

NEWCASTLE UNIVERSITY GRADUATES' SOCIETY (NORTH OF ENGLAND) CONSTITUTION

1. Name

The name of the Society shall be Newcastle University Graduates' Society (North of England).

2. Status and Purpose

The Society is an unincorporated organisation that aims to facilitate social networking between Newcastle University graduates based in the north of England through a programme of informal and informative lectures and events. It is independent of Newcastle University but affiliated to it through the university's department responsible for promoting alumni relations.

3. Membership

- a) **Full Membership:** Available to alumni of Newcastle University i.e. those holding first and higher degrees and diplomas from the University.
- b) **Associate Membership:** Available to spouses of full members and, at the discretion of the Committee, others having connections with the University who do not qualify as alumni e.g. current and former academic and support staff, honorary degree holders and those who studied at the University but do not hold one of its qualifications.
- c) **Honorary Membership:** May be granted to persons of distinction who have connections with the University and the North East.
- d) **Life and Founder Membership:** The Society currently has members in these categories but the categories are no longer open. For the purposes of this constitution, Life and Founder Members will be considered Full Members.

4. Management

The affairs of the Society shall be managed by a Committee. This shall consist of Honorary Officers, normally Chairman, Secretary and Treasurer, together with up to six Ordinary Members. Four persons, one of whom should be an officer of the Society, shall constitute a quorum.

- a) The Committee shall recommend the appointments of the Honorary Officers for approval at the Annual General Meeting (AGM).
- b) The Committee shall meet not less than four times per year to expedite the Society's business.
- c) Copies of the Society's minutes, together with information about proposed meetings and activities of the Society, will be passed to the relevant officers of Newcastle University.
- d) Only Full Members are entitled to be Committee Officers and Members.

5. Election of Committee Members

- a) Ordinary Members of the Committee shall be elected at an AGM for a period of three years.
- b) Ordinary Members shall be eligible for election for a maximum of three consecutive terms. In exceptional cases this rule may be waived by agreement at an AGM.
- c) Casual vacancies arising between AGMs may be filled by, and at the discretion of, the Committee. They shall hold office until the next AGM.
- d) Nominations for any vacancies on the Committee shall be made either in writing before the AGM or verbally at the meeting. Each nominee must have two sponsors.
- e) If a vote proves necessary this shall be conducted by a show of hands by those present who are eligible to vote, with 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. In exceptional circumstances the Committee reserves the right to hold a ballot.

6. Finance and Annual Subscriptions

- a) The Financial Year of the Society shall run from 1 January to 31st December.
- b) At the end of each year the accounts of the Society shall be scrutinised and their correctness ascertained by a person independent of the committee.
- c) Annual subscription rates shall be fixed at the AGM on the recommendation of the Committee and shall remain in force until amended at a subsequent AGM.
- d) Full and Associate Members shall pay the same annual subscription except for Life and Founder Members who, having paid a one off membership fee, will pay no annual subscriptions. Honorary Members shall pay no subscription.
- e) Where there are two Full Members in one household they will be entitled to pay only one membership fee.
- f) After meeting the necessary administration expenses, all funds subscribed to or otherwise entrusted to the Society shall be used for promoting the objectives of the Society in such manner as the Committee deems expedient. The Committee will adhere to any specific instructions from a General Meeting and any restrictions specified by a donor.

7. General Meetings of the Society

- a) The AGM of the Society shall be held on a date and time to be decided by the Committee and a minimum of 28 days notice shall be given to members. For the meeting the Chairman shall provide an annual report and the Treasurer shall provide 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.
- b) The AGM shall appoint a person to scrutinise the accounts for the coming financial year.
- c) Thirty voting members of the Society shall constitute a quorum at a general meeting.
- d) All Full and Associate Members are entitled to vote except where there is only one fee paid for two members in a household. In this case there will be only one vote per household.
- e) The Chairman shall call an Extraordinary General Meeting (EGM) on the decision of the Committee or within 28 days of a written request signed by 15 Full Members of the Society indicating the purpose of the meeting.
- f) If a vote proves necessary this shall be conducted by a show of hands from those Full and Associate Members present with 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. In exceptional circumstances the Committee reserves the right to hold a ballot.

8. Amendment of the Constitution

This constitution may be varied at an AGM or EGM, the notice for which shall detail the proposed amendment.

9. Dissolution

The Society may be wound up on a resolution of a general meeting. Any such proposal shall take effect if approved by a simple majority of votes cast at such a meeting. Upon dissolution any surplus funds may be distributed for charitable purposes as directed by the resolution at the final general meeting of the Society.

Newcastle University Graduates' Society (North of England) April 2019