Requirements for international alumni chapters in the Uppsala University Alumni Network

This document states requirements for all international alumni chapters in the Uppsala University Alumni Network. The common purpose of the Alumni Chapters is to advance the mutual welfare of Uppsala University and the University’s alumni by means of cooperation between the University and the Alumni Chapter’s members. All chapters of the Uppsala University Alumni Network must comply with the Mission and Requirements set out in this document. The Development Office at Uppsala University reserves the right to determine the degree of adherence to the Mission and Requirements, and to enforce adherence by the means provided in this document.

Mission/Purpose of Alumni Chapters

- To provide opportunities for alumni, students and friends of Uppsala University to meet.
- To serve as advocates, promoting and elevating the stature of the University within the community and in the region.
- To encourage lifelong learning, intellectual enrichment, professional growth and social interaction.
- To attract the world’s most talented individuals to Uppsala University. This includes, but is not limited to, attending or securing the involvement of other alumni at events and recruitment fairs, when possible.
- To assist Uppsala University in organising events for alumni, prospective students and other friends of the University in the country where the Chapter operates.
- To receive and welcome visitors, academics, alumni and students from Uppsala University.
- To advise the Development Office at Uppsala University on strategy, with the goal of increasing and enhancing engagement among the University's global community.

Requirements

Name and Organisation

1. The name of the chapter shall be the Uppsala University [Country/City] Alumni Chapter.
II. The Chapter shall be managed by a Board that shall consist of a Chair and at least three other Board Members.

III. Other non-Board members shall be encouraged to suggest and become involved in Chapter events and activities. Members wishing to become involved in Chapter activities shall be permitted to do so.

IV. The Chair shall sit for a maximum term of three (3) years. This term can only be extended in exceptional cases and only with the permission of the Development Office at Uppsala University. Board Members shall sit for a term of one (1) year, with the possibility of extension.

V. Terms will begin and end with the Chapter’s fiscal year, January 1 – December 31.

VI. An annual meeting open to all members shall be held in November or December each year. New Board Members shall be elected at this meeting to fill any vacancies on the Board.

VII. The Chair shall be the primary representative of the Chapter and shall oversee all Chapter activities. The Chair has overall responsibility for ensuring that the Chapter meets the requirements of this Agreement.

VIII. The Chair shall be the primary point of contact between the Chapter and an appointed representative of the Development Office at Uppsala University.

IX. The Development Office representative shall be invited to attend Board meetings. The representative shall not have voting rights.

X. The University shall be notified promptly of any changes in the Chapter’s Board. If a Chapter Board Member no longer wishes to serve, their responsibilities may be transferred to another Member. The Development Office representative shall be notified of all changes without delay.

The Chapter undertakes to:

I. Ensure that membership is open to all alumni regardless of ethnicity, religion, gender, age, political belief, national origin, disability or sexual orientation.

II. Use the official Alumni Database as the Member Registry.

III. Regularly communicate with members by email and relevant social media channels.

IV. Arrange at least two events/activities each year.

V. Inform the Development Office representative about these events at least three weeks before the event.
VI. Note the names and number of attendees at events and communicate this information to the Development Office representative in the annual report.

VII. Host different kinds of events so that the activities cater to all alumni.

VIII. Ensure that events are offered to members at a reasonable fee. Chapters are encouraged to utilise local resources and contacts to cover the cost of events.

IX. Submit an annual report and a plan for the coming year to the Development Office representative by given deadlines. The Development Office will provide forms to submit. Failure to submit these forms may result in a loss of Uppsala University services.

Regulations
I. In accordance with the General Data Protection Regulation (GDPR), the Chapter shall not disclose personal information about alumni, students, members or volunteers to third parties for any purpose without giving prior notice to its members. No member may use any contact information for any non-Chapter related activity.

II. The Chapter is generally to be operated for non-profit purposes.

III. The Chapter is a separate legal entity from the University, but is supported as a branch of the Uppsala University alumni community.

IV. Neither the University nor individual Board Members are obligated to provide financial support to the Chapter.

V. Non-compliance with these Requirements may result in termination of this Agreement and removal of the Chapter from the Uppsala University Alumni Network.

VI. Any disputes will be resolved in a Swedish court, according to Swedish law.

VII. This Agreement may be terminated without cause by either Party by giving at least one month’s written notice.

VIII. Termination of this Agreement, for any reason, will result in a loss of the right to use the “Uppsala University” name, the Chapter Logo and the Member Registry.

Suggestions
In addition to the Requirements, the University suggests the following:

I. That the Chapter does not collect membership fees, due to the heavy administrative burden this puts on a Chapter.
II. That the Chapter specifies the role of each Board Member to clarify their responsibilities and ensure an active and engaged Board. The Development Office can provide examples of roles and responsibilities.

The Development Office at Uppsala University undertakes to

- Produce a special logo and roll-up for each Chapter.
- Offer a UU email account.
- Promote the Chapter and its activities using web, print and social media channels, as appropriate.
- Maintain contact with the Chapter regarding activities and strategy.
- Offer advice on planning events and other Chapter activities.
- Provide examples of documents, including, but not restricted to, Chapter Statutes, Event Planning Checklist, Invitations, and Roles and Responsibilities of Board Members. The Chapter may use these documents at its own discretion.

Signatures

The Chair and one other Board Member shall accept and sign these Requirements on behalf of the Chapter. When a new Chair takes office, a new document shall be signed.

Name: ___________________________ Name: ___________________________
Date: __________________________ Date: __________________________

Chair of
Uppsala University [Country/City] Alumni Chapter

Function: Development Office
Uppsala University

Name: __________________________
Date: __________________________

Function: Uppsala University [Country/City] Alumni Chapter