

Loughborough University

Alumni Association

Constitution

1. Formal Authority

The Alumni Association is a membership body of the University in accordance with its Statutes and Ordinances.

2. Mission

The Alumni Association is established for the benefit of all its members for the following purposes:

- **Engagement and Communication** - *To ensure opportunities for all Alumni to actively engage in the life of the University and receive regular communications about its activities, progress and achievements*
- **Heritage** - *To preserve and promote an on-going link to the heritage of the University represented by its Alumni*
- **Academic** - *To help draw on the wealth of experience, skills and capability represented by the Alumni population for the benefit of the academic schools (and support services) of the University and for the benefit of the undergraduate and post graduate students who study there.*
- **Sports** - *To encourage Alumni support (direct and indirect) for the outstanding sporting traditions at Loughborough both elite and non-elite.*
- **Advocacy** - *to create in the alumni an informed and proud body of advocates for the qualities and achievements of the university to ensure the positive promotion of its reputation nationally and internationally*
- **Students** - *to provide support and guidance for the current student population in partnership with the Students Union and University. This is to ensure students have access to mentors and careers advisers, supporters (particularly from recent graduates) and role models from the Alumni population and to ensure that graduating students feel a lifelong affiliation with the University once they leave.*

The Alumni Association will work with the Development and Alumni Relations Office (DARO) of the University to help in the fulfilment of the mission.

3. Membership

Membership of the Alumni Association shall be granted to all graduates, staff and former staff of the University and the former Loughborough Colleges, Honorary graduates and Members of the University Council. Former students of the University will become eligible for membership on completion of a minimum period of study of 3 months.

4. Structure

4.1 Principal Officers

- **Patron**
 - Shall be the Vice Chancellor of the University
- **President**
 - Shall be a former undergraduate or postgraduate member of the Alumni Association elected by a majority vote of the members of the Alumni Advisory Board
 - Shall hold office for a term of three years from 1st August in the year of election in the first instance which can be renewed for one further term of up to three years.
 - Shall chair the Alumni Advisory Board and the Association Annual General Meeting
 - May, at the sole discretion of the University, be appointed to the University Council, Advancement Committee and other Committees as appropriate.
- **President Elect**
 - Shall be a person elected to be the future president who has not yet taken up office.
- **Vice Presidents**
 - Shall be former Presidents of the Alumni Association and hold this title until they cease to serve on the Alumni Advisory Board, whereupon they shall become eligible to be appointed honorary vice president.
 - Shall provide support and guidance as necessary to the President for the effective running of the Alumni Association.
- **Honorary Vice Presidents**
 - Shall be appointed by agreement between the Patron and the Advisory Board from amongst those who have given exceptional service to the Alumni Association and shall hold this title in perpetuity.

4.2 Alumni Advisory Board

- The Alumni Advisory Board shall exist for the purpose of directing and governing the affairs of the Alumni Association. The Board will represent the Alumni in dealings with the University and its Development and Alumni Relations Office.
- The Chair shall be the President of the Association. In his/her absence meetings may be chaired by the President Elect or a Vice President of the Association
- An outgoing President shall automatically be eligible to remain on the Alumni Advisory Board for a 12 month period following their term of office as President. Similarly, a President elect shall immediately become a member of the Alumni Advisory Board on their election to the position if they are not already a member.
- There shall normally be a maximum 15 Members of the Advisory Board (and a quorum of 5) who shall be members of the Association. However, there may be an exception with a maximum of 16 in circumstances when an outgoing President elects to stay on the Advisory Board, or when a President Elect takes a position on the Advisory Board prior to taking up the post.
- There should be an objective to achieve a balanced representation by University School, age profile and interest group to ensure that the interests of all members are adequately covered. The Advisory Board may at its sole discretion review the nominations for election to the Advisory Board and produce a shortlist of candidates for the sole purpose of achieving a representative balance on the Board.

- Members of the Advisory Board shall be elected by the membership of the Association by simple majority vote. Such elections may be conducted by means of electronic or postal votes from amongst the Alumni membership. Such votes may be counted along with a show of hands at a General Meeting of the Association to determine the election.
- The President of the Students Union and the Director of Development and Alumni Relations shall be *ex officio* members of the Advisory Board.
- All members of the Advisory Board are expected to uphold high standards of personal conduct. A member may be removed from office by a majority vote of the Advisory Board at a special meeting convened for the purpose.
- Members shall hold office for an initial term of three years when they may stand for re-election for one further period of up to three years. Appointments will be arranged to ensure that no more than a third of member positions will fall due for election each year.

[A transitional process will apply for the existing Alumni on Court who should confirm their continuing candidacy for the Alumni Advisory Board. Where candidacy is confirmed, membership of the Alumni Advisory Board will apply automatically and the candidate's term of office will include time spent as an Alumnus on Court.]

- The Advisory Board shall hold at least one meeting per year and hold further meetings as required.
- The Minutes of the Advisory Board Meetings shall be copied to the Advancement Committee of the University
- The Chair of the Advisory Board may from time to time establish ad hoc action groups or working committees drawn from both the Board and wider Alumni membership. Such Committees will be answerable to the Board and will provide help, advice and support on a variety of alumni related matters.
- Members of the Advisory Board may be linked in to their appropriate University Schools for the purposes of ensuring engagement with academic developments at the University.
- Representatives of the Development and Alumni Relations Office, Students Union and University senior management will be invited to attend meetings of the Advisory Board from time to time.

4.3 General Meeting

- A general meeting shall be called by the President at least once a year, as a result of a notice being given in the Alumni e-newsletter and on the Alumni Association Website.
- A general meeting shall be called for the purpose of informing the membership of the Association of the affairs and activities of the Association and the University and for the purpose of electing Members of the Alumni Advisory Board.
- Any member of the Association may submit matters for discussion at a general meeting, such matters should be submitted to the President in the first instance via the Development and Alumni Relations Office of the University.
- Nomination papers will be made available to members via the Alumni website and from the Alumni Relations Office.

4.3 Effective Date

- This constitution is effective from 1st April 2011 following University Council Approval.

- Any changes to this Constitution require the approval of the Development and Alumni Relations Board prior to their submission to the appropriate University Body for its approval (Currently University Senate and Council approval is required).