

## Association Constitution

The present constitution of St Cuthbert's Association was ratified at the AGM in September 2016.

### **1. The purpose of St Cuthbert's Society Alumni Association**

- a) To provide a focus for the alumni of St Cuthbert's Junior Common Room ("JCR") and enabling links with St Cuthbert's Society and other alumni to be maintained<sup>1</sup>;
- b) To support the activities and development of the current students of St Cuthbert's Society;
- c) To keep alumni up to date with St Cuthbert's Society and University of Durham News in collaboration with the Development Officer<sup>2</sup>;
- d) To arrange, encourage and promote international, national, regional and local events in collaboration with the Development Officer;
- e) To support and maintain good relationships with the St Cuthbert's Society community<sup>3</sup>;
- f) To provide support to St Cuthbert's Society in maintaining the traditions and ethos of St Cuthbert's Society; and
- g) To raise funds in pursuit of the above

### **2. Membership and Fee Structure**

- a) As at 30 September 2007 the membership of the Association comprises of those former members of St Cuthbert's Society who had paid the relevant membership fee, and these individuals continue to be Members of the Association.
- b) Commencing 1 October 2007 and henceforth from that date, all former undergraduate and postgraduate students of St Cuthbert's Society will be or become Members of the Association.

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<sup>1</sup> The definition of "current students" includes, but is not limited to all undergraduate and postgraduate students, graduates and non-graduates, students on full- or part-time courses, and students on short-term courses including Erasmus. The definition of "alumni" refers to all students who are no longer students under the "current students" definition.

<sup>2</sup> "Development Officer" – St Cuthbert's Society Development Officer, a sabbatical member of University staff.

<sup>3</sup> "The St Cuthbert's Society community" – All of the constituent parts of St Cuthbert's Society, including JCR, SCR, Alumni Association, Fellows and staff.

- c) The Association will be self financing. The Committee will set the level of subscriptions and any other fees, and will determine which Members should be required to pay them, and what penalties for non-payment will be.

### 3. Newsletter

- a) The Committee shall procure that an annual Newsletter shall be published for circulation to all members. The Newsletter shall be made available electronically, and in hard copy for an additional fee to be determined by the Committee from time to time.

### 4. Officers of the Association

- a) The Chair shall be elected for a term of three years, and shall be elected by members of the Society at the Annual General Meeting, following an email call for proposals and self-nominations. The immediate past Chair shall not normally be eligible for re-election but, for the avoidance of doubt, could be co-opted to the Committee in accordance with paragraph 7 (c) below.
- b) The Secretary shall normally be elected for a term of three years, and shall be elected by members of the Society at the Annual General Meeting, following an email call for proposals and self-nominations.
- c) The Treasurer shall normally be elected for a term of three years, and shall be elected by members of the Society at the Annual General Meeting, following an email call for proposals and self-nomination.
- d) The Events Manager shall be elected for a period of three years, and shall be elected by members of the Society at the Annual General Meeting, following an email call for proposals and self-nominations.

### 5. The Duties of the Officers

The **Chair** shall:

- a) chair Committee meetings;
- b) chair the Annual General Meeting;
- c) have the casting vote in all elections and proposals;
- d) represent the Association on St Cuthbert's Society Council and report to the Committee; and
- e) represent the Association on other occasions as requested.

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The **Secretary** shall:

- f) prepare the agenda for and keep minutes of all Committee meetings and the Annual General Meeting; and
- g) ensure that any changes of contact details are passed on to St Cuthbert's Society for recording and onward transmission to the University's Development and Alumni Relations Office for entering on their database.

The **Treasurer** shall:

- h) conduct all the financial affairs of the Association and keep the accounts;
- i) report regularly to the Committee; and
- j) at the Annual General Meeting produce annual accounts which have been subject to external scrutiny.

The **Events Manager** shall be responsible for:

- k) coordinating, proposing and promoting regional, national and international meetings and events;
- l) liaising with the rest of the Committee and Development Officer to develop a social calendar for St Cuthbert's Society alumni; and
- m) seeking financial advice from the Treasurer where necessary.

## **6. The Committee of the Association will consist of**

- a) The Chair, Secretary, Treasurer and Events Manager
- b) The Principal of St Cuthbert's Society, the Sabbatical President of St Cuthbert's Society and Development Officer
- c) Up to four co-opted members of the Association ("Ordinary Members") to serve for a period of three years, elected at the Annual General Meeting, and eligible for re-election for further periods
- d) A quorum of at least five elected members

## **7. The Committee of the Association will**

- a) Meet as often as necessary
- b) Fill casual vacancies on the Committee

- c) Carry out the business of the Association

## **8. Duties of Committee Members**

- a) Members will be encouraged to attend at least one of the two Annual Association reunions (normally, one in Durham, one in London) at which it will usually be the case that some Committee business will be dealt with, and subsequently reported.
- b) Attend the Annual General Meeting
- c) Participate in Committee meetings
- d) Actively promote the interests of the Association and Society

## **9. An Annual General Meeting shall be held at which**

- a) The Annual Accounts shall be presented
- b) The Officers shall be elected — in rotation so that normally one or two posts come up for election each year
- c) Normally up to two of the Ordinary Members of the Committee shall be elected each year
- d) Past and present students of St Cuthbert's Society may attend as observers
- e) Normally nominations for Officers shall be invited two months in advance of the Annual General Meeting. Nominations for representatives from the Ordinary Membership can be received at the Annual General Meeting.
- f) The Agenda for the meeting will be posted on the web site two weeks before the event, and will be available on arrival.
- g) The quorum for the Annual General Meeting shall be no fewer than 5 Members. Proxy votes are allowed if submitted in writing by mail, fax or email to the Secretary up to 24 hours in advance of the meeting. The Committee in Its absolute discretion shall determine whether such proxies are valid.
- h) Names of signatories and their responsibilities and power shall be confirmed each year.

## **10. The Constitution**

- a) The application and operation of the Constitution shall be reviewed every five years.

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- b) Amendments to the Constitution shall be approved by members of the Society at the Annual General Meeting, following notice given in advance.

## **11. The Annual Accounts**

- a) Shall be subjected to external scrutiny each year.
- b) Shall be submitted for approval to the Annual General Meeting
- c) In the event of voluntary liquidation, the Society's debts shall be paid and any balance donated to St Cuthbert's Society

## **12. Financial control**

- a) The list of authorized signatories to the Association's bank and/or building society accounts shall be made up exclusively from members of the Committee. There should be at least three authorized signatories at any one time;
- b) There must be two signatories/authorisers of any payment, one of whom must be an Elected Officer; and
- c) In the event of the temporary or long-term incapacity of one of the signatories, the remaining signatory in consultation with the Association Chair and the remaining Committee members shall be empowered to make any necessary practical arrangements to facilitate financial business until the next Committee meeting or AGM.

## **13. Status of the Association**

The Association is not a registered Charity, nor a formal entity of the University of Durham.

30th August 2007

Updated at the AGM 3rd September 2016