

The University of Birmingham

**GUILD OF GRADUATES AND ALUMNI ASSOCIATION
LAWS**

Revised Laws [proposed 2013 AGM]

Introduction

The Guild of Graduates and Alumni Association exists by virtue of the provisions of the University of Birmingham Charter, extended by the Statutes, the Ordinances and the resolutions of the University Council. All graduates and alumni are automatically life members of the Guild. Certain categories of persons determined by the University are also life members.

Aims and Objectives

The aims and objectives of the University of Birmingham Guild of Graduates and Alumni Association are:

- i). To support and further the interests of the University of Birmingham and its members.
- ii). To provide a means of communicating the views and interests of its members to the University
- iii). To provide an organization to inform and provide social activities for members.

DEFINITIONS

1. In these Laws

"University" means the University of Birmingham

"Guild" means the University of Birmingham Guild of Graduates and Alumni Association

"Officers" means the persons for the time being holding the offices mentioned in Law 3

"Member" means a member of the Guild of Graduates and Alumni Association as defined in Ordinance 2.5

"Alumni Award" means the Guild of Graduates and Alumni Association Bursary Award.

THE OFFICERS AND COMMITTEE

3. (a) The Officers shall be the President, the Vice-President, an Honorary Secretary/Treasurer and an Alumni Award Administrator. The President, at his / her discretion, shall allocate duties to the Officers.

(b) The Committee shall advise the Officers and shall consist of six elected members with up to three further members to be appointed by the Officers. The President, at his/her discretion, shall allocate duties to members. The Officers and the immediate Past President shall be members of the Committee ex-officio.

ELECTIONS

4. The Officers and the elected members of the Committee
 - a) shall be elected at an Annual General or Special General Meeting as hereinafter provided.
 - b) shall hold office as follows:
 - in the case of Officers and the members of the Committee, unless previously removed under Law 20, or by virtue of the Statutes of the University, immediately after election at the Annual General Meeting until the election of new Officers and representatives.
 - (c) shall be eligible for re-election as follows; as President, as Vice-President and as Honorary Secretary / Treasurer each for a maximum of three consecutive years; as Administrator of the Alumni Award and as a Committee member for a maximum of five consecutive years.

5. (a) Nominations of candidates for election for any of the posts defined in Law 4, shall be in the hands of the Secretary prior to the day of which notice has been given as that on which the Annual or Special General Meeting shall be held.
 - (b) Nominations for election for any of the posts defined in Law 4 shall be accompanied by a short factual statement of the nominee's qualification for office. Such statement shall include a short account of his/her previous services to the Guild and the University, and may contain a proposal statement of not more than 150 words in length.
 - (c) All nominations shall be signed by at least two members of the Guild, and shall be countersigned by the nominee. All signatories must provide their year of award of degree or completion of course.

6. (a) Where these Laws provide that there shall be an election in an Annual or Special General Meeting, such an election shall be by ballot unless the nominations do not exceed the number of vacancies in which case the Chair of the Meeting at which such an election takes place shall declare the person or persons so nominated duly elected
 - (b) The full-term vacancies shall be filled by those candidates with the highest number of votes in the ballot in priority to any casual vacancies which may have arisen during the year.

7. When under Law 6 a ballot takes place, then the statement required by sub-clause (b) of Law 5 shall be placed before the Meeting in writing. Any candidate may speak briefly in support of his /her candidature if he/she so signifies on his / her nomination form, in which event all other candidates for that election will be granted a similar right and will be notified prior to the Meeting by the President.

8. Notwithstanding anything contained in Law 4, casual vacancies in respect of any office may be filled on recommendation of the Officers or the remaining Officers pending the annual elections.

ANNUAL GENERAL MEETING

9. An Annual General Meeting of the Guild shall be held in Birmingham in each calendar year.

10. At least twenty-one clear days' notice of the Annual General Meeting shall be given to each member of the Guild in the University's publication circulated to all Alumni. This notice shall give the place, date and time of the meeting. The agenda shall be specified on the University's Alumni Website, and shall include:
 - (a) The place, the day and the hour of the Meeting

- (b) Vacancies for the offices to be filled
- (c) Report from Honorary Secretary/Treasurer
- (d) Report from the Administrator of the Alumni Award
- (e) Particulars of any nominations already received by the *Secretary* in respect of any vacancy or office
- (f) Particulars of any other business

11. At any Annual General Meeting the Chairman may at his / her discretion permit the transaction of business not specified in the notice convening such meeting provided always that no alteration or addition to the Laws of the Guild shall be made unless notice of such proposed alteration or addition shall be given in the notice convening the Meeting and such alteration or addition shall be available from such time as the meeting is called.
12. The President may call a Special General Meeting *as required* but must give at least twenty-one clear days' notice to the Members of the Guild or, in an emergency, advertisement in the University of Birmingham. The President shall call such a Special General Meeting whenever requested in writing by at least one hundred members of the Guild.
13. The University's Alumni Website shall specify the business to be transacted at a Special General Meeting and no business other than the business specified in the notice convening the meeting shall be transacted.

QUORUM AT GENERAL MEETING

14. At any Annual or Special General Meeting of the Guild twenty members shall constitute a quorum.

GENERAL REGULATIONS WITH REGARD TO MEETINGS

15. At every General Meeting of the Guild the Chair shall be taken by the President, or in his or her absence by the Vice-President, but if there shall be present neither the President nor the Vice-President the Meeting shall elect a Chairman.
16. At any General Meeting of the Guild only those members personally present shall vote in respect of each election, resolution or amendment. No member shall be entitled to more than one vote except that in the case of an equality of votes the Chairman shall have the casting vote in addition to his / her ordinary vote.
17. At any General Meeting of the Guild voting shall, save where otherwise in the Laws provided, be by show of hand unless the Chairman shall otherwise direct.
18. Any election, resolution or amendment shall be deemed to be carried if a majority of those present and voting shall vote in favour thereof.
19. (a) Where notices of any meetings are sent by post they shall be addressed to the persons entitled to attend such meeting at their last known address unless the University Registrar and Secretary is satisfied that such address is ineffective.
(b) In calculating a period of notice for the purpose of Law 12, Sundays shall be included.

RESPONSIBILITY OF OFFICERS AND OTHERS

20. (a) Any persons elected to any office or as a representative by the Guild in Annual or Special General Meeting shall be answerable to the members of the Guild assembled in a General Meeting and may be removed from such office or as a representative by such meeting at any time for good cause.
(b) The expression "good cause" as used in these Laws shall have the same meaning as in the Statutes of the University.
21. There shall be an Alumni Award Fund, to be called the Guild of Graduates and Alumni Association Bursary Award Fund, of moneys donated by graduates *and alumni* and others for charitable purposes. The Administrator of the Alumni Award shall make recommendations to the University and present a report to the Annual General Meeting.

ALTERATION OF THE LAWS

22. Any alteration of these Laws shall be effected only at an Annual General meeting or a Special General Meeting of the Guild

VALIDITY OF PROCEEDINGS

23. No actual resolution of the Guild or other body duly established under these Laws shall be invalid by reason of:
 - (a) any vacancy in its membership; or
 - (b) any want of qualifications or by invalidity in the election or appointment of any person acting as a member whether present or absent; or
 - (c) any accidental failure of the Guild to give to any person or of any to receive notice of any meeting.