



CHAPTER CONSTITUTION

Alumni Coordinator
Australia Pacific Training Coalition
PO Box 14319
Suva, Fiji Islands

Phone: +679 3300967
Email: alumni@aptc.edu.au

TABLE OF CONTENTS

Contents

Introduction.....	4
1. Alumni mission, goals and objectives	5
2. Relationship of alumni chapters to the association.....	5
3. Purpose of the Chapter.....	6
4. Management of the Chapter.....	6
5. Membership	6
6. Chapter leadership committee roles and Responsibilities.....	7
The Chapter Leadership Committee	7
Chair	7
Deputy Chair.....	8
Secretary / Treasurer.....	8
General Members.....	9
7. Elections	9
8. Term Limits	11
9. Cessation of Chapter Leadership Committee Members	11
10. Ad Hoc Governance Arrangements	12
11. Meetings of the Chapter Leadership Committee	13
12. Annual General Meeting.....	14
13. Conducting the Annual General Meeting	14
14. Extraordinary General Meetings.....	15
15. Financing Chapter Activities	16
16. Receiving and distributing cash.....	16
17. Record keeping and reporting	17
18. Specific prohibitions	17
19. Chapter events and activities	17
20. Partnerships.....	18
21. Disciplinary Actions Against Members and Office Bearers.....	19
22. Changes to the Constitution	20
ANNEX 1: APTC ALUMNI ASSOCIATION CODE OF ETHICS.....	21
ANNEX 2: ALUMNI GOVERNANCE STRUCTURE	23

Introduction

The Chapter Constitution has been developed to assist the Chapter Leadership Committee (CLC) and Members of Chapters of the Australia Pacific Training Coalition Alumni Association (Alumni).

CLCs are expected to abide by the APTC Alumni Code of Ethics (Annex 1) and the rules and requirements outlined in this Constitution.

This Constitution is the binding governance document of the Chapter.

A separate Alumni Chapter Handbook contains templates and other information that CLCs will find useful.

This Constitution is intended to be an evolving document. Changes must be approved by the Alumni Coordinator and Members as outlined in section 19.

We look forward to working with you in support of the Australia-Pacific Training Coalition.

Should you have any questions or concerns, please feel free to contact the Alumni Coordinator at (679) 3300967 or email alumni@aptc.edu.au.

1. Alumni mission, goals and objectives

Mission Statement

Foster lifelong connection with the APTC by developing a lasting and mutually beneficial relationship between the APTC and its Alumni. Together the Alumni and APTC will support the development of local, regional and international professional networking in the Pacific Island Forum countries.

Goals

The Alumni aims to achieve the following goals:

- Strengthen communications between Alumni and the APTC.
- Develop and support Alumni volunteer leadership.
- Enhance Alumni connections with APTC, students and the community.
- Encourage participation in Alumni development programs.

Objectives

To fulfil the Mission and the Goals, the objectives of the Alumni are to:

- Support and promote the goals, mission, and objectives of the APTC.
- Increase professional opportunities for members by strengthening linkages between Alumni and potential employers, including government.
- Provide a forum for members to network professionally with other Alumni members, and their communities.
- Promote the value of Technical and Vocational Education and Training (TVET) and advocate for increased funding for TVET initiatives to government and business.
- Contribute to the promotion and recognition of the achievements of the APTC and its graduates.
- Provide information gathered from networking events regarding skills gaps faced by employers back to the APTC so these gaps can be addressed.
- Provide opportunities for graduates to give something back to the APTC, their industries and communities.
- Link with the APTC and where appropriate assist and support Monitoring and Evaluations projects, student mobilisation, graduations and reporting of student achievements.
- Cultivate and strengthen Alumni leadership and professional development.

2. Relationship of alumni chapters to the association

The APTC Alumni Association (Alumni) is the primary organisation for the APTC alumni. Chapters are extensions of the Alumni that reach out to graduates in various communities and organise them into a unified body affiliated with the Alumni.

3. Purpose of the Chapter

The purpose of the Chapter is to achieve the following:

- Connect alumni back to the APTC by keeping them informed, engaged, and invested in the alumni community and the APTC
- Offer programs of relevance and service to alumni including opportunities for fellowship, socialising, and professional development and networking.
- Assist and support APTC Alumni Association in its overall mission and goals.
- Help promote APTC in each Chapters community.

4. Management of the Chapter

The CLC is responsible for the day-to-day in-country operations of the Chapter. The Chair of the CLC reports to the Alumni Coordinator on all Chapter matters including event planning and finances through the Communications, Alumni and Events Officers/ Country Representatives present in each country (*Refer to Annex 2 for Alumni Governance Structure*).

The APTC, through the Alumni Coordinator, will also act as a secretariat for the Chapter. Details of the types of support available to the Chapter can be found in the *Alumni Chapter Handbook*.

5. Membership

Upon graduation, all APTC students who graduate from any of the accredited courses, Skill Set and International Skills Training program offered by APTC automatically become members of the Alumni. They will be registered as members of the Alumni Chapter where they reside. The APTC maintains the Alumni Register of Members.

Members are required to act in a manner that supports and promotes the mission, goals and objectives of the Alumni and is consistent with the Alumni Code of Ethics (Annex 1).

Members shall not represent themselves as acting for or on behalf of the Alumni or APTC for purposes other than approved Alumni activities.

Only full Alumni members have voting rights.

A person ceases to be a member of the Alumni if the person:

- Dies
- Is expelled from the Alumni in accordance with Section 21: Disciplinary actions against members, office bearers and committees
- Resigns from Alumni membership by giving written notice to the Secretary of the CLC or directly to the Alumni Coordinator via the online de-registration form on the APTC website

It is up to individual members to ensure that their contact details are up to date by writing to the Secretary with new contact information.

The Secretary will send a quarterly report to the Alumni Coordinator with updated member details.

6. Chapter leadership committee roles and Responsibilities

The CLC is the elected body of the Chapter that is responsible for ensuring the Chapter is run professionally.

The CLC is made up of the following roles:

- Chair
- Deputy Chair
- Secretary
- Treasurer
- General members (2-3)

The Committee should endeavour to be representative of the Chapter members in terms of gender and program representation.

The Chapter Leadership Committee

The CLC is collectively charged with the following duties:

- Lead the Chapter in accordance with the mission, goals and objectives of the Alumni
- Plan alumni events in advance and submit a Work Plan for the year for approval
- Protect and safeguard the assets of the Chapter, including funds received from APTC for Chapter events
- Communicate all activities of the Chapter to the Alumni Coordinator.
- Actively participate in CLCs online forum on Facebook.
- Assist the APTC in monitoring and evaluation projects as requested
- Ensure member contact details are current; assist Alumni Coordinator to maintain an accurate Member Register
- Submit Chapter Annual Report to the Alumni Coordinator. *Refer to Chapter Handbook for template.*

Members shall not represent themselves as acting for or on behalf of the Alumni or APTC for purposes other than approved Alumni activities.

Chair

The Chair of the CLC is required to lead the Chapter in accordance with the goals, mission and objectives of the Alumni and in accordance with the *Code of Ethics in Annex 1*. Specifically, the Chair shall:

- Lead the CLC in setting the Chapter annual Work Plan

- Ensure that all decisions and resolutions of the Chapter, and decision that affect the wider Alumni network as communicated through the Alumni Coordinator, are implemented within the Chapter
- Always act in the interests of the Chapter
- Be the key public advocate for the Chapter to local media and other public outlets
- Exercise the casting vote in the event of a deadlock on the CLC
- In consultation with the CLC appoint Chapter Work Groups as required
- Contribute to the work of the CLC in the interests of the Chapter
- Hand over the role and responsibilities of Chair to the incoming Chair at the Annual General Meeting of the Chapter

Deputy Chair

The Deputy Chair of the CLC is required to serve the Chapter in accordance with the goals, mission and objectives of the Alumni and in accordance with the *Code of Ethics in Annex 1*. Specifically, the Deputy Chair shall:

- Contribute to the work of the CLC in the interests of the Chapter
- In the absence of the Chair, act in the role and exercise all the powers of the Chair while acting as Chair
- Shall serve as Chair for the remainder of the term should the office become vacant prior to the completion of a term

Secretary

The Secretary of the CLC is required to serve the Chapter in accordance with the goals, mission and objectives of the Alumni and in accordance with the *Code of Ethics in Annex 1*. Specifically, the Secretary shall:

- Contribute to the work of the CLC in the interests of the Chapter

In the role of Secretary:

- Ensure notices of the meetings of the CLC are sent to all Committee members
- In consultation with the Chapter Chair, prepare the agenda and papers for all Committee meetings
- Record all votes, resolutions and the minutes of all proceedings in the agreed format and follows up on actions arising from the meetings
- Retains and keep current all correspondence and documentation of the CLC, including but not limited to, minutes of the CLC Meetings and its work groups, and any special meetings of the CLC; correspondence in and out of the Chapter Office
- Ensure that notices of the Annual General Meeting, including information regarding elections of CLC are given to Chapter members
- At least five (5) weeks prior to the Annual General Meeting, appoints a Returning Officer to conduct the annual election of office bearers and General Members of the CLC (see *section 13.1* for more details on Returning Officer eligibility and role)
- Maintains a list of the last-known contact details including postal addresses; email addresses and telephone numbers of Chapter Members; provides updated information to the Alumni Coordinator on a quarterly basis

Treasurer

The Treasurer of the CLC is required to serve the Chapter in accordance with the goals, mission and objectives of the Alumni and in accordance with the *Code of Ethics in Annex 1*. Specifically, the Treasurer shall:

- Contribute to the work of the CLC in the interests of the Chapter

In the role of Treasurer:

- Responsible for all safekeeping of funds; ensure that all moneys and other valuable effects are deposited and/or stored as agreed
- Ensure all monies due to the Chapter are collected and received, and that all payments authorised by the Chapter are made
- Maintain accurate books and accounts, showing the financial affairs of the Chapter, including full details of all receipts and expenditure connected with Chapter activities
- Presents an up to date financial report to the CLC at every meeting
- Ensures annual accounts are prepared and submitted in writing to the CLC for review and forwarded to the Alumni Coordinator by the date specified
- In the case of resignation, retirement or removal from office, all documentation, papers, vouchers, money and other Chapter property in their possession, shall immediately be passed to the new Secretary/Treasurer along with a current Financial Statement of the Chapter.

General Members

The General Member of the CLC are required to serve the Chapter in accordance with the goals, mission and objectives of the Alumni and in accordance with the *Code of Ethics in Annex 1*. Specifically, the General Members shall:

- Contribute to the work of the CLC in the interests of the Chapter

7. Elections

All positions on the CLC are elected annually at the Chapter's Annual General Meeting. All elections are to be conducted in a transparent and equitable manner.

Refer to *section 13* for rules governing Annual General Meetings.

Notice of elections, the email address of the Returning Officer (*see section 13*) and points (i) – (iii) below will be sent to members along with notice of the Annual General Meeting, at least four (4) weeks prior to the meeting. Notice of the Annual General Meeting and details of how to nominate for election should also be promoted on the Alumni website and via other social media channels.

(i) Roll of Voters

The database of Alumni members, current as at three (3) weeks prior to the Annual General Meeting is the official list of voters who can vote in the elections.

All efforts will be undertaken to ensure that email addresses in the register are current, however, it is the responsibility of members to update any change in personal details. The Alumni Coordinator is responsible for confirming the final roll of voters with the Returning Officer.

(ii) Eligibility to serve on the CLC

Only individuals who meet the following criteria are eligible to sit on the CLC:

- Must be a member of the Alumni
- Must live in the Chapter country
- Be willing to attend 6 Committee meetings during the year and support events
- Must not have served on the CLC for the previous two consecutive years (see Term Limits below)
- Must not have been previously dismissed from the CLC or have faced any disciplinary actions.

(iii) Nominations process

A member cannot nominate themselves for a position. They must be nominated by another member.

A person wishing to nominate a member to a position on CLC should email the Returning Officer and the Alumni Coordinator, with the member being nominated copied into the email, the following information:

- The name of the person they are nominating
- The position that they are nominating them for
- The nominators phone number in case additional information is required

Upon receipt, the Returning Officer will reply within two (2) days confirming receipt of the nomination and eligibility of the member to nominate for the position.

Once these formalities have been completed, the nominated person must reply to all confirming their acceptance of the nomination. Their acceptance should contain a brief paragraph about themselves, including the course they studied and the year, or inclusion in the Candidate Information Brief.

Candidates have the option to prepare a short video (max 60 seconds) introducing themselves to members and why they would be suitable for the role they have nominated for. The Alumni Coordinator is responsible for uploading the videos to the Alumni website and other Alumni social media accounts, ensuring that equal prominence is given to each candidate.

Nominations close two (2) weeks before the Annual General Meeting.

(i) Uncontested elections

An election will be considered uncontested if the number of nominations received is the same as the number of vacancies for that role. For example, one nomination to be Chair or 2-3 nominations for General Member positions.

If uncontested, a notice will be posted on the Alumni website and the nominee will be appointed at AGM.

(ii) Contested elections

Elections will be conducted electronically using either the Survey Monkey, Qualtrics or similar platform. The Returning Officer, supported by the Alumni Coordinator, is responsible for ensuring that the surveys are correctly established.

The settings of the surveys must be set to ensure the anonymity of votes cast.

A written Candidate Information Brief will be sent to all members at least one (1) week prior to the Annual General Meeting, along with a reminder of the meeting details.

The meeting venue **must** have an internet connection to allow for votes to be cast on the night.

The Returning Officer should have a limited number of written ballots available on the night in case of power failure or connection issues. These should only be used as a last resort. Before issuing a written ballot, the Returning Officer should check the register of votes received (on Survey Monkey, Qualtrics or similar platform) to check that the Member has not already voted.

Voting closes 20 minutes prior to the scheduled announcement of the election results.

The Returning Officer is responsible for closing the survey, collating the results and announcing the results to the meeting.

Results must be published on the Alumni website and publicised through other Alumni social media.

8. Term Limits

All positions are elected for a term of one (1) year.

A member can serve a maximum of two (2) consecutive years on the CLC. After which there must be a gap for at least one (1) year before they can be elected to the CLC again.

The two years may be in different roles. For example, a member may serve as Deputy Chair for one (1) year and Chair for one (1) year. They would be ineligible to stand for any position the following year, having served two consecutive years on the CLC.

9. Cessation of Chapter Leadership Committee Members

In the event of the resignation or termination for disciplinary reasons (see *section 18*) the following processes will occur:

Resignation of Chapter Chair shall be in writing to the Alumni Coordinator.

- Position filled on an Acting basis by the Deputy Chair until the next Annual General Meeting

Resignation of the Deputy Chair shall be in writing to the Chair.

- Position filled on an Acting basis by a General Member until the next Annual General Meeting
- The General Member will be deemed to have resigned their position as a General Member and the below process will be enacted

Resignation of the Secretary or Treasurer shall be in writing to the Chair

- The position will be filled on an Acting basis until the next Annual General Meeting by either:
 - General Member appointed by the Chair, or
 - Independent or Co-opted Member appointed by the Chair, with approval from the Alumni Coordinator
- If a General Member replaces the Secretary or Treasurer, the General Member will be deemed to have resigned their position as a General Member and the below process will be enacted

Resignation of the General Member shall be in writing to the Chair

- If the resignation results in the number of members of the CLC dropping below the minimum of five (5) people, the position will be filled on a temporary basis by a Co-opted Member or an Independent Member appointed by the Chair, with approval from the Alumni Coordinator, until the next Annual General Meeting
- If the resignation does not result in the number of members of CLC dropping below five (5), the position may remain vacant until the next Annual General Meeting

In the event of termination of a member of the CLC for disciplinary reasons, the same procedures as above will be enacted. The termination, as documented in Minutes of the Chapter Leadership Meeting dealing with the issue, will trigger the above procedures.

10. Ad Hoc Governance Arrangements

Independent and Co-opted members

The CLC, after approval from the Alumni Coordinator, may add an Independent or Co-opted member to the CLC for a limited period if the CLC unanimously approves the addition.

Independent members may include the APTC Country Manager or Country Representative.

Independent or Co-opted members should only be added where they have a specific skill that is required by the CLC and it is determined that adding them to the CLC is the most effective way to utilise their skill.

Independent and Co-opted members do NOT vote on matters before the CLC.

Independent and Co-opted members of the CLC are required to serve the Chapter in accordance with the goals, mission and objectives of the Alumni and in accordance with the Code of Ethics in Annex 1.

Independent and Co-opted members are subject to the same disciplinary proceedings as regular Alumni members.

Independent and Co-opted members must be re-appointed (if required) after each Annual General Meeting following the procedure outlined.

Establishment of informal Work Groups

The CLC may establish informal Work Groups that are tasked with a specific task – for example an event that requires specific skills or a Marketing Work Group. The following guidelines must be followed for the establishment of Work Groups:

- A simple Terms of Reference must be established and approved by the Alumni Coordinator
 - Must include a limited timeframe for which the Group will operate
- The Work Group may consist of members of the Chapter and Independent members
- At least two (2) members of the CLC must sit on the Work Group
- Work Groups are voluntary; costs may be reimbursed but no stipends or other remuneration will be paid
- Work groups are automatically dissolved at the Annual General Meeting

11. Meetings of the Chapter Leadership Committee

The CLC will meet in person, via teleconference or other immediate means of convening six (6) times annually, including the Annual General Meeting, at a place and time as determined by the Committee.

Additional meetings of the CLC may be convened by a majority decision of the CLC members.

Quorum

Any four (4) members of the CLC, of which one must be the Chair or Deputy Chair, constitutes a quorum for the discussion of the business of a meeting of the Committee.

Notice

Written or electronic notice of a meeting shall be given by the Secretary to each CLC member at least seven (7) days (or such period as unanimously agreed upon by Committee members) before the appointed time of convening the meeting.

The Secretary shall prepare, in conjunction with the Chair, and circulate the meeting agenda. If any agenda item has supporting papers to be discussed by the Committee, the papers must be sent with the notice of meeting at least seven (7) days (or such period as unanimously agreed upon by Committee members) before the appointed time of convening the meeting to give the CLC enough time to read the papers.

Voting

Decisions of the CLC and its work committees shall be determined by a simple majority of the votes of Committee members through majority decision. In the event of a deadlock on the CLC or any established work committees, The Chair or presiding Chair of the deadlocked committee may exercise a casting vote where required.

Record of Meetings

The Secretary is responsible for taking minutes of all CLC meetings. The minutes should record key discussions and votes taken and document who was present at the meeting. Meeting minutes should be approved at the following Chapter Leadership Committee meeting as a true and correct record of the events. Signed (Chair) copies of minutes should be kept by the Secretary.

12. Annual General Meeting

The Chapter must convene an Annual General Meeting (AGM) of its members at least once in each calendar year and within a period of six (6) months after the expiration of each Chapter financial year.

AGM attendance may be in person, via teleconference or other immediate means of convening, at a time decided by the Chapters' Leadership Committee.

Quorum

The quorum required for an AGM shall be equal to the number of positions that are to be elected to the CLC (including unopposed elections) plus one.

Notification

The Secretary is required to ensure that notification of the AGM is sent to all Chapter members at least thirty (30) days before the scheduled date of the AGM via one of the contact options on the Member Register. The notification must clearly specify

- Time and physical location of the meeting
 - Include option to join via teleconference or other immediate means of convening
- The agenda for the meeting
- The nomination process for CLC positions (see *section 8*)

The Secretary is required to send a reminder notification of the AGM to all Chapter members at least seven (7) days before the scheduled date of the AGM. The reminder notification should include the Candidate Information Brief obtained from the Returning Officer (see *section 8*)

13. Conducting the Annual General Meeting

The Chapter Chair will chair and conduct the AGM.

The Chapter Secretary will support the Chair in the smooth functioning of the AGM and will be responsible for ensuring the AGM is effectively organised and minutes taken recording proceedings.

At a minimum the AGM must confirm the following:

Chapter Constitution Version 3.0

Printed copies of this document are regarded as uncontrolled.

- Confirmation of the preceding Annual General Meeting minutes and any special general meeting held since
- Annual report from the CLC detailing Chapter activities during the year
- Receive and consider completed Chapter financial accounts
- Election of CLC members (overseen by the Returning Officer)

Votes to accept minutes and reports presented must be indicated personally by members through a show of hands. A simple majority is required to pass these motions. In the case of deadlock of votes on a question, the Chair shall exercise a second or casting vote.

No business other than that specified in the notice for the AGM should be discussed at the meeting.

Role and duties of the Returning Officer

- At least five (5) week prior to the Annual General Meeting, the Secretary will appoint a Returning Officer to conduct the annual election of the CLC.
- To be eligible to be the Returning Officer, the person:
- Cannot be standing for election in any of the CLC positions
- Cannot be related to any of the candidates; must be impartial and free of any perceived conflict of interest
- Does not have to be a member of the Alumni
- Can be a current CLC member who is not seeking re-election

The Returning Officer does not vote in the elections and cannot nominate or second any candidates.

The Returning Officer has the following main tasks relating to the conduct of the elections:

- Accept nominations via email as per *section 7(iii)*
- Ensure eligibility of nominated members in conjunction with the Alumni Coordinator
- Establish the election ballots on survey platform.
- Prepare the Candidate Information Brief, share with Secretary for dissemination
- Ensure smooth running of elections; regularly check progress of online poll
- Ensure internet connection and back up ballots available (if required) at the AGM
- Chair the AGM once all positions declared vacant for the elections
- Tally results from the elections and announce winners at the AGM

The Returning Officer must print the results of the elections from either Survey Monkey, Qualtrics or similar platforms and use this to produce a one-page summary of the votes received by each candidate for each position. The Returning Officer must sign the report and send to the Alumni Coordinator.

All election material must be retained for one year after the election.

14. Extraordinary General Meetings

An Extraordinary General Meeting may be called by the Alumni Coordinator or at the request of Members. A letter addressed to the Chair and the Alumni Coordinator requesting the Extraordinary General Meeting,

including an explanation of why the meeting is required and a proposed agenda, must be signed by a minimum of 25 members for it to be considered.

The Alumni Coordinator may appoint an Independent Acting Chair to convene the meeting if necessary.

Decisions and actions from an Extraordinary General Meeting will be taken to the next Chapter AGM.

No business other than that specified in the notice for the extraordinary General Meeting shall be discussed at the meeting.

15. Financing Chapter Activities

Membership to Alumni is free; therefore, membership dues should not be collected.

The funds of the Chapter shall be used in accordance with the mission, goals and objectives of the Alumni.

The Chapter will receive an annual budget from APTC upon approval of an Annual Work plan. This budget can only be used for the following types of Chapter-related expenditure:

- Minimum of 3 approved Alumni events
- Costs associated with the Annual General Meeting
- Costs associated with 5 other CLC meetings throughout the year (excluding the AGM)

Additional funds may be raised from apolitical sources which are not in conflict with the mission, goals and objectives of the Alumni or the APTC. Funds must only be raised for activities that have prior approval from the Alumni Coordinator, either through the annual work plan process or separately in writing in the case of an additional, unplanned activity.

Any funds raised from a source other than APTC must be appropriately recorded by the Treasurer and included in bi-annual petty cash acquittal reports and annual financial report.

Use of funds should be in compliance with the APTC Finance policies.

16. Receiving and distributing cash

A petty cash transfer will be made to the Chapter by the Alumni Coordinator every six (6) months based on the approved Work Plan.

The transfer will be made to the Custodian of the petty cash. One of the following may serve as the Custodian of the petty cash:

- Campus Country Manager
- Non-campus Country Representative

The Custodian is responsible for issuing cash floats to the Treasurer on a needs basis (maximum amount \$300). The Treasurer may only hold one float at any point in time; the previous float must be acquitted in full by providing receipts for expenditure before the Custodian can issue another float.

17. Record keeping and reporting

The Custodian of the petty cash will keep all original records for the Chapter. These may be sent to the Alumni Coordinator if requested in order to properly acquit funds received from the APTC.

The Custodian, in conjunction with the Treasurer must provide six-monthly reports to the Alumni Coordinator tracking expenses against the agreed work plan.

The Treasurer is responsible for providing financial updates to regular CLC meetings and for producing the Annual Financial Report presented to the AGM.

The records, books and other documents of the Chapter are to be made available for inspection, free of charge by any member of the Chapter, within five (5) days of written notice of a request to inspect being received by the Treasurer.

Upon the dissolution or other termination of the Chapter, the balance of the assets after payment, or provision for payment, of its debts and expenses of dissolution will be transferred to the APTC.

18. Specific prohibitions

The CLC or any other Member of the Alumni is specifically prohibited from undertaking the following actions without prior written approval of the Alumni Coordinator:

- Taking out a loan, overdraft or entering into any other credit arrangement in the name of APTC or Alumni with any financial institution or any other company or individual
- Opening a bank account in the name of the APTC or the Alumni
- Entering into any other contract or agreement that commits the APTC or the Alumni to any future financial relationship with a company or individual, other than a regular supplier contract for the provision of goods or services related to an activity in the approved annual Work Plan

19. Chapter events and activities

After each AGM, the newly elected CLC must produce an annual Work Plan which includes at least three (3) events and six (6) meetings, including the AGM.

The Work Plan must be approved by the Alumni Coordinator in order to secure funding from the APTC.

Guiding principles that should be considered when preparing events; events should be:

- aligned to the objectives of the Alumni
- coordinated with visits of APTC or relevant foreign government dignitaries
- of interest to all types of graduates
- member driven
- realistic and deliverable; they have a potential to be time and resource consuming
- spaced evenly throughout the year to ensure enough time for preparation and high participation rate from the membership
- Coordinated with the AGM or other Chapter meetings

20. Collaborations

The Chapter should actively pursue collaboration arrangements with local businesses and other organisations where such a collaboration will promote the objectives of the Alumni and/ or the APTC.

Potential benefits for the Chapter of entering into a collaboration include:

- Fundraising opportunities
- A new audience to communicate with to promote the work of the Alumni
- Strengthened connections to the local community
- Increased networks, for promotion and job opportunities, through collaborator's customers / supporters

Potential benefits for the collaborator:

- Invitations to events with Alumni members and other stakeholders
- Co-branding of events; publicity of collaboration to Alumni members and public
- Credibility from collaborating with the Alumni; leveraging APTC's good reputation
- Possible promotion of job opportunities on APTC alumni networks

The following questions should be considered before entering into any collaboration:

- Is there a clear benefit to the Chapter?
- Is a collaboration with this organisation the most effective way to achieve that benefit?
- The collaboration must not impose any financial liability on the Alumni or APTC
- How long will the collaboration be for?
- What are the responsibilities of each partner?
- What happens if those responsibilities are not met by either party?
- How does the collaboration end?

Any collaboration agreement must be approved by the Alumni Coordinator before being entered into by the Chapter.

21. Disciplinary Actions Against Members and Office Bearers

Any member may raise concerns over the behaviour of another member if they believe that member has acted in a manner prejudicial to the interests, goals, mission, and objectives of the Alumni or breached the Code of Ethics (see Annex 1). Concerns should be raised in a letter addressed to the Secretary of the CLC.

Disciplinary matters involving a regular member will be discussed at the next CLC meeting. The member should be invited to the meeting to explain what happened and present their side of events. The person will be excused, and a vote taken as to whether to refer the matter to the Alumni Coordinator. If a simple majority is achieved, the matter will be referred to the Alumni Coordinator in writing by the Chair.

Where the Alumni Coordinator forms the opinion that the member has purposely acted in a manner prejudicial to the interests, goals, mission, and objectives of the Alumni, the Alumni Coordinator will write to the Chair recommending expulsion or suspension for a specified period. The CLC must vote to adopt the recommendations of the Alumni Coordinator.

The Chair of the CLC must write to the member concerned to inform them of the outcome of the process.

Disciplinary matters involving a member of the CLC will be discussed at their next meeting. The individual concerned will be excused from deliberations. If a majority of Committee members agree, the matter will be referred to the Alumni Coordinator in writing by the Chair, or Deputy Chair if the matter concerns the Chair.

Where the Alumni Coordinator forms the opinion that the member has purposely acted in a manner prejudicial to the interests, goals, mission, and objectives of the Alumni, the Alumni Coordinator will write to the Chair, or Deputy Chair if the matter involves the Chair, recommending expulsion or suspension for a specified period. The CLC, with the person involved excused, must vote to adopt the recommendations of the Alumni Coordinator.

The Chair, or Deputy Chair if the matter involves the Chair, of the CLC must write to the member concerned to inform them of the outcome of the process.

The person facing disciplinary actions should not carry out any activities on behalf of APTC Alumni or the CLC until an outcome is reached. Depending on the case, all CLC activities for that chapter may be put on hold temporarily by the Alumni Coordinator.

Right of Appeal

If a member disagrees with the outcome of the disciplinary proceedings, they have the right to appeal.

The member should write to the Chair and Alumni Coordinator informing them of their decision to appeal the decision within seven days of receiving the outcome of the disciplinary proceedings.

The Alumni Coordinator will refer the matter to the ED of the APTC who will form a committee of 3-5 APTC staff who will review the decisions.

The person facing disciplinary actions should not carry out any activities on behalf of APTC Alumni or the CLC until an outcome is reached. Depending on the case, all CLC activities for that chapter may be put on hold temporarily by the Alumni Coordinator.

The ED of the APTC will convey the outcome of the process to the member in writing. A copy will be sent to the Chair and Alumni Coordinator also.

The decision of the Appeals Committee is final.

22. Changes to the Constitution

This Constitution is a dynamic document, members are encouraged to consider whether it is helping the Chapter to do its work properly and providing sound governance for the Chapter.

It can be changed with the support of members at the AGM.

Process for changing the Constitution:

- Any member can recommend a change to the Constitution by submitting a suggested change in writing to the Secretary / Treasurer of the CLC. The letter must include:
 - The current passage of the Constitution
 - The suggested revision to be made
 - The rationale for the suggested change
- The letter will be forwarded to the Alumni Coordinator who must approve the change to allow a vote to proceed
- All changes approved by the Alumni Coordinator must be voted upon at the next AGM
- The section of the letter outlining the current passage, the suggested revisions and the rationale for change must be circulated along with the Candidate Information Brief to ensure that members are informed about the vote
- The Secretary / Treasurer will ensure that the vote is included by the Returning Officer as an additional question in the survey platform.
- Voting will proceed concurrently with the elections of the CLC
- The incoming Secretary / Treasurer will announce the results of the vote immediately after the election results have been declared
- The Alumni Coordinator is responsible for updating the Constitution for the Chapter

The Executive Director of APTC reserves the right to amend the constitution as / when the need arises.

ANNEX 1: APTC ALUMNI ASSOCIATION CODE OF ETHICS

1.0 What is the Alumni Statement of Values?

- 1.1 The Alumni values the integrity of its members and recognises their commitment to the mission, goals and objectives defined in the Alumni Charter.
- 1.2 As Alumni, all members share a determination to uphold the trust placed in them by the Governments of the Pacific Island Forum countries (PIF), Australia and the APTC to serve the best interests of the PIF countries through their individual and cooperative activities as members of the Alumni.

2.0 Why is an Alumni Code of Ethics needed?

- to define accepted/acceptable behaviours within the Alumni
- to establish a clear framework for professional behaviour and responsibilities
- to promote high standards of practice by Alumni Chapter Leadership Committees and Alumni members
- to help promote the Alumni as a professional organisation

3.0 What is Unethical behaviour?

- 3.1 In addition to bribery and misappropriation of funds, unethical behaviour also includes patronage, nepotism, favours to relatives, friends and political associates, leaking or misusing Alumni information, unauthorised political activities, abuse of position and power, influence peddling, etc, including, any action which is undertaken by members at the expense of the Association and the people of PIF countries.

3.2 This Code of Ethics:

- has been built upon values and principles of the PIF countries' Charters.
- has the same force and effect as the Alumni Charter and Chapter Constitution and a breach of the Code constitutes a disciplinary offence under the Chapter Constitution.
- is not exhaustive but does provide the framework for members of the Alumni to understand their responsibilities to the Alumni and their colleagues.

3.3 In summary, the Code of Ethics specifically prohibits:

- a. obtaining or trying to obtain from any person (including another Alumni member), any property, benefit or payment, or any favour, from any actions done or not done in fulfilling his or her required duties.
- b. giving or promising to give to any person any property, benefit, payment or favour from any action done or not done in fulfilling his or her required or official duties.

4.0 What are the specific implications of the Code of Ethics?

- 4.1 All APTC Alumni members, employees or volunteers will:
 - a. promptly obey all lawful directions of the Alumni or Chapter Chairs (when fulfilling his/her authorised obligations on behalf of the Chapter Leadership Committee), within the terms of the Constitution.
 - b. question any requests or directions which appear to be unlawful, and if in doubt, refer such

- requests to the Alumni Coordinator or Chapter Leadership Committee.
- c. refuse to obey all requests which are contrary to the Charter or Constitution and/or are clearly unlawful and refer all such incidents to the Alumni Coordinator and a meeting of the Chapter Leadership Committee, if considered necessary.
 - d. exercise discretionary powers provided by legislation justly and professionally, in such a way as to maximise advantage to the country.
 - e. not participate in any other personal business which may interfere in his/her duties or create conflict of interest.
 - f. treat colleagues and members of the wider Alumni network with respect for the positions they hold, regardless of gender.
- 4.2 Members of the Chapter Leadership Committee are role models for all APTC alumni, and are to display exemplary behaviour and act professionally at all times. The following will apply to the Chapter Leadership Committee members:
- a. All members will be monitored to ensure that they act appropriately.
 - b. Violence and disrespectful language/behaviour in any personal or professional setting, while in office/fulfilling a role within the Chapter Leadership Committee, will not be tolerated and disciplinary action will be taken accordingly.
 - c. If a member of the Chapter Leadership Committee is behaving violently and disrespectfully, an Alumni member can raise the issue in writing, to the Alumni Coordinator for action. The Alumni Coordinator may recommend expulsion or suspension for a specified period the member from the Chapter Leadership Committee and/or Alumni. The recommendation will be ratified by the Chapter Leadership Committee by a simple majority vote, with the person involved in the matter excused from deliberations. The member will be advised in writing by the Chapter Chair of the outcome of the process.
- 4.3 In providing advice and services to clients, members of the Leadership Committees, Standing Committees and Special Committees are required to:
- a. be fair and impartial in interpreting the Charter and Chapter Constitution and any annexes.
 - b. declare to their colleagues any direct conflict of interest in dealing with a particular member or client, who may be a close relative or close associate.
 - c. refuse the offer of any kind of inducement or “reward”, including money, material, entertainment, sexual favours and other services, from a client or third party in return for providing a service or for ignoring or not implementing an Alumni Association decision.
 - d. refuse to be drawn into any kind of conspiracy with another member(s) to overlook regulations/lawful requirements in return for reciprocal favours, inducements or rewards described above.
 - e. be prompt, polite and helpful to Alumni members, but at the same time, be firm and committed to the fostering of an ethical APTC Alumni Association environment.
 - f. report to the Alumni Coordinator any member, Alumni client, or any other person who attempts bribery or corrupt practice as described above.

ANNEX 2: ALUMNI GOVERNANCE STRUCTURE

