

Alumni Council Charter



In accordance with Section 15 of the Council Regulation

Approved by Council 27 August 2025

1 Definitions

In this charter:

“candidate” means, in respect of a particular faculty group, a person who is a member of the alumni of the University nominated for election to the Alumni Council.

“faculty group” means, in relation to the election of members of the Alumni Council, any one of the following groupings of academic units (or predecessors as applicable):

- (a) Faculty of Architecture, Building and Planning and the Faculty of Engineering and Information Technology;
- (b) Faculty of Arts and Faculty of Fine Arts and Music;
- (c) Faculty of Business and Economics and Melbourne Business School;
- (d) Faculty of Medicine, Dentistry and Health Sciences;
- (e) Faculty of Science; and
- (f) Melbourne Law School and the Faculty of Education.

2 Membership

(1) The Vice-Chancellor must appoint to Alumni Council:

- (a) as voting members, no more than 16 alumni including the President appointed under Section 15 of Council Regulations provided that:
 - (i) the appointees are not members of University Council;
 - (ii) the appointees are not University professional staff;
 - (iii) no more than two members are University academic staff; and
 - (iv) at least six are elected according to provision 3 of this Charter.
- (b) as non-voting members, two University representatives on the recommendation of the Vice-Chancellor; and
- (c) no alumni who has been a member of Alumni Council for more than six years unless exempted by a specific University Council resolution.

(2) The Vice-Chancellor, in making appointments under (1) must as far as possible, seek to achieve diversity in age, gender, conferring faculty, level of previous engagement as an alumni, and state or country of residency.

(3) The period of office for each member of the Alumni Council ceases:

- (a) after two years from appointment; or

Alumni Council Charter

(b) for voting members, upon appointment to University Council or commencement as a professional staff member of the University.

(4) The Vice-Chancellor may fill any casual vacancy.

3 Elections

(1) The University must hold an election in 2016, and every second year thereafter, for appointment to Alumni Council under this Charter.

(2) Candidates for election must be nominated by a member of the alumni of the University.

(3) Each candidate for election must nominate a faculty group of which the candidate is an alumnus and for which the candidate is seeking election.

(4) Only one candidate may be elected from each faculty group.

(5) All alumni may vote in elections for every faculty group provided they only vote once in each faculty group for which an election is being held.

(6) The appointment to Alumni Council as an elected member is the candidate receiving the most votes in the faculty group.

(7) Where two or more candidates for one faculty group each receive the equal highest number of votes, the Vice-Chancellor may determine which candidate to appoint

4 Alumni Council Proceedings

(1) Subject to Section 15 of the Council Regulations and to this charter, the Alumni Council may regulate its own proceedings.

(2) The Alumni Council may present an annual report to alumni.

5 Appointment of the President as head of Alumni Council

(1) In accordance with Section 15(2)(a) of the Council Regulation, the President of Alumni Council is appointed by the Council on the recommendation of the Vice-Chancellor.

(2) In making the recommendation, the Vice-Chancellor must take account of any advice of the Alumni Council.

6 Alumni Council Code of Conduct

(1) Members of the Alumni Council must act in good faith, with trust, ethically, and with integrity in the best interests of Alumni Council and the University.

(2) Members must meet the standards, values and expectations for appropriate behaviour in the workplace the consistent with the University's [Appropriate Workplace Behaviour Policy \(MPF1328\)](#) and the [Sexual Misconduct Prevention and Response Policy \(MPF1359\)](#).

(3) Members may be removed by the Vice-Chancellor, on recommendation of the Alumni Council.

(4) The President may be removed by Council, on recommendation of the Vice-Chancellor.

7 Responsibilities

Section 15(a) of the Council Regulation sets out the functions of the Alumni Council, which are to:

(a) facilitate the work of alumni and University-recognised alumni bodies;

(b) work with relevant areas of the University to set requirements, and achieve specific measurable goals against those requirements, which may include requirements for:

Alumni Council Charter

- (i) assisting with activities that promote and enrich the student experience;
 - (ii) enabling alumni-led career opportunities for students and alumni;
 - (iii) working with the University to provide advice in development of policy in relation to alumni and their role in the University community;
 - (iv) assisting with the promotion of the University;
 - (v) encouraging amongst alumni a culture of financial giving to the University; and
 - (vi) any other matter as agreed between Council and the Alumni Council;
- (c) deal with matters of interest to alumni and University-recognised alumni bodies, including their relationship with the University;
- (d) offer advice to the University through the Vice-Chancellor;
- (e) report to Council as required by Council;
- (f) report at least annually to Council on the Alumni Council's activities and its performance against the goals developed in (b); and
- (g) present an annual report to the University alumni body.

In the event of any conflict, inconsistency, or ambiguity between the provisions of this Charter and Section 15 of Council Regulation, the provisions of Section 15 of Council Regulation shall prevail and be deemed the authoritative and governing document.

8 Review

The Vice-President (Advancement, Communications and Marketing) must review this Charter annually and recommend any amendments to Council for approval.

Version	Approved by	Approval date	Effective date	Amendments
1	Council	1 May 2019	1 May 2019	New Charter
2	Council	31 July 2024	31 July 2024	Am. s1 Ins. s6
3	Council	27 August 2025	27 August 2025	Am. s1, 2(2), 3(6) and (7), 6(3) Ins. s7