.2 Affairs of the Alumni will be centrally managed by the APTC Alumni Coordinator in accordance with the goals, mission and objectives of the Alumni (refer to Annex A for Alumni Governance Structure). The Alumni Coordinator shall:
- Perform all the activities that are necessary or desirable for proper management of the affairs of the Alumni.
 - Be the primary contact person for the Chapter Leadership Committee.
 - Provide effective strategic, administrative, and practical support for the Chapter Leadership Committee.
 - Support Chapter Chairs to undertake the duties of their office as outlined in the Alumni Charter.
 - Maintain regular communications with Chapter Leadership Committee to facilitate and promote their activities.
 - Ensure Chapter Leadership Committee adheres to their terms of office and is acting in accordance with the goals, mission, and objectives of the Alumni.
 - Update APTC Leadership Team, through Director Strategy and Development, on the development and activities of the Alumni Chapters.

12.0 Formation of Chapter Leadership Committees

- 12.1 An Alumni Chapter Leadership Committee shall operate in each country, reflecting equitable gender and school representation and consist of:
- Chair.
 - Deputy Chair.
 - Secretary/Treasurer (may be an Ex-Officio member).
 - At least two [2] General Members and not more than three [3] from the Alumni Chapter.
- And may include:
- Co-opted members of the Alumni as required.
 - APTC Country Manager (campus country) - Ex- Officio.
 - APTC Country Representative (non-campus countries) – Ex Officio.
 - Ex-Officio appointments as required.
- 12.2 Work Groups of the Alumni Chapter Leadership may be convened under the auspices of the Alumni Chapter Leadership to review or oversee activities as required.
- Terms of reference for Work Groups will be determined by the Alumni Chapter Leadership.
 - Work Groups are likely to include, but are not limited to, for example, a Marketing Work Group, Special Event Work Group, etc.

13.0 Terms of Office

13.1 Alumni Chapter Leadership Committee Office Bearers

- The Alumni Chapter Leadership Committee Chair is elected by majority vote to the position annually for a period of one (1) year by ballot (organised and overseen by the Alumni Chapter Leadership Committee Secretary) from the body of the Chapter Alumni at the Annual General Meeting of the Alumni Chapter.
- The Alumni Chapter Leadership Committee Chair may hold office for a maximum of two (2) consecutive terms with a minimum of one (1) term of absence from the Chair before standing again for Chair.
- The Alumni Chapter Leadership Committee Deputy Chair is elected by majority vote to the position annually from the body of the Chapter Alumni and in the absence or resignation of the Chair the Deputy Chair assumes the role of Acting Chair.
- In the absence or resignation of the Deputy Chair an Acting Deputy Chair is appointed from the Chapter Leadership Committee.
- The two (2) General Members of the Alumni Chapter Leadership are elected by majority vote to the position by the members of the Alumni Chapter at the Alumni Chapter Annual General Meeting for a one (1) year term.
- The General Members may be elected to the Alumni Chapter Leadership for a maximum of two consecutive one (1) year terms with a minimum of one (1) term of absence from the Alumni Chapter Leadership before standing again for General Membership.
- The Alumni Chapter Leadership as a body as well as individual office bearers and members are to carry out their duties in accordance with *the Membership Responsibilities outlined in Section 5*.

13.2 Cessation of Alumni Officers and Members

- **Resignation of Chapter Chair** shall be in writing to the Alumni Coordinator, and the position will be filled on a temporary basis by a member from the Alumni body appointed by the Alumni Coordinator, in consultation with the Chapter Leadership Committee, until the next Annual General Meeting.
- **Resignation of the General Member** from a Chapter Leadership Committee shall be in writing to the Secretary of the Committee and the position will be filled on a temporary basis by a member from the Alumni body appointed by the Alumni Coordinator, in consultation with the Chapter Leadership Committee, until the next Annual General Meeting.

14.0 Responsibilities and Roles of Leadership Committees

- The responsibilities, roles and operation of the Alumni Chapter Leadership are detailed in Annex C.

15.0 Management of Finances

15.1 Sources of funds

- The funds of the Alumni Chapters may be derived from approved work plan activities and apolitical sources as the Alumni Chapter Leadership determines and which are not in conflict with the goals, mission, and objectives of the Alumni or the APTC. There will be an annual process for the development and approval of Alumni Chapter work plans.
- All money allocated will be managed via the CSS and when received by the Alumni Chapters shall be deposited as soon as practicable and without deduction to the credit of the appropriately agreed account. Accounts will need to be provided for the allocation of funds.

15.2 Management of funds

The funds of the Alumni shall be used in accordance with the goals, mission, and objectives of the Alumni and as determined by the Alumni Coordinator through the approved work plans for funds provided by APTC.

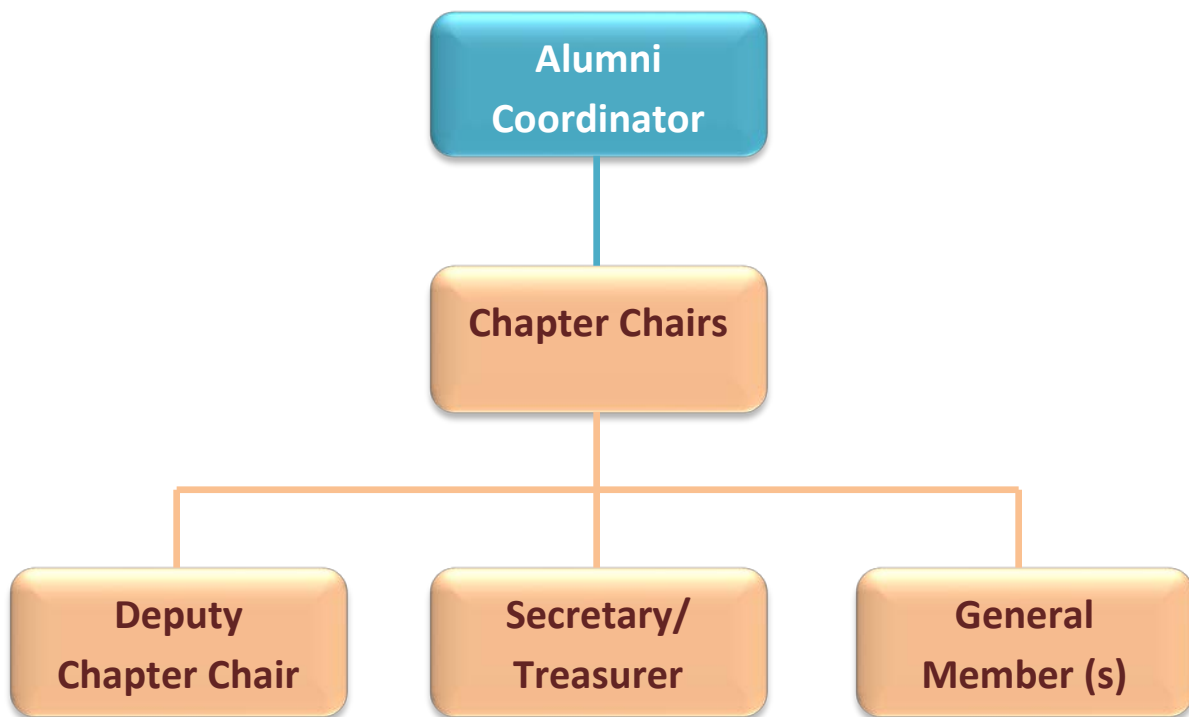
16.0 Records

16.1 Custody of records - Except as otherwise provided by this Charter, the Alumni Coordinator will keep or have under control all records, books and other documents relating to the Alumni.

16.2 Inspection of records - The records, books and other documents of the Alumni will be open to inspection, free of charge by a member of the Alumni and the Leadership Team of the College at any reasonable time during normal business hours.

16.3 Dissolution of the Alumni - Upon the dissolution or other termination of the Alumni, the balance of the assets, after payment or provision for payment, of its debts and expenses of dissolution, will be transferred as determined by the Leadership Team of the College.

ANNEX A: ALUMNI GOVERNANCE STRUCTURE



ANNEX B: APTC ALUMNI ASSOCIATION CODE OF ETHICS

1.0 What is the Alumni Statement of Values?

- 1.1 The APTC Alumni values the integrity of its members and recognises their commitment to the Goals, Mission, and Objectives defined in the Alumni Charter.
- 1.2 As Alumni, all members share a determination to uphold the trust placed in them by the Governments of the Pacific Island Forum countries (PIFC), Australia and the APTC to serve the best interests of the PIFCs through their individual and cooperative activities as members of the Alumni.

2.0 Why is an Alumni Code of Ethics needed?

- to define accepted/acceptable behaviours within the Alumni Association.
- to establish a clear framework for professional behaviour and responsibilities.
- to promote high standards of practice by Chapter Leadership Committees and Alumni members.
- to help promote the Alumni Association as a professional organisation.

3.0 What is Unethical behaviour?

- 3.1 In addition to bribery and misappropriation of funds, unethical behaviour also includes patronage, nepotism, favours to relatives, friends and political associates, leaking or misusing Alumni Association information, unauthorised political activities, abuse of position and power, and influence peddling, etc, - in fact any action which is undertaken by members at the expense of the Association and the people of PIFCs.

- 3.2 This Code of Ethics:

- has been built upon values and principles of the PIFCs' Charters.
- has the same force and effect as the APTC Alumni Association Charter itself and a breach of the Code constitutes a disciplinary offence under the Alumni Association's Charter.
- is not exhaustive but does provide the framework for members of the Alumni Association to understand their responsibilities to the Alumni Association and to their colleagues.

- 3.3 In summary, the Code of Ethics specifically prohibits:

- (a) obtaining or trying to obtain from any person (including another Alumni member), any property, benefit or payment, or any favour, from any actions done or not done in fulfilling his or her required duties.
- (b) giving or promising to give to any person any property, benefit, payment or favour from any action done or not done in fulfilling his or her required or official duties.

4.0 What are the specific implications of the Code of Ethics?

4.1 All APTC Alumni Association members or employees, will:

- a. promptly obey all lawful directions of Alumni Association or Chapter Chairs (when fulfilling his/her authorised obligations on behalf of the Alumni Chapter Leadership Committee), within the terms of the Charter.
- b. question any requests or directions which appear to be unlawful, and if in doubt, refer such requests to the Alumni Coordinator or Chapter Leadership Committee.
- c. refuse to obey all requests which are contrary to the Charter and/or are clearly unlawful and refer all such incidents to a meeting of the Chapter Leadership Committee, if considered necessary.
- d. exercise discretionary powers provided by legislation justly and professionally, in such a way as to maximise advantage to the country.
- e. not participate in any other personal business which may interfere in his/her duties or create a conflict of interest.
- f. treat colleagues and members of the wider Alumni network with respect for the positions they hold, regardless of gender.

4.2 In providing advice and services to clients, members of the Chapter Leadership Committees, Standing Committees and Special Committees are required to:

- a. be fair and impartial in interpreting the Charter and any annexes.
- b. declare to their colleagues any direct conflict of interest in dealing with a particular member or client, who may be a close relative or close associate.
- c. refuse the offer of any kind of inducement or “reward”, including money, material, entertainment, sexual favours and other services, from a client or third party in return for providing a service or for ignoring or not implementing an Alumni Association decision.
- d. refuse to be drawn into any kind of conspiracy with another member(s) to overlook regulations/lawful requirements in return for reciprocal favours, inducements or rewards described above.
- e. be prompt, polite and helpful to Alumni members, but at the same time be firm and commitment to an ethical APTC Alumni Association environment.
- f. report to the Alumni Coordinator any member, Alumni Association client, or any other person who attempts bribery or corrupt practice as described above.

ANNEX C: RESPONSIBILITIES OF CHAPTER LEADERSHIP COMMITTEES

1.0 Responsibilities, Roles and Operations of the Chapter Leadership Committee

- (i) Leads the Alumni Chapters in accordance with the goals, mission, objectives of the Alumni.
- (ii) Performs all responsibilities and activities as required by the Alumni Chapter Leadership to ensure the enhancement of the affairs of the Alumni Chapter.
- (iii) Communicates issues affecting the membership to and from the Alumni Coordinator and members of the Alumni Chapter.
- (iv) Reports in writing to Alumni Coordinator Meetings and the Annual General Meeting.
- (v) Members of the Alumni Chapter Leadership are subject to the disciplinary actions in accordance with *Section 5*.

1.1 Roles and duties of Alumni Chapter Leadership Committee Chair

- (i) The Chair of the Alumni Chapter Leadership are required to carry out their duties and act in a manner in accordance with Section 1 of this Annex.
- (ii) The Chair heads the Alumni Chapter Leadership Committee and leads the Chapters in representing the goals, mission, and objectives of the Alumni.
- (iii) Alumni Chapter Leadership Chairs shall act in the interests of the Alumni Chapter.
- (iv) Alumni Chapter Leadership Chairs shall ensure that all decisions and resolutions of the Alumni, through the Alumni Coordinator, are implemented in their Chapter.
- (v) The Alumni Chapter Leadership Chair holds the casting or second vote on the Alumni Chapter Leadership Committee.
- (vi) The Alumni Chapter Leadership Chair in consultation with the Alumni Chapter Leadership appoints Chapter Work Groups.
- (vii) The Alumni Chapter Leadership Chair contributes to the work of the Alumni Chapter Leadership in the interests of the Alumni Chapter.
- (viii) The Alumni Chapter Leadership Chair will hand over the Chair of their Chapter to the incoming Chair at the Annual General Meeting of the Alumni Chapter.

1.2 Roles and duties of Alumni Chapter Leadership Committee Deputy Chair

- (i) The Deputy Chair of the Alumni Chapter Leadership shall carry out their duties and act in a manner in accordance with Section 1 of this Annex.
- (ii) The Deputy Chair of the Alumni Chapter Leadership in the absence of the Chair act in the role and will exercise all the powers of the Chair while acting in the Chair and shall serve as Chair, should that office become vacant prior to the completion of a term.
- (iii) The Deputy Chair of the Alumni Chapter Leadership contributes to the work of the Alumni Chapter Leadership in the interests of the Alumni Chapter.

1.3 Roles and duties of Alumni Chapter Leadership Committee Secretary/Treasurer

- (i) The Secretary/Treasury of the Alumni Chapter Leadership is required to carry out their duties and act in a manner in accordance with Section 1 of this Annex.
- (ii) In the role of Secretary ensures notices of the meetings of the Alumni Chapter Leadership Committee are advised to all members.
- (iii) In the role of Secretary on advice from the Chair of the Alumni Chapter Leadership will prepare the agenda and papers, attend all Alumni Chapter Leadership meetings, record all votes, resolutions and the minutes of all proceedings in the agreed format, circulate minutes to members of the Alumni Chapter, and follow up on actions arising from the meetings.
- (iv) In the role of Secretary: retains and keeps current all correspondence and documentation of the Alumni Chapter Leadership, including, but not limited to, minutes of the Alumni Chapter Leadership Committee Meetings and its Work Groups, and any special meetings of the Alumni Chapter Leadership; correspondence in and out of the Chapter Office.

- (v) In the role of Secretary: ensures that notices are given of the elections of Alumni Chapter Leadership Alumni to the Chapter members.
- (vi) In the role of Secretary and in conjunction with the Alumni Coordinator supports the maintenance of a list of the last known contact details including postal addresses; email addresses and telephone and facsimile contact numbers; and conduct the annual ballot of members for office bearers and members of the Alumni Chapter Leadership.
- (vii) In the role of Treasurer: is responsible for all safe keeping of funds; must keep full and accurate records of receipts and payments and ensure that all moneys and other valuable effects are deposited and/or stored as agreed.
- (viii) In the role of Treasurer: ensures all monies due to the Alumni Chapter are collected and received, and that all payments authorised by the Alumni Chapter are made; correct books and accounts are kept showing the financial affairs of the Alumni Chapter including full details of all receipts and expenditure connected with the activities of the Alumni Chapter and annual accounts are prepared and submitted in writing to the Alumni Chapter Leadership Committee for review and forwarding to the Alumni Coordinator by the date specified by the Alumni Chapter Leadership Committee and the Alumni Coordinator.
- (ix) In the role of Treasurer: ensures that all accounts as ordered by the Alumni Chapter Leadership are correctly paid, takes proper receipts payments, and provides a summary of expenditure to the Alumni Chapter Leadership Committee at the regular meetings of the Alumni Chapter Leadership and the Alumni Coordinator or whenever they may require it.
- (x) In the role of Treasurer: in the case of resignation, retirement or removal from office, all documentation, papers, vouchers, money and other property of whatever kind in the possession of the Alumni Chapter Leadership Secretary/Treasurer or under their control, shall immediately be passed to the new Secretary/Treasurer of the Alumni Chapter Leadership, along with a current Financial Statement of the Alumni Chapter.
- (xi) The Secretary/Treasurer of the Alumni Chapter Leadership contributes to the work of the Alumni Chapter Leadership in the interests of the Alumni Chapter.

1.4 Roles and duties of Alumni Chapter Leadership Committee General Members

- (i) The General Members of the Alumni Chapter Leadership are required to carry out their duties and act in a manner in accordance with Section 1 of this Annex.
- (ii) The General Members of the Alumni Chapter Leadership are required to represent and contribute to the work of the Alumni Chapter Leadership in the interests of the Alumni Chapter.

1.5 Roles and duties of Alumni Chapter Leadership Committee Ex-Officio and Co-opted Members

- (i) The Ex-Officio and Co-opted Alumni members of the Alumni Chapter Leadership are required to carry out their specified duties and act in a manner in accordance with *Clause A1.2*.
- (ii) The Ex-Officio and Co-opted Alumni members of the Alumni Chapter Leadership are required to represent and contribute to the work of the Alumni Chapter Leadership in the interests of the Alumni Chapter.

2.0 Meetings of Committees of the Chapter Leadership

2.1 Alumni Chapter Leadership Committee Meeting - mode, quorum, schedule, voting

2.1.1

Meetings

The Alumni Chapter Leadership Committee will meet either in person, or via teleconference or other instantaneous means of conferring up to six (6) times annually, at such place and time as the Committee may determine.

Additional meetings of the Alumni Chapter Leadership Committee may be convened by the Chair or by a majority decision by members of the Alumni Chapter Leadership Committee

2.1.2

Quorum

Any four (4) voting members of the Alumni Chapter Leadership Committee, which may include either the Chair or the Deputy Chair or both, constitute a quorum for the transaction of the business of a meeting of the Committee. If both the Chair and the Deputy Chair are not present at the appointed time, and a quorum is present, the Secretary or Treasurer may chair one meeting per annum of the Alumni Chapter Leadership Committee.

2.1.3

Scheduling

Oral, written or electronic notice of a meeting shall be given by the Secretary to each member of the Alumni Chapter Leadership Committee at least seven (7) days (or such period as may be unanimously agreed upon by members of the Committee) before the time appointed for the convening of the meeting.

The Secretary shall prepare and circulate the Meeting Agenda, and the meeting shall follow that agenda.

2.1.4

Voting

Voting rights are limited to Alumni Members.

The Chair or presiding Chair of Alumni Chapter Leadership Committee or its work committees may exercise the casting or second vote where required.

Decisions of the Alumni Chapter Leadership Committee and its work committees shall be determined by a majority of the votes of Alumni members of the Committee through majority decision.

3.0 Annual General Meetings

3.1 Calling of the Annual General Meetings (AGM) for the Alumni Chapters

3.1.1 With the exception of the first Annual General Meeting (AGM) of the Alumni Chapters, the Alumni Chapters are required to, at least once in each calendar year and within a period of six (6) months after the expiration of each financial year of the Alumni, convene an Annual General Meeting of its members.

3.1.2 The Alumni Chapters are required to hold their first AGM within the period of six (6) months after the expiration of the first complete financial year of the Alumni.

- 3.1.3 Attendance at the AGM of the Alumni Chapters may be in person, via teleconference or other instantaneous means of conferring and at a time the Alumni Chapters' leadership decides.
- 3.1.4 The Secretary is required to ensure that advice of the AGM of the Alumni Chapters is sent to each member via one of the contact options on the register of members, specifying the time of the meeting and the nature of the business proposed to be transacted and providing the opportunity for in person attendance, teleconference and other instantaneous means of conferring at least thirty (30) days before the date of the AGM.

3.2 Conducting the Annual General Meeting

- 3.2.1 The Chapter Chair will chair the AGM and conduct the meeting.
- 3.2.2 The Chapter Secretary is required to act as Secretary for the AGM and carry out their role at the meeting.
- 3.2.3 The nomination of members for election to the Alumni Chapters and handover of powers should align with requirements set out in Section 1.0 of this Annex.
- 3.2.4 No business other than that specified in the notice convening the AGM should be transacted at the meeting.
- 3.2.5 In addition to any other business which may be transacted at an AGM, the business of an AGM needs to include the following:
 - a. confirmation of the minutes of the last preceding Annual General Meeting and of any special general meeting held since that meeting.
 - b. reports from the Chapter Leadership Committee and its standing and special.
 - c. committees regarding the activities of the Alumni during the preceding financial year.
 - d. election of the Chapter Leadership members.
 - e. receive and consider the completed accounts of the Alumni.
- 3.2.6 All votes must be indicated personally by members through majority decision or indicated by the presentation of signed and witnessed proxy votes from registered members of the Alumni.
- 3.2.7 In the case of deadlock of votes on a question, the Chair shall exercise a second or casting vote.

3.3 Conducting Extraordinary General Meetings

- 3.3.1 The Chapter Chair may in extra-ordinary circumstances call for an Extraordinary General Meeting and conduct the meeting.
- 3.3.2 The Secretary shall act as Secretary at the Extraordinary General Meeting.
- 3.3.3 Where an Extraordinary General Meeting is called by the Leadership Team of the College the appointed Acting Chair and Acting Secretary of the Chapter Leadership Committee will carry out the above roles and duties.
- 3.3.4 Decisions and actions from an Extraordinary General Meeting will be taken to the next AGM of the Alumni Chapter.
- 3.3.5 No business other than that specified in the notice convening on Extraordinary General Meeting shall be transacted at the meeting.

ANNEX D: PROCEDURES FOR THE CONDUCT OF ELECTIONS

Note: This document provides general information for the conduct of elections within the APTC Alumni Association. It should be read in conjunction with the Alumni Charter and any other relevant guidelines or schedules.

Prospective candidates need to know the requirements of the Alumni's Charter in relation to elections and the roles of office-bearers. The relevant rules concerning the conduct of elections are those covered in the Charter (Refer to Sections 11 – 13).

All elections are to be conducted in a transparent and equitable manner, to encourage member participation.

1.0 Advertising

Chapter Chair and related Chapter nominations are called for by placing a notice on the Alumni website and by emailing Alumni Chapter members who have registered an email address. The notice will provide the details of the timing for the date of closure of nominations and the date and place for the meeting.

2.0 Nominations

- 2.1 Candidates should ensure that they are qualified to be nominated.
- 2.2 The Charter requires candidates to be Registered Members of the Alumni. There are also clauses in the Charter which relate to the inability, in some positions, for Alumni members to serve in the same position for more than two terms of office.
- 2.3 Candidates seeking to nominate for a position, must be nominated by a registered member and seconded by a different registered member and submit their nomination by the due date. Candidates nominating for more than one position must complete separate forms for each position.
- 2.4 Nominations must be received in writing, signed by the candidate and her/his nominator and seconder.
- 2.5 The Alumni Chapter Secretary (which for the duration of the election process also performs the Returning Officer (RO) function) will acknowledge receipt of all nominations and after the close of nominations checks them for compliance with the Alumni's Charter and the provisions of this document.
- 2.6 Where a nomination does not comply with the requirements of the rules, the Secretary will advise the candidate concerned by written notice of the particulars of the defect. Depending on the nature of the defect, the candidate may be asked to take remedial action or provide further particulars of his/her qualifications for office.
- 2.7 The candidate must reply within seven days. Where a candidate fails to remedy a defective nomination within the prescribed time the nomination is rejected.

3.0 Uncontested Elections

- 3.1 If only sufficient valid nominations are received to fill advertised vacancies in all offices listed for election, nominees are declared elected immediately. Where some, but not all, positions do not require a ballot, declarations may be made in respect of these positions immediately.

4.0 Ballot Preparation

- 4.1 Candidates' names are listed on the ballot paper in alphabetical order by family name.
- 4.2 The Alumni Secretary prepares the ballot paper, in both print and/or electronic form, specifying the following:
 - 4.2.1 Voters mark one box only for each position.
 - 4.2.2 Information is provided regarding the process for the lodgment of ballot papers.
 - 4.2.3 A statement relating to the importance of confidentiality is to be included.

5.0 Roll of Voters

- 5.1 The database of members of the Association, current as at seven (14) days prior to the start date of the election period is the official and only list of voters.
- 5.2 Only these members are entitled to participate in the election process.
- 5.3 All efforts will be undertaken to ensure that the email addresses on the register are current, however, it is the responsibility of members to update any change of personal details. Members will be advised via email and notice on the Alumni website regarding the process for accessing a Ballot Paper.

6.0 Ballot

- 6.1 As noted above, posted or personally submitted ballot papers will be accepted. On receipt of a ballot paper, the Returning Officer – RO (Alumni Secretary) will:
 - a. confirm that the ballot has been submitted by an Alumni member entitled to vote.
 - b. destroy all accompanying identifying marks or names forwarded with the ballot.
 - c. lodge the ballot paper in a secure place.
 - d. mark on the official list of voters the name of the member who has voted.
- 6.2 Any non-accredited ballot papers will be put aside for further consideration if necessary.

7.0 Declaration of Results

- 7.1 At the completion of the scrutiny, the RO will declare the results verbally; at the relevant AGM in writing and issue copies of the results to the Alumni Coordinator and all candidates.
- 7.2 All ballot material will be kept for one year after the completion of the election.