

THE AUSTRALIAN NATIONAL UNIVERSITY

ANU College Governance Statute 2013

ANU COLLEGE GOVERNANCE RULES (No. 2) 2013

The Council of The Australian National University makes these Rules under section 4 of the *ANU College Governance Statute 2013*.

Dated: 26 July 2013.

Professor the Hon Gareth Evans AC QC FASSA
CHANCELLOR

1 Name of Rules and commencement

- 1.1 These Rules are the ANU College Governance Rules (No. 2) 2013.
- 1.2 These Rules commence on the day after they are registered.

2 Interpretation

- 2.1 In these Rules, unless the contrary intention appears:
College Dean, for an ANU College, means the person appointed by the Vice-Chancellor under subrule 3.1 for that College.
Executive Committee, for an ANU College, means the committee established under rule 5.
Statute means the *ANU College Governance Statute*.

[Note: **College** is defined in the Statute.]

3 College Dean and Associate Dean

- 3.1 The Vice-Chancellor must appoint a College Dean for each College.
- 3.2 A College Dean may appoint a person to be an Associate Dean and may, from time to time, delegate any of the College Dean's functions, powers or duties (except this power of delegation) to the Associate Dean.
- 3.3 However, the College Dean may perform any function, exercise any power or carry out any duty given to the Associate Dean.

4 College advisory body

- 4.1 There is to be an advisory body for each ANU College.
- 4.2 Each of the following may attend meetings of the ANU College's advisory body:
 - (a) the College Dean;
 - (b) each member of the academic staff and general staff of the College;
 - (c) a number of student representatives determined by the College Dean;
 - (d) such other members, if any, as the College Dean appoints.

4.3 The College Dean, or his or her nominee, is to Chair meetings of the College advisory body.

4.4 At least once in each semester the College Dean must convene a meeting of the advisory body at which the College Dean is to report to and discuss with the meeting, matters relevant to the operation and development of the College.

4.5 The College Dean is to determine the procedure at an advisory body's meeting.

4.6 Other meeting arrangements are to be determined by the College Dean in consultation with the Executive Committee.

5 College Executive Committee

5.1 There is to be an Executive Committee for each College.

5.2 The members of the Executive Committee are to be appointed by the College Dean from the senior officers of the College.

5.3 The term of each member's appointment is to be determined by the College Dean.

5.4 The College Dean is to Chair meetings of the Executive Committee.

6 Executive Committee: terms of reference

6.1 The Executive Committee may advise the College Dean on each of the following matters:

- the strategic directions of the College and the development of the College Strategic Plan;
- alignment of the College budget and budget submission with the goals of the College Strategic Plan;
- the appropriateness of College administrative and management arrangements;
- the research and education outcomes of the College;
- any other matter referred to it by the College Dean.

6.2 However, the Executive Committee may not advise on a matter relating solely to a particular person.

7 Meetings of Executive Committee

7.1 The Chair of each Executive Committee of a College must convene regular meetings of the Executive Committee.

[*Note:* It is expected that meetings of an Executive Committee will be held at least monthly.]

7.2 The Chair of an Executive Committee must convene a meeting of the Committee at any time if asked to do so by not less than 20% of its members.

7.3 The Chair of the Executive Committee, after consulting the members of the Executive Committee present at a meeting, is to determine the procedure for the meeting.

7.4 At a meeting of the Executive Committee, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

7.5 The College Dean must arrange for the provision of secretariat and other support to the Executive Committee.

8 Specialist committees

8.1 The College Dean must, after taking advice from the College Executive Committee, establish specialist committees, as sub-committees of the College Executive Committee, to advise the College Executive Committee or College Dean on matters relating to education and research.

8.2 The College Dean may, after taking advice from the College Executive Committee, establish one or more specialist committees, as a sub-committee of the College Executive Committee, to advise the College Executive Committee or College Dean on matters relating to other specific areas of College activity.

8.3 The Chair and members of a specialist committee and the term of each member's appointment are to be determined by the College Dean, having taken advice from the College Executive Committee.

8.4 The College Dean is an *ex officio* member of each specialist committee.

9 Specialist committees' terms of reference and meetings

9.1 The College Dean, acting with the advice of the College Executive Committee, is to determine the terms of reference of specialist committees of the College.

9.2 The timing and frequency of meetings of specialist committees are to be determined by the Chair of the relevant committee in consultation with the College Dean.

9.3 The Chair, after consulting the members of the committee present at a meeting, is to determine the procedure for the meeting of a specialist committee.

9.4 At a meeting of a specialist committee, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

9.5 The College Dean must arrange for the provision of secretariat and other support to each specialist committee of the ANU College.

10 Repeal

10.1 The ANU College Governance Rules 2013, as amended and in force immediately before the commencement of these Rules, are repealed.
