THE UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION
CONSTITUTION

1. Constitution

This document is the Constitution of The University of Manchester Alumni Association, the provision for which is stipulated under Statute XVIII of the University’s constitution. The document includes regulations for the internal management and administration of the Alumni Association.

Extract from the Statutes:
Statute XVIII.1
The Alumni Association
There shall be an Alumni Association of the University which, as its primary objective, shall serve as an organised association of the graduates of the University for the purpose of the maintenance and promotion of contact between the graduates and the University and to further the interests of the University. It shall be the recognised means of communication between its members as set out below and the authorities of the University, and it shall be entitled to discuss and declare an opinion on any matter whatsoever relating to the University and to transmit such opinion to the Board or to the General Assembly, whose duty it shall be to consider the same.

2. Name

The name of the association shall be ‘The University of Manchester Alumni Association’ (hereinafter referred to as the “Association”).

3. The Association

3.1 The Association is a formally constituted body of the University of Manchester and is subject to the University’s constitution, laws, and applicable policies and procedures.

3.2 The Association’s Officers (see paragraph 6) and its Advisory Board (see paragraph 9) must be formally recognised by the University’s Board of Governors and have no standing without this recognition accreditation. They are also subject to the University’s constitution, laws, and applicable policies and procedures.

3.3 In turn, any local, regional and international alumni associations and local, regional and international alumni contacts and groups (see paragraph 10) must be formally recognised by the Association. The process of formal recognition is set out in paragraph 10.1.

4. Objectives

4.1 To promote, foster and maintain links between the Association’s members and The University of Manchester (hereinafter referred to as the “University”).

4.2 To encourage members of the Association to take an active interest in the life of the University, with a particular focus on engaging alumni in active programmes relating to the University’s aims and objectives, as detailed in its current Strategic Plan. These will include, but will not be limited to:

- improving the employability and on-going career development of current students and alumni;
- continual improvement of the student experience;
- supporting the University’s internationalisation agenda; and
- supporting the University’s social responsibility agenda by encouraging alumni to engage and volunteer with the University, its students and their own communities to address global social and economic challenges.
4.3 To facilitate and support meetings and interactions between the Association’s members for their personal and professional development and benefit.

4.4 To promote the interests of the University and to support its development.

4.5 To encourage philanthropic support for the University.

5. Membership

5.1 Statute XVIII of The University of Manchester governs graduate membership of the Alumni Association, and Ordinance XXIX of the constitution of The University of Manchester governs affiliate membership of the Alumni Association. The following shall be members:

5.1.1 Graduate membership of the Association will be granted to all graduates (which, for the avoidance of doubt, includes all honorary graduates) of the University and of the former Universities (“Graduate Members”):

- The Victoria University of Manchester (earlier known as the Owens College Manchester) and
- UMIST (The University of Manchester Institute of Science and Technology; earlier known as Manchester College of Science and Technology, Manchester Municipal College of Technology, Manchester Mechanics Institution)

(collectively “the former Universities”).

5.1.2 Affiliated membership of the Association:

- is automatically granted to non-graduating former students of the University and of the former Universities who have studied for a minimum of 1 full semester at the University or the former Universities; and

- may be granted to non-alumni and former students who have completed less than a semester of study at the discretion of the Officers of the Association in order to further the aims, objectives and activities of the Association and any of its constituent local, regional and international groups or associations (“Affiliate Members”).

5.2 Only Graduate Members of the Association may participate in elections. Affiliate Members are ineligible to stand for elections or vote (see Annexes A, B, C, D and E).

5.3 Any person notifying the Registrar, Secretary and Chief Operating Officer of the University that he or she does not wish to be a member of the Alumni Association shall cease to be, or shall not become, a member.

5.4 The Board of Governors of the University (hereinafter referred to as the “University Board”), in consultation with the Officers of the Association and the Alumni Association’s Advisory Board, shall have the authority to withdraw privileges of membership from any individual whose behaviour is incompatible with the objectives of the University and/or the Association.

6. Officers of the Association and Secretary to the Association

6.1 The Officers of the Association shall be the Chair and the Deputy Chair (collectively “the Officers”).
6.2 The Chair of the Association shall be appointed by the University Board, on the recommendation of the Advisory Board, and must be an alumna/us who should have a prominent public profile and who has displayed a record of assistance to the University.

6.3 The Chair shall normally hold office for a period of three years and may be re-appointed by the University Board for one more term of office not exceeding three years. The maximum term of office shall be six years and is unaffected by any previous period of Alumni Association Advisory Board Membership.

6.4 The procedure for appointment of the Chair is set out in Annex A.

6.5 The Deputy Chair of the Association shall be a senior member of University staff appointed by the President and Vice-Chancellor.

6.6 The Secretary to the Association shall be a senior member of Alumni Relations staff nominated by the Director of Development.

7. List of Members

7.1 A list of members shall be maintained by the Secretary to the Association, along with details of their category of membership (see paragraph 5.1).

7.2 The list of members shall be made available, subject to University policies and procedures, to relevant University staff and to officers and members of the Association in support of the work of the Association, within the terms and conditions of the Data Protection Act 1998 and other relevant legislation in force.

7.3 A sub-set of the list of members, namely those members who are kept informed of the proceedings of the Association including any elections, also known as the register of voters, shall be maintained by the Secretary of the Association. Any Graduate Member of the Association with an active email address listed on their alumni record will be considered to be included on this register of voters by default, unless he/she elects to opt-out by way of contacting the Secretary of the Association.

8. Meetings of the Association

8.1 There shall be at least two open meetings of the Alumni Association each year chaired by the Chair of the Alumni Association, or his/her delegate (who shall be the Deputy Chair, or another member of the Advisory Board – see paragraph 9), at which Officers of the Association and the University will report on matters pertaining to the University and the Association and its role within University affairs.

8.2 At least one of the meetings will be held on campus in Manchester.

8.3 One of the meetings will receive the financial statements of the Alumni Association.

8.4 Open meetings of the Alumni Association will be a forum for members of the Association to receive reports, comment on University and Association business and put questions to the University and Officers of the Association.

8.5 At least 28 days’ notice will normally be given for any meeting of the Alumni Association.

9. Alumni Advisory Board

9.1 There shall be an Alumni Advisory Board of the Association (hereinafter referred to as the “Advisory Board”) that will provide advice, support and guidance to the University
for the furtherance of the Association’s objectives (see paragraph 4). Duties and responsibilities of each Advisory Board member can be found in Appendix A.

9.2 Individual members of the Advisory Board will have the skills, experience and/or membership of the networks relevant to the objectives of the Association (see paragraph 4).

9.3 Membership of the Advisory Board should, seek to reflect the age range and geographical spread of the University’s global alumni body.

9.4 The Advisory Board shall, up to a maximum of 16 members, comprise:-

- Chair of the Association
- Deputy Chair of the Association
- General Secretary of the University Students’ Union or their delegate (who must be a member of the Student Union Executive) ex officio
- at least one Association member who graduated within the previous 5 years
- at least one internationally-based Association member. Internationally-based members should satisfy one of the following criteria:
  - have held an elected position within a University of Manchester International Student Society
  - have current or previous experience within an internationally-based University of Manchester Special Interest Alumni Association (see paragraph 10), either as an elected officer or a senior volunteer
  - have been a senior Contact (see paragraph 10) on behalf of the Alumni Association overseas
- at least one Association member who is also a member of the General Assembly
- three members elected from the Alumni Association membership (please refer to Annex B for the Procedure for the election of an elected Member of the Alumni Association Advisory Board).
- co-opted Association members up to a total membership of 16 (see paragraphs 9.2 and 9.3).

9.5 The Secretary of the Advisory board shall provide advice and guidance to the Advisory Board on the application of the constitution of the Alumni Association.

9.6 The Chair of the Advisory Board shall be Chair of the Alumni Association.

9.7 Members of the Advisory Board shall, whether nominated or elected, be formally appointed by the University Board to hold office for a period of up to three years in the first instance, which is renewable for a further period up to a maximum term of six years. No member shall serve for more than six years continuously.

9.8 For effective continuity of business, the replacement of all members of the Advisory Board at any one time should be avoided where possible, by a process managed by the Advisory Board.

9.9 The Advisory Board shall hold at least three meetings per annum (the year to run from 31 August – 1 September) and hold further meetings as required. Minutes of these meetings will be made available to the members of the Alumni Association online.

9.10 Members are encouraged to attend meetings in person, however, the University will provide the facilities for members who are unable to attend meetings in person to participate via teleconferencing, video-conferencing or similar.
To ensure the relevance and effectiveness of the Association, ad hoc action groups of the Advisory Board may be established by the Chair, to provide help, advice and/or support on a variety of alumni-related matters.

When the Advisory Board acts as the Nominations Committee of the Alumni Association (viz Annex B and C) decisions should be made by majority vote. If necessary, the Chair shall have the casting vote.

Subject to the constitution, laws, policies and procedures of the University, the Advisory Board shall have full authority to determine its affairs and procedures.

The quorum of the Advisory Board is reached if the Chair, Deputy Chair and three other members of the Board are present. Between formal meetings, the Chair may be required to make decisions on behalf of the Board, which shall then be ratified by the Advisory Board at its next meeting. The use of this delegated authority shall be reviewed by the Advisory Board on a routine basis.

In instances where a member of the Advisory Board fails to attend (either in person or via virtual means) a minimum of two Advisory Board meetings annually; or acts in a manner contrary to the extract from Statute XVIII as reproduced in paragraph 1 of this constitution; and/or is for any reason unable to perform their duties, their position on the Advisory Board will be considered by the Officers of the Association, who may accept resignation or revoke that position.

In instances where an Officer fails to attend (either in person or via virtual means) a minimum of two Advisory Board meetings annually; or acts in a manner contrary to the extract from Statute XVIII as reproduced in paragraph 1 of this constitution; and/or is for any reason unable to perform their duties, their position on the Advisory Board will be considered by the University Board, who may accept resignation or revoke their position.

10. **Alumni Association contacts, groups and associations**

10.1 In order to promote the Association’s objectives, members of the Association may join, establish, be accredited as and/or nominate themselves for the following, subject to the agreements listed below:

10.1.1 A formally constituted ‘Special Interest’ **Association**

An Association will be deemed formally constituted and recognised by the University on the acceptance of a signed ‘Association Agreement’ by the University Board.

10.1.2 A formally recognised ‘Special Interest’ **Group**

A Group will be deemed recognised on the acceptance of a signed ‘Group Agreement’ by the Officers of the Association

10.1.3 A registered individual **Contact** for Association activities, which, for the avoidance of doubt, includes alumni volunteers.

A Contact will be deemed registered and recognised on the acceptance of a signed ‘Contact Agreement’ by the Secretary to the Association

10.2 All Contacts and Special Interest Groups and Associations will be subject to applicable University, policies and procedures and should agree to adhere to the best practice guidelines, Memorandum of Association and appropriate confidentiality agreements provided to them in order to retain their formally recognised status.

10.3 Recognised Special Interest Associations will be allowed to use ‘The University of Manchester’ name and the University logo on promotional material, subject to the University’s branding guidelines.
10.4 The University will share relevant alumni details with a Special Interest Association, subject to an officer of the Special Interest Association signing a Data Sharing and Confidentiality Agreement. Such information will only be shared in line with the University's policies and in line with the Data Protection Act 1998 and other relevant legislation in force.

10.5 Where there is a need for formal registration of an international Special Interest Association with a particular local government body, documents pertaining to local government registration should sit alongside this Constitution and its associated documents as set out in paragraph 10.2 above.

10.6 The Officers of the Alumni Association (as representative of the University of Manchester Alumni Association) may revoke recognition of any Contact or Special Interest Group at any time if it becomes apparent that the Contact or Special Interest Group is not abiding by the particulars or the spirit of the agreements listed in paragraph 10.2 above. In addition, the Officers of the Alumni Association reserve the right to require annual re-accreditation of local, regional and international contacts and groups.

10.7 The University Board, in consultation with the Officers of the Alumni Association, may revoke official recognition of any Special Interest Association at any time if it becomes apparent that the Special Interest Association (including any officers of said Association) is not abiding by the particulars or the spirit of the agreements listed in paragraph 10.2 above. In addition, the Officers of the Alumni Association and the University Board reserve the right to require annual re-accreditation of local, regional and international Contacts, Special Interest Groups and Special Interest Associations.

11. Representation on the University Bodies

11.1 The Association shall be entitled to recommend to the University Nominations Committee the appointment of one of its members to membership of the University Board as provided for in the University’s Statute VI.1 (b). The procedure for this nomination is set out in Annex B.

11.2 The Association shall be entitled to elect twenty of its members to membership of the General Assembly as provided for in the University’s Statute IX.1(c). The procedure for this process is given in the University’s General Regulation IV, supplemented by the procedures set out in Annex C.

12. Alterations and approval

This Constitution is established subject to the laws and Statutes of the University and supersedes all previous versions. Any suggested alterations to the Constitution or the dissolution of the Association will be considered by the Advisory Board. The Officers of the Association should then present the Advisory Board’s recommendations to an open meeting of the Alumni Association, before a revised constitution is submitted to the University Board.
Annex A

**Procedure for the Appointment of the Chair of the Alumni Association**

A1. A call for nominations shall be issued by the Secretary to the Association via the web, alumni publications, social media and through direct contact with members.

A2. All Graduate Members shall be entitled to submit one nomination. Only Graduate Members of the Association may seek nomination. The nomination should include a declaration that the nominee is willing to serve for a period of at least three years. Nominations should be made via an official nomination form obtained from the Secretary to the Association which should be completed and submitted in line with any instructions issued.

A3. All members of the Advisory Board, excluding the Chair, will form an Alumni Association Nominations Committee, chaired by the Deputy Chair of the Association. The Committee will review all nominations received against the requirements for the Chair (as detailed in paragraph 6.2) and recommend to the University Board one candidate for appointment to the position of Chair.

Annex B

**Procedure for the election of an elected Member of the Alumni Association Advisory Board**

B1. Statute XVIII of the University requires that the Association maintains a list of members of the Association who wish to be notified of its proceedings and to participate in elections. Any Graduate Member of the Association who has an active email address listed on their alumni record will be considered to be included on this register of voters by default, unless he/she elects to opt-out by way of contacting the Secretary of the Association. In addition, a call for members of the Alumni Association to indicate their wish to be included on this register of voters (if not by default) shall be issued by the Secretary to the Association by the following means:

- through the Association’s web site
- in appropriate newsletters/magazines of the Association
- through appropriate social media and online facilities
- through update alumni update forms (such as that sent with the annual magazine)

B2. A call for nominations from among all Graduate Members eligible to participate in accordance with paragraph 5.1 will be issued by the Secretary to the Association, through the Association’s web site, to members with e-mail addresses, in appropriate newsletters/magazines of the Association and through appropriate social media facilities.

B3. All Graduate Members shall be entitled to submit one nomination. Only Graduate Members of the Association may seek nomination and should provide evidence of the willingness of a nominee to serve for a period of three years. Nominations should be made on nomination forms available from the Secretary to the Association and should be submitted to the Secretary to the Association.

B4. The Secretary shall act as Returning Officer, receiving nominations, determining eligibility and preparing a list of candidates.

B5. The elections will elect the appropriate number of Graduate Members to fill the number of vacancies present for elected members of the Advisory Board.

B6. The University will provide an adequate system of online voting for Graduate Members wishing to vote. There is one vote per one eligible member.
B7. Those Graduate Members who are unable to vote online should request a postal vote up to 14 days prior to voting opening. Specific timings will be publicised prior to each election.

B8. Should a mid-term vacancy occur the position will remain vacant until the next scheduled round of voting which will be not more than 12 months from the creation of the vacancy.

Annex C

Procedure for the Election of Members of the University General Assembly

C1. Statute XVIII of the University requires that the Association maintains a list of members of the Association who wish to be notified of its proceedings and to participate in elections. Any Graduate Member of the Association who has an active email address listed on their alumni record will be considered to be included on this register of voters by default, unless he/she elects to opt-out by way of contacting the Secretary of the Association. In addition, a call for members of the Alumni Association to indicate their wish to be included on this register of voters (if not by default) shall be issued by the Secretary to the Association by the following means:
   • through the Association’s web site
   • in appropriate newsletters/magazines of the Association
   • through appropriate social media and online facilities
   • through update alumni update forms (such as that sent with the annual magazine)

C2. A call for nominations from among all Graduate Members eligible to participate in accordance with the provisions of the University’s Statute XVIII.3 will be issued by the Secretary to the Advisory Association, through the Association’s web site, to members with e-mail addresses, in appropriate newsletters/magazines of the Association and through appropriate social media facilities.

C3. All Graduate Members shall be entitled to submit one nomination. Only Graduate Members of the Association may seek nomination and should provide evidence of the willingness of a nominee to serve for a period of three years. Nominations should be made on nomination forms available from the Secretary to the Association and should be submitted to the Secretary to the Association at the University’s main mailing address or via email attachment to the email address on the nomination form.

C4. The Secretary shall act as Returning Officer, receiving nominations, determining eligibility and preparing a list of candidates for submission to the Nominations Committee.

C5. The Advisory Board shall act as a Nominations Committee, determining the suitability of candidates (against criteria for the positions as determined by the University Board) and preparing a list of suitable candidates for election. The criteria for suitability will be detailed on the notes accompanying the nomination form and will be in keeping with the importance and status of the General Assembly of the University.

C6. The elections will elect the appropriate number of Graduate Members to sit on the University General Assembly.

C7. The University will provide an adequate system of online voting for Graduate Members wishing to vote. There is one vote per one eligible member.

C8. Those Graduate Members who are unable to vote online should request a postal vote up to 14 days prior to voting opening. Specific timings will be publicised prior to each election.

C9. Should a mid-term vacancy occur it can be filled by an alumnus/a nominated by the Advisory Board without the need for an election.
Annex D

Procedure for the Election of a Member of the University Board of Governors

D1. Statute XVIII of the University requires that the Association maintains a list of members of the Association who wish to be notified of its proceedings and to participate in elections. Any Graduate Member of the Association who has an active email address listed on their alumni record will be considered to be included on this register of voters by default, unless he/she elects to opt-out by way of contacting the Secretary of the Association. In addition, a call for members of the Alumni Association to indicate their wish to be included on this register of voters (if not by default) shall be issued by the Secretary to the Association by the following means:
- through the Association’s web site
- in appropriate newsletters/magazines of the Association
- through appropriate social media and online facilities
- through alumni update forms (such as that sent with the annual magazine)

D2. A call for nominations from among all Graduate Members eligible to participate in accordance with the provisions of the University’s Statute XVIII.3 will be issued by the Secretary to the Association, via the web, alumni publications, social media and through direct contact with members.

D3. All Graduate Members shall be entitled to submit one nomination. Only Graduate Members of the Association may seek nomination. The nomination should include a declaration that the nominee is willing to serve for a period of at least three years. Nominations should be made via an official nomination form obtained from the Secretary to the Association which should be completed and submitted in line with any instructions issued.

D4. The Secretary to the Association will act as Returning Officer for the election, receiving nominations, and determining eligibility of candidates (against criteria for the position as determined by the University Board) to put forward to the Nominations Committee.

D5. The Advisory Board shall act as a Nominations Committee, determining the suitability of candidates and preparing a list of suitable candidates for election. The criteria for suitability will be detailed on the notes accompanying the nomination form and will be in keeping with the importance and status of the University Board.

D6. The University will provide an adequate system of online voting for Graduate Members wishing to vote. There is one vote per one eligible member.

D7. Those Graduate Members who are unable to vote online should request a postal vote up to 14 days prior to voting opening. Specific timings will be publicised prior to each election.

D8. The candidate receiving the most votes will be forwarded to the Nominations Committee of the University Board for its consideration.

Annex E

Procedure for Alumni Association member participation in the election of Chancellor (as detailed in University Ordinance 1, below)

E1. Statute XVIII of the University requires that the Association maintains a list of members of the Association who wish to be notified of its proceedings and to participate in elections. Any Graduate Member of the Association who has an active email address listed on their alumni record will be considered to be included on this register of voters by default, unless he/she elects to opt-out by way of contacting the Secretary of the Association. In addition, a call for members of the Alumni Association to indicate their wish to be included on this register of voters (if not by default) shall be issued by the Secretary to the Association by the following means:
• through the Association’s web site
• in appropriate newsletters/magazines of the Association
• through appropriate social media and online facilities, including email
• through alumni update forms (such as that sent with the annual magazine)

E2. Graduate Members of the Alumni Association who are on the register of voters (see paragraph 7.3 and E1) by a date that is fourteen weeks before the date appointed for the election shall be eligible to participate in the election, pursuant to paragraph 2a in Ordinance 1.

E3 The election will be conducted as detailed in Ordinance 1, see below.

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**Ordinance 1**

**Election of the Chancellor**

1. The date of election shall be appointed by the Registrar and Secretary, who shall act as Returning Officer for the election and shall have a general discretion to ensure that the election is conducted in a proper and seemly manner. In fulfilling this role, the Registrar and Secretary may choose to appoint a suitable external agent to fulfil many of the duties expected of the Returning Officer and to provide administrative support for the election, on the approval of the Board. The external agent may, if appropriately qualified and subject to the approval of the candidates duly nominated, fulfil the duties of a Scrutineer.

2. Pursuant to Statute IV, those who may participate in the election shall be:
   a. those members of the Alumni Association whose names and addresses have been registered on the list compiled in pursuance of Statute XVIII.3 at a date fourteen weeks before the date appointed for the election;
   b. those persons who hold paid superannuable appointments in the University at a date fourteen weeks before the date appointed for the election and which extend to the date appointed for the election;
   c. those persons who are members of the General Assembly at a date fourteen weeks before the date appointed for the election and whose appointments do not terminate before the date appointed for the election.

   Any person whose name appears on more than one list shall be entitled to only one vote.

3. No fewer than twelve weeks before the date appointed for the election, the Returning Officer shall notify all persons eligible to participate in the election stating that the Chancellorship is or is to become vacant, as may be appropriate, specifying the date appointed for the election and drawing attention to the provisions of this Ordinance.

4. No candidate for election to the Chancellorship shall be deemed to be validly nominated unless:
   a. a proposition for such nomination, in writing, signed by at least twenty persons who are eligible to participate in the election, shall have been received by the Returning Officer no fewer than six weeks before the date appointed for the election;
   b. at the time the proposition for nomination is made, he or she has assented, in writing, to becoming a candidate for election, and has certified that he or she holds no paid appointment in the University.

5. Should there be only one candidate validly nominated, the Returning Officer shall declare him or her to be elected and shall make the result public.

6. Should there be more than one candidate validly nominated:
   a. the Returning Officer shall contact all persons eligible to participate in the election, no fewer than twenty-eight days prior to the date appointed for the election and provide a list of the candidates in random order and further information on the process by which voting will take place;
b. each candidate validly nominated shall be invited to appoint a Scrutineer. Any candidate not nominating a Scrutineer shall have a Scrutineer appointed by the Returning Officer. On the date appointed for the election, the Returning Officer shall arrange to make available to the Scrutineers for examination the report on the internet voting and (if this method of voting is used) the envelopes containing the ballot papers unopened.

c. the result of the election shall be declared by the Returning Officer immediately following the conclusion of the Count, and subsequently shall be made public;

d. two weeks after the declaration of the result, the Returning Officer, with the consent of the Scrutineers, shall arrange for the destruction of voting papers and records.