



# **CHARTER**

**for the**

**Association of Australian**

**University Secretaries**

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1. DEFINITIONS

2.



Note: The Executive will not normally consist of more than one Member from the same Higher Education Provider.

**Governance:**

- may include, but is not limited to, the following functions:
  - Secretariat operations supporting the governing body and its Committees
  - Legislative compliance
  - Voluntary Code of Best Practice for the Governance of Australian Universities* compliance
  - Secretariat operations supporting a Higher Education Provider's controlled entities
  - Risk Governance

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detail and reasons and afford the Member the opportunity to provide reasons why such membership should be retained.

The Executive will make a decision on whether the Member shall be removed or not and if so for what length of time. The Executive's decision will be final and there is no right of appeal against the decision. Any Member so removed will be notified to the other Members.

#### **Removal of Member of the Executive**

The Members may remove a Member of the Executive by a resolution carried by a majority of 75% of the Members.

#### **Cessation of Membership**

A Member will cease to be a Member if one or more of the following events occurs:  
the Secretary receives a request from the Member for membership to cease  
the Member, Associate Member or Emeritus Member is removed  
where the Member is no longer eligible to be a Member  
the death of a Member

## **4. MEETINGS OF MEMBERS**

There will be an Annual Meeting and at least one other meeting of Members. Unless otherwise agreed the meetings shall be conducted face to face. The Secretary will give notice of any meeting to all Members.

Meetings, where practical, should be aligned to one or more of the following National Governance Conferences or meetings including, but not limited to:

- National Conference on University Governance (UCC)
- Higher Education Conference (UA)

The President will chair each meeting of the Association or in the Chair's absence the Vice-President or in the absence of both the President and the Vice-President the Members shall appoint a Member present at the meeting to chair the meeting.

At least half of the membership shall constitute a quorum. ~~ET 9.024~~

75% of the membership of the Executive will constitute a quorum for a meeting of the Executive.

## **6. MINUTES**

Minutes of meetings of both the Members and the Executive will be taken by the Secretary and circulated to all Members once confirmed by the President.

## **7. ALTERATION OF CHARTER**

The Association may only alter this Charter by a special resolution passed at a meeting of the Association.

## **8. SOURCE OF FUNDS**

The funds of the Association must be derived from conferences, meetings and subject to any resolution passed by the Association any other sources that the Executive decides.

All funds must be deposited into the Higher Education Provider's bank account where the Treasurer is employed as soon as practicable and without deduction to the credit of the Association.

The Association must, as soon as practicable after receiving any funds, issue an appropriate receipt.

## **9. EXPENDITURE OF FUNDS**

All expenditure of funds must be authorised by the President and Secretary of the Association.

## **10. DISSOLUTION**

The Association may be dissolved by a special resolution passed at a meeting of the Association Members and surplus funds after satisfying all the Association's liabilities and expenses will not be paid or distributed to the Members of the Association but will be given or transferred to such other institution or Association having similar objects as an institution or body which prohibits the distribution of income, profit or assets to its Members and which has gained approval from the Deputy Commissioner of Taxation to be recognised as a body whose income is exempt from taxation.