



The Harper Adams Club
Harper Adams Alumni Association

The Harper Adams Club Constitution

1. Name

The name of the association shall be 'The Harper Adams Club' (hereinafter referred to as "the Club").

2. Objectives

- 2.1 To unite former Harper Adams students (alumni), fostering the spirit of loyalty, friendship, and fellowship that students feel from attending Harper Adams, through the encouragement of communication and involvement.
- 2.2 To encourage members of the Club to take an active interest in the wider Harper Adams community in order to:
- Attain a sense of ownership and belonging.
 - Provide opportunities for meeting and discussion (e.g. Annual Club Lunch)
 - Share alumni news and stories regularly through online media platforms, in person events and the Club's Harper Life magazine.
 - Keep updated on and promote developments at Harper Adams University (hereinafter to be referred to as "the University").
 - Inspire contributions towards the Club's Scholarship Programme and the work of the Harper Adams Development Trust.
 - Identify ways in which alumni can further support the work of the University.
 - Connect with the current student body to foster a lifelong relationship with the Club.

3. Membership

- 3.1 Membership of the Club shall consist of former students (alumni) of Harper Adams University previously known as Harper Adams University College and Harper Adams Agricultural College.
- 3.2 The Club shall have three categories of members:
- 3.2.1 Ordinary Member
- Ordinary membership shall be granted to all graduates of the University and all graduates and former students of the earlier Colleges.
- 3.2.2 Associate Member
- Associate membership shall be granted:
- automatically to full-time students who have attended for a minimum of one term

- to part-time students upon request
- to past and present members of staff upon request

Student Associate members shall be automatically upgraded to Ordinary Membership upon graduation from the University.

3.2.3 Honorary member

Honorary membership of the Club shall be extended to such persons, by reason of their association with the University or the Club that the Committee shall determine. Such recommendations shall be subject to confirmation at the Annual General Meeting (AGM).

- 3.3 Associate and Honorary members shall have all the privileges of Ordinary Membership except those of voting and holding office in the Club.
- 3.4 Any person notifying the President of the Club or Alumni Officer that he or she does not wish to be a member of the Club shall cease to be, or shall not become, a member.
- 3.5 Subscription arrangements shall be by arrangement between the Club and University.
- 3.6 News from the Club or University shall be available to all members who wish to receive them.

4. List of Members

- 4.1 A database of interested members shall be maintained by the Club Committee.
- 4.2 The University shall be responsible for maintaining a list/database of all Alumni.

5. Officers

- 5.1 The Officers of the Club shall be the President and Vice-President who will oversee the affairs of the Club (collectively "the Officers").
- 5.2 The Officers shall be Ordinary Members of the Club. They shall be appointed annually by the Committee and shall be elected at the AGM. They will normally serve for a term of two years in each post. The Vice-President is ordinarily President Elect.

6. Management Committee

- 6.1 There shall be a management committee (hereinafter referred to as "the Committee") elected annually by vote from the general body of members.
- 6.1.1 The Committee shall comprise a maximum of 12 elected members including the Officers.
- 6.1.2 Nomination to the Committee is open to any Ordinary member of the Club.
- 6.1.3 Nominations must be submitted to the Alumni Officer or Officers of the club, in writing, at least 7 days in advance of the Annual General Meeting.
- 6.1.4 Each candidate must be nominated by one Ordinary member of the Club.
- 6.1.5 An Ordinary member shall be entitled to nominate only one member for election.
- 6.1.6 The Alumni Officer shall act as Returning Officer, receiving nominations, determining eligibility and preparing a list of candidates.

- 6.1.7 If there are 12 or fewer eligible candidates, they shall be voted for en- bloc by those Ordinary members in attendance at the AGM. Voting will usually be by a show of hands.
- 6.1.8 If there are more than 12 eligible candidates, a voting system shall be provided by the Returning Officer, whereby each Ordinary member may vote for up to 12 candidates.
- 6.2 The retiring Harper Adams Club President shall remain an ex-officio member of the Committee for one year.
- 6.3 The Committee shall elect a member of the committee to act as Alumni Officer.
- 6.4 To assist and guide the Club, the following may be invited to become Advisors to the Committee:
- The President of the Students' Union or their delegate (who must be a member of the Student Union Executive)
 - The University Vice-Chancellor or their delegate
 - The Board of Governors' Representative
 - The University's Student Support Officer
- 6.4.1 Invitations to meetings or discussions shall be at the discretion of the Officers.
- 6.5 The Committee shall at any time co-opt University staff or Club members to assist them in conducting the Club's affairs. Any member so co-opted shall serve out the unexpired portion of the term of the Committee.
- 6.6 Advisory, Associate and co-opted members shall not be entitled to vote.
- 6.7 In instances where a member of the Committee fails to attend a minimum of two Committee meetings annually; or acts in a manner contrary to the aims and objects of the Club; and/or is for any reason unable to perform their duties, their position on the Committee will be considered by the Officers of the Club, who may accept a resignation or revoke the position.
- 6.8 If the post of any Officer or Committee Member should fall vacant after an election, the Committee shall have the power to fill the vacancy.

7. Honorary Presidents

- 7.1 The Club may appoint Honorary Presidents from the general body of members.
- 7.1.1 An Honorary President shall be someone who by their dedication, contribution and approach is acknowledged as an individual who could provide inspiration, guidance and support for the benefit of the Club.
- 7.1.2 The role shall be Honorary and carries no responsibility, executive function or role.
- 7.1.3 Honorary Presidents may (at their discretion) take on some 'ceremonial' duties from time to time such as the presenting of awards or attending events as the official representative of the Harper Adams Club.
- 7.1.4 An Honorary President shall be appointed at an AGM and shall continue as such for as long as they remain a member of the Club.

8. Organisation and Meetings

- 8.1 The day-to-day affairs of the Club shall be conducted by the Alumni Officer, President and VicePresident with the support of the Committee and in line with the aims and objectives of the Club.

- 8.2 The Committee shall usually meet three to five times a year. All meetings shall be convened by the Alumni Officer, or Officers of the Club. Meetings can be in person or virtual (online).
- 8.3 The President shall normally take the chair at all meetings or shall appoint the Vice-President to preside, or, in their absence, the meeting shall elect a chairman.
- 8.4 Committee Members shall declare any conflicts of interest ahead of any discussions, votes or ratifications.
- 8.5 The Committee may, at its discretion, invite any member of the Club or other person to attend a Committee meeting, but such members or persons shall not be entitled to vote at such meetings.
- 8.6 The Committee shall have the power to set up sub-committees as shall be necessary to consider and report back on any matter within the responsibility of the Committee. At least two members of a sub-committee shall be members of the Committee and one or the other shall act as Chairman at their meetings.
- 8.7 The Committee shall be responsible for maintaining accurate records of all proceedings of the Club and Committee.
- 8.8 The Annual General Meeting shall be at a time and place determined by the Committee, with at least 28 days notification to the general body of members. The Annual General Meeting can be in-person or online. The business of the meeting shall include:
- A report by the Committee on the business of the past year
 - A financial report on the Club's Current and Capital Accounts
 - Election of the Officers and other members of the Committee.
- 8.9 A Special or Extra-ordinary meeting may be called at any time by:
- A majority resolution of those present and voting at a duly constituted meeting of the Committee
 - At least 20 members of the Club applying to the President in writing. Such requests must state the purpose for which the meeting is to be called and must reach the President at least 28 days before the proposed date of the meeting.

9. Quorum

- 9.1 A quorum for the general business of Club meetings (excluding that of financial investments) shall consist of those members present at the time the meeting is called to order. The Club shall act at any meeting by a majority vote of those members present and voting. In an equality of votes the President shall have a casting vote.
- 9.2 A quorum for proposals on the Clubs financial investments (the Clubs Capital Accounts) shall be seventy five percent (75%) or more of the elected members of the Committee. Any member not present at discussions or votes on financial investments shall be subsequently informed and consulted prior to final ratification by the Committee. If, for whatever reason, a member is unable to vote, the Officers of the Club shall vote on their behalf.

10. Finance

- 10.1 The financial year of the Club shall be the 1st of January of each year until the 31st December.

- 10.2 The day-to-day finances of the Club shall be administered by the Committee.
- 10.3 The Capital Account shall be invested and used as directed by the Club Committee in accordance with the aims and objects of the Club.
- 10.4 At least two members of the elected Committee shall act as account signatories on behalf of the Club.

11. Club Constitution

- 11.1 The Committee shall have the power to interpret the rules of this constitution should there be any difference of opinion concerning them.
- 11.2 The Committee shall have the power to deal with any matter not provided for in this Constitution, including the expulsion of members who, in the opinion of the Committee, have acted in a manner likely to be harmful to the reputation of the University or the Club.
- 11.3 Any proposed alterations to this constitution shall be referred to a general meeting. Any additions or alterations made at Special or Extra-ordinary Meeting shall need to be confirmed at the next Annual General Meeting.