



## QU Alumni Association By-laws

### I. General

#### Section 1. Name

The official name of this Association is the Qatar University Alumni Association, hereinafter referred to as “QUAA” or the “Association.”

#### Section 2. Affiliation

The Association shall operate under the University’s status as a non-profit organization for educational and charitable purposes. It is established by the President of Qatar University and derives its authority from the approval of its Charter and By-laws by the Qatar University Executive Committee of the Board of Regents.

#### Section 3. Use of Corporate Identity

The use of the Association’s corporate identity—including, but not limited to, using its name, logo, seal or any media item that relates to the Association whether explicitly or implicitly shall be governed by the Office of Alumni and Partner Relations with the guidance of the Alumni Association Board of Directors (AABD.) No member or committee shall use the Association’s name without prior written approval from the AABD.

#### Section 4. Offices

The offices of the Association shall be located on the University’s campus; these offices shall be supervised by the Department of External Relations through the Office of Alumni and Partner Relations. The Manager of Alumni and Partner Relations with the guidance of the Director of External Relations shall be responsible for managing and overseeing the daytoday activities of the Association.

#### Section 5. Finances

The Association’s fiscal year shall be concurrent with that of the University as outlined in the University’s financial policies. The Association budget shall be managed on behalf of the AABD by the office of Alumni and Partner Relations.

## Article II. Membership

### Section 1. Membership

All those who have been granted a degree from one of QU’s degree programs shall be considered members of the Association. A graduate is an ‘Active Member’ of the Association if the Office of Alumni and Partner Relations has been given a current method of communicating with them. A ‘Loyal Member’ is an alumnus who has engaged in one or more actions indicating their ongoing support of the mission of the University; a set of such actions will be made available from time to time via all alumni communications channels, both written and oral. Only Loyal Members as specified in the Charter shall be allowed to nominate, vote or serve in any capacity on the AABD; only Loyal Members may be part of an official entity set-up to engage in or conduct Association business.

### Section 2. Membership Registration

Registration of Members of the Association shall be the responsibility of the Manager of Alumni and Partner Relations. Association records shall be available for the official use of all departments of the University, the AABD and its Committees. Managing the appropriate use of membership records shall be the responsibility of the Manger of Alumni and Partner Relations.



## Article III. Alumni Association Board of Directors

### Section 1. Authority

The AABD shall act as the executive authority of the Association governing the Association's affairs as outlined in the Charter and By-laws. The Board shall have authority to act on behalf of the Association as specified in the Charter and Bylaws and shall provide guidance to the University on matters affecting the operations of the Association. As the success of the Association is built upon the Association's Chapters, the AABD has a special responsibility for the creation, development and success of these important elements of the Association as further explicated and defined in Article IV of these By-laws.

### Section 2. Composition

The AABD shall be composed of at least 18 and no more than 24 members; AABD members shall be selected from among Loyal Members of the Association as defined in the Charter. No current employee of Qatar University other than the University President, the Director of External Relations and the Manager of Alumni and Partner Relations may serve as a member of the Board. The Manager of Alumni and Partner Relations shall serve as the key link between the AABD, the Department of External Relations and the University.

Members of the Board shall be elected to the Board from a slate of candidates proposed by the Board Committee on Nominations and Engagement and approved by the University President. This Committee may propose one or more than one member for each open Board position.

### Section 3. Terms and Meetings

Members of the AABD shall serve a term of three (3) years to begin on the first day of the University's fiscal year (September 15th) and ending on the last day of the University's fiscal year (September 14th.) Terms for the members of the Founding Board shall be staggered so that one-third of the members of the Board will complete their Board service at the end of each year. No Member shall be elected to more than two (2) consecutive full terms.

A member who has previously been elected for two terms may be reelected provided that at least one year has passed since their previous service on the AABD. A member who has served a partial term shall not have that partial term counted against this limitation.

The Board shall meet at least once in the Fall term and once in the Spring term each academic year. Meeting dates shall be set at least three months in advance, notice of which will be sent by secure means to every member of the Board. It is expected that all Board members will attend each meeting unless excused for cause in advance by the Board President. The Manager of Alumni and Partner Relations in cooperation with the Board President will be responsible for determining the meeting dates and will then, at the direction of the Board President, ensure that notice of the meeting date, time and location is received by all Board members.

### Section 4. Officers

Officers of the Board shall be elected by the Board itself in accordance with principles and practices established and guided by the Director of External Relations and approved by the University President. Officers of the AABD shall consist of the President, Vice President, Secretary and Treasurer. In order to achieve a smooth transition in leadership, the President and Vice-President shall be elected in even years and the Secretary and Treasurer shall be elected in odd years. The President of the University, the Director of External Relations and the Manager of Alumni and Partner Relations shall serve as ex officio non-voting members of the AABD for a term coinciding with their terms in office at the University.

The four officers of the AABD shall serve two-year terms and may be re-elected once to the same officer position. No alumnus may be elected to more than two officer positions without retiring from the AABD for one year. AABD officers may continue to serve on the Board in their official capacity without regard to the date on which they joined the Board.

### Section 5. The Duties of the AABD Officers.

The Board President, as the chief executive officer of the Association, shall preside at all meetings of the Association and Board. In the event of the President's absence or inability for any reason to discharge the duties of office, the Vice-President shall assume the President's responsibilities.



The other officers of the Association shall perform the following duties as well as any additional duties specified by the President of the Board:

The Secretary shall ensure that all records of the Board including Minutes of Board meetings, and all administrative functions pertaining to the organization are effectively maintained by the Office of Alumni and Partner Relations.

The Treasurer shall ensure that all financial transactions and the records of same are effectively kept and maintained by the Office of Alumni and Partner Relations.

### **Section 6. Duties of the Manager of Alumni and Partner Relations**

The Manager of Alumni and Partner Relations shall be appointed by the President of the University and the Director of External Relations and shall be an employee of the University in the Office of External Relations. The Manager of Alumni and Partner Relations serves the University and the AABD as the chief alumni officer for the institution, including responsibility, acting on behalf of the Director of External Relations, as the Operating Officer of the Alumni Association. In this role the Manager of Alumni and Partner Relations represents the wishes of alumni leadership to the University and the needs of the University to the alumni leadership. The Manager will ensure the effectiveness and efficiency of the Alumni Relations operation including the effective management of an office of alumni relations professionals dedicated to serving the interests of alumni in service to the University. The Manager will maintain a complete record of Board, Committee and Chapter activity, will ensure the integrity of the Association's budget process and will guide all Association activity toward the successful achievement of the Association's mission.

The Manager will cause to be maintained a current record of the names, mailing address and electronic address of all members of the Board, Committees, and Chapters; copies of the minutes of the meetings of the Board and Committees that may be made available to all interested alumni and the media; timely notices of meetings of the Board sent as required by these By-laws. The Manager shall sit in all meetings of the AABD and on all meetings of AABD committees including the AABD Executive Committee and shall perform such other duties as may be necessary to assure the success of the Association's mission.

### **Section 7. Vacancies**

Any vacancy on the Board may be filled by the Executive Committee for the number of months required to complete the remaining term of the departed Board member. A member of the Board selected to fill a vacancy shall be eligible to be selected for a full term on the Board if nominated and elected pursuant to Section 2 of these By-laws. Unusual behavior or conduct by a Board member or a volunteer serving as a leader on a committee appointed by the Board deemed contrary to the best interests of Qatar University may constitute grounds for impeachment and immediate removal by the Executive Committee of the Board.

## **Article IV. Board Constituencies**

### **Section 1. Alumni Chapters**

Chapters of the QUAA reflect the interests and natural affiliations of QU graduates; QU Chapters are groups based on one of the following associative criteria: Colleges within the University, graduates associated with a graduation year, alumni living within a specified geographic area, former members of important student clubs and activities, members of a specific profession or trade and graduates who share a non-work related interest. Chapters are the base from which the interests of alumni are support within the umbrella of the Association. An individual graduate may well be a member of several different Qatar University Alumni Association Chapters and through these Chapters find new connections back to Alma Mater.

Working in concert with the professional staff led by the Manager of Alumni and Partner Relations, it is the AABD's responsibility to encourage the formation, guide the development and ensure the long term viability of QU Chapters. Chapters are the only organization beyond the AABD that can use the official name, logo and other identifying symbols of the QU Alumni Association. There shall be no minimum or maximum number of members required to charter a chapter, nor any financial requirement for alumni seeing to join a chapter. Each chapter shall be free to organize and conduct its affairs as it deems expedient provided that their actions are consistent with the University's policies. In applying for a charter the following information must be provided to the office of Alumni and Partner Relations on a form provided by that office for this purpose: 1) the name of the chapter leader 2) the names of the founding members and any other founding officers appointed by the founders 3) the terms of office for each chapter officer 3) the criteria for membership in the chapter 4) a signed statement by the chapter leader and other officers that acknowledges agreement with QU's advancement mission.



All chapters should strive to be financially self-sufficient in the implementation of their affairs; the goal of a chapter is to provide experiences and communication that leads to multi-faceted support for QU rather than to expend University resources in support of chapter activities that do not move the association toward these goals. Particularly at the outset, in order to promote activity and strengthen chapter membership, the Manager of Alumni and Partner Relations will authorize financial assistance for chapter activities deemed likely to achieve positive results in advancing Qatar's advancement mission. These funds will be supplied in response to specific requests by Chapter leaders for support of individual events or communications.

In almost all cases the Manager of Alumni and Partner Relations will have resources ready and dedicated to fund initial publicity and promotion for a new chapters requiring assistance at their launch. Funding will follow published guidelines established by the Manager of Alumni and Partner Relations with the approval of the Board committee on Chapters; these guidelines will be flexible, but by their existence will minimize the risk of the goals of the chapter program being compromised.

### **Section 2. Purposes of Chapters**

QU alumni chapters are organized in order to bring graduates of QU closer to the University, to provide positive experiences and meaningful communications about the University to graduates and thereby advance the well-being of the University. Chapters engage alumni within the graduate's own sphere of activity and interest in the life of the University; in so doing Chapters facilitate and strengthen the ongoing association between the University and alumni.

Leadership within each alumni Chapter organizes and implements events and provides relevant communications that draw alumni together; these experiences fulfill social purposes while allowing graduates to learn about life of the University today. In addition Chapter events provide the opportunity to meet University leaders, faculty, students and staff to reengage with the core of the University.

Chapter leaders are not required to organize in a proscribed manner, but are encouraged to replicate elements of the Board structure. Beyond the requirement that a single Chapter leader be identified, Chapters will be asked to build a group of 4 to 8 alumni willing to be active members of a leadership group. The Chapter may or may not wish to have a formal officer structure beyond this collective leadership team; emphasis should be placed, however, on dividing responsibility among the leadership group so that activity and effective communication are emphasized. Chapter leaders will hold office for a period of 2 years from the date of election. At the end of their term, the chapter will hold a nomination and election process to choose the chapter's new leadership. On a Chapter by Chapter basis the professional staff under the direction of the Manager of Alumni and Partner Relations will provide counsel to alumni leaders at the earliest stages of a Chapter's development and will continue to assist as new Chapters gain strength within the Association.

Chapter leaders will be invited by the AABD from time to time to attend special meetings of the Board. These meetings, sponsored by the Board, will be known as Assemblies or Chapter Assemblies. At least one such Assembly should be held each academic year. The purposes of an Assembly will be three fold: 1. To share insights among Chapter leaders; 2. To provide an exchange of views between Chapter leadership and University leadership at the highest level; 3. To recognize and thank Chapter leaders for their work on behalf of the University.

### **Section 3. Chartering**

All chapters will be chartered by the Board as key official organizations within the Association. A Chapter for each University College will be recognized immediately; in an ongoing process during the organizational year 2012-13 and beyond new Chapters shall be organized and recognized by the Board on behalf of the Association. Charter recognition will be considered complete when a document is submitted to and approved by the Board that includes a description of the basis of affiliation, the name of the Chapter leader, the names of the supporting leadership group and the names of those alumni with an interest in being Founding Chapter members.



## Article V. Board Committees

### Section 1. Board Committees.

Board committees are a direct method of managing the important organizational elements of the Association; these committees are a key method through which the Association advances the interests of the University. The formation of each committee is the responsibility of the Committee Chair, as is the identification of alumni non-members who can assist in assuring the success of the committee's goals. Membership on a committee must be approved by the Executive Committee of Board. A report on each committee's progress shall be part of every Board meeting agenda.

### Section 2. The Formation of Committees.

The Board, by amendment to these By-laws, may from time to time add or subtract from the established Board Committees; such additions and substitutions should be directed to ensuring that the then key functions of the alumni relations effort at Qatar are being addressed by the Board.

### Section 3. Committee Assignments.

Board Committees shall include:

1. Executive Committee – Chaired by the AABD President

Members to include: the AABD Vice-President, Treasurer, Secretary, Immediate Past President, one nonofficer Board member selected by the President of the Board, the Director of External Relations and the Manager of Alumni and Partner Relations.

2. Committee on Chapters – Chaired by the AABD Vice-President

Members to include: two members of the Board who are leading a Chapter and two Chapter leaders who are not on the Board and the Manager of Alumni and Partner Relations.

3. Committee on Nominations and Engagement – Chaired by the AABD Secretary

Members to include: two members of the Board and one alumnus not on the Board; all three members must be alumni who are who are not in the category of potential candidates; the Manager of Alumni and Partner Relations.

4. Committee on Association Events – Chaired by the AABD Treasurer

Members to include: two members of the Board who are not Chapter leaders; two alumni who are not on the Board; the Manager of Alumni and Partner Relations.

## Article VI. Amendments

These By-laws may be altered, amended or supplemented by a vote of two-thirds of the Board, provided that notice shall have been included in the call to the meeting and accompanied by a draft of the proposed amendment prepared by the Office of External Relations. The approved draft amendment shall be confirmed and shall take effect upon a second two thirds vote by the Board at their next regular meeting.