Graduates’ Association Regulations

(Note: Regulations made under Ordinance 20.)

1. The Secretary of the University shall maintain a register of members of the Graduates’ Association recording their full names, addresses, degrees and year of conferment of their first degree. This duty is disappplied to the extent that (1) such information may be unavailable; (2) any consent required by law or by any code of practice, etc. of individuals is not forthcoming for any reason; (3) where compliance with this duty would breach data protection or other legislation, regulations or case-law.

2. The register may be consulted only by officers of the University and those delegated by them and to the extent, if any, permitted under data protection or other relevant legislation, regulations or case-law.

3. Notices of all meetings of the Association shall be advertised by the Secretary not less than six weeks before the dates of the meetings. Any vacancies shall be advertised electronically.

4. Twenty members of the Graduates' Association shall form a quorum.

5. The Chairperson shall have a deliberative vote and in the case of an equality of votes the Chairperson shall also have a casting vote, provided that this Regulation shall not apply to votes for elections.

6. Every matter of business except where otherwise specially provided shall be determined by the majority of members present and voting on the matter.

7. The Chairperson shall determine all matters of competence and relevancy. When a point of order is raised the Chairperson shall rule at once. When the Chairperson’s ruling is challenged, the Chairperson shall ascertain the mind of the Association by a vote taken without debate.

8. The Chairperson shall have power to adjourn a meeting, provided that only unfinished business shall be transacted at an adjourned meeting.

9. The Graduates’ Association shall appoint a Business Committee with the following membership:

   a) The Graduates’ Association Members of Court, that being those appointed by the Graduates’ Association (ex officio);
   b) The Convener of the Business Committee (ex officio);
   c) Eight members of the Association to be elected by the Graduates’ Association;
   d) Such other persons not exceeding two in number, as may be co-opted from time to time by the Business Committee. Such persons shall usually, but not necessarily, be Graduates of the University as defined by Ordinance;
   e) The President of DUSA or his/her nominee.

10. (1) Provided that where such an appointment begins at a time of year other than 1 May, for the purposes of regulating the length of the term of office it shall be deemed to have begun on 1 May preceding the length of the term of office preceding the actual appointment where this is before 1 November and on 1 May following the actual appointment where this is on or after 1 November.

    (2) The period of office of the elected members of the Business Committee shall be four years at the end of which they shall be eligible for re-election, but shall not hold office continuously for a period longer than eight years.
(3) The period of office of members co-opted in terms of Regulation 10 shall be two years. Such co-opted members retiring shall be eligible for further co-option provided that no co-opted members shall serve continuously for more than four years in that capacity.

(4) The maximum total continuous period of office of a person serving as an elected, nominated or co-opted member, or in a combination thereof shall be eight years. On expiry of their maximum period of office, such persons shall not be permitted to seek re-election, be co-opted or nominated until a period of at least four years has elapsed from the date on which their membership ceases.

11 (1) The Business Committee shall at the meeting next before the annual meeting of the Association elect a Convener from those elected or co-opted to membership of the Business Committee in terms of sub-paragraphs c) and d) of Regulation 10, provided always that the Convener so elected shall be a Graduate of the University, as defined by Ordinance. The Convener shall begin a new term of office on the Committee and shall hold office for one year whereafter the Convener shall cease to be a member of the committee. The Convener shall be eligible for re-election but shall not serve continuously for more than four years in that office.

(2) If the member elected Convener would otherwise not be due to retire from the Business Committee at the next annual meeting of the Council, his or her election shall be deemed to create a vacancy, which may be filled by co-option.

(3) The Convener so elected shall also be the Chairperson of the Graduates’ Association

(4) The Business Committee may at any time appoint a Vice-Convener from among its members. The period of office of the Vice-Convener shall be fixed by the Business Committee but shall not exceed the period for which the person appointed would otherwise have served as a member of the Committee.

(5) In the absence of the Convener and the Vice-Convener, if any, from any meeting a chairperson for the time being shall be elected by the meeting.

12 Two members of the Committee shall be elected each year. A casual vacancy may be filled by co-option at any meeting of the Business Committee and the person co-opted shall be a member for the unexpired period of office of his or her predecessor.

13 Elections for the Business Committee shall be held in advance of the annual meeting of the Association. The Secretary or his or her nominee shall act the returning officer. The election shall be conducted in a format approved by the returning officer. The Secretary shall invite nominations in the notice issued for the annual meeting. In the event of a tie the elections shall be decided by the drawing of lots.

14 Five members of the Business Committee shall form a quorum.

15 The Secretary of the University shall be responsible for providing secretarial services to the Business Committee.

16 The Business Committee shall deal with any matters on behalf of the Association and may act on behalf of the Association and report thereon to the Association. The Committee shall frame the programme of business to be submitted to the annual meeting of the Association subject to the addition of items received in terms of Regulation 3. The Business Committee shall have the power to establish a Convener’s Sub-Committee or other Sub-Committees to act on its behalf.

17 The Business Committee shall define the limits of the powers of the Sub-Committee which shall report on the exercise of the powers to the Committee.
18 (1) When a vacancy is due to occur in the office of the Graduates’ Association Members on Court the Secretary of the University shall advertise the vacancy on the University’s website and via email to graduates no less than six months before the vacancy would arise.

(2) Applications by graduates of the University to be considered for appointment to the Court shall be submitted to the Secretary of the University. Applications must be accompanied by a curriculum vitae and a supporting statement, along with details of the degrees or diplomas held and the year obtained. Potential candidates for appointment on Court are strongly encouraged to speak on a private informal basis with the Convener or Vice-Convener of the Business Committee or with one of the sitting graduates on Court in order to ensure they are fully briefed about the requirements and expectations of the role and to assist in approaching their candidacy submission on an informed basis.

(3) Following receipt of applications for the appointment to Court, the Secretary shall make arrangements for a selection panel to consider them. The panel shall consist of the Convener and/or the Vice-Convener, a current Graduates’ Association Member of Court, at least one member of the University’s Governance & Nominations Committee, and any such other persons as recommended by the Governance & Nominations Committee. Where the Convener or Vice-Convener are unable to act in this capacity, the Business Committee may identify individuals from within its membership to serve on the panel. The panel, on the advice of the Secretary of the University, shall determine for itself the process for selection, but such process shall normally include an interview with the panel and informal meetings with the Principal and Chairperson of Court.

(4) In making its selection, the panel shall, in consultation with the Governance & Nominations Committee and the Graduates’ Association Business Committee, determine the criteria for the appointment to the role of Graduates’ Association Member of Court. It shall also have regard to the balance of skills already exhibited by the entire membership of the University Court.

19 In any year in which no valid application comes forward the position shall be re-advertised.

20 If a casual vacancy arises in this membership, an appointment process to fill the vacancy shall take place as soon as possible after the date on which the vacancy occurs. Appointments to the casual vacancy shall be in accordance with the same regulations as for a normal vacancy.

21 In the event that a serving Graduates’ Association Member on Court reaches the end of their term of office and is eligible for re-appointment, a panel shall be convened with membership as outlined in Regulation 18. In line with arrangements for the reappointment of other categories of lay members of the Court, this panel shall consider an appraisal of the performance and attendance of the Member at meetings of Court and Committees and other criteria as determined from time to time by the Business Committee and the Governance & Nominations Committee. This panel shall act on behalf of the Graduates’ Association in terms of the renewal or otherwise of membership.

22 These Regulations may be suspended (except insofar as doing so would result in a breach of data protection or other legislation, regulations or case-law) by a resolution passed by a two-thirds majority of members present and voting.