

# ALC Student Representative Association Constitution

## 1. Constitution

- 1.1 The association shall be called ALC Student Representative Association ('the association').
- 1.2 The association shall be an associated body of Australian Lutheran College (ALC).

## 2. Aims, values and doctrinal basis

- 2.1 The aims of the association are
  - 2.1.1 Student advocacy and communication
  - 2.1.2 To elect student representatives to ALC committees (from 1–3 year tenure)
  - 2.1.3 To consult with the Teaching Staff on the production of any student magazine.
- 2.2 The theological position of the association is that of the Australian Lutheran College as the Higher Education Provider of the Lutheran Church of Australia. See [Lutheran theology](#) for the full statement.

## 3. Powers

- 3.1 Advocacy/representing students
- 3.2 Communication to and from the ALC community
- 3.3 Student academic representation

## 4. Membership

- 4.1 Membership is open to ALC students actively enrolled for the academic year.
- 4.2 Nominated ALC staff consultants: Academic Dean, or Executive Dean, or Principal and/or Vice-Principal.

## 5. Register of members

- 5.1 All ALC actively enrolled students are automatically members of the association.

## 6. Membership of leadership group

- 6.1 The leadership group of the association shall consist of a Chair, Vice-Chair/s and Secretary, all of whom shall be members of the association, and such number of other members as the members of the association at any general meeting may from time to time elect. The leadership group will work together with the elected student representatives of the various ALC committees. This may include School of Pastoral Theology (SPT) and/or School of Theological Studies (STS) and/or School of Educational Theology (SET) representative/s
- 6.2 At the annual general meeting of the association, all the members of the leadership group shall retire from office, but shall be eligible upon nomination for re-election.
- 6.3 The election of officers and other members of the leadership group shall take place in the following manner
  - 6.3.1 All positions are to be declared vacant. Previous Chair and previous Secretary are to oversee nominations and voting. This will be done in the following manner
    - 6.3.1.1 Nominations shall be received via email prior to the annual general meeting and/or via the floor at the annual general meeting.
    - 6.3.1.2 After nominations have been received, the previous Chair and previous Secretary will then contact all members via email with the nominations. There will be a period of a week for voting via

email. After this period, the nominee with the most votes will be elected.

6.3.1.3 The elected officers will be made known to the student body via email.

6.3.1.4 Students who are going to be on vicarage at any time during their tenure in any position are responsible for either deciding to continue with their responsibilities as a member of that committee or to nominate a proxy for the duration of the vicarage.

## **7. Resignation or removal from office of member of leadership group**

7.1 A leadership group member may resign from the committee by giving written notice of resignation to the Secretary and Principal

7.1.1 The person resigning must give at least 30 days notice and the leadership group is to appoint a replacement as per 8.1

## **8. Vacancies on the leadership group**

8.1 The leadership group shall have power at any time to appoint any member of the association to fill any casual vacancy on the leadership group until the next annual general meeting.

8.2 The continuing members of the leadership group may act despite a casual vacancy on the leadership group.

8.3 However, if the number of committee members is less than the number fixed under these rules as a quorum of the leadership group, the continuing members may act only to:

8.3.1 Increase the number of leadership group members to the number required for a quorum; or

8.3.2 Call a general meeting of the association.

## **9. Functions of the leadership group**

9.1 Except as otherwise provided by these rules and subject to resolutions of the members of the association carried at any general meeting the leadership group:

9.1.1 Shall have the general control and management of the administration of the affairs of the association; and

9.1.2 Shall have authority to interpret the meaning of these rules and any matter relating to the association on which these rules are silent.

## **10. Meetings of leadership group**

10.1 The leadership group are will meet at least twice each year.

10.1.1 These meetings are to be held early in the academic year and towards the end of the academic year. These meetings are to brief and debrief the elected student representatives of the various ALC committees. This may include SPT and/or STS and/or SET representative/s. The Chair is to chair these meetings.

10.2 One of the nominated ALC staff (see 4.2) is requested to attend each meeting.

## **11. Delegation of powers of leadership group**

11.1 The leadership group may delegate any of its powers to a subcommittee consisting of such members of the association as the leadership group thinks fit.

11.2 Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the leadership group.

11.3 The leadership group shall determine the chairperson of the sub-committee.

- 11.4 If at any meeting the chairperson is not present within thirty (30) minutes after the time appointed for holding the meeting, the members present may choose one (1) of their number to be chairperson of the meeting.
- 11.5 A subcommittee may meet and adjourn, as it thinks proper.
- 11.6 Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

## **12. Acts not affected by defects or disqualifications**

- 12.1 An act performed by the leadership group or a person acting as a member of the leadership group is taken to have been validly performed.
- 12.2 *All members should ensure that all actions taken should be approved by the leadership group.*

## **13. Resolutions of leadership group without meeting**

- 13.1 A flying minute signed by all the members of the leadership group shall be as valid and effectual as if it had been passed at a meeting of the leadership group duly convened and held.
- 13.2 Any such resolution may contain several documents in like form, each signed by at least two (2) or more members of the leadership group.

## **14. Annual general meetings**

- 14.1 Each annual general meeting must be held after the student assembly on the day of the opening lecture.

## **15. Business to be transacted at annual general meeting**

- 15.1 The following business must be transacted at every annual general meeting:
  - 15.1.1 The receiving of reports if relevant from the Chair, Vice-Chair(s), the Secretary and the ALC committee representatives
  - 15.1.2 The nomination of members of the leadership group and ALC committee representatives
  - 15.1.3 The minutes of the annual general meeting shall be submitted to the Management Team and teaching staff for website inclusion

## **16. Special general meeting**

- 16.1 The Secretary may only call a special general meeting by giving each member notice of the meeting within 14 days after
  - 16.1.1 Being directed to call the meeting by the leadership group; or
  - 16.1.2 Being given a written request signed by
    - 16.1.2.1 At least 33% of the members of the association presently on the leadership group; or
    - 16.1.2.2 At least the number of ordinary members of the association equal to double the number of members of the association presently on the leadership group plus one (1)
    - 16.1.2.3 At the written request of the Principal.
- or
- 16.1.3 Being given a written notice of an intention to appeal against the decision of the leadership group:
  - 16.1.3.1 To reject an application for membership; or
  - 16.1.3.2 To terminate a person's membership.
- 16.2 A request mentioned in subsection 16.1.2 must state:
  - 16.2.1 Why the special general meeting is being called; and
  - 16.2.2 The business to be conducted at the meeting.

## **17. Quorum at general meeting**

- 17.1 At any general meeting the number of members required to constitute a quorum shall be 15% of the membership plus one (1) or 15 members whichever is the fewer.
- 17.2 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 17.3 If within thirty (30) minutes from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the leadership group or the association, shall lapse.
- 17.4 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the leadership group may determine, and if at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present shall be a quorum.
- 17.5 The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place.
- 17.6 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- 17.7 Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **18. Notice of general meeting**

- 18.1 The secretary shall convene at least one general meeting per semester of the association by giving not less than fourteen (14) days notice of any such meeting to the members of the association.

## **19. Procedure at general meeting**

- 19.1 Unless otherwise provided by these rules, at every general meeting:
  - 19.1.1 The Chair shall preside as chairperson, or if there is no Chair, or if the Chair is not present within thirty (30) minutes after the time appointed for the holding of the meeting or is unwilling to act, then the members present shall elect one (1) of their number to be chairperson of the meeting;
  - 19.1.2 The chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
  - 19.1.3 Every question, matter or resolution shall be decided by a majority of votes of the members present;
  - 19.1.4 Each member present and entitled to vote is entitled to one (1) vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote;
  - 19.1.5 Voting shall be by show of hands, division of members or secret ballot;
  - 19.1.6 The chairperson shall appoint two (2) members to conduct the secret ballot in such manner as the chairperson shall determine and the result of the ballot as declared by the chairperson shall be deemed to be the resolution of the meeting;
  - 19.1.7 A member may vote in person or via email. Every member shall have one (1) vote.

## **20. Alteration of rules**

- 20.1 These rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- 20.2 However any amendment, repeal or addition is valid only if it is approved by the leadership group and ALC Principal.

**21. Documents**

21.1 The leadership group shall provide for the safe custody of books, documents, and records through the Principal.

**22. Report year**

22.1 The report year of the association shall be the ALC academic year,

22.2 An annual report will be submitted to the Principal by the Chair in December each year.

This constitution is enacted on this 9 December 2009.