



The Scotsonian Alumni Association Guidelines

Any request to amend these guidelines must be raised to the School, the Principal and the Business Manager.

1. Name:

- 1.1 This unincorporated Association will be called The Scotsonian Alumni Association, acting as an inclusive association for all past schools of The Scots School Albury (referred to here as TSSA), including Rosehill Girls School/ Woodstock Girls School, Albury Grammar School and The Scots School Albury.
- 1.2 In this document, The Scotsonian Alumni Association Guidelines may be referred to as The Association, The Alumni Association or The Scotsonians.

2. Objective:

- 2.1 The Association exists as a primary means for alumni support and communication. The Association aims to enhance alumni engagement through support of alumni matters, maintenance of contact details, and through a platform for representation. Additionally, the Association plays a role in engaging the alumni community in the School's current student and staff body, as well as through specific alumni activities.
- 2.2 Alumni Support: A meeting place for alumni, and way for alumni to engage with one another in the community.
- 2.3 Communication: Play a role in communicating significant alumni news. To play a role in the publication of Alumni News and The Drum by providing input into inclusion of information. Engage in direct communication where appropriate and necessary.
- 2.4 Maintenance of Contact Details: Where possible all members to encourage the collecting of contact details for the purpose of updating the School's database. Engage in direct communication where appropriate and necessary.

2.5 Platform for Representation: Opportunity for alumni from all schools, age groups and geographical locations to attend and represent their cohorts, areas or schools. This includes Chapter representation in an organised and formal manner.

2.6 Engaging Alumni Community: Play a volunteering role in significant School events and provide representation at relevant School functions. Organise Alumni specific events as determined by members of the Association. Potentially play a role in the running of these events.

3. Roles and Responsibilities of the Association:

3.1 Members of the association have permission to contact alumni provided they do so in necessary circumstances and with privacy. They may only contact alumni for official purposes with approval of the ex- officio officer, and must not share contact details beyond the association unless approved by the alumnus or alumna involved. Reasons for sharing of contact details within the association include gathering of accurate data, informing alumni of relevant information, to gauge interest in Scots and alumni events or for fundraising purposes.

3.2 Members of the association may collect current contact details of alumni for the purpose of updating records. They must do so with the permission of the alumni informing them of the purpose and agreement to not share details beyond TSSA.

3.3 Before gaining access to, or actively seeking any number of contact details of alumni, members of the association must sign a confidentiality agreement. This confidentiality agreement will be distributed by the Ex- Officio member.

3.4 The Association may run Alumni events for the purpose of community building, alumni networking and support, in support of TSSA or for fundraising purposes for either TSSA or the Association itself. All events and fundraising must be approved by TSSA. If events are to be held at TSSA, they are to be run in liaison with the School. In consultation with the Association, the School may seek the assistance of the Alumni Association in support of School events where it sees fit.

3.5 The Association may play a role in the running of Alumni Reunions held both on and off School grounds.

3.6 The Association may contribute to the organisation of Alumni Mentoring.

3.7 The Association may contribute to Alumni and Scots School Albury publications in communication with the Ex-Officio officer. Publications may include Alumni News and the Drum, as well as general alumni communication.

3.8 If the Association are to run formal gatherings or activities under the banner of the TSSA name, that is, 'The Scotsonian Alumni Association,' all attendees must follow the TSSA Code of Conduct. Membership may be revoked if this Code of Conduct is not followed. (link to website)

3.9 The Association must not use the TSSA branding without the approval of The School.

3.10 The Association must remain in close communication with the Ex-Officio Officer and both parties act as a point of communication between the School administrative body and the broader alumni community.

4. Structure of the Association- Governance and Membership

4.1 Representative members may sit in the place of President, Vice President, Chapter Representatives and Secretary. These members will have no further powers votes. A vote may be held to determine the representatives if sufficient interest arises. The Ex- Officio Officer will represent the School. A financial delegate may also attend on behalf of the School.

4.2 Members wishing to hold representative positions of President, Vice President and Secretary can nominate themselves in meetings or by writing to the ex-officio member. A vote may be held if necessary. These positions need not be filled officially, and may change where necessary.

4.3 General membership is automatic for any alumnus or alumna of Rosehill Girls School, Woodstock Girls School, Albury Grammar or The Scots School Albury. This is inclusive of past students, parents and staff. Membership of the association may extend indefinitely.

4.4A Chapter of the Association does not require a separate committee. They require one Chapter Representative who forms part of the overarching Association Committee. The Chapter Representative must be an active member of the Association and the Chapter and its events and members must abide by the same guidelines and Code of Conduct as the central Association.

5. Conduct of Meeting

5.1 The School will hold the expectation that one formal meeting will be held per calendar year. The number of meetings held beyond this can be agreed upon by the Association.

5.2 Meetings for the central Association are to be held at TSSA unless otherwise agreed upon. Chapter meetings may be held in an appropriate location.

5.3 Members of the association may attend the meeting via technological means or in person at TSSA.

5.4 Meetings are to be conducted by the President, and in their absence, the Vice President or Ex- Officio Officer. Minutes are to be taken by the Secretary. Minutes will be prepared and posted in an accessible location within one month of the meeting.

5.5 The Association must discuss a matter until there is a majority vote.

5.6 Each member holds a vote and may vote. A member can vote by written proxy.

5.7 An action is to be moved by majority consensus if necessary. The Association may only make valid action if based upon the agenda unless unanimously agreed upon by Association members. The Association can only validly approve action if at least one representative per School is present or attending via proxy. A vote in an alumna or alumnus' absence via email or writing with the President or Ex- Officio Officer.

5.8 Apologies and nonattendance are to be collated by the secretary.

5.9 Notice of a meeting must be given by the President or Ex- Officio Officer, no less than 15 days prior to the scheduled meeting.

6. Contributions and Resources

6.1 The Association will be entirely self- funded. Communication resources may be provided by the School. The School will further support the Association through provision of other resources where available and in direct consultation with appropriate representatives.

6.2 The Alumni Relations Officer will act as the Ex- Officio Officer and will be a direct resource for the Association from the School.

6.3 Any funds possessed by the Association will be kept in an account overseen by the TSSA Finance Office.

6.4 Any financial decisions will be made transparently and with a general vote of members if the proposed cost is deemed a significant figure. Financial decisions must be made along with a financial representative from the School. Full details in appendix.

6.5 The Association will be a not-for-profit group.

6.6 There is no additional charge to become a member, active or otherwise, of the association. This is aside from the initial entry fee charged to a Student in their final year of School.

Appendix

Financial Considerations

1.1 A significant amount is considered to be greater than \$100 (per transaction made on behalf of the Association). A vote must be taken in the instance that an association member/s wishes to spend an amount equal to or greater than this number. The School financial delegate will monitor spending and ensure that no excessive amount of spending is occurring both above and below the significant amount range. The financial delegate has power to deny spending of any amount if deemed to not be in the best interest of the Association or the School.

1.2 Payments of invoices will be managed by the Finance Department and addressed to the School. The School will make payments on invoices only when a proper Tax Invoice is presented and approved.

The tax invoice must have:

- Words starting "Tax Invoice" or to that effect
- A valid ABN
- Date of Issue of the Tax Invoice
- Description of the goods/ services

1.3 Petty cash can be used to pay for minor purchases with amounts of up to \$100. Petty cash can only be used for official Alumni Association purposes. The petty cash voucher system is authorized by the Finance Department. A petty cash voucher is to be completed and signed by any person authorized by the Finance Manager receiving cash at the Finance Department. Upon buying the goods/ services, the person who has signed the petty cash voucher must produce the Tax Receipts to the Finance Department along with any change from the transaction/s.