

Governance Rule - Schedule 6 - Meetings of Convocation

1. Calling of meetings

Meetings of Convocation:

- (1) may be convened by the President of Convocation at any time;
- (2) must be convened by the President of Convocation if so required by one percent or more of the members of Convocation whose names and addresses are contained in the Register of Convocation;
- (3) must be convened by the President of Convocation in accordance with a resolution passed by simple majority of the Alumni Advisory Committee, at which no less than two-thirds of the members of the Committee are present;
- (4) must be convened by the President of Convocation at least once a year for the annual general meeting of Convocation.

2. Chair

- (1) The President of Convocation will preside at meetings of Convocation.
- (2) If the President of Convocation is absent or is unable to preside at a meeting, the Deputy President of Convocation will preside at the meeting of Convocation.
- (3) If both the President and the Deputy President of the Alumni Advisory Committee are absent or are unable to preside at a meeting, the members present will elect one of their number to preside at the meeting of Convocation.
- (4) The person who presides at a meeting is the Chair of that meeting of Convocation.

3. Notice of meeting

The President of Convocation will give at least 21 days' notice of any meeting of Convocation, in accordance with procedures approved under Clause 8 of this schedule.

4. Quorum

- (1) A quorum of any meeting of Convocation is 15 members.
- (2) If within 45 minutes from the time appointed for a meeting a quorum is not present, the Chair has the discretion whether the meeting be dissolved or adjourned to such date, time and place as the Chair may determine.
- (3) Members of Convocation attending a meeting will be asked to sign a register prior to the commencement of the meeting, and to indicate the relevant category of Convocation to which they belong.

5. Order of business at Annual General Meeting

The order of business of each Annual General Meeting will be as follows:

- (a) confirmation of the minutes of the previous meeting;

- (b) report from the President of Convocation;
- (c) any reports to Convocation;
- (d) election of the Alumni Advisory Committee, President of Convocation and Deputy President;
- (e) notices of motion;
- (f) business on the agenda which will be called on in the order in which it stands, and
- (g) general business.

6. Voting

- (1) Every member of Convocation is entitled to one vote.
- (2) All resolutions or motions which may be put to vote at the Annual General Meeting will be decided by a majority of votes of the members present in person or by proxy.
- (3) All resolutions or motions which may be put to vote at a meeting other than the Annual General Meeting will be decided by a majority of votes of the members present.
- (4) An instrument appointing a proxy must be in writing and signed by the member and provided to the Alumni officer prior to the commencement of, the Annual General Meeting.

7. Adjournment

The Chair, with the consent of the majority of those members of Convocation present, may adjourn a meeting of Convocation.

8. Procedures of Convocation

Meetings of Convocation are also subject to any procedures that may be prescribed by the Council from time to time.