CONSTITUTION OF THE UNIVERSITY OF LIVERPOOL VETERINARY ALUMNI ASSOCIATION

1. TITLES

The Association shall be known as the University of Liverpool Veterinary Alumni Association (ULVAA), referred to hereafter as ‘the Association’.

In this document, ‘the University’ refers to the University of Liverpool. Any reference to ‘the School’ encompasses both the School of Veterinary Science and the former Faculty of Veterinary Science. ‘The Committee’ refers to the committee of representatives elected and appointed to positions specified hereafter who organise and manage the affairs of the Association.

This document which itself encompasses the concepts of the Association's previous ‘Objects and Rules’ will be referred to as ‘the Constitution’.

The Constitution will be formally adopted by the Association by a majority vote at a Committee meeting, followed by a majority vote at a subsequent Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). All activity of the Association will thereafter be governed by this Constitution. Any subsequent changes may only be made by a 75% majority vote at a Committee meeting, followed by a majority vote at a subsequent AGM or EGM.

This Constitution shall not be so amended as to cause the Association to be unable to claim Gift Aid. The Committee may interpret this Constitution and, if necessary, may determine any points which are not contained herein.

2. AIMS AND OBJECTIVES

The Association shall have the following aims and objectives:

- To foster unity, friendship, networking and connections between all alumni of the School
- To strengthen the links between the School’s alumni, the School itself and the University, thus enabling all Members to keep in touch with their alma mater
- To assist in re-engaging alumni of the School who are no longer in contact with the University
- To co-operate with the University in the production of regular communications including, but not limited to, an annual magazine in electronic and/or printed format and two e-Newsletters per year. The Committee may set up a small informal editorial group, reporting to the Communications Officer, to help facilitate the production of the annual magazine
- To organise a programme of social, cultural and educational events for Members
- To work with the University to provide comprehensive support to Members throughout their life and career
- Where appropriate, to identify alumni who may be able to assist with recruiting new students to the School and providing career development opportunities to current students
- To solicit for and provide funding support for the benefit of the School and its students
- To carry out any necessary acts to achieve the aims and objectives stated above
3. MEMBERSHIP

There will be three categories of Membership of the Association:

- **Full Membership**
  
  All alumni of the School automatically become Full Members of the Association. All Full Members are eligible to be nominated for election to the Committee and shall enjoy full voting rights, but it is a Member’s responsibility to ensure the University has their current email address so they can receive all Association communications.

- **Associate Membership**
  
  All current and former academic and non-academic staff of the School shall automatically become Associate Members of the Association.

  A member of staff from the University’s Alumni Relations team at the University as nominated by the Alumni Relations team is an Associate Member for the purposes of representation on the Committee.

  The President and Vice-President of the Liverpool University Veterinary Society (LUVS) are Associate Members for the purposes of student representation on the Committee.

  Associate Members are eligible to be appointed to the Committee only in roles designated in Section 4 (see below), and, except for those who are Committee Members, have no voting rights.

- **Honorary Membership**
  
  Honorary Membership may be bestowed by the Association on any individual who would not otherwise enjoy Membership in recognition of distinguished service or support of the Association, the School or the University. Honorary Membership may also be bestowed on individuals with whom the Association would like to establish links for the benefit of the Association, the School or the University.

  Honorary Members are not eligible for election to the Committee and have no voting rights but they may be appointed as Honorary President for a fixed-term at the discretion of the Committee.

4. THE COMMITTEE

The business of the Association shall be conducted and managed by a Committee of appointed and elected Members. The Committee will exercise the powers of the Association as stated in this Constitution and act on behalf of Members to carry out any such activity to ensure the Aims and Objectives stated in Article 2 are met.

The Committee shall consist of not less than 10 and not more than 14 Members:

Elected Positions (to be filled by Full Members only):
- Chairman
- Treasurer
- Communications Officer
- Events Officer
- Committee Member(s) without Portfolio (numbers optional)

Appointed Positions (to be filled by Full or Associate Members only):
- Head of School
Elected Committee Members will normally be elected to their positions at the Association’s Annual General Meeting and will serve for a period of three years. Any candidate must be proposed and seconded by a full Member and self-proposal is permitted.

All members contactable by the Association by e-mail will have the opportunity to register their votes even if unable to attend the AGM. If elections are unable to take place at an AGM, the Committee will determine the appropriate election procedure.

A Committee Member, retiring after his/her first 3 years in post may stand for re-election to his/her position, or election to a new position, for one further period of three years.

In exceptional circumstances, at the Committee’s discretion, a Committee Member may be permitted to stand for a third term and will serve until an appropriate replacement comes forward.

The Committee may, at its discretion, co-opt up to three Members to serve at any one time. Co-opted Membership of the Committee is only permitted for the purposes of delivering a fixed one-time project/initiative and Committee Membership is automatically terminated at the conclusion of the project/initiative. Co-opted Members have no voting rights at formal Committee meetings.

The Chairman may, at his or her discretion implement a vote for any decision-making process by the Committee for which there is no clear consensus. In such circumstances, a simple majority is required. Where there is a tie, the Chairman has a second casting vote.

Meetings of the Committee will usually be held at least three times per calendar year. Any Committee Member who fails to attend a Committee meeting three consecutive times without due cause shall be deemed to have resigned from the Committee. For the purposes of this regulation, the AGM and/or EGM will be considered to be a meeting of the Committee.

Any four Members of the Committee may request a Committee meeting by providing other Committee Members, via the Chairman, with at least 28 days’ notice.

The quorum necessary for the transaction of any business requiring a vote shall be seven Committee Members, including at least the Chairman or their appointed Deputy, and two other full Members present.

5. ANNUAL GENERAL MEETING

There shall be an Annual General Meeting each calendar year to which all Members, contactable by the Association by e-mail, will be invited. The annual accounts and minutes of the previous AGM will be presented for approval. Committee elections will take place where appropriate. The Committee may also, by a majority vote, call an EGM in special circumstances.

The University shall send notice of the AGM or EGM by e-mail to all members not less than 28 days prior to the appointed date. Paperwork, including the Agenda, any reports and the
minutes of the previous AGM will be circulated to registered attendees by email at least five days prior to the AGM or EGM.

6. REPORTS AND ACCOUNTS

An audited statement of accounts shall be prepared annually and presented for approval to Members at the AGM. This shall be prepared by the Treasurer as soon as possible after the end of each financial year.

7. FINANCIAL PROVISION

The funds of the Association may be expended for any purpose necessary for the carrying out of its aims and objectives, subject to prior approval by a majority vote at a formal meeting of the Committee.

8. CONTROL OF ASSETS

The Association’s bank account is a subsidiary bank account in the name of University of Liverpool – Veterinary Alumni Association and cheques drawn on behalf of the Association shall be signed by such persons as the Committee may direct.

9. AUDITOR

The member of staff who oversees the School’s financial concerns shall be appointed Honorary Auditor and will carry out an annual audit to be reported at the AGM.

10. DISSOLUTION

If upon winding up of the Association there remains after settling of all liabilities any property whatsoever, this shall not be paid to or distributed among members of the Association but shall be given to the University’s Benefactors’ Fund to support the School and its students.