

STATUTE 3.1 - CONVOCATION AND ITS COMMITTEE¹

Graduates to be classified by faculty

- 3.1.1 (1) Graduates are classified according to the faculty to which their degrees pertain or to which their degree has been assigned for administrative purposes or, in the case of higher degrees or other degrees which do not pertain to a faculty or have not been assigned for administrative purposes to a faculty, are included in any class that the Council on the recommendation of the Board and after consultation with the committee of convocation determines.
- (2) For the purposes of this statute, the Melbourne Business School is to be regarded as a faculty.

Addresses of graduates

- 3.1.2 In 1989 the registrar reported to the Council the number of graduates in each class whose addresses were known to the university secretary and not later than 31 March in every sixth year after 1989 the university secretary must so report to the Council.

Council to determine representation of classes

- 3.1.3 (1) The Council determines in accordance with section 3.1.4 the representation of each class of graduates on the committee of convocation.²
- (2) If the number of graduates in any class is fewer than the quota established under section 3.1.4, the Council must group the class with one or more other classes.
- (3) If a faculty ceases to exist or becomes part of another class, a member of the committee of convocation who is a representative of the graduates of that faculty continues to be a member of the committee of convocation until a further determination is made by the Council under this section.

Procedure for determining representation of classes

- 3.1.4 The representation of classes on the committee of convocation is determined in accordance with the following procedure:

- (a) A quota (Q) is calculated by dividing the total number of graduates whose names appear on the graduate roll (N1) by forty six; thus $Q =$

$$\frac{N1}{46}$$

- (b) For each class, the number of graduates whose names appear on the graduate roll (N2) is divided by the quota (Q).
- (c) If for any class, the quotient of

¹ See Division 3 of Part 1 of the Act.

² Under the existing determination the classes of graduates entitled to be represented for the time being on the committee of convocation are as follows -

Graduates in Architecture, Building & Planning	2 members
Graduates in Arts	8 members
Graduates in Economics & Commerce and Melbourne Business School	6 members
Graduates in Medicine, Dentistry and Health Sciences	4 members
Graduates in Education	2 members
Graduates in Engineering	4 members
Graduates in Law	2 members
Graduates in Science	8 members
Graduates in LFR & Vet Science	2 members
Graduates in Music & VCA	2 members
Total committee membership (not including the President)	40 members

$$\frac{N2}{Q}$$

is less than 1.0, N2 for the class must be transferred to N2 for any other class determined by the Council.

- (d) If for any class or group of classes, the quotient of

$$\frac{N2}{Q}$$

is greater than 1.0, the number of representatives of that class on the committee of convocation is the nearest even whole number to that quotient.

- (e) Notwithstanding section 3.1.3, calculations as set out in section 3.1.4 will be made for the first election to the committee of convocation for which nominations are called after approval by the relevant minister of the divisor 46.

Division of classes by the Council

- 3.1.5 (1) The Council may determine that any of the classes or groups of classes of graduates classified by faculty by virtue of their degrees under section 1 may be further divided into professional streams for which separate representation on the committee of convocation may be achieved.
- (2) Where the Council determines that such a further division into professional streams is to be made, it must direct how many of the representatives determined for the overall class in accordance with section 3.1.4 are to be allocated to each professional stream.
- (3) Before the Council makes a division of a class or group of classes of graduates under this section, it must consult as widely as is practicable, and by whatever means it considers to be appropriate, among the graduates of the relevant class or groups of classes. Such consultation must include the committee of convocation and the faculty or faculties affected.

Number of graduates to be elected at any election

- 3.1.6 At an election to the committee of convocation, the number of graduates to be elected from each class or group of classes is the number of representatives determined under section 3.1.4 less the number of members of the class or group of classes who are members of the committee.

Usual term of office to be four years

- 3.1.7 Subject to section 3.1.8, the term of office of a member of the committee of convocation is four years.

Some members to hold office for two years

- 3.1.8 (1) At an election to the committee of convocation held next after the Council has determined that-
- (a) a class or group of classes of graduates is to be separately represented; or
- (b) the number of members representing a class or group of classes is to be increased,
- one half of the graduates or one half of the additional graduates respectively elected hold office for a term of two years.
- (2) At an election to the committee of convocation held next after the election for which Council has determined that the representation of a class or group is to be decreased, Council must determine the number of representatives who are to hold office for two years and the number of representatives who are to hold office for four years.
- (3) As between graduates elected at an election to which this section applies, those graduates receiving the greater number of votes hold office for four years except that if equal votes are received by two or more graduates, the president of Convocation must determine by lot which graduates hold office for four years and which for two years.

[Footnote 2 edit. am. 9/4/99, am. 3/5/99, effective 1/7/99, s. 2. am. 7/4/03 s 3.1.2, 3.1.4(a), s 3.1.8(2) am 11/10/07 s 3.1.4(e) inserted 11/10/07, am approved by Minister 13/3/08.]