

# AUSTRALIAN FULBRIGHT ALUMNI ASSOCIATION BY LAWS

As at 18 April 2016

## BY-LAW 1

### ROLES & RESPONSIBILITIES OF ASSOCIATION COMMITTEE MEMBERS

#### **National Committee**

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##### ***National President:***

Responsible for:

- Overall strategic goals to maintain a strong and vibrant Fulbright Association;
- At least two meetings per year – phone conference national plan and AGM;
- Attendance and presentation at receptions (state based) and National Awards Dinner;
- National report for AGM.

##### ***Vice President:***

Responsible for:

- Support and liaison with National President;
- Strategic planning to sustain and invigorate the Association.

##### ***Treasurer:***

Responsible for:

- Monitoring and maintaining financial status of Association (in cooperation with Commission Finance Manager) and reporting to ACT government; National Committee and Chapters;
- Coordinating (in cooperation with Commission Finance Manager) annual audit of Association
- Reporting for AGM of Association.

##### ***Secretary:***

Responsible for:

- Planning and coordinating annual phone link up of state and national committee for annual planning and preparation for AGM;
- Preparation of agenda and collation of Chapters annual reports for AGM;
- Recording and distribution of minutes or notes related to AGM or any other meetings;

#### **State Chapters**

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##### ***Chair:***

Responsible for:

- Maintaining an active state chapter through coordination of events, activities and opportunities for Fulbright Alumni and membership registration. Events focus should be related to support in preparing Australian Scholars for their Fulbright experience and enriching locally based US Fulbright Scholars; and / or professional networking opportunities for Alumni.
- Activities would generally include at least two to three events – a congratulations / farewell of that years state based Australian Scholars (often held in conjunction with US Consulates); and an enrichment / social activity for U.S. Scholars i.e. 4<sup>th</sup> July or Thanksgiving.

##### ***Secretary***

Responsible for:

- Support of Chair and coordination of state Chapter events;
- Communication with Alumni members, contact and congratulation of new Australian Scholars and mentor / support of US Scholars.

## BY-LAW 2

### STATE AND TERRITORY CHAPTERS

The Constitution Articles and Bylaws of the Australian Fulbright Alumni Association provide as follows with respect to State and Territory Chapters:

“Establishment and retention of membership in the Association is dependent upon payment of annual dues at rates established from time to time by the Committee. The Committee may admit honorary or ex officio members without any dues obligation.

The Committee may seek and accept grants, gifts and appropriations from governmental and non-governmental sources interested in furthering the purposes of the Association. The Committee may also authorize the conclusion of contracts with governmental and non-governmental agencies and organisations to carry out special projects in furtherance of the purposes of the Association.”

In order to assist State and Territory Chapters the Committee of the Association has adopted the following provisions, as general policies for the operation of State and Territory Chapters:

1. The affairs of a Chapter are to be managed by a Chapter committee elected by the paid-up members of the Association resident in the State or Territory of the Chapter.
2. The Chapter committee shall comprise:
  - (a) The office bearers of the Chapter;
  - (b) elected members;
  - (c) co-opted members.
3. The Chapter office bearers shall be:
  - (a) a Chapter Chair;
  - (b) a Chapter Secretary;each of whom shall be elected by the annual meeting of the Chapter.
4. The elected Chapter committee members shall be elected in such number as determined by the Chapter annual meeting and shall be elected at that meeting from nominations made at the meeting.
5. Co-opted members may be co-opted by the Chapter committee from time to time as the Chapter committee considers appropriate.
6. Chapter committee members shall hold office until the next Chapter annual meeting and no Chapter committee member shall hold office for more than four years continuously, unless this requirement is expressly waived by majority vote at the Chapter annual meeting.
7. Subject to the Constitution Articles and Bylaws of the Australian Fulbright Alumni Association, and any direction from the Committee of the Association, the Chapter committee may do any actual thing which it considers necessary or convenient for the purpose of carrying out the objects of the Association in the State or Territory in which the Chapter has been established.
8. The Chapter committee shall meet on at least two occasions during each calendar year.
9. A quorum for a Chapter committee meeting shall be not less than three.
10. A Chapter annual meeting shall be held by each Chapter at which the Chapter shall report to the membership and elect Chapter committee members and office bearers.

## **BY-LAW 3**

### **CODE OF CONDUCT**

#### **Section 1**

Members agree to be bound by the Code of Conduct in section 2.

#### **Section 2**

Members must:

- (a) Behave with fairness and integrity, and avoid conflicts of interest;
- (b) Conduct themselves at official events in a manner that will not reflect negatively on or adversely impact the Fulbright Brand or the Association;
- (c) Treat others with respect and courtesy, having regard for the dignity of the people members interact with;
- (d) Strive to strengthen the reputation and relationships of the Fulbright community;
- (e) Comply with the Association's constitution and bylaws.
- (f) Comply with the laws and regulations of Australia.

"Official events" include meetings, lectures, social occasions, formal dinners and other events organised by the Association or its chapters.

#### **Section 3**

Any person affected by a member's behaviour may make a complaint to the Committee.

#### **Section 4**

The Committee may pass a resolution to investigate member behaviour:

- (a) upon receipt of a complaint; or
- (b) at its own discretion;

when it considers that a member has likely contravened the Code of Conduct.

#### **Section 5**

After passing a resolution under section 4, the Committee shall appoint a subcommittee to inquire into the matter and provide recommendations to the Committee.

#### **Section 6**

The member the subject of an investigation will be given notice in writing seven days after the resolution is passed, and an opportunity to be heard by the subcommittee.

#### Section 7

The subcommittee shall report to the Committee and make a recommendation for a remedy to the contravention of the Code of Conduct.

Where the Committee considers that the member has contravened the Code of Conduct, the remedies available include:

- (a) formal apology;
- (b) suspension of membership;
- (c) termination of membership.

#### Section 8

The Committee shall adopt or reject the subcommittee's recommendation by resolution.

#### Section 9

The Committee shall provide notification in writing to the member in question of the result of the investigation and provide reasons for the decision, within seven days of the resolution.