

## **Department of the House of Representatives Alumni Association**

### **Constitution**

#### **Part 1 Establishment**

1.1 The organisation shall be the Department of the House of Representatives Alumni Association, known as 'DHR Alumni Association', founded in 2007.

1.2 In the interpretation of this Constitution, unless the contrary intention appears:

Association means the DHR Alumni Association.

Alumnus means a person who has been an employee of the Australian Department of the House of Representatives and has joined the Association.

Alumni is the plural of 'alumnus', both used irrespective of gender.

Board means the Board of the Association constituted under part 4.

Department or DHR is the Department of the House of Representatives established under the *Parliamentary Service Act 1999*.

Department of the House of Representatives employee means a person engaged as an employee under section 22 of the *Parliamentary Service Act 1999* within one of the following categories:

- (a) an ongoing employee;
- (b) an employee engaged for a specified term or for the duration of a specified task;
- (c) an employee engaged for duties that are irregular or intermittent.

financial year means the period from 1 July to 30 June.

The singular imports the plural and vice versa.

References to parts and clauses are references to parts and clauses of this Constitution.

#### **Part 2 Aims**

The aims of the Association are:

- (a) To encourage members to continue the networking and friendships they enjoyed whilst employees of DHR and to establish mutually beneficial relations between its members with each other, with the Association and with the current staff of the Department through various means.
- (b) To promote those associations and friendships and the interests of DHR within the Commonwealth Parliament.
- (c) To represent, where appropriate, former employees of DHR.
- (d) To provide mentoring in appropriate circumstances to former and current DHR staff.
- (e) To seek to arrange suitable occasional social and consultative meetings to further these aims and as may be of benefit to DHR, and to the institution of Parliament generally.

(f) To print and publish any leaflets, newspapers, periodicals or books that the Association may think desirable for the promotion of these aims.

(g) To do all such other things as are incidental or conducive to the attainment of the aims and the exercise of the powers of the Association.

### **Part 3 Membership**

All former employees of the Department of the House of Representatives may become members of the Association.

### **Part 4 The Board**

4.1 The Association shall be controlled and managed by a Board.

4.2 The Board shall consist of a minimum of ten and as many other alumni who have self-nominated to be on the Board.

4.3 The Board shall elect the following officers bearers:

(a) two co-chairs; and

(b) a secretary.

4.4 The co-chairs and secretary shall be elected annually.

4.5 The Board shall meet together not less than three times a year and determine its own procedures according to this Constitution.

4.6 At all meetings of the Board one of the co-chairs, if present, shall preside, and if not present within ten minutes after the time appointed for the holding of the meeting, one of the Board members present shall be elected to preside.

### **Part 5 Powers and duties of the Board**

5.1 The business of the Association shall be managed by the Board who may exercise all such powers of the Association as are not by this Constitution required to be exercised by the Association in general meeting. No resolution of the Association in general meeting shall invalidate any prior act of the Board.

5.2 The Board shall produce a summary of proceedings at all meetings of the Board. The minutes shall be signed by the person who presided at the meeting or by the person presiding at the next succeeding meeting.

5.3 Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a majority of the Board members present at the meeting. In the case of an equality of votes, the alumnus presiding at the meeting shall have a second or casting vote. A declaration by the person presiding at the meeting, or an entry in the minutes of the Association, that a resolution has or has not been passed by the requisite majority shall in the absence of evidence to the contrary be conclusive.

5.4 At any properly convened meeting of the Board six members shall constitute a quorum.

## **Part 6 General meetings**

6.1 The annual general meeting of the Association for any financial year shall be held as soon as practicable after the end of that financial year but in any case no later than the date which is four months after the end of that financial year.

6.2 All general meetings, other than the annual general meeting, shall be called extraordinary general meetings.

6.3 Any ten Board members or any 25 members of the Association whenever they think fit may call an extraordinary general meeting.

6.4 Members shall be given at least 14 days' notice of an extraordinary general meeting and 28 days' notice for an annual general meeting, in each case specifying the place, the date, and the hour of the meeting and the business proposed to be conducted at that meeting.

6.5 At the annual general meeting the Board shall report on its activities since the previous annual general meeting.

6.6 A declaration by the alumnus presiding at a general meeting, or an entry in the minute books of the Association, that a resolution has or has not been passed by the requisite majority shall in the absence of evidence to the contrary be conclusive.

## **Part 7 Procedures**

(a) A co-chair, or if neither is present, a Board member, shall preside at all general meetings.

(b) General meetings and meetings of the Board shall be conducted in accordance with established parliamentary practice.

(c) The quorum for a general meeting shall be 15.

## **Part 8 Notices**

8.1 A notice may be given by the Association to any member

(a) personally; or

(b) by sending it by email or by post to the address last supplied by the member whether to the Association or DHR for the giving of notices; or

(c) by placing suitable advertisements in such newspapers as may be determined to be appropriate by the Board.

8.2 Where notice is sent by email or post, service of the notice shall be deemed to have been effected by properly addressing and posting a communication containing the notice.

8.3 Notice of every general meeting shall be given in any manner authorised in this Constitution to every member except those members who have not supplied to the Association or DHR an address for the giving of notices to them.

## **Part 9 Amendment of the Constitution**

This Constitution may be altered, amended, added to or repealed in whole or in part by a resolution passed by a majority of not less than two-thirds of the members present and voting at a general meeting of the Association.

#### **Part 10 Dissolution of the Association**

The Association may be dissolved by a resolution passed by a majority of not less than two-thirds of the members present and voting at a general meeting of the Association.