1. **PREAMBLE**

1.1. In order to promote a beneficial relationship between Bond University, its alumni and other members of the academic, professional and wider community, Bond University will create the Bond University Alumni Advisory Board;

1.2. As the peak alumni body of the University, the Alumni Advisory Board will play a central role in building a life-long partnership between the University and its alumni, seeking to reach, engage and represent the alumni in the life and work of the University.

2. **NAME AND DEFINITIONS**

2.1. The name of the Board shall be the Bond University Alumni Advisory Board (hereinafter referred to as the “Alumni Board”);

2.2. Bond University is hereinafter referred to as “the University”;

2.3. The word “Committee” shall refer to recognised Alumni Chapter, Alumni Group and Alumni Club Committees or Alumni Cohort Chapters, Groups or Clubs;

2.4. Alumni of the University: an alumnus is an individual who has successfully graduated from a degree or diploma program or completed a minimum of one semester of studies at the University (i.e. Study Abroad or Exchange program, cross-institutional enrolment);

2.5. Staff and past staff of the University are entitled to be associate members of the alumni community.

3. **ROLE**

3.1. Support institutional excellence at the University;

3.2. Provide an alumni community perspective to the University;

3.3. Provide high level strategic advice and support in relation to alumni and their role in the University community;

3.4. Nurture and support University Alumni Chapters, Groups and Clubs;

3.5. Develop and implement outreach activities that support Bond University students; and

3.6. Encourage among alumni a culture of giving to the University.
4. OBJECTIVES

The objective of the Alumni Board shall be to assist and cooperate with the University to:

4.1. Promote interaction, communication, maintenance and development of the relationship with graduates of the University;

4.2. Engage in a strategic way with alumni, business, government and the community, thereby driving more value from alumni engagement;

4.3. Provide representation for the alumni community and thereby represent a perspective of alumni to assist and advise the University;

4.4. Foster alumni interest and goodwill in the University’s affairs by encouraging intellectual and emotional ties between alumni and the University;

4.5. Raise the University’s profile nationally and internationally to key stakeholders for the benefit of the Board, the University and the wider community, and to promote and protect the academic reputation of the University;

4.6. Raise resources to support the University.

5. STRUCTURE

5.1. The Alumni Board will report to the Vice-Chancellor. It will be supported in its activities by the Office of Alumni and Development;

5.2. Alumni Chapters, Groups and Clubs will technically report to the Alumni Board, and it is also expected that they will have a strong operating relationship with the Office of Alumni and Development and/or the Vice-Chancellor.

5.3. The structure:

**ALUMNI BOARD**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair (appointed by Council)</td>
<td></td>
</tr>
<tr>
<td>3 Alumni Members</td>
<td>At least 1 Australian and 1 international alumnus, appointed by Vice-Chancellor</td>
</tr>
<tr>
<td>3 Elected Alumni Members</td>
<td>At least 1 international alumnus</td>
</tr>
<tr>
<td>3 Staff Representatives</td>
<td>Vice-Chancellor nominee, Executive Director of Development and Alumni Relations Manager</td>
</tr>
</tbody>
</table>
6. MEMBERSHIP

6.1. The Alumni Board shall comprise the following members who shall be:
   i. The Chair (appointed by Council);
   ii. Two (2) Deputy-Chairs (chosen from the members outlined in (iii) - (iv) below);
   iii. Three (3) appointed alumni members appointed by the Vice-Chancellor (with at least one residing within Australia and one residing outside Australia);
   iv. Three (3) elected alumni members (with at least one residing outside Australia) subject to eligibility as defined in article 6.2;
   v. Three (3) representatives of the University, including the Vice-Chancellor or nominee, Executive Director of Development and Alumni Relations or nominee, and a further staff or Council member expert in managing alumni affairs appointed by the Vice-Chancellor.

6.2. Alumni members that are eligible to stand for election to the Alumni Board must have successfully graduated from a Bond undergraduate or postgraduate degree;

6.3. The three (3) elected alumni members as referred to in article 6.1 (iv) shall be elected by online ballot sent to all alumni, as defined in article 2.4;

6.4. Nomination for election to the Alumni Board shall be open for a period of one (1) month as advertised;

6.5. The two Deputy-Chairs shall be appointed by the Alumni Board Chair in consultation with the Vice-Chancellor, once all alumni members of the Board have been appointed;

6.6. All Alumni Board members appointed under Article 6.1 (i) to (iv) including the Chair shall hold office for a term of two (2) years and shall be eligible for re-election or further appointment for a maximum of three (3) consecutive terms (maximum of 6 years);

6.7. Desirable membership of the Board shall include to the extent possible representation across gender, age, study discipline, undergraduate and postgraduate, nationality and geography. Contribution to the University, recognition of distinction and University support are all to be considered in any appointment;

6.8. The Alumni Board may fill any casual vacancy on the recommendation of the Vice-Chancellor.

7. THE CHAIR

7.1. The Chair shall be appointed by the University Council;

7.2. The Chair shall hold office for two (2) years and shall be eligible for further appointment as Chair for a maximum of three (3) consecutive terms (maximum of 6 years);

7.3. The Chair shall take the chair at meetings of the Board unless stipulated as per article 9.4;

7.4. The Chair shall have one (1) casting vote;

7.5. The Chair of the Board shall report to University Council on an annual basis or as requested by University Council.
8. **ALUMNI CHAPTERS, GROUPS AND CLUBS**

8.1. The Alumni Board may recognise Alumni Chapters, Groups and Clubs, as per Appendix 1, to promote the best interests of the University;

8.2. Any such Alumni Chapters, Groups or Clubs shall register with the Alumni Board in order to be considered a recognised Chapter, Group or Club;

8.3. The Alumni Board must maintain a list of Alumni Chapters, Groups and Clubs registered by the Alumni Board;

8.4. The Alumni Board and the University will only recognise official Alumni Chapters, Groups and Clubs. Other associations may not operate independently and will not be permitted to use the University logo or name to promote their association, without the prior consent of the Vice-Chancellor.

9. **BOARD MEETINGS**

9.1. The Board shall meet at least two (2) times per year, on dates which are determined and set a minimum of two months in advance;

9.2. The Chair shall invite all members of the Alumni Board to contribute items for inclusion in the agenda;

9.3. The agenda for the meeting shall be set by the Chair in consultation with the Vice-Chancellor;

9.4. Five (5) members shall constitute a quorum and the Chair shall have a casting vote. The Chair shall be present but if at any time the Chair shall not be present one of the Deputy Chairs shall preside;

9.5. Any four (4) members of the Alumni Board may summon a special meeting of the Alumni Board. On receipt of any such request in writing, the Chair shall call such a meeting by notice served on the several members of the Alumni Board. Notice of such a meeting must be given seven days in advance of the date of such a meeting. Notice of a meeting of the Alumni Board addressed to the member’s address (post or email) shall be proper notice of a meeting;

9.6. The Office of Alumni and Development will be responsible for providing administrative support to the Alumni Board and its members.

10. **ALUMNI LEADERS FORUM**

10.1. The Vice-Chancellor shall host an Alumni Leaders Forum each year;

10.2. The Vice-Chancellor shall invite the Alumni Board Chair, members of the Alumni Board and the President of each Alumni Chapter and Alumni Group to attend the Alumni Leaders Forum;

10.3. Should a President of an Alumni Chapter or Alumni Group be unable to attend to the Alumni Leaders Forum, an appropriate representative from the respective Chapter or Group Executive may attend in their place.
11. FUNDING AND BUDGET

11.1. The activities of the Alumni Board shall be funded by the budget assigned for these purposes by the University;

11.2. The budget holder for the Alumni Board is the Executive Director, Alumni and Development, who shall supervise the Alumni Board’s budget and remain responsible for the management and auditing of the Board’s expenditure in line with the University’s financial policies;

i. The Alumni Board shall maintain responsibility for the allocation of funds to Alumni Chapters, Groups and Clubs;

ii. The Alumni Board shall be responsible for all approved expenses incurred by Alumni Chapters, Groups and Clubs;

11.3. The Alumni Board shall, every year, present to the University a proposal of expenditure for the subsequent year having regard to the allocated budget assigned by the University for that year;

11.4. The budget shall include relevant funding distributions to be made available to Alumni Chapters, Groups and Clubs as determined appropriate by the Alumni Board;

11.5. The budget shall include relevant funding for travel and accommodation expenses for Alumni Board members to attend Alumni Board meetings;

11.6. The budget shall include relevant funding up to a pre-determined level for travel and accommodation expenses for Presidents of Alumni Chapters and Groups to attend the Alumni Leaders Forum;

11.7. The disbursement of this budget shall be consistent with the aims and objectives of the Alumni Board and in line with University policy;

11.8. A financial report of the preceding year of the Alumni Board’s activities shall be prepared annually and be available to the University and members of the Alumni Board;

11.9. Any money received by the Alumni Board for its purposes or raised by the Alumni Board shall, after deduction of any expenses incurred in relation thereto, be paid to the University and shall be held by the University for the purposes for which it was raised;

11.10. Any unspent money allocated to the Alumni Board or its Alumni Chapters, Groups and Clubs, shall be returned to the University through the budget process, either per event or annually;

11.11. Any property received by the Alumni Board for its purposes shall be received upon trust for the University and shall be transferred to the University to be held by it for those purposes.

12. CONFIDENTIALITY

Where reasonably directed by the Alumni Board, members of the Alumni Board must not disclose to persons who are not members of the Alumni Board information of a confidential or sensitive commercial nature.
1. OVERVIEW

1.1. Alumni Chapters, Groups and Clubs play an important role in fostering a lifelong and mutually beneficial relationship between Bond University and its alumni. They are a way of keeping in touch with fellow Bond graduates and friends in a particular region or area of interest, building social and professional networks, while at the same time furthering the reputation of the University and assisting in raising resources for the University.

1.2. Any such Alumni Chapters, Groups or Clubs shall register with the Bond University Alumni Board in order to be considered a recognised Chapter, Group or Club.

2. CHAPTER, GROUP AND CLUB CRITERIA

2.1. An Alumni Chapter is a formal, organised association of alumni established to network with other Bond alumni for professional, industry, faculty, geographic and/or special interest purposes. Such a group might consist of a cohort year who assist with organising section functions. Basic requirements of an Alumni Chapter include:

i. Maintain a set of official by-laws;

ii. Have an active Committee in accordance with the by-laws;
   a. Executive to consist of President, Vice-President, Secretary and Treasurer;
   b. Officers to consist of Events Officer, Marketing Officer, Membership Officer and Fundraising Officer.

iii. Maintain a minimum membership of 100 persons from the alumni population in the cohort year, geographic, discipline or other specific interest area;

iv. Hold a minimum of two (2) events per year to which all alumni eligible for membership of the Chapter are invited;

v. Provide a delegate to represent the Chapter at Bond University Alumni Leaders Forum;

vi. Provide a delegate to assist on occasion at University events;

vii. The President of the Chapter is eligible for nomination to the Bond University Alumni Board.
2.2. An Alumni Group is a formal, organised association of alumni wishing to network with other Bond alumni for professional, industry, faculty, geographic or special interest purposes. Basic requirements of an Alumni Group include:
   i. Maintain a set of official By-laws;
   ii. Have an active Committee in accordance with the By-laws;
       a. Executive to consist of President, Vice-President, Secretary and Treasurer;
   iii. Maintain a minimum membership of 50 persons from the alumni population in the cohort year, geographic, discipline or other specific interest area;
   iv. Hold a minimum of one (1) event per year to which all alumni eligible for membership of the Group are invited;
   v. Provide a delegate to represent the Group at Bond University Alumni Leaders Forum;
   vi. Provide a delegate to assist on occasion at University events;
   vii. The President of the Chapter is eligible for nomination to the Bond University Alumni Board.

2.3. An Alumni Club is an informal association of alumni who occasionally meet together for some specific purpose. An Alumni Club has no formal obligations, although increased participation can eventually lead to registration as an Alumni Chapter or Alumni Group. Basic requirements of an Alumni Club include:
   i. Have a small group of alumni who organise events on behalf of the Club;
   ii. Maintain a minimum membership of 10 from the alumni population in the cohort year, geographic, discipline or other specific interest area;
   iii. Hold events as deemed necessary to meet the interests of the Club;
   iv. Provide a delegate to assist on occasion at University events.

3. OPERATIONAL GUIDELINES

3.1. The formation of a new Chapter, Group or Club shall be initiated by either an alumnus of the University who expresses an interest or identifies a need or the establishment of such a group might be initiated by the University. The following steps act as a guide for establishing a new Chapter, Group or Club:
   i. Alumni to contact the University requesting to establish a new Chapter, Group or Club;
   ii. The University will assist in determining the viability of establishing a new Chapter, Group or Club;
       and if appropriate, contact relevant alumni to register interest;
   iii. Upon the identification of a minimum of 10 alumni willing to be actively involved in establishing an Chapter (minimum 100 members), Group (minimum 50 members) or Club (minimum 10 members), set up a Temporary Committee consisting of a minimum of four (4) alumni;
   iv. Temporary Committee to submit proposal to the Alumni Board applying for official recognition as a Chapter, Group or Club, based on criteria [Articles 2.1, 2.2 and 2.3];
v. The Alumni Board will consider the application; seek clarification on any item if necessary, and formally approve / reject the submission;
vi. Should the Board approve the submission, the Temporary Committee shall begin recruiting members.

3.2. An ongoing membership for Chapters, Groups and Clubs, including Committee members [Article 2] should be maintained. If membership drops below these aforementioned membership levels, the Alumni Board will review the status of the Chapter, Group or Club;

3.3. The Alumni Board will review the activities and membership of all Chapters, Groups and Clubs on an annual basis, and the Board reserves the right to amend the status of any Chapter, Group or Club;

3.4. Elections for Committee positions, must be held within 12 months of the formation of the relevant Chapter or Group;

3.5. The President of each Chapter and Group shall provide a report on the activities of the Chapter and Group to the Alumni Board at least once per year and as required by the Alumni Board.

4. FUNDING
4.1. The Alumni Board shall accept budget submissions from each recognised Chapter, Group and Club on an annual basis. As a guide, the following funding support guidelines may apply:
   i. Alumni Chapter (>100 members) - allocated annual budget of $5,000 - $10,000;
   ii. Alumni Group (50 - 99 members) - allocated annual budget of $2,000 - $5,000;
   iii. Alumni Club (10 - 49 members) - allocated annual budget of $500 - $2,000;

4.2 Chapters, Groups and Clubs shall be encouraged to pursue their own sources of funding, such as charging fees for attendance at events;

4.3 Chapters, Groups and Clubs interested in approaching corporations or businesses for potential sponsorship must coordinate their request with the University in order to preserve the University’s corporate relationships.

5. CODE OF CONDUCT
5.1. A Committee office bearer must act honestly, in good faith and in the best interests of alumni and the University as a whole;

5.2. Committee members have a duty to use due care and diligence in fulfilling their role, and in the exercise of any powers attached to that position;

5.3. Committee members must use the powers of office for a proper purpose, in the best interests of Bond alumni as a whole, and not for any personal gain;

5.4. Committee members must not make improper use of information acquired as a Committee member;
5.5. Committee members must avoid situations in which his / her private interests, whether pecuniary, personal or otherwise, might reasonably be thought to create an actual or perceived conflict of interest with their duties to the Alumni Chapter or Group. Potential conflicts of interest must be declared to the Committee;

5.6. Personal information, for example, alumni membership data, received by a Committee office bearer in the course of their duties must be treated as confidential. It must not be disclosed unless that disclosure has been authorised by any individual concerned or is required by law;

5.7. Committee members should not engage in conduct likely to bring discredit to the reputation of the alumni or University;

5.8. Committee members must not seek to represent the University in any public forum without prior permission of the Vice-Chancellor;

5.9. Committee members must not enter into any contract or arrangements with third parties that use the name of, or have association with Bond University, without the prior permission of the Vice-Chancellor;

5.10. If a Committee member does not abide by these requirements outlined in the Code of Conduct, has acted in an immoral or unethical manner, or takes action that may compromise the alumni or University’s reputation, they will be notified that their actions will be recorded and considered by the Vice-Chancellor;

5.11. If the Vice-Chancellor determines that a breach has occurred, or determines that the matter is worthy of further consideration, then the Vice-Chancellor may refer the matter to the Chair of the Alumni Board. Actions may include:

i. a formal letter of caution, advising the individual that any subsequent minor violations may lead to more severe consequences;

ii. a formal apology in writing; or

iii. removal from membership of the Chapter or Group.

6. SERVICES FROM THE UNIVERSITY

6.1. The Alumni Relations Unit within the Office of Alumni and Development shall act as the primary point of contact for all questions, guidance, support or clarification of matters relating to the Chapter, Group or Club. The University provides support in the following ways:

i. Investigate how many alumni live or work in a particular area;

ii. Provide advice and written guidelines on establishing and running a Chapter, Group or Club;

iii. Assist with member recruitment via the University alumni database;

iv. Assist in promoting events and activities through the University alumni database and website;

v. Promote the Chapter, Group and Club at any relevant University event, such as graduations, orientation, Open Days and through various University social clubs;

vi. Raise awareness of alumni engagement amongst alumni overseas, education partners and agents;
vii. Publish articles about alumni activities in publications to increase awareness amongst alumni;
viii. Provide templates and logos;
ix. Assist with the development of and provide a dedicated web page for each Chapter and Group on the University alumni website;
x. Provide an annual allocation of funds for specific Chapter, Group and Club activities.

6.2. The University is available to provide assistance in the promotion of events and activities. This may take the form of:
i. Advice on ways to generate publicity in the local area;
ii. Emails to members of the University alumni database for the purposes of recruiting prospective members or promoting events; and / or
iii. Listing events on the alumni website and e-newsletter.