



# Elections and AGMs

ALUMNI ASSOCIATION RESOURCE PACK

ADVANCEMENT OFFICE  
THE UNIVERSITY OF MELBOURNE



## ANNUAL GENERAL MEETINGS

**As part of their governance requirements, all University of Melbourne Alumni Associations must hold an Annual General Meeting (AGM) each year.**

Notification of the AGM must be given at least one month prior to the meeting date. The AGM may include updates from Executive Committee members on the year (for example, President's Report, Treasurer's Report) and, where applicable, elections for new Committee members or position holders.

The AGM must be held in an open and democratic manner and must be accessible. The date should be promoted to the Committee and wider alumni community via the University of Melbourne Advancement (UoMA) database. Decisions are made at the AGM by the Committee and alumni community by placing motions that are put to a vote. The elected Executive Committee is responsible for the governance of the Alumni Association and the activities of the Committee.

## ELECTIONS

In times of leadership transition, Alumni Associations are required to contact UoMA to discuss their proposed election process. UoMA encourages Alumni Associations to develop a succession plan when transitioning Executive Committee members and can provide significant support in identifying new candidates for Committee membership as well as advice on best practice election processes.

## CONSTITUTION

A constitution outlines the Association's key purpose, community, governance and a range of other guidelines that govern the Association. Volunteers are responsible for setting and complying by the rules within

your constitution. This decision should be made by the Executive Committee with consultation from its Committee members. Constitutions are not mandatory, however if an Association wishes to develop a constitution, UoMA can provide advice and support, including a sample document.

## MEMBERSHIP

Associations may choose to charge membership fees and to 'sign-up' members. However, most Associations choose to keep membership informal and do not charge fees. Note that administering membership fees can be a time-consuming process for volunteers.

## LEADERSHIP STRUCTURE

Alumni Associations are encouraged to choose a leadership structure that best suits the needs of their Committee volunteers, alumni community and activity or event aspirations. Associations must have an Executive Committee which at a minimum includes a President, Vice President, Secretary and Treasurer but variations on this are welcome – sample existing structures below. See the **Guidelines for Groups** document for more on volunteer positions.

## CONTACT US

**UoMA Alumni Office**

**University of Melbourne**

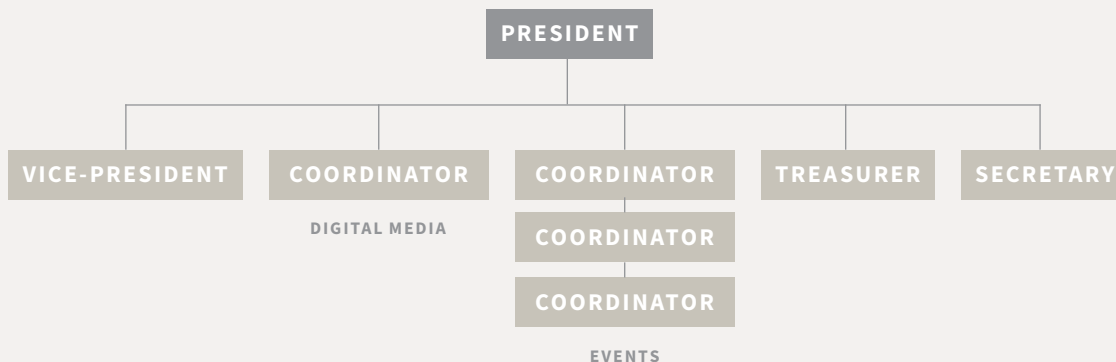
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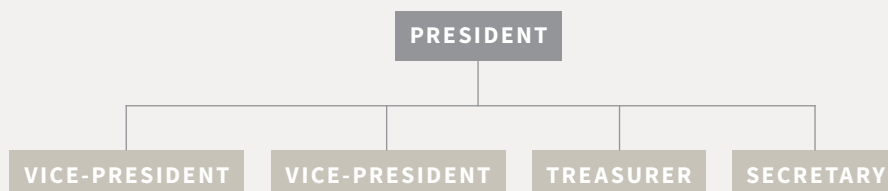
## SAMPLE ALUMNI ASSOCIATION

### EXECUTIVE COMMITTEE STRUCTURES

#### SAMPLE 1



#### SAMPLE 2



#### SAMPLE 3

