



**Barts and The London
Alumni Association**

CONSTITUTION

21 October 2014

BARTS AND THE LONDON ALUMNI ASSOCIATION CONSTITUTION

1 Name

The name of the association shall be 'Barts and The London Alumni Association' (BATLAA) (hereafter referred to as the Association).

2 Mission Statement

To support, inform and engage alumni of Barts and The London School of Medicine and Dentistry (hereafter referred to as the School) to:

- Increase fellowship amongst its membership
- Enhance the reputation of the School
- Elicit both financial and non-financial support from alumni for the students and faculty of the School

3 Objectives

Working with the Development and Alumni Directorate of Queen Mary University of London (hereafter referred to as the Directorate), the objectives of the Association shall be:

- 1 To promote good fellowship among past and present members of Barts and The London, School of Medicine and Dentistry and past members of The London Hospital Medical College, including its School of Dentistry, and the Medical College of St Bartholomew's Hospital (hereafter referred to as the Colleges).
- 2 To promote the well being of the School and its associated hospitals.
- 3 To offer financial assistance in appropriate circumstances to present and past students of the school, past students of the Colleges, and other Ordinary members of the Association, and those dependent upon them; and to undertake fundraising activities.
- 4 To contribute to the provision of continuing professional education for doctors and dentists who qualified at the School or Colleges.
- 5 To engage with present and past members of the School and past members of the Colleges; and to support and complement the activities of the Barts and The London Students' Association, St Bartholomew's Decennial Clubs and The London Hospital Dental Club.
- 6 To provide services to the alumni of the School and the Colleges.

- 7 To encourage and support special interest, regional and overseas groups with similar aims.
- 8 To support the philanthropic fundraising ambitions of the Directorate with respect to the School.

4 Membership

- 4.1 Membership of the Association shall be open to the following:

Ordinary Members

- 1 Present and former students and academic and honorary academic staff of the School and former students and academic and honorary academic staff of the Colleges
- 2 Past and present medically and dentally qualified staff of the hospitals of Barts Health NHS Trust
- 3 Such other persons as may be approved by the Management Committee of the Association.

Associate members

Those friends and staff of the School and of the Colleges, including those wishing to receive the Association's communications, who do not qualify for Ordinary membership of the Association.

Honorary Members

Honorary membership may be offered by resolution of a General Meeting of the Association.

- 4.2 A record of members shall be kept on the central alumni database held by the Directorate.
- 4.3 The Management Committee shall have the right to cancel the membership of any member.
- 4.4 All Ordinary members and Honorary members shall have the right to stand for election as officers of the Association and as Ordinary members of the Management Committee and to vote in such elections.

5 Patron

- 5.1 There shall be a Patron of the Association elected by the Ordinary and Honorary members at a General Meeting.
- 5.2 The Patron shall hold office until she or he resigns, dies or is removed from office by a resolution passed at a General Meeting.

6 Officers of the Association

- 6.1 Officers of the Association shall be elected by and from the Ordinary and Honorary members of the Association; a General Meeting shall have the power to remove from office any officer of the Association.
- 6.2 *President*
A President shall be elected at the Annual General Meeting and shall serve for a period of three years. The President shall be eligible for re-election for one further period of three years.
- 6.3 *Vice-Presidents*
There shall be three Vice-Presidents elected at the Annual General Meeting who shall serve for a period of three years. The Vice-Presidents shall be eligible for re-election.
- 6.4 *Honorary Vice-Presidents*
The Management Committee shall have the right to appoint as Honorary Vice-Presidents individuals who have given particular service to the Association, to include under normal circumstances previous Presidents of the Association. There shall be no specific period of office for such appointments. Honorary Vice-Presidents may attend meetings of the Management Committee.
- 6.5 *Treasurer*
There shall be a Treasurer of the Association elected at the Annual General Meeting who shall serve for a period of five years, and who shall be eligible for re-election.
- 6.6 *Term of office*
Terms of office shall take effect on 1 January; in the event of the resignation, death or removal from office of an officer of the Association, the Management Committee may appoint a member of the Association to act in that capacity until an election has taken place.

7 Management Committee

- 7.1 There shall be a Management Committee, the composition of which shall be:

The Officers of the Association

- The President of the Association, who shall act as Chairman of the Committee
- The Vice-Presidents of the Association
- The Honorary Vice-President(s) (if appointed)
- The Treasurer of the Association

Ex officio

- The Vice-Principal (Health) and Executive Dean
- The Dean for Education
- The Chief Operating Officer or nominee
- The Director of Development, Development and Alumni Directorate, Queen Mary University of London
- The President of the Barts and The London Students' Association
- The President of the Dental Society

- The Barts and The London Students' Association Alumni Officer

Ordinary members

- Five ordinary members

Ordinary members shall be elected at the Annual General Meeting; they shall serve for a period of three years from the date of the Annual General Meeting and be eligible for re-election. In the event of the resignation, death or removal from the Committee of an Ordinary member, an election shall be held at the next General Meeting to fill the vacancy for the remaining period of office and be eligible for re-election.

The Committee shall have power to co-opt additional members.

7.2 *Terms of reference of the Management Committee*

- 1 To manage the day-to-day affairs of the Association
- 2 To manage the financial affairs of the Association
- 3 To allocate, at its discretion, grants from the General Fund
- 4 To receive reports from the Trustees of the BATLAA Benevolent Fund
- 5 To recommend the policy of the Association to the Annual General Meeting
- 6 To advise on and contribute to communications sent to members by the Directorate
- 7 To make a report to each Annual General Meeting
- 8 To appoint such sub-committees or steering committees as it sees fit to deal with any Association activities, and to pay from the General Fund such reasonable expenses as it may deem appropriate for those attending meetings of such sub-committees or steering committees
- 9 To employ such paid assistance as it deems necessary for the efficient administration of the Association's affairs

7.3 *Meetings of the Management Committee*

The Management Committee shall meet at least twice in each year. Further meetings may be called at the discretion of the Chairman alone, or at the request of not less than three members of the Committee, not less than 14 days' notice being given to members.

In the absence of the President, the members present shall appoint a Chairman for the meeting.

Meetings shall be convened by the Director of Development, or his or her nominee, who shall keep the Minutes.

The quorum for a General Meeting shall be five members, two of whom should be the Chairman and/or Vice-President(s). In the absence of a quorum and if the quorum is not challenged at the meeting, the meeting shall proceed and its resolutions and elections shall be held to be valid, save that no changes to this Constitution may be made at an inquorate General Meeting. If a challenge to the quorum is upheld, a Special General Meeting shall be called.

- 7.4 In between meetings of the Management Committee, affairs of the Association shall be managed by an executive committee consisting of the President, the Immediate Past President, the Treasurer and the Director of Development, or his or her nominee.

8 General Meetings

- 8.1 There shall be an Annual General Meetings of members of the Association, of which not less than two calendar months' notice shall be given.
- 8.2 A Special General Meeting may be called by the Management Committee or at the written request of at least 20 members of the Association; members shall be notified of a Special General Meeting not less than 21 days in advance.

9 Conduct of Elections

- 9.1 The Patron and Officers of the Association and Ordinary members of the Management Committee shall be elected by members of the Association.
- 9.2 A call for nominations for those posts for which elections are due to be held shall be communicated to members of the Association.
- 9.3 In the event of a contested election for any post, voting shall be conducted.
- 9.4 Election shall be by a simple majority of votes received by the due closing date.

10 Accounts and Assets

- 10.1 The Treasurer, supported by the Directorate, shall be responsible for the proper financial management of the Association and shall prepare accounts for the annual audit.
- 10.2 There shall be a General Fund and a Benevolent Fund.
- 10.3 The General Fund shall be used to further such social, educational and non-benevolent activities of the Association, including the payment of reasonable expenses to Committee members, as the Management Committee may from time to time determine.
- 10.4 The Benevolent Fund shall be administered by the Trustees in accordance with the constitution of the Barts and The London Association Benevolent Fund.
- 10.5 The Association's General Fund shall be administered by the Treasurer in accordance with arrangements approved by the Management Committee, such arrangements to specify the number and names of signatories to the Association's bank or building society accounts.

- 10.6 The Association may undertake such fundraising activities as the Management Committee may determine in collaboration with the Directorate.
- 10.7 Annual accounts shall be produced.
- 10.8 The accounts shall be presented to the Annual General Meeting of the Association.
- 10.9 The financial year shall be 1 April to 31 March.
- 10.10 The Association may take out such indemnity insurance as the Management Committee may deem appropriate.
- 10.11 The Association may participate in the Direct Debiting Scheme as an Originator for the purpose of collecting donations and/or any amounts due to the Association. In furtherance of this object the Association may enter into any indemnity required by the Banks upon whom Direct Debits are to be originated. Offices nominated in an appropriate resolution of the Management Committee may execute such an indemnity on behalf of the Association.

11 Constitution

- 11.1 This Constitution shall come into effect on 21 October 2014 or as soon as practicable thereafter.
- 11.2 Changes to this Constitution may only be at a General Meeting and must be set out in full with the agenda papers for the Meeting.
- 11.3 No addition or alteration to the Constitution shall be made unless two-thirds of those voting at the meeting are in favour of such addition or alteration.
- 11.4 The Management Committee acting unanimously shall have power to revoke this Constitution and to wind up the Association and thereupon after discharge of or provision for all the debts and liabilities of the Association to transfer the residue of the General Fund to such other charitable purposes as the members of the Management Committee choose.

**BARTS AND THE LONDON ALUMNI ASSOCIATION
BENEVOLENT FUND
CONSTITUTION**

1 Name

The name of the Fund shall be 'Barts and The London Alumni Association Benevolent Fund' (hereafter referred to as the Fund).

The Barts and The London Alumni Association is hereafter referred to as The Association.

2 Objects

The object of the Fund shall be to alleviate financial hardship amongst past and present students of Barts and The London, Queen Mary's School of Medicine and Dentistry, amongst past students of the London Hospital Medical College, including its School of Dentistry, and the Medical College of St Bartholomew's Hospital, and other Ordinary members of The Association, and those dependent upon them.

3 Officers

The Officers of the Fund shall be the President, Vice-Presidents, and Treasurer for the time being of the Barts and The London Alumni Association, provided that they are not disqualified from acting as charity trustees. In addition, there shall be a Treasurer of the Fund elected at the Annual General Meeting of the Association in accordance with the Constitution of the Association.

4 Trustees

4.1 The Trustees shall be the Officers of the Fund, together with three Appointed Trustees nominated initially by each of the former associations (Barts Alumni Association, The London Hospital Dental Club, The London Hospital Medical Club).

4.2 The term of office of the Appointed Trustees shall normally be five years, renewable once.

4.3 Upon the expiry of the term of office, death or resignation of any of the Appointed Trustees, a replacement shall be approved by the next General Meeting, having regard to the constituencies originally represented.

5 Powers of the Trustees

5.1 At their discretion and in accordance with the objects of the Fund to provide financial assistance to individuals suffering financial hardship.

- 5.2 To appoint from amongst their number a group of not less than three, of whom at least one shall be medical graduate and at least one a dental graduate, to make grants to individuals in accordance with the objects of the Fund, and to report thereon to the Trustees.
- 5.3 To undertake such fundraising activities as they may determine.
- 5.4 To take out such indemnity insurance as they may deem appropriate.
- 5.5 To employ a Discretionary Investment Manager at their discretion.
- 5.6 To take such other professional advice as they may deem necessary.

6 Duties of the Trustees

- 6.1 To carry out actively their duties and responsibilities within the law and specifically in accordance with the Charity Acts for the time being in force.
- 6.2 To make appropriate arrangements for the investment of funds.
- 6.3 To reimburse to the Fund such financial losses as may be attributed to their gross negligence or dishonesty.
- 6.4 To take appropriate professional advice on matters with which they are not competent to deal.
- 6.5 To endeavour to apply income for the purpose of the Fund, save that income may be accumulated for such specific future use or projects as may be compatible with the objects of the Fund.
- 6.6 To ensure that proper financial records are kept and annual returns submitted to the Charity Commission in accordance with the requirements of the Commission.
- 6.7 To report to the Charity Commission any changes to the details of the Fund held in the Commission's records.
- 6.8 To provide their name, address, occupation, date of birth and signature to the Charity Commission in accordance with the Commission's requirements.
- 6.9 To take proper care in the selection and supervision of any person appointed to manage the investments of the Fund.
- 6.10 To make regular reports to the Management Committee of the Association.

7 Accounts and Assets

- 7.1 The Treasurers shall be responsible to the Trustees for the financial management of the Fund and for the preparation of annual accounts.

- 7.2 No monies shall be transferred from the Benevolent Fund to the General Fund of the Association.
- 7.3 Annual accounts shall be produced in accordance with the Charities Act 1993.
- 7.4 The accounts shall be presented to the Annual General Meeting of the Association.
- 7.5 The financial year shall be 1 April to 31 March.
- 7.6 Trustees may be reimbursed from the General Fund of the Association for reasonable expenses incurred in the execution of their responsibilities.

8 Administrative Provisions

- 8.1 Bank accounts shall be under the joint control of the Treasurers.
- 8.2 Signatories shall be as specified by the Trustees; the signatures of two Trustees shall be required for all financial transactions.
- 8.3 Financial records shall be kept. These shall include: all day-to-day transactions; income and expenditure; assets and liabilities.

9 Constitution

- 9.1 This Constitution shall come into effect on 1 May 2000 or as soon as practicable thereafter.
- 9.2 Changes to this Constitution may be made only at a quorate General Meeting of the Association and must be set out in full with the agenda papers for the Meeting, save that no amendment may be made which would cause the Fund to cease to be a charity at law.
- 9.3 No addition or alteration to the Constitution shall be made unless two-thirds of those voting at the meeting are in favour of such addition or alteration.
- 9.4 The Trustees acting unanimously shall have power to revoke this Constitution and thereupon after discharge of or provision for all the debts and liabilities of the Fund to transfer the residue of the Benevolent Fund to such other charitable organisations having objects similar to the Fund or in default for such other charitable purposes as the Trustees choose.

BARTS AND THE LONDON ALUMNI ASSOCIATION

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