CONSTITUTION

1. **Name**
The name of the Society shall be the University of Newcastle upon Tyne Graduates’ Society (North of England) (in short, UNTG (N of E)).

2. **Status and Purpose**
The Society is an autonomous organisation which was originally established to facilitate contact between graduates on a social level and to enable them to keep in touch informally with the University. The Society has subsequently developed, for the benefit of its Members, more formal links with the University through the Alumni Association, the Development and Alumni Relations Office (DARO) and the Alumni Consultative Group (ACG). The Society’s interest in maintaining the original social objective is achieved by arranging a programme of lectures and other events of an informal and informative nature.

3. **Membership**
(a) All alumni of the University of Newcastle upon Tyne (as defined by Convocation – see Appendix) are eligible for Full Membership of the Society.
(b) **Life and Founder members**, having paid a life subscription at the inception of the original Association, shall pay no further annual subscription to the Society.
(c) **Honorary Life Membership** may be granted by the Society, on the recommendation of the Society’s Committee, to persons of distinction who have connections with the University and the North East, whether or not they are alumni.
   (i) Honorary Life Members shall not be eligible to vote nor to hold office within the Society. They shall pay no annual subscription to the Society.
   (ii) The number of Honorary Life Members shall be limited.
(d) **Associate Membership** shall be available to relicts of deceased full members and may also be granted, on application, to others having connections with the University but who do not qualify as Alumni.
   (i) Associate members shall be entitled to attend all meetings and other activities arranged by the Society but shall not be eligible to vote or to hold office within the Society.
   (ii) Associate members shall pay the same annual subscription to the Society as do full members.
(e) **Paid Life Membership** shall be available as a grade at the discretion of the Committee.

4. **Management**
The affairs of the Society shall be managed by a Committee. This shall consist of the Officers, normally the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer and Honorary Membership Secretary, together with not more than six other members. Three persons, one of whom should be an officer of the Society, shall constitute a quorum.
(a) The Officers and Members of the Committee shall be elected at an Annual General Meeting for a period of three years and retiring Officers and Members shall be eligible for re-election.
(b) Casual vacancies arising between Annual General Meetings may be filled by, and at the discretion of, the Committee. They shall hold office until the next Annual General Meeting.
(c) Nominations for any vacancies on the Committee, when invited by the Chairman, shall be made either in writing before the Annual General Meeting or verbally at the Meeting. If a ballot proves necessary this shall be conducted by a show of hands, a simple majority determining the outcome. In the case of an equality of votes the Chairman will be entitled to a second or casting vote
(d) The Committee may nominate any of its members to take specific responsibility for the individual activities arranged by the Committee: lectures, cutings, the Christmas luncheon, other events and the printing and publishing of the Annual Programme and other documents.
(e) The Committee may invite members of the Society to assist the Officers for specific purposes and/or activities.
(f) The Honorary Secretary shall conduct correspondence on behalf of the Society and shall keep minutes of Committee and General Meetings. Copies of such minutes together with information about all proposed meetings and activities of the Society will be passed to DARO and ACG for information.
(g) The Honorary Membership Secretary shall take responsibility for maintaining records of the membership of the Society and shall be responsible for obtaining payment of subscriptions when due. He/she will also assist in obtaining new members for the Society.
(h) The Committee shall agree upon the name of a candidate representing the Society to stand for election to the ACG when necessary.

5. **Finance and Annual Subscriptions**
(a) The Honorary Treasurer shall be responsible for the conduct of the financial affairs of the Society.
(b) The Financial Year of the Society shall run from 1 March to 28 (29) February.
(c) Once at least in every year the accounts of the Society shall be examined and the correctness of the balance sheets ascertained by an auditor who shall be appointed at the Annual General Meeting.
(d) Annual subscription rates shall be fixed at the Annual General Meeting on the recommendation of the Committee and shall remain in force until amended at a subsequent Annual General Meeting. Associate members shall pay annual subscriptions at the same rate as full members. Honorary Life Members, Life and Founder Members shall not be liable to pay any subscriptions.
(e) After meeting the necessary expense of administration incidental to the working of the Society, all funds subscribed to or otherwise entrusted to the Society shall be held or used for promoting the objectives of the
Society in such manner as the Committee shall deem expedient, subject always to any instructions which may be given by the Society in General Meeting and, in the case of contributions other than subscriptions, to any restrictions to particular objectives which may be imposed by individual contributors.

(f) The Committee shall at no time permit a situation to arise where the liabilities of the Society exceed or are likely to exceed its assets.

6. **General Meetings of the Society**

(a) The Annual General Meeting of the Society shall be held on a date and time to be decided by the Committee. At any such meeting the Chairman shall provide an Annual Report and the Honorary Treasurer shall present audited accounts. The meeting may discuss any matter relating to the affairs of the Society or make recommendations to the Committee on matters affecting the Society generally. An auditor shall be appointed at the Annual General meeting for the coming financial year.

(b) The Secretary of the Society shall call an Extraordinary General Meeting on a decision of the Committee or within 28 days of a written request signed by 15 full members of the Society or 5% of current full members, whichever is the greater, indicating the purpose of the meeting.

(c) Thirty members of the Society or 10% of current full members, whichever is the greater, shall constitute a quorum at a General Meeting.

(d) Full, Life and Founder Members are entitled to vote; Honorary Life and Associate Members are NOT entitled to vote. The outcome of any vote is determined by a simple majority.

(e) In the case of an equality of votes the Chairman shall be entitled to a second or casting vote.

7. **Amendment of the Constitution**

This Constitution may be varied by a General Meeting, the notice of which shall intimate the proposed amendment.

8. **Dissolution**

The Society may be wound up on a resolution of a General Meeting but any such proposal shall only have effect if approved by a simple majority of votes cast at such a meeting. Upon dissolution any surplus funds may be distributed to the Alumni Association or as directed by resolution at the final General Meeting of the Society.

**March 2012**

**APPENDIX**

Alumni of the University of Newcastle upon Tyne are defined as:-

(i) Individuals holding a degree or other award from the University of Newcastle upon Tyne, the Newcastle Division of the University of Durham before 1963 or who are holders of other academic awards conferred by the University of Durham who, during their courses, were matriculated students at Sunderland Technical College;

(ii) Individuals who completed a course of study of no less than one term at the University of Newcastle upon Tyne or the Newcastle Division of the University of Durham before 1963, but did not take an award;

(iii) Members and retired members of academic and academic-related staff of the University;

(iv) Holders of Honorary Degrees of the University;

(v) Life Members of the Union Society;

(vi) Other co-opted individuals.

(Resolution from 46th Meeting of Convocation, 2003, reconfirmed at the 53rd meeting, 2010)