

Framework for Convocation

Section 1 - Overview

Function of Convocation

(1) Section 17 of the University of New England By-law 2005 provides that the function of Convocation is to submit to the Council such proposals as Convocation considers appropriate with respect to the interests of the University.

Section 2 - Members of Convocation

Membership

(2) Section 14(1) of the University of New England Act 1993 provides that the members of the Convocation include:

- a. the graduates of the University;
- b. the members and past members of the Council of the University;
- c. the present and past full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe;
- d. such graduates of other universities or other persons as are in accordance with the by-laws, admitted as members of Convocation.

(3) By-law 16 of the University of New England By-law 2005 provides that the following are prescribed as members of Convocation for the purposes of section 14(1) of the University of New England Act 1993:

- a. staff whose period of service with the University is at least 12 months, and
- b. staff who are invited by the Council to be a member of Convocation or who are part of a group of staff that is invited by the Council to be a member of Convocation.
- c. such persons who the Council considers to have given outstanding service to the University or to be specially qualified to advance the interests of the University. Such persons may only be admitted as members of Convocation by Council resolution.

Section 3 - Protocol for Meetings of Convocation

(4) It is proposed that effective 10 November 2023 the meetings of Convocation will be conducted consistent with the meeting protocols herein and in a manner consistent with the [UNE Code of Conduct](#).

(5) The meeting will be held in a manner that accommodates the anticipated numbers of attendees (100 persons plus) and the location of participants both in Armidale and elsewhere. This will involve live webinar facilities.

Agenda

(6) The Agenda will be confirmed by the Chair of Convocation and distributed to members of Convocation at least five (5) working days prior to the meeting of Convocation. Business papers are intended for members of Convocation only

for the conduct of the meeting.

(7) The closing date for proposed Agenda items to be submitted to the Chair of Convocation will be four (4) weeks before the next meeting of Convocation.

(8) Agenda items must be:

- a. relevant to the function of Convocation at (1);
- b. proposed by or on behalf of individual members of Convocation consistent with the UNE Act which only allows persons of prescribed classes to be members of Convocation;
- c. able to be accommodated within the time available for the meeting.

(9) Agenda items that:

- a. are individual or personal grievances;
 - b. constitute a public interest disclosure (whistleblowing) under legislation; or
 - c. expose the University or any member(s) of Convocation to a significant risk of legal liability, such as through an action of defamation;
- cannot be included as agenda items for Convocation.

Meeting Conduct

(10) Discussion of agenda items at meetings of Convocation will be conducted by the Chair of Convocation who may be supported by a moderator.

(11) The Chair of Convocation or moderator may:

- a. provide a warning where a discussion moves to matters outside of the functions of Convocation;
- b. require that a discussion cease or follow protocols where comments made by members of Convocation are unlawful or defamatory, disparaging, expose personal or sensitive or confidential information or otherwise may be a breach of law or the UNE Code of Conduct, noting if a member persists in the breach of meeting protocols they will be removed from the meeting.
- c. move to end the meeting if the meeting protocols are not followed.

Quorum and Submission of Convocation Proposals to UNE Council

(12) By-law 18 of the University of New England By-law 2005 provides that a quorum for a general meeting of Convocation is one hundred (100) members.

(13) Proposals of the Convocation considered appropriate for submission to Council with respect to the interests of the University and the adoption of minutes require a quorum of 100 from the members present.

(14) The Chair of Convocation will be responsible for submission of proposals to Council which are endorsed by Convocation with respect to the interest of the University and communicating Council's responses to those proposals to Convocation.

Circulation of minutes

(15) Minutes of meetings of Convocation will be circulated to members of Convocation as soon as possible after the meeting.

Secretary to meetings of Convocation

(16) The University Secretary and/or nominee will act as secretary and provide administrative support to the Chair of Convocation for meetings of Convocation.

(17) The Chair of Convocation or Secretary may seek appropriate governance and legal support and advice through the University to obtain advice in relation to the functions and business of Convocation as required.

Frequency of Meetings

(18) Convocation will meet at least twice per year.

Authority and Compliance

(19) The establishment of this Framework is consistent with Section 14 of the [University of New England Act 1993 \(NSW\)](#) and section 17 of the University of New England By-Law 1993 (NSW).

Section 4 - Definitions and interpretation

Definitions

(20) Words and phrases used in this document have the following meanings, unless the context requires otherwise:

- a. Convocation is defined as section 14 of the University of New England Act 1993 (NSW) and the function of Convocation is set out in By-law 16 of the University of New England By-law 2005 (NSW).
- b. Graduate is a person who has completed the requirements for a course and has had their award conferred on them by the University Council.
- c. UNE Act means the University of New England Act 1993 (NSW).
- d. UNE By-law means the University of New England By-law 2005 (NSW).