

Policy on YU Alumni Association

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Policy Author	University Council and Marketing & Public Relations
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Policy on YU Alumni Association

Chapter One: Definitions

Article 1: Definitions

The following words and terms, wherever mentioned in the policy, shall have the meanings given below, unless the context indicates otherwise:

- **University:** Al Yamamah University (YU).
- **Association:** Al Yamamah University Alumni Association.
- **Board:** The Association's Board of Directors (ABOD).
- **Council:** The Association Council.
- **Member:** A member of the Association.
- **President:** The President of the Association Council.
- **Vice President:** The Vice President of the Association Council.
- **Treasurer:** The Treasurer of the Association Council.
- **PR and Communication Officer:** The PR and Communication Officer of the Association Council.
- **Secretary:** The Secretary of the Association Council.
- **Department:** The University's Department of Marketing and Public Relations.

Chapter Two: Establishment and Objectives

Article 2: Establishment

The Al Yamamah University Alumni Association is established to foster a continuous and supportive relationship between the University and its alumni. It operates as a non-profit organization for cultural, social and educational purposes under the University's umbrella.

Article 3: Vision and Mission

Vision:

Cultivating a thriving alumni association where members empower each other and Al Yamamah University students to achieve lasting success, sustainability and excellence.

Mission:

To actively support alumni, students, and the community by providing opportunities for professional growth, mentorship, and collaboration, while fostering leadership and excellence in alignment with Al Yamamah University's values.

Article 4: Objectives

The Association aims to achieve the following objectives:

1. Foster mutual professional support among alumni to achieve further growth and success.
2. Support the University's mission and objectives through the Association's activities, programs, and projects.
3. Organize annual events to highlight and celebrate alumni achievements, support current University students in starting their careers, and serve society at large.
4. Enable alumni to share their experiences and best practices with the University to help meet labor market needs and achieve the goals and objectives of Vision 2030.

Chapter Three: Financial Management

Article 5: Finance

1. The fiscal year of the Alumni Association aligns with the fiscal year of the University, as specified in the University's financial policies.
2. The Council drafts the budget and refers it to the ABOD for review and approval. The ABOD refers the budget to the Department of Marketing and Public Relations to be approved and issued.
3. The Council manages the Association's budget under the supervision of the Department of Marketing and Public Relations. This budget is integrated within the larger budget of the University's Department of Marketing and Public Relations.
4. The Association's finances are supplemented by funds allocated by the University.
5. The decision to include membership fees as a source of funding is at the discretion of the ABOD and subject to approval by the University in line with its pertinent policies and procedures.
6. The financial operations of the Association are conducted in strict adherence to both the University's financial policies and the relevant governmental regulations. This ensures transparency, accountability, and compliance with all financial reporting and auditing requirements.
7. The Association's financial practices are regularly reviewed and audited to maintain integrity and ensure that all funds are utilized effectively to support the Association's mission and activities.

Chapter Four: Membership

Article 6: Membership

1. Membership is open to all YU graduates.
2. Faculty members of Al Yamamah University are considered honorary members.

Article 7: Founding Committee

The current Association Founding Committee members will retain the title "Member of the Association Founding Committee" indefinitely. The current Association Founding Committee will serve for a term of two years and will be known as the Association Board.

Chapter Five: Governance Structure

Article 8: Association Board

1. The Association Board is the executive authority of the Association governing its affairs as outlined in the Charter and the policy.
2. The Association Board shall consist of no fewer than 14 and no more than 20 members, selected from loyal members of the Association. A loyal member is defined as an alumnus/alumna who has demonstrated sustained support of the Association's mission through two or more significant events/contributions.
3. The Association Board shall consist of members who represent both the bachelor and postgraduate programs alumni.
4. The Association Board will include the Director of the Marketing and Public Relations Department and the longest-serving active faculty member as non-voting representatives of the University.
5. The longest-serving faculty member will serve as the primary liaison between the Association Board, the Department of Marketing and Public Relations, and the University.
6. The Chairman of Association Board is the most senior member, with seniority determined by:
 - A. Year of graduation
 - B. Professional title
 - C. Possession of a postgraduate degree
 - D. Record of professional achievement
 - E. Loyalty to the Association
7. The Chairman is elected by the Association Board and must be approved by the University President.
8. The Association Board will be renewed biannually.
9. A Nomination Committee, composed of three Association Board members, will be formed to nominate candidates selected from loyal members of the Association for the new board, which must be approved by the University President. This committee may present one or more candidates in case of vacant positions.
10. The Association Board members will serve a two-year tenure, commencing on the first day of the University's academic year and concluding on the last day.
11. A member may serve two consecutive terms, with the possibility of a third term only after a one-year hiatus from the second term in the ABOD.

Article 9: Duties and Responsibilities of the Association Board

The Association Board shall:

1. Develop and approve the strategic direction, bylaws, and policies of the Association.
2. Oversee the financial management and ensure compliance with financial policies and regulations.
3. Ensure the Association's activities align with its mission and objectives.
4. Promote alumni engagement and support University initiatives.
5. Evaluate the performance of the Association Council and provide guidance as needed.
6. Address any resignations and vacancies as per the established procedures.

Article 10: Frequency of Meetings, Agenda Setting, and Minutes

Frequency of Meetings:

1. The Association Board will meet at least once each in the Fall and Spring semesters. Meeting dates must be set a minimum of two months in advance. Attendance at each meeting is expected unless prior approval for absence is granted by the Board President

Agenda Setting:

1. The Chairman, in consultation with three most active members he/she selects, shall prepare the agenda for each meeting.
2. Members may submit items for the agenda to the Chairman at least one week prior to the meeting.

Circulation of Minutes:

1. Minutes of all meetings shall be recorded by a volunteering member.
2. Draft minutes shall be circulated to all members within two weeks after the meeting.
3. Minutes shall be approved at the subsequent meeting and made available to all members.

Article 11: Association Council

The Association Council will be elected from among the Association Board and will serve for a term of two years. The main positions of the Council shall be President, Vice President, Treasurer, PR and Communication Officer, and Secretary. The Council officers may be reelected for a second term. The Council is responsible for the planning and implementation of the Association's projects and initiatives.

Article 12: Council President Election

To be elected as Council President, an ABOD member must present a comprehensive action plan outlining their leadership approach and strategies for advancing the Association's mission and vision. This plan should highlight their ability to deliver meaningful, innovative, and impactful events and activities.

The candidate who secures the majority vote from the ABOD members will be nominated as the Council President. Once elected, the President will appoint members to fill the Council positions.

Article 13: Duties and Responsibilities of the Association Council

The Association Council shall:

1. Execute the strategic plans and policies approved by the Association Board.
2. Organize and manage the Association's events, programs, and activities.
3. Foster communication and collaboration among alumni and between alumni and the University.
4. Maintain accurate records of the Association's activities and financial transactions.
5. Report regularly to the Association Board on the progress and status of various initiatives.

Article 14: Duties and Responsibilities of Council Officers

President:

1. Provide overall leadership and direction to the Association Council.
2. Preside over all Council meetings and Association events.
3. Represent the Association in official functions and liaise with the University.

Vice President:

1. Assist the President in executing their duties.
2. Assume the President's responsibilities in their absence.
3. Coordinate specific projects or initiatives as assigned by the President.

Treasurer:

1. Oversee the financial management of the Association.
2. Prepare and present financial reports to the Council and the Board.
3. Ensure compliance with financial policies and procedures.

PR and Communication Officer:

1. Manage the Association's communication channels, including newsletters, social media, and the website.
2. Promote the Association's activities and achievements.
3. Enhance engagement and interaction among alumni and between alumni and the University.

Secretary:

1. Record minutes of all meetings and ensure their timely distribution.
2. Maintain all records and documentation of the Association.
3. Assist in the preparation of meeting agendas and other communications.

Article 15: Frequency of Meetings, Agenda Setting, and Minutes

Frequency of Meetings:

The Council will meet twice the Fall Semester and twice in the Spring Semester. Meeting dates must be set a minimum of two weeks in advance. Attendance at each meeting is expected unless prior approval for absence is granted by the President.

Agenda Setting:

1. The President, in consultation with the Vice President and other Council members, shall prepare the agenda for each meeting.
2. Council Members may submit items for the agenda to the President at least one week prior to the meeting.

Circulation of Minutes:

1. Minutes of all meetings shall be recorded by the Secretary or a designated member.
2. Draft minutes shall be circulated to all members within one week after the meeting.
3. Minutes shall be approved at the subsequent meeting and made available to all members.

Article 16: Resignation and Vacancy Procedures

Resignation Procedures:

1. Any member of the Association Board or Council wishing to resign must submit a written notice to the Chairman or President.
2. The resignation becomes effective upon acceptance by the Board or Council.

Filling Vacancies:

1. In the event of a vacancy on the Board or Council, the remaining members shall nominate and vote to appoint a replacement.
2. The appointed replacement will serve for the remainder of the term.
3. If the President resigns, the Vice President will assume the role of President, and a new Vice President will be elected from among the Council members.

Chapter Six: Amendments

Article 17: Amendments

Proposal of Amendments:

1. Amendments to this policy may be proposed by any member of the Association Board or by a petition signed by at least ten percent of the Association's members.
2. Proposed amendments must be submitted in writing to the Association Council for consideration.

Review and Approval:

1. The Association Council shall review all proposed amendments and make recommendations to the Association Board.
2. The Association Board shall vote on the proposed amendments. A two-thirds majority vote of the Board is required for approval.
3. Approved amendments shall be presented to the general membership at the next annual meeting or through a special meeting called for this purpose.

Notification:

1. Members shall be notified of any approved amendments within thirty days of the vote.
2. Notifications may be sent through electronic communication or posted on the Association’s website.
3. Approved amendments take effect immediately unless otherwise specified in the amendment proposal.

Exceptions

The University Council reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 15-12-2024