

NOTES TO ALUMNI ON FORMING AN OVERSEAS CHAPTER OF CARDIFF UNIVERSITY ALUMNI



Your reasons for doing so should include:-

- to organise social gatherings and events for alumni
- to promote networking amongst alumni in your country
- to provide a focus for visiting academic and administrative staff to meet alumni and/or give seminars and lectures
- to provide support for prospective and new students
- to help Cardiff University staff at local educational recruitment fairs
- to assist new graduates in researching job opportunities locally
- to promote Cardiff University's reputation locally
- to raise funds for bursaries and scholarships to help a local student with their expenses at Cardiff University

The steps you should think of taking over several months include:-

- 1) Contacting all local alumni to find out if they are interested (Cardiff University Alumni Office can provide assistance/ should the alumni agree to share their contact details with you, the Alumni Office will pass these on to you).
- 2) Arrange a meeting for all those who are interested. This includes coordinating a date and time, booking a venue as necessary, and taking photographs on the day for Alumni Communications & PR.
- 3) Please ensure you update the Alumni Office regularly on the progress of the event.
- 4) At the meeting:-
 - a) Ask for volunteers to form an initial committee. You will need:-
 - a **Chair** person (to organise and chair meetings)
 - a **Secretary** (to help the Chair with organising meetings, preparing agendas, distributing minutes of meetings, and liaising with the Alumni Office at Cardiff University)
 - a **Treasurer** (to keep accurate records of income and expenditure, and to cost events and decide on charges for tickets etc)
 - a **Membership Secretary** (to keep up-to-date records of members)
 - an **Events Organiser** (to organise events)
 - and possibly a **Publicity Officer** (to arrange local publicity)

NB – For alumni groups with a smaller number of members, members of the initial committee can hold dual posts until the Chapter has increased its membership, in which case these posts then need to be distributed amongst the new members and an updated list of Committee Members (along with their posts) needs to be submitted to the Cardiff University Alumni Office not more than 30 days after the new Committee Members have been chosen.
 - b) Discuss the proposed terms of reference of the local Chapter.
 - c) Decide on an appropriate level for your membership subscription (as applicable).

Once these have been agreed upon:

- 1) Organise a launch event, which can be formal or informal, which will appeal to as many alumni as possible.
- 2) Publicise the event in the local area and on social media to attract alumni you didn't know about as well as contacting those for whom you have details. Sign up members at the event and collect their subscriptions.
- 3) Arrange for an Annual General Meeting at which terms of reference can be formally adopted: send out notices with an Agenda at least 4 weeks ahead inviting nominations from members for the committee officers to serve for 1-2 years.
- 4) Hold the general meeting and vote for Officers from among those nominated who are willing to serve. Formally adopt your Chapter's name and terms of reference. Register with the local authorities as necessary. Write and distribute minutes of the meeting to members and send a copy to the Cardiff University Alumni Office.

Your plans could then include:-

- 1) Hold a "sending off party" for new students in August or early September - Cardiff University can supply names of new students.
- 2) Organise a dinner or other event when the Vice-Chancellor or other senior staff are visiting the region; the Alumni Office will let you know well ahead whenever possible (NB as far as possible all events should be self-financing, with participants paying for their own tickets).
- 3) Issue a newsletter to members, giving a calendar of local events, news of local alumni etc.
- 4) Provide a few volunteers to help on the Cardiff University stand at an Education Recruitment Fair locally.
- 5) Hold a welcome-back event in July for returning students and graduates (NB vary venues and types of events so as to appeal to as many members as possible).
- 6) Maintain an up-to-date address list, and inform the Alumni Office regularly of changes of address or of newly discovered alumni. The Alumni Office can contact new alumni on your behalf unless the new alumni have already agreed to share their details with you, in which case you should copy in the Alumni Office in all emails, or update the Alumni Office of any telephone conversations, in order for the Alumni Office to maintain the central database at Cardiff University.
- 7) Contribute news items by 1st February/1st August each year for Alumni Office Communications.
- 8) Regularly profile local alumni and inform the Alumni office of any local/regional news stories that would appeal to the larger alumni community.
- 9) Think about encouraging and recruiting members to offer internship and work placement opportunities, and mentoring, to current students.

Funding

It will be the responsibility of the local alumni committee to be self-funding, and to administer these funds to the best advantage of the local alumni, and to account for them to the Chapter.

Membership subscriptions collected locally can be used to fund local activities and expenses, but events should normally cover their costs with payments by participants.

NB - the Treasurer of the Chapter should keep accurate accounts each year before presenting them to the local Annual General Meeting, and sending a copy to the Alumni Office at Cardiff University.

Model Constitution for an overseas Chapter of Cardiff University Alumni

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

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

Aims

To advance the education and career development of Cardiff University students past and present;

to foster extended relationships between present and former students and others associated with the institution;

to provide an opportunity for former students to continue their association with Cardiff University;

to help raise financial support for Cardiff University.

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 Cardiff University Audit Committee;

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

Membership

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

Membership is also extended to current students of Cardiff University 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 Cardiff University 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 Events 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 Cardiff University 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 Cardiff University 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 Cardiff University 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 Events 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 Events 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 Cardiff University 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 Cardiff University Alumni 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 Cardiff University Alumni Office to support students at Cardiff University.

Registration of Associations (where this applies)

The registered place of business of the Chapter shall be at (.....) and shall not be changed without the prior approval of the Registrar of Associations/Societies. Any amendment to the rules shall be forwarded to the Registrar within 28 days of being passed by the General Meeting. Notice of dissolution shall be forwarded to the Registrar within 14 days of its dissolution.