



## **Model Constitution for an Alumni Chapter of the University of Leicester**

Items in brackets shall be agreed at the first General Meeting of the Chapter before the constitution is adopted.

Name: The (.....) Chapter of the University of Leicester Alumni Association, referred to in this document as 'the Chapter'

### Aims

- a) To advance the education and career development of University of Leicester students past and present
- b) To foster extended relationships between present and former students and others associated with the institution
- c) To provide an opportunity for former students to continue their association with the University of Leicester
- d) To help recruit future students of the University of Leicester
- e) To help raise financial support for the University of Leicester.

### Duties

The Chapter may provide social activities on a self-financing basis in furtherance of the above aims;

The Chapter shall maintain an up to date register of members of the Chapter and collect the agreed subscriptions from members;

The Chapter shall appoint an auditor to whom the accounts of the Chapter shall be submitted annually;

The Chapter shall submit an annual report of the activities of the Chapter and a copy of the audited Statement of Accounts to the University of Leicester Audit Committee;

The Chapter shall render assistance to University of Leicester staff visiting the region and arrange events at which alumni can meet staff

### Membership

Membership of the (.....) Chapter of the University of Leicester Alumni Association is open to all former students and staff of the University of Leicester.

Membership is also extended to current students of the University of Leicester with a home address in the (.....) region.

All members of the Chapter resident in the (.....) region shall pay an annual subscription, the amount of which shall be determined by the Chapter Annual General Meeting.

A person wishing to join the (.....) Chapter of the University of Leicester Alumni Association shall submit his/her name and the appropriate annual subscription to the Chapter's membership secretary. The Membership Secretary may request proof of eligibility.

All paid up members shall have the right to vote at the Annual General Meeting, to hold office if elected, and to attend any events organised by the Chapter.

### Committee

The Committee shall consist of the Officers of the Chapter: the Chair, the Secretary, the Treasurer, the Membership Secretary and the Event Organiser, who shall be elected at the Annual General meeting from amongst paid up members.

The Chair shall be elected for a maximum of 2 years, and at expiry of the term of office shall not be eligible for immediate re-election.

The Secretary and Treasurer, the Membership Secretary and Events Organiser shall be elected annually and may be re-elected immediately for further terms, up to a maximum of 4 consecutive years. The Committee may co-opt up to 2 members for a period of office not exceeding one year.

The Committee shall meet at least once every year, and 30 days' notice of each meeting shall be given to members. At least 3 members must be present for the proceedings to be valid.

The function of the Committee is to organise the activities of the (.....) Chapter and to make decisions in the interest of Chapter members, in accordance with general policy laid down by the General Meeting.

The Committee shall report on its activities during the previous year to the Annual General Meeting, and a copy of its report shall be sent to the University of Leicester Alumni Office.

### Officers

The Chair shall preside at all general meetings and at committee meetings. S/he shall normally represent the Chapter in its dealings with other organisations or persons. S/he will call meetings as required and according to the constitution, and decide upon the Agenda for all meetings in consultation with the Secretary. S/he will be responsible for preparing a report of the Committee's activities to the Annual General Meeting. S/he shall sign cheques of the Chapter in conjunction with the Treasurer and Secretary.

The Secretary shall be responsible for conducting all correspondence and keeping records other than financial or membership records. S/he shall attend meetings and record the proceedings. S/he shall prepare Agendas for meetings in consultation with the Chair, and ensure that notices of meetings are sent to members as required. S/he shall be responsible for sending copies of reports to the University of Leicester Alumni Office and liaising with the Alumni Office. S/he shall sign cheques of the Chapter in conjunction with the Chair and Treasurer.

The Treasurer shall be responsible for the finances of the Chapter, for maintaining accurate records and for preparing an annual statement of the Chapter accounts for presentation to the auditor. The Treasurer shall present to the annual General Meeting of the Chapter an audited statement of the Chapter accounts. In conjunction with the Chair and Secretary, s/he shall be responsible for signing cheques of the Chapter.

The Membership Secretary shall maintain an up to date membership register with details of members' address, employment, home and work telephone numbers, email address, date of birth, years at the University of Leicester and dates of annual subscription payments. S/he will be responsible for collecting due subscriptions and passing them to the Treasurer, issuing subscription reminders as

necessary. S/he shall submit a copy of all names, addresses and current employment records to the Alumni Office at least twice a year, in February and August.

The Event Organiser shall suggest possible activities and events to the Committee, shall investigate costs and venues and shall be mainly responsible for the organisation of activities for Chapter members and other alumni agreed by the Committee. Unless there is a separate Publicity Officer, the Event Organiser shall also be responsible for publicising the activities of the Chapter in the local press, and, acting with the Secretary, for sending details of activities to all members and to other alumni as appropriate.

### General Meetings

The Annual General Meeting of the Chapter shall be held in (.....month) of each year at a time and place decided by the Committee. At least 2 weeks' notice shall be given to all members with a preliminary agenda.

Ordinary General Meetings of the Chapter may be held at such times as the Chapter may determine.

An Extraordinary general meeting of the Chapter may be called by the Chair or by written request to the Secretary of at least two thirds of the members of the Chapter.

Only the business for which such an Extraordinary Meeting has been called should be discussed at the meeting.

At least 7 days' notice shall be given to all members of the time and place of all General Meetings other than Annual General Meetings.

At least (.....) paid up members shall be present to constitute a quorum at any General Meeting.

Business not mentioned on the Agenda shall not be taken by the General Meeting without the agreement of at least two thirds of the members present.

### Finances

The funds of the Chapter may be expended for the purposes of carrying out its aims, including the expenses of administration.

A bank account shall be opened in the name of the Chapter at a bank approved by the Committee.

All cheques or withdrawal notices on the Chapter account shall be signed jointly by any two of the Chair, Treasurer and Secretary.

Once a year, a balance sheet for the year shall be prepared and audited by the Auditors. The audited accounts shall be submitted for the approval of the next Annual General Meeting and shall be available for all members to inspect at the time. A copy shall be sent to the University of Leicester Alumni Office.

### Audit

Two persons, not members of the Committee, shall be appointed by the annual General Meeting as Honorary Auditors. They shall hold office for one year and shall not be reappointed in the next consecutive year. They shall be required to audit the accounts of the Chapter for the year and present a report on them to the Annual General Meeting. They may also be required by the Chair to audit accounts of the Chapter for any period within their tenure of office at any date, and to make a report to the Committee.

### Amendments of Rules

No alterations or additions to these Rules shall be made except at a General Meeting. The University of Leicester Alumni Relations Office needs to be regularly updated on any changes made to these rules. These can be submitted as minutes of the General Meeting with signatures of all members demonstrating their consent to the amendments made.

### Dissolution

The Chapter may be voluntarily dissolved by a resolution of not less than three fifths of the total membership. In the event of the Chapter being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be returned to the University of Leicester Alumni Office to support students at the University of Leicester.