

**UNIVERSITY OF NEW ENGLAND**  
**STANDING COMMITTEE OF CONVOCATION**

**TERMS OF REFERENCE**

The Standing Committee of Convocation shall have the authority to draft such proposals as Convocation considers appropriate with respect to the interests of the University for the two graduate members of University Council to report to University Council.

<b>Takes proposals to:</b>	Two elected graduate members of Council.
<b>Chaired by:</b>	Vice-Chancellor or nominee
<b>Membership:</b>	<p>Up to 13 members comprising:</p> <p>Vice-Chancellor or nominee</p> <p>Two graduate members of Council elected by the graduates of the University</p> <p>Up to three College Senior Common Room members who are members of Convocation elected or nominated by that constituency</p> <p>One representative from each active regional alumni association (South Australia, Malaysia, Armidale) elected or nominated by those associations</p> <p>Up to three general representatives elected or nominated by members of Convocation, to be selected by the Standing Committee</p> <p>Director of the Office of Advancement or nominee</p>
<b>Gender representation:</b>	At least two women and two men. Where necessary, the Chair may co-opt a member of Convocation to achieve gender balance.
<b>Term of office:</b>	Members will hold office for four years. If a member vacates office prior to the conclusion of their term, the constituency may elect or nominate a replacement to serve the remainder of the term.
<b>Quorum:</b>	A quorum shall consist of one-third of members of the Standing Committee plus one member.
<b>Meetings:</b>	The Standing Committee will meet each trimester or otherwise as required. The venue will be Armidale with conference links for members outside Armidale. If a formal meeting of the Standing Committee cannot be

convened, as a consequence of unavailability of members and/or urgency of a matter for resolution, where appropriate and with approval of the Chair of the Standing Committee, resolution will be sought by “flying minute”.

**Vacation of office:**

A position becomes vacant if a Committee member is absent for two consecutive ordinary meetings of the Committee without leave of the Committee, or absent for four consecutive ordinary meetings of the Committee.

**Co-option:**

On the recommendation of the Committee, the Chair may co-opt a member of Convocation to fill a vacancy.

**Support:**

The Office of Advancement will provide administrative support.