



رابطة خريجي جامعة قطر
QU ALUMNI ASSOCIATION

Bylaws of Qatar University Alumni Association



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Bylaws of Qatar University Alumni Association

Chapter One: Definitions

Article 1

Definitions

The following words and terms, wherever mentioned in these bylaws, shall have the meanings given below, unless the context indicates otherwise:

University: Qatar University.

The President: The President of Qatar University.

Association: Qatar University Alumni Association.

Sector: Strategy and Development Sector.

Office: Alumni Relations Office.

The Board: The Association's Board of Directors (ABOD).

President of the Board: The President of the ABOD.

Board Member: A member of the ABOD.

Secretary: Secretary of the ABOD.

Committee: The Steering committee of the ABOD.



Chapters: Qatar University Alumni Association Chapters.

Member: The Member of the Association.

Chapter Two: Establishment of the Association and its Objectives

Section 1: Establishment

Article (2)

Establishment

In the context of supporting and consolidating a continuous relationship between Qatar University and its alumni to achieve the University's mission, goals and aspirations, the University has worked to establish the Qatar University Alumni Association under the umbrella of the University as a non-profit organization and for voluntary cultural educational purposes. It derives its authority from these bylaws after its approval by the Executive Committee of the University's Board of Regents. It is under the supervision of the Outreach and Engagement Department through the Office in the Sector.

Article (3)

Logo

The Association has a logo as in the attached form, and the identity of the Association, including - but not limited to - its name, logo, stamp, or any media



material of its own, may not be used, except through the Office, according to the directives of the ABOD. No member or committee has the right to use the Association's name, logo and visual identity without prior written approval from the Office.

Article (4)

Main Office

The main office of the Association shall be within the University campus.

Section 2: Objectives

Article (5)

Vision and Mission

Vision:

To be a regional leader in the field of alumni relations, and to enable University alumni to establish sustainable relationships with their University.

Mission:

The Association works on reviving the interaction between alumni and the University through the various activities offered by the various chapters of the Association in order to benefit from the alumni s' experiences, in their field of work, and to provide mutual support between them and the University in various aspects and fields.

Article (6)



Purposes and Objectives

The Association aims to achieve the following purposes and objectives:

1. Provide mutual support in various aspects between the University and its alumni.
2. Build a close relationship with the alumni and strengthen an interactive network with them.
3. Support the mission and objectives of the University through the activities of the Association, its committees, programs and projects approved by the Board of Regents in accordance with the University's plans and strategic objectives.
4. Organize annual activities to link alumni with experiences that benefit them, University students, and all Qatari society.
5. Contribute to the support and development of the relationship between the University and its alumni.
6. Alumni provide the University with experiences and practices to provide the best through their work.

Section 3: Association Finance

Article (7)

Association Finance

The fiscal year of the Association coincides with the fiscal year of the University as indicated in the financial policies of the University. The Office manages the Association's budget on behalf of the ABOD, which is within the budget of the Outreach and Engagement Department, in addition to the funds provided to the Association by sponsors.



Chapter Three: Membership

Section 1: Association Membership

Article (8)

Conditions for Acquiring Membership

Whoever wishes to join the Association is required to be a graduate with a university degree from any of the academic programs offered by the University.

Section 2: Membership Types

Article (9)

Membership Types

1. The active member is the graduate who provided the Office with an address or a means of communication with him.
2. The Loyal member is a graduate who performs or contributes to activities that reflect his continuous support for the University's mission. A set of such acts or activities shall be identified from time to time through various communication channels with the graduates, whether written or verbal.

A loyal member has the right to nominate, vote, or hold any position in the Association, as well as the right to be part of any official entity formed to participate in managing the work and activities of the Association.

3. The Honorary member is every member of the University's alumni who is granted this membership by the ABOD because of his achievements in community service or contributions to the advancement of the University's progress.

Section 3: Procedures for Acquiring Association Membership

Article (10)



Request for Membership

The graduate applies to join the Association by filling out the form designated for that, together with the required documents and certificates according to the conditions set forth in these bylaws, and the procedures established by the Office.

Article (11)

Registration of Membership

The registration of the Association members is the responsibility of the Office Manager. The records of the Association are available for official use by all departments and units of the University and the BOD and its committees. The Office Manager is also responsible for managing membership records.

Chapter Four: Association Bodies

Section 1: Association Bodies

Article (12)

Association Bodies

The Association consists of the following bodies:

1. The Association Board of Directors.
2. The Steering Committee.
3. Chapters of the Association.
4. Permanent and Temporary Board Committees.

Article (13)

Board of Directors



The BOD is the highest authority with regard to making and implementing decisions in the Association. It consists of 15 to 19 members. Both the Director of the Outreach and Engagement Department, and the Office Manager, are, by virtue of their positions, members without the right to vote in the Association.

Article (14)

Members of the BOD

1. The members of the ABOD are selected from among the “loyal members” to provide advice and consultation to the Association’s President, the Director of Outreach and Engagement, and the Office Manager. None of the current University employees (except for the Director of Outreach and Engagement and the Office Manager (by virtue of their positions) are entitled to be a member of the ABOD.
2. The members of the BOD are selected by the Steering Committee of the ABOD from among the list of candidates proposed by the members of the Board and the colleges of the University, and are approved by the President of the University and the Executive Committee of the University’s Board of Regents.
3. The membership of the ABOD must reflect the University's alumni community, as it must include members from the various colleges of the University.

Article (15)

Formation of the Board of Directors

1. The ABOD is composed of a president, vice president, and a secretary.
2. The President of the ABOD, the Vice-President and the Secretary shall be elected from among the members of the ABOD at the first meeting of the Board in its new session.
3. The term of service for the executive leadership of the ABOD shall be three years, and they may be re-elected for one additional term only.



4. The President of the ABOD shall preside over its meetings.
5. In the event of the absence of the President of the ABOD or his inability to carry out his duties, his deputy shall carry out the duties of the President in addition to his duties, in accordance with what is specified in the bylaws of the Association.
6. The duties and tasks of the Secretary shall be as specified in the Association's bylaws.
7. The remaining officials in the Association shall assume other responsibilities and tasks determined by the President of the ABOD.
8. The Director of the Outreach and Engagement Department shall, by virtue of his position, be the Executive Director of the Association, and ensure that the Office team performs the tasks and duties of the daily work in the Association.

Article (16)

Competence of the Board of Directors

The ABOD works with the Director of the Outreach and Engagement Department and the Office Manager to manage the affairs of the Association as indicated in these bylaws, and in particular has the following competencies:

- A- Support the mission and goals of the University through the activities of the Association, its committees, programs and projects approved by the University's Board of Regents in accordance with the University's plan and strategic objectives.
- b- The authority to act on behalf of the Association as indicated in these bylaws.
 - T - Provide guidance to the University on issues that affect the work of the Association.
 - D- Work on initiatives for marketing the University and attracting financial support for it.



C - Establish and develop the Association's Chapters and ensure the success of these important components of the Association.

H - Achieve attendance and participation requirements as specified in the Association's bylaws.

Article (17)

Term of Membership

The term of membership of the ABOD is three years and may be renewed for one similar term only. It must be taken into account that the beginning of the period is on the first day of the academic year of the University, and that the end of the period is the end of the academic year.

The term of membership in the ABOD must not exceed two consecutive terms (six years), and the previous member may be reappointed again provided that a period of at least one year has passed since the last term in which he was a member of the ABOD.

Article (18)

Meetings of the Board

1. The BOD meets at least once in the fall semester and once in the spring. The meeting is scheduled for at least one month in advance, provided that an invitation is sent by an approved e-mail to each member. All members of the BOD are required to attend the meetings unless a prior excuse is provided to the President of the Board.

2. The Director of Outreach and Engagement, in cooperation with the President of the Board, determines the dates and venues of meetings in accordance with his directives.

3. The Office Manager shall ensure that letters reach all members of the Board.

4. The quorum of the Association's Board meetings is completed by the personal attendance of at least half of the Board members, provided that the President or



his deputy is among them. Attendance can be made, if the necessary means are available, via video or phone call.

Article (19)

Board Dissolving and Restructuring

The ABOD shall be restructured if the number of its members becomes less than the minimum required for a quorum due to the suspension of the membership of more than one member.

Article (20)

Member's Service Suspension

Membership of the ABOD shall be forfeited, and a decision shall be issued to stop his services immediately by the Steering Committee of the BOD, if one of the following cases is achieved:

1. Resignation from the membership of the BOD, provided that the resignation request is delivered to the President of the Association by registered letter one month prior to the date he wishes to resign.
2. If he or any volunteer working as a leader in any of the Association's committees behaves, and such behavior is inconsistent with the interests of the University, or constitutes a breach of official duty.
3. Committing an act that would negatively affect the reputation of the University, the Association or any other party, or defaming them.
4. Death of the member or loss of legal capacity.

Section 2: Steering Committee



Article (21)

Formation of the Steering Committee

The ABOD elects the Association's Steering Committee at the first meeting of the new term of the BOD. The Committee consists of the Association President - Vice President - Secretary - Director of Outreach and Engagement and Director of the Alumni Relations Office by virtue of their position.

Article (22)

Term of the Steering Committee

1. The term of service of the members of the Committee in the ABOD shall be three years, and they may be re-elected to the same position for one similar term.
2. Committee members may be re-elected for another position as long as their term of office continues in the Board, provided that membership may not be enjoyed for more than two terms regardless of their position within the Board.

Article (23)

Tasks of the Steering Committee

1. The President of the Board: presides over all meetings of the Steering Committee, and in the event of his absence or inability to carry out his duties for any reason, the Vice President shall assume the duties and responsibilities instead.
2. The Secretary: must work with the Office Manager to ensure that the records of the BOD are in place and kept with the Office, including the minutes of the meetings of the ABOD, and all the administrative tasks of the Association and its committees.

Article (24)

Duties of the Manager of the Alumni Relations Office



The Manager of the Alumni Relations Office is responsible for the following tasks:

1. Serve the University and the ABOD as responsible for Alumni Relations at the University, including the responsibility to act on behalf of the Director of Outreach and Engagement as the Executive Officer of the Alumni Association.
2. Manage and organize the daily work tasks and activities in the ABOD and its committees based on the directives of the Director of Outreach and Engagement Department.
3. Represent the hopes and aspirations of the alumni leaders before the University, and convey the needs of the University to the alumni leaders.
4. Ensure the accuracy and effectiveness of the activities and work of the Office, including the effective management of the Office's staff, especially those concerned with serving the interests of the alumni who serve the University.
5. Make special and complete records for the BOD, committees, and activities of the chapters, and ensure the proper use of the Association's budget.
6. Lead all the activities of the Association towards the successful realization of the mission of the Association.
7. Ensure the existence of a record of the names of the members of the BOD and their postal and electronic addresses, as well as the committees and chapters of the Association, and copies of the minutes of the meetings of the BOD and committees, which should be available to alumni and the media if necessary. This is in addition to the invitations addressed to the members of the ABOD to attend the meetings as stipulated in these bylaws.
8. Attend meetings of the ABOD and committee meetings.
9. Perform any other tasks that may be necessary to ensure the success of the Association's mission.

Section 3: Association Chapters



Article (25)

The ABOD should encourage the formation of chapters in accordance with the policies and regulations of the Association, leads its development and ensures everything that would maintain its long-term continuity through work and coordination with the specialized staff under the supervision of the Office Manager.

The chapters are the only entities that may use the Association's official name and logo and any other identifying symbols representing the Qatar University Alumni Association.

The chapters are groups that have the interests and specializations of the University's alumni and are subject to the following specifications:

1. They are formed according to criteria, including: colleges within the University, year of graduation, graduates living within one geographic circle, former members of an important student club, members of a specific profession or trade, or graduates who have a common goal away from work interests.
2. These chapters are the main form that supports the interests of alumni under the umbrella of the Association.
3. A graduate of the University may be a member of more than one chapter, and through those chapters, he may find a way or a channel through which he communicates with his mother University.

Article (26)

The Attendance of Chapters' Representatives in the BOD Meetings

The ABOD may, from time to time, invite representatives of the chapters to attend meetings of the Association's Board and to work in the Board's committees, provided that these representatives may not vote in the BOD or any of the committees.



Chapter heads are invited at least once a year by the ABOD to achieve the following purposes:

- 1) Exchange of views and ideas among chapter officials.
- 2) Exchange of opinions and ideas between chapter officials and the BOD.
- 3) Express thanks and appreciation from the BOD to the chapter officials for their efforts.

Article (27)

Establishment of Chapters

All chapters, as official main organizations within the framework of the ABOD, are subject to the BOD; and the establishment of a chapter for each of the university's colleges is approved after submitting a document to the Department of Outreach and Engagement that includes the following information according to the special form available to the Office for that purpose:

- 1) The name of the head of the chapter.
- 2) The names of the founding members appointed by the head of the chapter provided that the number of the appointed founding members shall not be less than 4 members.
- 3) The term of office of each chapter head.
- 4) Criteria for membership in the chapter.
- 5) An acknowledgment signed by the head of the chapter and the founders that the work of the chapter complies with the work policies of the chapters approved by the ABOD.

Article (28)

Chapter objectives and Purpose

The branches shall have the following objectives and purposes:



- 1) Provide expertise and contact that leads to providing multi-faceted support to the University.
- 2) Bring the University and its alumni closer and strengthen the ties between them.
- 3) Provide positive experiences and useful news about the University to develop and promote its interests.
- 4) Engage these alumni in the essence and scope of their specializations in university life.
- 5) Organize and implement events and provide relevant communications that bring alumni together to achieve their social goals. This is an opportunity to meet with the administration and officials of the University, faculty members, students and staff, which reconnects the graduate with the essence of the University.
- 6) Provide the alumni with an opportunity to become familiar with what is going on in the life and career of the University.

Article (29)

Chapter Finance

- 1) The member who wishes to join the chapter shall not bear any financial burdens.
- 2) All chapters should strive to be financially self-sufficient in the conduct of their affairs, as much as possible.
- 3) In most cases, the Office Manager has ready-made resources allocated to finance the launch of new chapters, which may need assistance in its inception, to support and strengthen the activities of the chapters. This assistance is allocated depending on specific requests submitted by the officials of those chapters in support of certain events, activities or programs of those chapters.
- 4) Funding and disbursement must be in accordance with flexible instructions and guidelines determined by the Manager of the Alumni Relations Office, and the



approval of the BOD committee for the chapters to help reduce the risks of not achieving the objectives of the chapter's work program.

Article (30)

How Chapters Work

Chapters are free to organize and manage their affairs in the manner they see fit in the condition that it is consistent and aligned with the University's policies. Chapter officials are not required to act independently, but are encouraged to emulate the elements or components of the Association's Board structure. In addition to the necessity of identifying the head of the chapter, the focus should be on the distribution of responsibilities within the management group to ensure good work and communication within the group. The employees working under the management of the Office Manager, according to the specializations of each chapter, provide guidance and advice to the heads of the chapters in the early stages of establishing the chapter and continue to assist until those chapters take the appropriate status in the Association.

Section 4: Committees

Article (31)

BOD committees are direct tools for managing the important organizational elements of the Association. These committees are the main means through which the Association can support and develop the goals of the University.

Article (32)

Heads and Members of the Committees

The heads and members of the committees are chosen at the first meeting in the new term of the BOD. The head of each committee is responsible for managing the committee and working to ensure the success of its objectives. He may



choose new members for the committee from among University employees or alumni. The program for each meeting of the BOD shall include progress reports for each committee.

Article (33)

Formation of Committees

The ABOD may, by amending these bylaws, add or subcategorize committees from the formed committees in the condition that these procedures aim to ensure the strengthening of the efforts of alumni relations through research and follow-up by the BOD.

Article (34)

Formation and Tasks of Committees

م	Committee	Members	Tasks
1	Steering	<ul style="list-style-type: none">- President.- Vice president.- Secretary.- Director of Outreach and Engagement Department.- Office Manager.- Office Reporter.	<ol style="list-style-type: none">1. Suggest what it deems appropriate for the development of the Association.2. Follow-up and coordinate the works of the various committees.3. Assist the committees in carrying out their responsibilities.4. Review the bylaws and policies of the Association during the course of the Association's business.5. Search for modern methods to support the Association financially and morally.



2	Financial	<ul style="list-style-type: none">- Head of the Finance Committee.- Members of the Board.- Office Reporter	<ol style="list-style-type: none">1. Review the annual budgets and plans of the Association.2. Know the financial capabilities of the Association.3. Study the expenses of the Association.
3	Chapters	<ul style="list-style-type: none">- Head of the Association's Chapters Committee.- Members of the Board.- Office Reporter.	<ol style="list-style-type: none">1. Provide the opportunity for alumni to gain field and practical experiences.2. Develop the means that help in linking the chapters with their alumni and benefit from their experiences in developing programs and courses, or in the professional and social field for the rest of the alumni.3. Encourage cooperation and develop effective means of communication between the Association's chapters and the new alumni and alumni in general.4. Work on campaigns that contribute to the exchange of experiences between alumni leaders and other alumni.5. Receive periodic reports from the Association's chapters.6. Approve the annual plans of the chapters.7. Submit periodic reports to the Steering Committee on the activities of the chapters.
4	Professional	<ul style="list-style-type: none">- Head of the Professional Committee.- Members of the Board.- Office Reporter.	<ol style="list-style-type: none">1. Motivate representatives of the public and private sectors to attract University alumni.2. Enhance the professional partnership between the Professional Committee and the Professional Services Center at the University.



			3. Discuss the skills, knowledge and capabilities required in the labor market.
5	Marketing	<ul style="list-style-type: none">- Head of the Marketing Committee.- Members of the Board.- Office Reporter.	<ol style="list-style-type: none">1. Search for modern methods to support the Association financially and morally.2. Strengthen the partnership between the University and the public and private sectors by linking the activities of the Association with the activities of other sectors in the country.3. Activate the role of the Association in the University and community and promote its events and activities.

Chapter Four: Amendment of the Bylaws

Article (35)

Amendment of the Bylaws

The Association's policies and bylaws may be amended according to the following principles and procedures:

1. The Department of Outreach and Engagement, under the directives of the Committee, formulates the required amendments to the Association's bylaws.
2. Invite the BOD to a meeting to discuss the draft of the proposed amendments in the condition that the draft amendment or the required procedure is sent with the invitation to the meeting by the Department of Outreach and Engagement.
3. The proposed amendments shall not enter into force until after a second vote, approved by a two-thirds majority of the members of the Board, at their subsequent ordinary meeting.