

1.0 Name

The name of the association is the University of Western Australia Health Science Alumni.

2.0 Objectives

The UWA Health Science Alumni aims to enhance the reputation of the Health Science degree and its professional development through activities including, but not limited to:

- i. Professional development events, linking graduates with agencies in the health industry
- ii. Social events to maintain networks and friendships among graduates, and to initiate new ones
- iii. Encourage graduates and postgraduates to participate in student mentoring programs run by the University of Western Australia
- iv. Develop and maintain an online School of Population Health Graduate Handbook, detailing students' studies and career pathways.

3.0 Membership

- a. Membership is open to all individuals graduating from the UWA Health Science and Health Science combined undergraduate degrees, all postgraduate students at the UWA School of Population Health, and all staff at the UWA School of Population Health.
- b. Individuals wishing to become members of the association must apply to the Committee for membership.
- c. The Committee may determine whether or not to accept an application for membership. The Committee is not required to supply reasons for accepting or rejecting an application for membership.
- d. Members must pay such fees as are determined by the association at a general meeting.
- e. A register of members must be kept by the association showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership must also be contained in the register.
- f. Membership will cease upon resignation, expulsion, or failure to pay outstanding membership fees within three months of the due date.

4.0 Members' Liability

The members of the association will have no liability to contribute towards the payment of debts and liabilities of the association or the costs, charges, and expenses of the winding up of the association except to the amount of any unpaid membership fees.

5.0 Disciplining of Members

- a. A member may be expelled from membership of the association (or otherwise disciplined) by the Committee, if in the opinion of the Committee, after affording the member an opportunity of offering an explanation of his/her conduct, the conduct is regarded as being detrimental to the interests of the association.
- b. A member who wished to appeal against a decision expelling or otherwise disciplining him/her may do so by notifying the secretary in writing that s/he wishes the decision to be reviewed at the next general meeting of the Committee.

6.0 Disputes Between Members

- a. In the event of a dispute arising between members (in their capacity as members), or between member and the association, or a member and the Committee, the following procedure will apply:
 - i. Each side of the dispute must nominate a representative who is not directly involved in the dispute. Those representatives must then attempt to settle the dispute by negotiation.
 - ii. Should the nominated representatives be unable to resolve the dispute within 14 days (or such other period as they may agree upon) the dispute must be referred to a person mutually agreed upon for mediation.
 - iii. If the dispute is not resolved by the above procedure, it may be referred to the Office of Development.

7.0 Management By Committee

- a. The association will have its affairs controlled and managed by the office bearers and other members known as the Committee. The Committee must act in accordance with any resolution passed by a general meeting of the association.
- b. The office bearers will be a Chairperson, Secretary and Treasurer. There will be up to seven other general Committee members. Invited Committee members will include a representative from the Office of Development, the Health Science Society president or nominee of, and any other non-voting member invited through vote by the Committee.
- c. The office bearers and other members of the Committee must be elected at each annual general meeting. Any casual vacancy occurring in the Committee may be filled by a member appointed by the Committee.
- d. Each member of the Committee will hold office from the date of their election until the next annual general meeting.
- e. Retiring Committee members are eligible for re-election.
- f. The Committee must meet as often as necessary to conduct the business of the association and not less than once every two months.
- g. The quorum for meetings of the Committee will be at least one half the number of Committee members elected at the previous annual general meeting.
- h. Notice of Committee meetings must be given at the previous Committee meeting or by such other means as the Committee may decide upon. At least 72 hours notice must be given in advance of general Committee meetings.
- i. A member of the Committee will cease to hold office upon resignation in writing; removal as a member of the association; or absence from three successive Committee meetings without notice of apology from the member.
- j. The Committee may function validly provided its number is not reduced below the quorum. Should Committee numbers fall below the quorum remaining Committee members may act only to appoint new Committee members.
- k. Questions arising at any meeting of the Committee will be decided upon by the majority of votes of those present. In case of an equality of votes the person appointed to chair the meeting may have a second or casting vote.
- l. If within half an hour of the time appointed for a Committee meeting a quorum is not present the meeting may be dissolved.
- m. Additional meetings of the Committee may be convened by the Chairperson or any two members of the Committee.
- n. All votes must be given personally and there will be no voting by proxy.

8.0 General Meetings

- a. An annual general meeting of the association must be held each year within two months of the end of the financial year of the association (June 30).
- b. The Committee may, whenever it thinks fit, convene a general meeting of the association. A general meeting must be convened by the Committee within three months of receiving a written request to do so from at least five percent of the membership of the association.
- c. At least 14 days notice of all general meetings and notices of motion must be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution must be given to members at least 21 days prior to the meeting.
- d. In the case of the annual general meeting the following business must be transacted:
 - i. Confirmation of the minutes of the last annual general meeting and any recent special general meeting;
 - ii. Receipt of the Committee's report on the activities of the association in the last financial year;
 - iii. Election of office bearers and other members of the Committee;
 - iv. Receipt and consideration of a statement from the Committee which is not misleading and gives a true and fair view for the last financial year of the association's income and expenditure, assets and liabilities, mortgages, charges and other securities, trust properties.
- e. The quorum for general meeting is five members present in person. If within half an hour of the time appointed for a general meeting a quorum is not present the meeting must be dissolved.
- f. Voting at general meetings will be by a show of hands unless a secret ballot is requested. Decisions will be made by a simple majority vote except for those matters which must be decided by special resolution where a three quarter majority is required.
- g. All votes must be given personally and there will be no voting by proxy.
- h. In the case of an equality of votes the person appointed to chair the general meeting may have a second casting vote.
- i. Nominations of candidates for election as office bearers or other Committee members may be made at the annual general meeting or in such other ways as may be determined by the association at a general meeting.
- j. Written notice of all general meetings must be given to members either personally or by post or email.
- k. Members who have items of business they wish considered at a general meeting may give written notice of such business to the Secretary. The Secretary must include that business in the next notice calling a general meeting.

9.0 Office Bearers

- a. The Chairperson or, in the Chairperson's absence, the Treasurer will act as Chairperson at each general meeting and Committee meeting of the association.
- b. If the Chairperson and Treasurer are absent from a meeting or unwilling to act, the members present at the meeting may elect one of their number to act as Chairperson.
- c. The Secretary must ensure that records of the business of the association including the rules, register of members, minutes of all general and Committee meetings and a file of correspondence are kept. These records must be available for inspection by any member and must be held in the custody of the Secretary.
- d. The Treasurer must ensure that all money received by the association is paid into an account in the association's name. Payments must be made as required by the UWA Finance Department. Major or unusual expenditure must be authorised in advance by the Committee at a general meeting.
- e. The Treasurer must ensure that correct books and accounts are kept showing the financial affairs of the association. These records must be available for inspection by any member and must be held in the custody of the treasurer.

10.0 Special Resolutions

- a. A special resolution must be passed by a general meeting of the association to effect the following changes:
 - i. A change of the association's name;
 - ii. A change of the association's Terms of Reference;
 - iii. A change of the associations objectives;
 - iv. An amalgamation with another incorporated association;
 - v. To voluntarily wind up the association and distribute its property; or
 - vi. To apply for registration as a company or a co-operative.
- b. A special resolution may be passed in the following manner:
 - i. A notice must be sent to all members advising that a general meeting is to be held to consider a special resolution;
 - ii. The notice must give details of the proposed special resolution and give at least 21 days' notice of the meeting;
 - iii. A quorum must be present at the meeting; and
 - iv. At least three-quarters of the valid vote must be in favour of the resolution.
- c. In situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Office of Development for permission to pass the resolution in some way.

11.0 Miscellaneous

- a. The funds of the association may be derived from the fees of members donations, grants and such other sources approved by the association.
- b. In the event that the association should be wound up, any surplus property must be distributed to a registered health-related charity association in Western Australia, as determined by the Committee.
- c. Notices sent by post will be deemed to have been received two days after the date of posting.
- d. The income and property of the association must be used only for the promotion of the objectives of the association and must not be paid or transferred to members by way of dividend, bonus or profit.