



**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.
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.
Extraordinary 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 Alumni members known as the <i>Australia-Pacific Technical College (APTC) Alumni Register of Members</i> .
Leadership Team (LT)	The LT is the 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 after being announced by the Australian Government at 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 goal of APTC is to contribute to a more prosperous Pacific driven by a skilled, competitive and productive workforce. There is a clear strategic role for the APTC in supporting Pacific regionalism and regional market integration, including trade in services 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 PIF countries. Training is delivered in APTC campuses, workplaces and institutions in five countries – Papua New Guinea, 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).

The Alumni is sub-divided into national Chapters, known as APTC Alumni Association Country Chapters which have been established in Fiji, Samoa, PNG, Vanuatu, 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 Alumni aims to:

- Strengthen communications between APTC alumni and the College.
- Develop and support Alumni volunteer leadership.
- Enhance alumni connections with the 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 APTC 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 Upon graduation, all APTC students automatically become members of the Alumni.
- 4.2 Any graduate who does not wish to retain membership of the Alumni must advise the College. They will then be removed from the Alumni Membership Register.
- 4.3 Members of the Alumni will be registered as 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 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 Alumni or APTC 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 the person:

- dies.
- resigns from Alumni membership.
- 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 Alumni membership by giving written notice to the Chapter Leadership Committee Secretary, who will inform the Alumni Coordinator, or by directly advising the Alumni Coordinator through 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 a Chapter 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 all APTC graduates.

11.2 Affairs of the Alumni will be centrally managed by the 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 each Alumni 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 Chapters.

### 12.0 Formation of Chapter Leadership Committees

12.1 An Alumni Chapter Leadership Committee shall operate in each country, reflecting equitable gender and program 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 a Chapter may be convened under the auspices of the Chapter Leadership Committee to review or oversee activities as required.

- Terms of reference for Work Groups will be determined by the Chapter Leadership Committee.
- 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 Chapter Leadership Committee Secretary) from the body of the Chapter Alumni at the Annual General Meeting of the Chapter.
- The 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 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 Chapter Leadership Committee are elected by majority vote to the position by the members of the Chapter at the Chapter Annual General Meeting for a one (1) year term.
- The General Members may be elected to the Chapter Leadership Committee for a maximum of two consecutive one (1) year terms with a minimum of one (1) term of absence from the Chapter Leadership Committee before standing again for General Membership.
- The Chapter Leadership Committee 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 Chapter 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 and the position will be filled on a temporary basis by a member from the Chapter 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 Chapter Leadership Committee 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 workplan activities and apolitical sources as the Alumni Chapter Leadership Committee 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 workplans.
- All money allocated will be managed via the APTC Regional Head Office and when received by the Alumni Chapters shall be deposited as soon as possible 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 workplans provided by APTC.

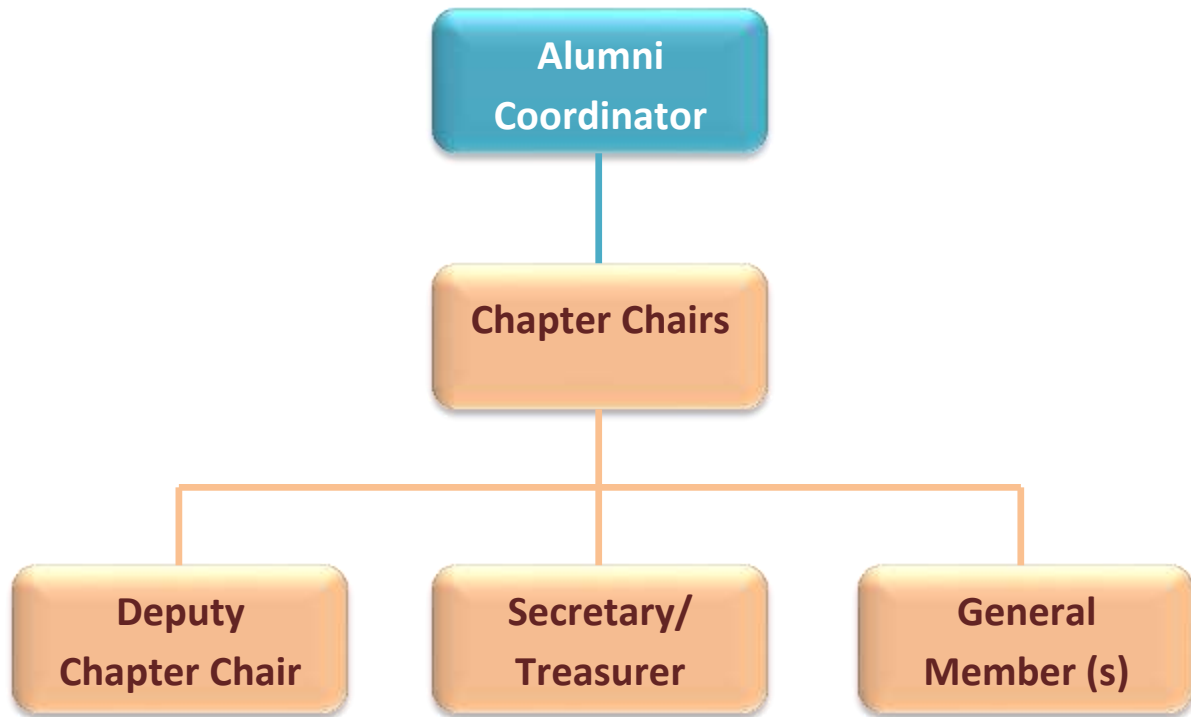
## **16.0 Records**

**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 (PIF), Australia and the APTC to serve the best interests of the PIF countries 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.
- to establish a clear framework for professional behaviour and responsibilities.
- to promote high standards of practice by Alumni Chapter Leadership Committees and Alumni members.
- to help promote the Alumni 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 information, unauthorised political activities, abuse of position and power, influence peddling, etc, including, any action which is undertaken by members at the expense of the Association and the people of PIF countries.

3.2 This Code of Ethics:

- has been built upon values and principles of the PIF countries' Charters.
- has the same force and effect as the Alumni Charter and a breach of the Code constitutes a disciplinary offence under the Alumni Charter.
- is not exhaustive but does provide the framework for members of the Alumni to understand their responsibilities to the Alumni and 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 members, employees or volunteers will:

- a. promptly obey all lawful directions of the Alumni or Chapter Chairs (when fulfilling his/her authorised obligations on behalf of the 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 the Alumni Coordinator and 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 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 Members of the Chapter Leadership Committee are role models for all APTC alumni, and are to display exemplary behaviour and act professionally at all times. The following will apply to the Chapter Leadership Committee members:

- a. All members will be monitored to ensure that they act appropriately.
- b. Violence and disrespectful language/behaviour in any personal or professional setting, while in office/fulfilling a role within the Chapter Leadership Committee, will not be tolerated and disciplinary action will be taken accordingly.
- c. If a member of the Chapter Leadership Committee is behaving violently and disrespectfully, an Alumni member can raise the issue in writing, to the Alumni Coordinator for action. 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 Chapter Leadership Committee and/or Alumni and the member will be advised in writing by the Alumni Coordinator.

4.3 In providing advice and services to clients, members of the 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 committed to the fostering of an ethical APTC Alumni Association environment.
- f. report to the Alumni Coordinator any member, Alumni 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 Chapter in accordance with the goals, mission and objectives of the Alumni.
- (ii) Performs all responsibilities and activities as required by the Chapter Leadership Committee to ensure the enhancement of the affairs of the Chapter's affairs.
- (iii) Communicates membership-related issues between the Alumni Coordinator and Chapter members.
- (iv) Informs Alumni Coordinator about meetings and the Annual General Meeting through written reports.
- (v) Members of the Chapter Leadership Committee are subject to disciplinary action in accordance with *Section 5*.

### **1.1 Roles and duties of the Alumni Chapter Leadership Committee Chair**

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

### **1.2 Roles and duties of the Alumni Chapter Leadership Committee Deputy Chair**

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

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

- (i) The Secretary/Treasurer of the Chapter Leadership Committee 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 Chapter Leadership Committee are sent to all members.
- (iii) In the role of Secretary: upon advice from the Chapter Chair, will prepare the agenda and papers, attend all Chapter Leadership Committee meetings, record all votes, resolutions and the minutes of all proceedings in the agreed format, circulate minutes to Chapter members, 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 Chapter Leadership Committee, including but not limited to, minutes of the Chapter

Leadership Committee Meetings and its work groups, and any special meetings of the Chapter Leadership Committee; correspondence in and out of the Chapter Office.

- (v) In the role of Secretary: ensures that notices of the elections of Chapter Leadership Committee are given to Chapter members.
- (vi) In the role of Secretary: in conjunction with the Alumni Coordinator, supports the maintenance of a list of the last-known contact details including postal addresses; email addresses, telephone and facsimile numbers; and conduct the annual ballot of members for office bearers and members of the Chapter Leadership Committee.
- (vii) In the role of Treasurer: is responsible for all safekeeping 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 Chapter are collected and received, and that all payments authorised by the Chapter are made; correct books and accounts are kept, showing the financial affairs of the Chapter, including full details of all receipts and expenditure connected with Chapter activities and annual accounts are prepared and submitted in writing to the Chapter Leadership Committee for review and forwarded to the Alumni Coordinator by the date specified by the Chapter Leadership Committee and the Alumni Coordinator.
- (ix) In the role of Treasurer: ensures that all accounts as ordered by the Chapter Leadership Committee are correctly paid, takes proper receipts payments, and provides a summary of expenditure to the Chapter Leadership Committee at the regular meetings of the Chapter Leadership Committee 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 in the possession of the Secretary/Treasurer, shall immediately be passed to the new Secretary/Treasurer of the Chapter Leadership Committee, along with a current Financial Statement of the Chapter.
- (xi) The Secretary/Treasurer contributes to the work of the Chapter Leadership Committee in the interests of the Chapter.

#### **1.4 Roles and duties of the Alumni Chapter Leadership Committee General Members**

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

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

- (i) The Ex-Officio and Co-opted Alumni members 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 are required to represent and contribute to the work of the Chapter Leadership Committee in the interests of the Chapter.

## **2.0 Meetings of the Alumni Chapter Leadership Committee**

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

#### **2.1.1 Meetings**

The Chapter Leadership Committee will meet either in person, or via teleconference or other immediate means of convening up to six (6) times annually, at a place and time as determined by the Committee.

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

### **2.1.2 Quorum**

Any four (4) members of the Chapter Leadership Committee, which may include either the Chair or the Deputy Chair or both, constitute a quorum for the discussion 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.

### **2.1.3 Scheduling**

Oral, written or electronic notice of a meeting shall be given by the Secretary to each Chapter Leadership Committee member at least seven (7) days (or such period as unanimously agreed upon by Committee members) before the appointed time of convening 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 the Chapter Leadership Committee or its work committees may exercise the casting or second vote where required.

Decisions of the Chapter Leadership Committee and its work committees shall be determined by a majority of the votes of Committee members 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 Alumni Chapters, the Chapters are required to, at least once in each calendar year and within a period of six (6) months after the expiration of each Alumni financial year, convene an Annual General Meeting of its members.

3.1.2 AGM attendance may be in person, via teleconference or other immediate means of convening, at a time decided by the Chapters' Leadership Committee.

3.1.3 The Secretary is required to ensure that notification of the AGM is sent to each Chapter member via one of the contact options on the register, clearly specifying time of the meeting and nature of the business to be discussed, with the opportunity for members to attend in-person, via teleconference and other immediate means of convening at least thirty (30) days before the AGM is held.

### **3.2 Conducting the Annual General Meeting**

3.2.1 The Chapter Chair will chair and conduct the AGM.

3.2.2 The Chapter Secretary will support the Chair in the smooth functioning of the AGM and will be responsible for ensuring the AGM is effectively organised and minuted and record effectively maintained.

3.2.3 The nomination of members for election to the 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 for the AGM should be discussed at the meeting.



- 3.2.5 The business of an AGM needs to include:
- a. confirmation of the preceding Annual General Meeting minutes and any special general meeting held since.
  - b. reports from the Chapter Leadership Committee and its standing and special committees regarding Chapter activities during the preceding financial year.
  - c. election of Chapter Leadership members.
  - d. receive and consider completed Alumni accounts.
- 3.2.6 All votes must be indicated personally by members through majority decision or by presenting signed and witnessed proxy votes from registered Alumni members.
- 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 extraordinary circumstances call for and conduct an Extraordinary General Meeting.
- 3.3.2 If an Extraordinary General Meeting is called by the APTC Leadership Team, the appointed Acting Chair and Acting Secretary of the Chapter Leadership Committee will carry out the above roles and duties.
- 3.3.3 Decisions and actions from an Extraordinary General Meeting will be taken to the next AGM for the Chapter.
- 3.3.4 No business other than that specified in the notice for the Extraordinary General Meeting shall be discussed at the meeting.

## **ANNEX D: PROCEDURE FOR CONDUCTING ALUMNI ELECTIONS**

**Note:** This document provides general information for the conducting of elections within the APTC Alumni Association. It should be read in conjunction with the Alumni Charter and related guidelines.

Prospective candidates need to know the elections requirements and roles and responsibilities of office-bearers, as identified in the Alumni Charter. The relevant rules concerning the conducting 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.

### **1.0 Advertising**

Nominations for all Chapter Leadership Member positions are requested through a notice on the APTC Alumni webpage and by emailing Chapter members who have registered an email address. The notice will provide details including the date of closure for nominations and the date and place for the election meeting.

### **2.0 Nominations**

- 2.1 Candidates should ensure that they are qualified to be nominated.
- 2.2 Candidates should 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 be nominated, must be nominated by a registered member, which will be seconded by another registered member. Candidates should submit their nomination by the due date. Candidates being nominated for more than one position must complete separate forms for each position.
- 2.4 Nominations must be received in writing, signed by the candidate, her/his nominator and seconder.
- 2.5 The Chapter Secretary (who, for the duration of the election process, also performs the Returning Officer function) will acknowledge receipt of all nominations, and after the closing of nominations, check them for compliance with the Alumni Charter.
- 2.6 If a nomination does not comply with the requirements, the Secretary will advise the candidate accordingly by written notice. Depending on the nature of the defect, the candidate may be asked to take remedial action or provide further information.
- 2.7 The candidate must reply and remedy a defective nomination within seven days or the nomination will be 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' are listed on the ballot paper by family name in alphabetical order.
- 4.2 The Secretary prepares the ballot paper, in print and/or electronic form, specifying the following:
  - 4.2.1 Voters mark one box only for each position.
  - 4.2.2 Information regarding the process for lodging ballot papers is provided.
  - 4.2.3 A statement on the importance of confidentiality is included.

#### **5.0 Roll of Voters**

- 5.1 The database of Alumni members, current as at seven (7) days prior to the start date of the election period is the official 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 email addresses in the register are current, however, it is the responsibility of members to update any change in personal details. Members will be advised through email and notice on the Alumni website regarding the process for accessing a ballot paper.

#### **6.0 Ballot**

- 6.1 Posted or personally submitted ballot papers will be accepted by the Returning Officer – RO (Alumni Secretary), who 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 at the relevant AGM verbally and in writing, and issue copies of the results to the Alumni Coordinator and all candidates.
- 7.2 All ballot material will be retained for one year after the election.