

AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION UK - BYE-LAWS

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1. GENERAL

These Bye-Laws are enacted in accordance with Article 25 of the Constitution of the **Ambrose Alli Alumni Association** - as amended on 15th October 2017 (“**The National Constitution**”) for the purpose of regulating the activities of the UK Branch of Ambrose Alli University Alumni Association, (“**The U.K Branch**”). Therefore, these Bye-Laws should be read together with The National Constitution.

2. NAME

The Association shall be known and addressed as **Ambrose Alli University Alumni Association, United Kingdom (The Association)**.

3. CITATION

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This document shall be cited as the Bye-Laws of the U.K Branch of Ambrose Alli University Alumni Association (“The UK Branch Bye-Laws”).

4. SUPREMACY OF THE CONSTITUTION

The UK Branch Bye-Laws is not intended to circumvent or supersede The National Constitution, but to complement it and all provisions herein are primarily related to the efficient control of the U.K Branch, and any inconsistency with the National Constitution shall to the extent of the inconsistency be null and void.

5. DEFINITIONS:

- A. “ALUMNI” means every Alumnus/Alumnae of the Ambrose Alli University;
- B. “MEMBER” means an Alumnus who is active at the branch of the association.
- C. “FINANCIAL MEMBER” means an Alumnus who has paid his or her dues to the branch Alumni Association for Twelve (12) months;
- D. “AAU” means Ambrose Alli University;
- E. “AAUAAUK” means Ambrose Alli University Alumni Association United Kingdom;
- F. “DUES” means membership fees and monthly subscription;
- G. “ALUMNI YEAR” means one year, which shall start from November 1 to October 31 of the next year;
- H. “NEC” means National Executive Council;
- I. “ELECTION YEAR” means the second year running of an existing Executive Committee.

6. AIMS AND OBJECTIVES

- A. To foster fellowship, cooperation, mutual understanding and comradeship among ourselves.
- B. To cater for the legitimate interests of our members.
- C. To open educational opportunities, spur educational innovations and promote research towards enhancing knowledge for advancement.
- D. To confer, consult, maintain contact and co-operate with any person/s,

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Association/s, Societies, Institutions or bodies established in the United Kingdom or elsewhere having objectives in whole or part similar to those of Ambrose Alli University Alumni Association U.K in respect of matters within the objectives of the Association.

- E. To initiate, encourage and execute programmes and activities designed to raise funds for the attainment of the set objectives of the Association.
- F. To carry out any other activities which will promote the interest of Ambrose Alli University Alumni Association U.K, provided such activities are not inconsistent with the provisions of the National constitution.

6. MEMBERSHIP

Membership of the U.K Branch of the Ambrose Alli University Alumni Association is open to the following persons ordinarily resident in the United Kingdom namely:

- i. Holders of first and/or higher degrees;
- ii. Holders of Certificates and Diplomas;
- iii. Any person that attended the university for a period and who is demonstrably dedicated to the development of the UK Alumni Branch.

7. MEMBERSHIP RIGHTS AND BENEFITS

- 1. Every Member of the Association has an obligation to pay monthly dues of £10.00; from the first date of attending a branch meeting or activity, to qualify as a Financial Member after Twelve (12) payments and to maintain his/her status as such.
- 2. All Members shall be eligible to:
 - A. Attend all General Meetings, Annual General Meetings, Special General Meetings or Emergency Meetings;

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- B. Participate in all activities of the Association;
 - C. Nominate or be nominated into any committee that may be set up at any General or Executive meeting;
 - D. The right to use the facilities of the Association subject to the approval of the Executive Committee;
 - E. The benefit of The Association's concern, moral and financial assistance within limits of available resources, in cases of welfare as contained in the Association's Welfare Guidance.
3. All Financial Members shall be eligible to the following:
- A. In addition to sub Article 2 above;
 - B. The right to vote at all General Meetings, Annual General Meetings or Special General Meetings;
 - C. The right to nominate any member to be an official and be elected as an official of The Association;
 - D. The right to petition any member of The Association, including a member of the Executive Committee upon a grievance, provided such petition is tendered in writing to the General Secretary;
 - E. The benefit of a certificate of membership of the Association at the end of every consecutive 12 months period of membership.

8. MEETINGS

General Meeting

- A. The Association shall hold or endeavour to have General Meetings six (6) times in the year; every other month of the year.

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- B. General Meetings shall be held regularly to give the membership a sense of the direction and activities of the Association.
- C. It is the duty of the Executive Committee, through the General Secretary to arrange the General Meetings.

Special General Meeting

- D. A Special General Meeting can be scheduled as and when the pre-requisites for the same, as set out in these Bye-Laws are satisfied; as follows:
 - i. A Petition addressed to the General Secretary, signed by at least 10 financial members of the Association calling for a Special General Meeting.
 - ii. The Petition must state the reason/s for calling the Special General Meeting and the issue/s to be resolved and why the issues cannot be dealt with at a General Meeting or an Emergency Meeting.
 - iii. A Special General Meeting, having been adjudged as appropriate shall take place, no later than 28 days after the date the Petition is received by the General Secretary.

Emergency Meeting

- E. An Emergency Meeting of the Association can be called by the General Secretary, in consultation with the President, as deemed necessary, and a notice of at least 3 days shall be given with the subject for the Emergency Meeting stated in the notice.

Sundry

- F. The General Secretary, in consultation with the President, shall prepare the agenda for Meetings and send a copy to each member of the Executive along with the Notice of Meeting no later than 7 clear days before the date of the meeting.

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G. A quorum for an Executive Meeting shall be either a minimum of 3 or 50% of the number of elected Executive members, whichever is greater.

H. A quorum for any General Meeting shall be a minimum of 6 members.

I. Where a vote is necessary as a last resort, at any meeting, a simple majority shall suffice except where otherwise stated in these Bye-Laws. So long as it is noted that only votes by financial members are eligible.

9. COMMITTEES AND FUNCTIONS

A. The Executive Committee

- i. There shall be an Executive Committee comprised of the elected officials of the Association.
- ii. The Executive Committee shall develop, determine and promote policies and principles that reflects the concerns and ideas of the membership as embodied in views elicited through surveys, direct comments, recommendations, amongst others.
- iii. The Executive Committee shall be responsible for the general administration and day-to-day affairs of the Association.
- iv. The Executive Committee shall propose budgets and expenditure for the formal presentation to the Association for each financial year at a General Meeting.
- v. The Executive Committee may propose levies or contributions as required to a properly constituted General Meeting to fund any program or project provided it does not fall within the purview of the Welfare Guidelines - Schedule 2 to these Bye-Laws.
- vi. The Executive Committee shall reserve the right to delegate any authority it deems fit to Sub Committees, which it may establish, provided any Standing

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Committee is either chaired by a member of the Executive Committee or has a member of the Executive Committee acting as a representative of the Executive.

- vii. The Executive Committee shall reserve the right to process any disciplinary matter arising from recommendation from the Disciplinary/Judicial Committee (Article 9 D) below, and to enforce sanction/s meted out by the Disciplinary/Judicial Committee; and
- viii. The Executive Committee shall have exclusively, the power to amend any of the provisions in Schedules 1, 2 and 3 to these Bye-Laws provided that:
- ix. Notice of any such amendment/s together with the reasons for the amendment/s has been given to a prior quorate Special or Annual General Meeting; and
- x. No less than 50% of the members of the Executive Committee agree to the amendment.

B. Welfare Committee

- i. There shall be a Welfare Committee comprised of not more than 5 members of the Association with one such member being a representative of the Executive Committee, preferably Financial Secretary or Treasurer.
- ii. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event the number of volunteers exceed 5, there shall be a secret ballot vote taken with those with the highest number of votes selected.

C. Engagement Committee

- i. There shall be an Engagement Committee comprised of not more than 5 members of the Association with one such member being a representative of the Executive Committee.

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- ii. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event the number of volunteers exceed 5, there shall be a secret ballot vote taken with those with the highest number of votes selected.

D. Projects Committee

- i. There shall be a Projects Committee comprised of not more than 5 members of the Association with one such member being a representative of the Executive Committee.
- ii. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event the number of volunteers exceed 5, there shall be a secret ballot vote taken with those with the highest number of votes selected.

E. Social Committee

- i. There shall be a Social Committee comprised of not more than 5 members of the Association with one such member being a representative of the Executive Committee.
- ii. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event of the numbers of volunteers exceed 5, there shall be a secret ballot vote taken and those with the highest number of votes selected.

F. Disciplinary/Judicial Committee

- i. There shall be a Disciplinary/Judicial Committee comprised of not more than 3 members of the Association with a proven record of integrity, discipline and a high level of impartiality.
- ii. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event the number of

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volunteers exceed 3, there shall be a secret ballot vote to select members with the highest number of votes.

G. Financial Committee

- i. There shall be a Financial Committee comprised of not more than 5 members of the Association with the Chairperson being the Financial Secretary, as representative of the Executive Committee.
- ii. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event of the numbers of volunteers exceed 5, there shall be a secret ballot vote taken and those with the highest number of votes selected.

H. Electoral Committee

- i. There shall be an Electoral Committee, comprised of not more than Three (3) persons, set up to organise and monitor elections to be conducted by the Association.
- ii. Members of the Electoral Committee would ordinarily be persons with a proven record of independence, integrity and objectivity.
- iii. Any candidate nominated for a position in an election is at liberty to object to the suitability of member/s of the Electoral Committee and lay a petition in writing in that regard to the Disciplinary/Judicial Committee giving reason/s for said objection.

10. LOCAL OFFICERS AND FUNCTIONS

A. PRESIDENT

The President shall:

- i. Oversee the Executive Committee activities;

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- ii. Liaise with all Committee Chair persons, as necessary;
- iii. Chair all meetings;
- iv. Settle any disputes within the Executive Committee; and
- v. Be a signatory to The Branch Bank Account, and must without exception, expressly approve ALL withdrawals from the bank account.

B. VICE PRESIDENT

The Vice-President shall:

- i. Assist the President as required; and
- ii. Where appropriate, perform the duties of the President in an acting capacity.

C. GENERAL SECRETARY

The General Secretary shall:

- i. Maintain a list of all the membership as well as a record of current members;
- ii. Be responsible for all correspondence of The Branch and ensure that all Association paperwork are properly preserved;
- iii. Circulate Notices of Meetings to the membership and record minutes of all meetings; and
- iv. Prepare meetings' Agenda in consultation with the President.

D. ASSISTANT GENERAL SECRETARY

The Assistant General Secretary shall:

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- i. Assist the General Secretary as required; and
- ii Where appropriate perform the duties of the General Secretary.

E. FINANCIAL SECRETARY

The Financial Secretary shall:

- i. Oversee the finances of the Association;
- ii. Maintain a record of Expenditure and Revenue of the Association;
- iii. Present a financial report at the Bi-Annual General Meeting; and
- iv. Maintain, and be a signatory to the bank account of the Association where at least two co-signatories are required.

I. TREASURER

The Treasurer shall:

- i. Ensure all dues, pledges and donations are promptly collected from the payers or donors, and ensure that ALL monies are promptly paid into the Association bank account.
- ii. Represent the Executive Committee in any Committee as required, in the absence of the Financial Secretary.

J. PUBLICITY SECRETARY

The Publicity Secretary shall:

- i. Oversee any Social Media, website, Email groups as may exist or otherwise maintained for the Association;

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- ii. Organise and coordinate any publicity event, publicity campaigns, press conferences, or press releases as may be directed by either the President or a resolution of the Executive Committee;

K. WELFARE SECRETARY

The Welfare Secretary shall:

- i. Endeavour to keep track of any welfare issue/s affecting any member and consult with the Executive Committee as necessary;
- ii. Ensure the provisions set out in the Association Welfare Guideline Document, schedule 2 to this Bye-Laws are adhered to; and
- iii. Provide timely advice to the Executive Committee as appropriate on the implementation of policies as detailed in Schedule 2 below.

L. EX - OFFICIO MEMBERS (UP TO 3)

Ex Officio members are to be selected from the past officers of the outgoing Executive Committee, with one being the President.

11. ELECTIONS, TENURE OF OFFICES AND ELIGIBILITY CRITERIA

To be eligible to stand for an election into an office, a candidate must:

- A. Be validly nominated in writing by two members who are eligible to vote and must themselves be qualified for that particular office as specified in this Bye-Laws;
- B. Have attended a minimum of four (4) meetings of the Association within the Twelve (12) months preceding the close of nominations for the election;
- C. Have paid his/her dues as and when due for the last Two (2) years preceding the election, or if joined for less than the period, paid his/her dues for 12 months to qualify as a Financial Member;

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D. Eligibility to Vote

All Financial Members shall be eligible to vote.

E. Disqualification

An aspirant shall be disqualified from contesting for any office in the elections for either of the following:

- i. The candidate has been convicted of a criminal offence, yet unspent, except traffic offences, by a court of competent jurisdiction or tribunal;
- ii. The candidate is an undischarged bankrupt, having been adjudged bankrupt or otherwise declared bankrupt under any law in force in the United Kingdom;
- iii. The candidate acts in a manner or engages in any act or omission likely to disrupt or prejudice the conduct of any election or its results;
- iv. The candidate is a member of an illegal organisation.

12. DISCIPLINE

The Association shall take discipline seriously, especially to see that the reputation of the Association is maintained and not tarnished by the actions of any member; directly or indirectly, and any such action/s deemed unsatisfactory could be referred to the Disciplinary/Judicial Committee for necessary deliberation.

13. SOURCES OF INCOME AND ALOCATION OF FUNDS

- A. Monthly contribution of £10.00, (“Monthly Dues”) by all Members, payable from the first branch activity attended or as otherwise agreed.

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- B. Specific events organised for raising funds to augment the finances of the Association.
- C. Donations from Members or Patrons and/or Persons interested in our general aims and objectives.
- D. Financial penalties given by the Disciplinary/Judicial Committee in lieu of sanctions meted out to an erring member.

14. APPOINTMENT OF AUDITOR

An Auditor would be appointed to audit the financial records of the Association at the end of each tenure; or if agreed, at every Annual General Meeting and an Auditor's Report included in the hand-over notes to the incoming Financial Secretary.

15. AMENDMENT OF BYE-LAWS

- A. Except for the Schedules herewith, these Bye-Laws may be amended by a two-thirds (2/3) majority vote of the members present and voting at either:
 - 1. An Annual General Meeting or Special General Meeting; with the appropriate quorum formed, that has been called specifically for the purpose of amending these Bye-Laws;
 - 2. The provisions in the Schedules to these bye-laws may be amended by a simple majority vote of the members present and voting at either;
 - 3. An Annual General Meeting or Special General Meeting; with the appropriate quorum formed, that has been called specifically for the purpose of amending the said Schedules to these Bye-Laws;
 - 4. Any proposed amendment in 1 and 2 above must be given in writing to the members along with the Notice of Meeting and this should be an

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independent agenda item on the agenda for the meeting.

Adopted this Day of Two Thousand and Twenty-One (2021)

President

General Secretary

Member

SCHEDULES TO THESE BYE-LAWS

1. TERMS OF REFERENCE FOR COMMITTEES.
2. WELFARE GUIDANCE DOCUMENT FOR THE ASSOCIATON
3. AAU AAUK WHATSAPP GUIDELINES 2020 VERSION