

# **RULES OF THE MGC ALUMNI ASSOCIATION**

## **NAME**

The name of the association is **MGC ALUMNI ASSOCIATION** (in these Rules called “the Association”).

## **OBJECT**

The primary objective of the Association is to unite the school community with past students and their families.

## **RULES**

These Rules will bind the Association and every member to the same extent as if they had respectively signed and sealed them, and agreed to be bound by all of their provisions.

## **MEMBERS**

Every student and staff member who leaves Melbourne Girls' College automatically becomes a member of the Association. Members of staff are honorary members whilst employed by Melbourne Girls' College. Parents or friends of past or present students are also eligible for membership. Other persons who have evidenced particular interest in the welfare of the College and a desire to associate themselves in the activities of the Association may be admitted as honorary members.

The Secretary shall ensure that the Alumni database is accurate and up-to-date and contains the name and address of each member, and their graduation details if applicable.

## **EXECUTIVE BOARD**

### **Object**

The governing body of the Association shall be the Executive Board (“the Board”). The objectives of the Board are to foster and strengthen the ties between past students of Melbourne Girls' College and to keep past students and staff engaged with the school community. The Board will achieve these objectives by and, without limitation:

- supporting connections and keeping alumni in touch with each other and with the College through its database
- organising professional, networking and social events and activities for alumni
- communicating alumni news and interests back to the College, including highlighting leadership at and beyond the College
- providing alumni profiles for use by the College at events, to inform potential students and their parents and to showcase the wide range of career paths that are followed
- promoting the achievements of Melbourne Girls' College students and staff both past and present
- communicating to the wider school community achievements and activities of the College and its alumni
- providing support services to the College and its students – curriculum programs, mentoring programs, guest speakers (assemblies, award evenings), student seminars (e.g. advising students about aspects of study and career paths, etc.), work experience placements and professional development for staff

## General Duties and Responsibilities

The Board shall be the governing body of the Association and shall manage the affairs and business of the Association. The Board is a volunteer body that is responsible for implementing and overseeing all alumni programs and activities that link alumni back to the College and with their fellow alumni. The Board reports to the Principal and the Assistant Principal. Members of the Board (otherwise known as the elected officers of the Association) shall be expected to:

- participate faithfully and enthusiastically in all Board meetings and come prepared by giving thought to the items under discussion
- participate actively in strategic and long term program planning to promote alumni awareness, engagement and commitment to the College
- strive to play an active role in organising alumni programs and events
- keep the College informed of the Association's needs as well as submit ideas, programs and suggestions to facilitate the implementation of the Association's objectives
- expand opportunities for alumni to maintain their relationships with one another
- coordinate and oversee new initiatives undertaken by the Association
- work closely with the College regarding opportunities to engage and connect with alumni and contact alumni to inform them about alumni programs and upcoming events and activities
- coordinate the design, production and distribution of the Alumni Newsletter
- develop strong working relationships with other Board members
- recognise fellow alumni who are distinguished by their loyalty, professional achievement and community service
- assist current students and alumni in career planning, placement and transitions

## Nominations for Board Membership

All graduates of the College have the right to present themselves to the Board and request to be considered for nomination to serve on the Board. In selecting candidates, the Board shall give due consideration, among other factors, to the candidate's commitment to the Association's objectives, demonstrated volunteer and active leadership experience, their diversity, their graduation year, and their field of employment. In general, the Board seeks the highest levels of commitment and sustained involvement in the affairs of the College.

## Board Composition

The elected officers of the Association shall be the President, Vice President, Secretary, Treasurer, Communications and Marketing Officer, Assistant Communications and Marketing Officer and no fewer than 2 and no more than 12 General Committee Members and such elected officers shall comprise the members of the Board. The members of the Board shall perform the duties prescribed by these Rules and shall abide by the Code of Conduct at all times.

## Duties of Elected Officers

**President** - The President of the Association shall serve as the chairperson of the Board and shall lead all meetings of the Board. The President shall set and prepare the agenda for Board meetings to implement the plans and strategies of the Association. The President

shall represent the Association in and at all functions and activities required by her office. The President shall be responsible for the operation of the Association and for initiating and actioning matters of the Association. In conjunction with the College, it is the responsibility of the President to set the direction and goals of the Association, and execute those goals within the mandate and resources of the College. The President is responsible for the overall succession planning and leadership development of the Association and shall interpret and redefine its objectives as necessary.

Vice President – The Vice President shall be an assistant to the President of the Association, and in the absence of the President, shall chair at meetings of the Association and of the Board. The Vice President shall lead in developing and organising events and activities of the Association. The Vice President shall also be alert to opportunities to promote the objectives of the Association and inform the President of these opportunities. The Vice President shall assume such other duties as the Board may determine, from time to time.

Secretary - The Secretary shall ensure a record of each Board meeting is kept and draft minutes are prepared after each meeting and distributed to the members of the Board prior to the next Board meeting. The minutes will record the date, time and venue of the meeting; the names of attendees and any apologies received from officers; a record of the business of the meeting; and the decisions of the meeting. The Secretary shall work in close cooperation with the President to prepare the agenda for Board meetings. The Secretary shall ensure that the Alumni database is accurate and up-to-date. The Secretary may rely on College staff to assist her in the performance of these duties. The Secretary may from time to time be assigned administrative duties by the Board beyond the scope of the duties of a recording officer. In such case, subject to the approval of the Board by a majority vote, the Secretary may appoint an Assistant and/or Associate Secretaries to assist her in the performance of the administrative duties and who are to discharge such administrative duties for the Board in accordance with the instructions of the Board.

Treasurer - The Treasurer shall be responsible for managing the finances of the Association and shall work closely with the College regarding budgetary matters. The Treasurer shall monitor spending and performance against the College's budget and will advise the Board on spending and budget issues. The primary responsibility of the Treasurer is to generate financial support and oversee fundraising. The Treasurer shall assume such other duties as the Board may determine, from time to time.

Communications and Marketing Officer - The Communications and Marketing Officer shall be responsible for managing the production of the Alumni Newsletter, including content creation, layout, design, editing and proofing. The Communications and Marketing Officer will manage and produce the Alumni Newsletter, write selected articles, introductions and filler pieces, liaise with the College, including alumni, to source articles, images, and other material, and edit original material prior to publication. The Communications and Marketing Officer shall also work closely with the College to implement an effective print and digital communications strategy designed to increase engagement of alumni. The Communications and Marketing Officer will plan and assist with the coordination and promotion of alumni events and will be expected to assist with general marketing and communications initiatives as part of this role.

Assistant Communications and Marketing Officer - The Assistant Communications and Marketing Officer shall work closely with the College to maintain and develop the Association's online presence, both on the College website and via social media with regular engaging content relevant to alumni. In particular, the Assistant Communications and Marketing Officer is expected to manage the Association's social media strategy and will be responsible for sourcing, developing, creating and managing content on the Alumni Association Facebook page to ensure the content is up to date and that the social media site is meeting the needs of the alumni. The Assistant Communications and Marketing Officer shall organise and promote the Association's programs and activities on the College website and the Association's social media accounts.

General Committee Members – It is expected that General Committee Members will show initiative and take responsibility for the role and the tasks required. General Committee Members will be responsible for coordinating, planning and overseeing alumni events and activities, including class reunions, from advertising campaigns, emailing invitations, ordering appropriate merchandise, attending events where possible, and ensuring that all internal and external staff are fully briefed. General Committee Members will also conduct regular feedback on the effectiveness of events, and contribute to the future planning of the Association. General Committee Members shall perform any other duties within the scope, spirit and purpose of their office as requested by the President and shall be alert to opportunities to promote the objectives of the Association.

## Code of Conduct

The members of the Board are required to abide by the Code of Conduct issued by the Victorian Public Sector Commissioner. The code of conduct requires members of the Board to:

- act with honesty and integrity (be truthful, open and clear about their motives and declare any conflict of interest should it arise)
- act in good faith and in the best interests of the College (work cooperatively with other members and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds)
- act fairly and impartially (consider all sides of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self-interest)
- use information appropriately (respect confidentiality and use information for the purpose for which it was made available)
- use their position appropriately (not use their position as an Officer of the Board to gain an advantage)
- act in a financially responsible manner (observe all of the above principles when making financial decisions)
- exercise due care, diligence and skill (accept responsibility for decisions and do what is best for the College)
- comply with relevant legislation (know what legislation is relevant for which decisions and obey the law)
- demonstrate leadership and stewardship (set a good example, exercise care and responsibility to keep the College strong and sustainable)
- if a member of the Board cannot fulfil her duties, she will resign from the Board. In the event of a resignation, a majority of the remaining Board may appoint a replacement

## Election

If there is only one candidate for any particular office or the number of candidates is less than or equal to the number of seats to be filled, the President may put forth the entire slate of candidates on a single voice vote. If the number of candidates for any office is greater than one or there are more candidates than the number of seats, each member of the Board will have the right to vote by confidential ballot and the election shall be decided by majority vote. A member of staff currently serving as an ex-officio member of the Board will count the ballots immediately following the vote and announce the results.

## Term of Office

Members of the Board may be elected to serve on the Board for up to two consecutive two year terms except if resignation or removal occurs before then. If elections are not held in time to replace an incumbent at the end of their term due to unforeseeable reasons, then the Board member shall remain in office until their successor has been elected. No Board member may be elected to the same office for more than two successive terms. After an absence of two years, the Board member is again eligible to hold the same office.

## Vacancies

Any vacancy occurring on the Board may be filled by a person eligible for nomination by a majority of the remaining members of the Board, whether or not such remaining members constitute a quorum. Each Board member so appointed to fill a vacancy shall hold office until the end of the uncompleted term of office they were appointed to fill or until their resignation or removal or until their successor becomes incumbent, whichever occurs first. The President shall give prompt notice of the occurrence of a vacancy to the Board, so that action to fill the vacancy can take place at the earliest practicable time.

## Board Meetings

The Board shall hold at least four (4) meetings a year. Meetings of the Board may be held at such time and at such place as, from time to time, shall be determined by the Board. Additional or special meetings of the Board may be called by the President or a quorum of the members of the Board with two weeks' notice.

In meetings of the Association or the Board, any business may be transacted that is presented in written agenda form and pre-approved by the President not less than ten (10) days prior to each meeting. The Secretary, upon authorisation of the President, shall send the agenda to the members of the Board not less than seven (7) days prior to the date fixed for a meeting. The initial order of the agenda for a meeting shall be determined by the President, subject to the direction of the Assistant Principal. The agenda shall include an opportunity for 'any other business' to be raised.

A member of the Board desiring to bring any business before the meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next meeting after the receipt of the notice.

If a member of the Board is unable to attend a Board meeting, an apology should be submitted to the President and it should be recorded in the minutes of the meeting.

## Quorum

A quorum shall consist of a majority of the members of the Board.

## Voting

Each member of the Board has one (1) vote only. All votes must be given personally. In the case of a tie, the President is entitled to exercise a second or casting vote.

## Removal

Any member of the Board may be removed from serving on the Board if:

- they miss two (2) meetings of the Board, unless extenuating circumstances exist. The Board, by majority vote, may dismiss the member and in such case, the President may appoint a successor; or
- they act in a manner that is inconsistent with, or prejudicial to, the objectives of the Board and the duties of their office. The Board, by majority vote, may dismiss that member and in such

case, the President may call a special meeting of the Board to elect a new member to fill the vacant office; or

- the Board or any member of the Board believes that a member has failed to comply with the principles or the spirit of the Code of Conduct, the Board, by majority vote, may dismiss that member and in such case, the President may call a special meeting of the Board to elect a new member to fill the vacant office.

#### Committees

The Board may appoint standing and/or ad hoc committees in order to carry out most effectively the purposes of the Association and any of its programs. Members of committees will be appointed by the Board. Responsibility for the work of committees will rest with the Board and/or the College.

#### Amendment of Rules

These Rules may be amended at any meeting of the Board by a majority vote.