

The Constitution of the Alumni Association of St Aidan's College of the University of Durham

The overarching statement of practice within the Association is that all processes and procedures are open and transparent and in accord with good practice. For the purposes of this Constitution, the term 'year' refers to the University convention of the academic year running from 1 October to 30 September of the following calendar year.

1. The aims of the Association are to:

- 1.1. maintain a strong relationship between alumni of St Aidan's College and the College and its community.
- 1.2. support the academic and social development of the current student body and their connection with the Aidan's alumni community.
- 1.3. provide a focal point for Alumni and the College across a range of activity.
- 1.4. work in conjunction with the staff of the College, the Governing Body of the College and all those with an interest in the long-term success of the College to build a community of St Aidan's alumni.

2. Membership of the Association

- 2.1. All students matriculating into the College gain life membership to the Association unless they opt out of membership in their first year.
- 2.2. The College Principal, the College Vice Principal, the College Bursar and the College Chaplain (should that post be in place). Former office holders of these posts are welcome to become members of the Association.
- 2.3. The Association will be self-financing.
- 2.4. All members of the association have the right to attend, speak at and vote at Annual General Meetings.

3. Officers of the Association Committee

- 3.1. To ensure the smooth running of the Association, an Association Committee shall be formed. This committee will work on behalf of the Association in the furtherance of its objectives.
- 3.2. All members of the Association have the right to nominate themselves to become members of the Committee.
- 3.3. The Association Committee shall comprise the following Officers:
 - 3.3.1. the Secretary;
 - 3.3.2. the Treasurer;
 - 3.3.3. Reunion Officer(s)
 - 3.3.4. Newsletter Officer(s)
 - 3.3.5. Web Manager;

- 3.3.6. Digital Communications Officer (s)
- 3.3.7. Archivist(s)
- 3.3.8. Career Development Officer(s)
- 3.4. Ex-officio members of the committee are:
 - 3.4.1. The College Principal
 - 3.4.2. The College Vice Principal
 - 3.4.3. The College Bursar
 - 3.4.4. The JCR President
 - 3.4.5. The SCR President
- 3.5. Members of the Committee will be encouraged to:
 - 3.5.1. promote the interests of the Association and of the College;
 - 3.5.2. attend Alumni Association Reunions;
 - 3.5.3. attend the AGM;
 - 3.5.4. participate in any working groups and ad hoc meetings that may arise in the course of delivering work identified at the AGM
 - 3.5.5. Elected members of the Committee may represent the Association on occasions as requested by the membership of the University, the College or by other bodies at the discretion of the Committee.
 - 3.5.6. Elected members of the Committee who have not engaged either through meetings, discussions or via correspondence within a given 12 month period shall be deemed to have resigned.
- 3.6. Specific members of the committee will be expected to undertake particular tasks pertinent to the role they have been elected to. Whilst the following duties are not exclusive it is expected that as a minimum the tasks listed below would be completed. In particular:
 - 3.6.1. The Secretary shall:
 - 3.6.1.1. prepare agendas, circulate papers and keep minutes of all AGMs;
 - 3.6.1.2. act as a first point of contact for all Alumni Association activity.
 - 3.6.2. The Treasurer shall:
 - 3.6.2.1. conduct all the financial affairs of the Association;
 - 3.6.2.2. keep full accounts of the financial affairs of the Association;
 - 3.6.2.3. produce the Annual Accounts for approval at the AGM.
 - 3.6.3. The Newsletter Officer shall:
 - 3.6.3.1. solicit copy for the Association's publications;
 - 3.6.3.2. compile or oversee their compilation;
 - 3.6.3.3. arrange for the distribution and promotion of the newsletter.

- 3.6.4. The Web Manager shall
 - 3.6.4.1. ensure that the Association website is maintained regularly
 - 3.6.4.2. upload content provided by members of the committee
- 3.6.5. The Digital Communications Officer (s) shall
 - 3.6.5.1. ensure that social media channels are utilised to promote the Associations events and activities
- 3.6.6. The Archivist(s) shall:
 - 3.6.6.1. work with the University Archivist service on the preservation, publication and enhancement of St Aidan's College archive material
 - 3.6.6.2. work to ensure that the content of the Archive material reflects the diversity of the college past and present and serves to connect future, current and past members of the College.
- 3.6.7. The Career Development Officer(s) shall:
 - 3.6.7.1. develop and maintain initiatives that enable future and current members of the Aidan's Alumni Association to achieve their full career potential through support of Association members.

4. Functions of the Committee

- 4.1. The Committee shall:
 - 4.1.1. carry out the business of the Association;
 - 4.1.2. meet as necessary to fulfil the business of the committee throughout the year. Meetings can take place virtually and as much business as possible should be able to be managed through virtual / e-meetings and correspondence.
 - 4.1.3. co-opt members to fill vacancies on the Committee as they arise until elections can be held;
 - 4.1.4. invite people, at their discretion, to attend any meetings of the Committee as advisors;
 - 4.1.5. allow, on request, any member of the Association to attend meetings of the Committee as an observer;
 - 4.1.6. ensure that notification of the meeting is published on the Association's website four weeks before the AGM, with an email via the DARO alumni email contact list circulated at the same time.
 - 4.1.7. ensure that the AGM agenda is published on the Association's website two weeks before the meeting and that it is available upon arrival at the AGM.

5. The Annual General Meeting of the Association

- 5.1. An Annual General Meeting shall be held at which:
 - 5.1.1. the Annual Accounts shall be presented;
 - 5.1.2. the Officers shall report;
 - 5.1.3. elections shall be held;

- 5.1.4. business raised by the Committee shall be considered.
- 5.2. The AGM shall take place either during an Alumni Reunion or at another time determined by the Committee.
- 5.3. At the start of each AGM, a Chair will be elected for the meeting by the members of the Association present to chair the meeting and have the casting vote in all motions at the AGM.

A current member of the Association Committee will act as returning officer when elections take place for the role of Chair. Votes will be cast by a simple show of hands. In the event of a tie, a coin toss will decide.

5.4. Voting at the AGM:

- 5.4.1. Each member of the Association is permitted to vote on all matters and shall have one vote.
- 5.4.2. Members wishing to vote by proxy must inform the Chair of the identity of the person nominated to vote on their behalf via the Secretary by post or email at least 24 hours in advance of the start of the AGM.
- 5.4.3. In the event of a tied vote, the Chair shall have the casting vote.

6. Elections

- 6.1. Membership of the Committee shall be agreed at the Annual General Meeting.
- 6.2. Officers shall normally be elected for a term of 3 years by the members of the Association at the Annual General Meeting. This term to commence from the date of that AGM.
- 6.3. All nominations of candidacy for positions on the Association Committee shall be by self-nomination at the AGM. Votes will be cast by a simple raise of hands and the Chair will act as returning officer.

7. The Annual Accounts

- 7.1. The Annual Accounts of the Association shall be submitted for approval by the AGM.

8. Financial Control

- 8.1. The Treasurer has ultimate responsibility for the Association's finances.
- 8.2. Signatories to the Association's bank accounts (or equivalent) shall be a number of the Committee as agreed by the Committee.
- 8.3. In the event of voluntary liquidation, any balance shall be donated to the College.

9. The Constitution

- 9.1. The Constitution shall normally be reviewed every 5 years;
- 9.2. Amendments to the Constitution may be proposed by any member of the Association and shall be discussed at the AGM. Amendments to the Constitution shall be submitted to the Secretary for inclusion in the AGM.
- 9.3. Notice of proposed amendments to the Constitution must be received by the Secretary at least six weeks before the AGM.

- 9.4. Proposals to change the Constitution must be included with the agenda for the AGM

10. Status of the Association

- 10.1. The Association is not a registered Charity, nor a formal entity of the University of Durham, but an Unincorporated Association granted the right, by the College Principal, to use the symbols and name of the College.

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