

University of Birmingham Alumni Groups Sample Constitution

This is a sample constitution – to be considered a working document, based on the practice of other alumni groups.

The document is designed to be a starting point for alumni groups to adapt.

.....

1. Name

The name of the alumni group in XXXX will be the 'University of Birmingham XXXX Alumni Group'

2. Aims

The Aims of the group shall be:

- 2.1 To provide opportunities for past students and staff to meet and keep in touch with each other and the University;
- 2.2 To involve past and present students of the University of Birmingham in the promotion of the well-being of the University

3. The Panel of Advisors

The Panel of Advisors has initiated the process of setting up an alumni group for XXXX, and members may be appointed informally throughout. An Executive Committee will oversee day-to-day management of the group.

4. Membership

4.1 *Ordinary members*

- 4.1.1. All former students of the University who have been registered for at least one term or semester, all current and former staff of the University, Fellows and members of the University Council shall be automatically entitled to ordinary membership.
- 4.1.2. Other well-wishers and supporters of the University may become members too e.g. parents of current students.

4.2 *Honorary members*

- 4.2.1 The Executive Committee shall have the power to elect such persons as it shall think fit as honorary members of the group and shall report such elections to the next Annual General Meeting
- 4.2.2 Former Presidents of the group will have the title of Honorary Presidents

5. Branches e.g. Young Alumni Branch

The Executive Committee shall have the power to approve the establishment of branches of the group, provided that the aims and the conditions of the proposed branches are compatible with, and will advance, the aims of the group.

6. Officers

The Officers shall be elected at the Annual General Meeting. The Positions shall be:

- A President - normally holds office for two years
- A Chairman - elected for an initial period of three years and who may be re-elected for a further period of not exceeding three years
- A Secretary - elected for an initial period of three years and who may be re-elected for a further period of three years
- A Treasurer - elected for an initial period of three years and who may be re-elected for a further period of three years

- A Social Secretary - elected for an initial period of three years and who may be re-elected for a further period of three years
- A Young Alumni Advisor – elected for an initial period of three years and who may be re-elected for a further period of three years

If, in view of the Executive Committee, the best interests of the group will be served by extending the services of an Officer of the group beyond the periods specified above, then the Annual General Meeting is empowered to elect such an Officer to an additional term.

There could also be an option to include a current student on the board (whose function would be to liaise with the relevant student society and to raise the profile of the group among the student community still at university).

Should any of the Officer posts fall vacant, the Executive Committee is empowered to fill them until the next Annual General Meeting.

The Executive Committee may, if it wishes, appoint such other Officers as are deemed necessary for the running of the group provided such appointments are approved at the subsequent Annual General Meeting.

7. Responsibilities of Executive Committee

The Executive Committee shall decide the policy of the Group in line with the aims of the Alumni Office and shall be responsible for the supervision of the financial affairs.

7.1. Meetings

The Executive Committee shall meet two to four times a year. All meetings shall be convened by the Secretary of the group, subject to the consultation with the Chairman. The Alumni Office in Birmingham should be informed as to who attends the meetings, the agenda and report.

7.2. Responsibilities

The Executive Committee will be responsible for the day-to day management of the business of the group. It will operate within the policies established for the group; advising on the need to revise and review policy as and when necessary; report regularly to the Alumni Office. The Executive Committee will have the power to co-opt members and to delegate its powers.

7.3. Membership

Membership of the Executive Committee will include:

Chairman

President

Secretary

Treasurer

Social Secretary

Young Alumni Advisor

Ex officio members - Head of Alumni Relations and Alumni Events Officer

8. General Meetings

8.1. Annual General Meeting

An Annual General Meeting shall be held when convenient for the group.

8.2. Nominations for elections

Nominations for elections may be made in writing to the Secretary of the group, if accompanied by a seconder and the acceptance of the nomination by the member concerned. Such nominations should reach the Secretary at least 28 days before the meeting.

If no such nominations are received, the outgoing Executive Committee shall provide a list of recommended candidates for the elected Officers and Executive Committee members for the Annual General Meeting to consider.

If there is more than one candidate for any post, a ballot by show of hands shall be held, and a simple majority of those present and voting shall elect the winning candidate.

8.3. Special General Meeting

A Special General Meeting may be called by the Executive Committee or at the written request of at least [number to be defined] members of the group. The business conducted shall be confined that for which the meeting is called.

8.4. Quorum

The quorum at any General Meeting shall be the [number to be defined] members in addition to the Chairman of the meeting.

8.5. Chairing General Meetings

The President shall normally take the chair at all General Meetings or shall appoint a Vice-President to preside or the meeting shall elect a chairman.

9. Constitution

9.1. Proposed changes

Any proposed change in the constitution must be given in full with the agenda paper for the General Meeting at which the proposal is to be raised. No important or substantial changes to the Constitution shall be made unless previously approved by the Alumni Office.

9.2. Approval of changes

No addition or alteration to the constitution shall be made unless two-thirds of those voting at the General Meeting are in favour of such addition or alteration.

9.3. Confirmation of changes

Changes in the constitution may be made by any General Meeting, but any additions or alterations made at a special General Meeting shall need to be confirmed at the next Annual General Meeting.

9.4. Branch Rules

Any branch may make or alter rules applying only to the branch provided that the additional or modified rules are consistent with the constitution of the group and that such additions or alterations are approved by the Executive Committee prior to their enactment.

10. Accounts

10.1. Responsibility for accounts

The Treasurer shall be responsible for the accounts of the group and shall report the current financial situation to each Executive Committee meeting. Audited accounts shall be presented to the Annual General Meeting.

10.2. Auditor

An auditor for the accounts shall be appointed at the Annual General Meeting.

11. Logo

The University can provide logos for international use.

January 2011