



**The University of Liverpool Dental Alumni Association Constitution:
Updated May 2023
For Consideration at AGM 2023**

Name

1.- The Association shall be called the “The University of Liverpool Dental Alumni Association”.

Object

2. - To promote the interests and welfare, socially and professionally, of past students of the University of Liverpool School of Dentistry who have obtained a dental qualification at that institution, and to form a bond of union with the present students.

Ordinary, Honorary and Affiliate Members

3.- The Association shall consist of ordinary, honorary and affiliate members.

Ordinary Members

4. - All ordinary members shall be past students of the University of Liverpool School of Dentistry who have obtained a dental qualification at that institution.

Honorary Members

5.- Any person who may have rendered distinguished service to the Association or who, in the opinion of the Association as expressed by its Council will further its interests, may be elected an honorary member in a General Meeting. An honorary member shall have all the privileges of an ordinary member except that he or she may not vote and shall have none of the liabilities of an ordinary member.

Affiliate Members

6. – Teaching and Research Faculty appointed to the staff of the University of Liverpool School of Dental Dentistry not eligible under clauses 4 or 5 of this constitution may be admitted to Affiliate Membership of the Association during their period of tenure of employment at the discretion of the Council.

An affiliate member shall have all the privileges of an ordinary member except that he or she may not vote and shall have none of the liabilities of an ordinary member.

Admission to Membership

7.- All candidates seeking membership shall apply to the Honorary Secretary via contemporary links.

Resignations

8.- Any member may withdraw from the Association.

Expulsion

9.- The Council shall have the power to suspend and after due enquiry to expel from the Association any member whose conduct shall be deemed detrimental to the honour and interests of the Association or the Dental Profession.

Subscription

10.- The subscription for Life Membership is free.

Meetings

11.- In each year there shall be at least one meeting, which shall be the Annual General Meeting and at which the officers and two elected members shall be elected and the reports of the Honorary Treasurer and Honorary Secretary and the audited accounts shall be presented. The Annual General Meeting may be held either as an in-person event or as an online event.

Quorum

12.- No business shall be transacted at any General Meeting unless a quorum of members is present at the commencement of such business, and such a quorum shall be not less than **seven**.

Special Meetings

13.- Special General Meetings of the Association may be called by the President, Council, or by a requisition signed by eight members of the Association, a copy of which shall be sent electronically to all members.

Visitors

14.- At General Meetings, and under such conditions as the Council may direct, visitors may be introduced by members to the meetings of the Association.

Notice of Meetings

15.- At least fourteen days' notice of every General Meeting shall be given. In the notice convening such a meeting the object for which it is convened shall be clearly stated, and no other business shall be transacted at such General Meeting than that stated in the notice.

16. The notification for every General Meeting shall include a full copy of the up-to-date constitution of the Association.

MANAGEMENT

Officers

17.- The management of the Association shall be vested in its Council, which shall consist of the President, the President-Elect, the Honorary Treasurer, the Honorary Secretary, two elected members, the Dean of the School of Dentistry (ex officio) and the two Presidents of the Dental Students' Society (as co-opted members)

Election of Officers

18.- The President shall be a prominent member of the Alumni Association, nominated by Council and agreed at the AGM. The President-Elect, Honorary Treasurer, Honorary Secretary and the two elected members of Council shall be elected at the Annual General Meeting.

Vacancies

19.- The Council shall have the power of filling up any vacancies which may occur in any office between the Annual Meetings.

Tenure

20. -The President and President-Elect shall hold office for one year. The Honorary Treasurer, Honorary Secretary and two elected Council Members so appointed shall hold office until, and shall be eligible for re-election at, the next Annual Meeting.

Powers of the President

21.- The President shall regulate all the proceedings of the Association at its meetings and at the meetings of the Council. In the absence of the President the chair shall be taken by the President-Elect or in his / her absence, by any other member, who shall be elected by the members present. The Chairman shall have an additional casting vote.

Duties of the Honorary Treasurer

22.- The Honorary Treasurer shall be responsible the monitoring and oversight of the Association's financial affairs. This shall include:

- i. the operation and day-to-day management of a current bank account in the Association's name, and
- ii. the receipt of information and updates from the University of Liverpool finance department in connection with the Association's invested funds which sit in an endowment account overseen by that department.

23.- The Honorary Treasurer shall produce a report to the Association's Annual General Meeting describing financial activities of the Association in the previous year, together with closing balances in the current account and the endowment account (as reported by the Liverpool University finance department).

Duties of the Honorary Secretary

24.-The Honorary Secretary shall attend all the meetings of the Association, to keep the minutes and conduct the general business and correspondence. In the event of unavoidable absence from a meeting, the Honorary Secretary shall appoint a deputy to fulfil the function.

25.- The Honorary Secretary may, at the expense of the Association, procure administrative support in order to maintain an electronic database of all members and assist in communication with the general membership and any other activity that may be required.

26.- The Honorary Secretary shall oversee the creation of the annual members' newsletter and co-ordinate the annual reunion event.

Council Meetings

27.- Council shall meet not less than once per year at such times and in such places as the Council may appoint; but other meetings may be called at the discretion of the President.

Financial powers, authorities, and responsibilities

28. - The Alumni Association has accrued and continues to accrue funds from a number of sources including operational activities, donations, gifts, sponsorship, dividends and interest. This income is retained within a current bank account (currently with Lloyds Bank) and within an expendable endowment overseen by the University of Liverpool Finance Department.

29. - These funds exist for the advancement of the Alumni Association's object (s.2 above).

30. - Council will manage the Alumni Association's funds in accordance with the object and will have authority to identify projects and initiatives that are in keeping with the object.

31. - Having identified relevant projects and initiatives, the Council and the Alumni Association will authorise funding for them subject to the authorities described in Annexe A.

32. - In considering levels of expenditure, members of the Council and the Alumni Association as a whole shall bear in mind the financial impact upon reserves by committing that expenditure. Funds held within the expendable endowment are accessible in their entirety or in any part should the Alumni Association find an appropriate cause. This said, expenditure beyond accrued interest levels will result in depletion of the fund so limiting future availability of finance for future projects in the absence of subsequent fund-raising activity.

Research Committee

33. - Council shall be responsible for appointing a Research Committee consisting of a Chairman and two other Committee members, who will be members of the Alumni Association and who will be appointed annually and eligible for re-election. The Research Committee will have the power to co-opt additional specialist members, who may not be Alumni members, when it is deemed necessary or desirable to do so. The committee will consider research related bids for funding of projects, equipment or educational activity using a process agreed by Council and will have the power to agree funding within the limits set by Council (in accordance with the provisions of clause 31 above). All decisions of the Research Committee shall be reported to Council.

Student Welfare Committee

34. - Council shall be responsible for appointing a Student Welfare Committee consisting of a Chairman and at least two other Committee members. The Student Welfare Committee will have the power to co-opt additional specialist members, who may not be Alumni members, when it is deemed necessary or desirable to do so. The committee will consider applications for assistance using a process agreed by Council and will have the power to agree assistance within the limits set by Council (in accordance with the provisions of clause 31 above).

Additional Committees

35 – Council shall have the power to establish additional committees when it considers it appropriate to do so.

Notice of Meetings

36.- At least seven days' notice of any Council Meeting shall be sent to each member.

Quorum of Council Meetings

37.- **Three** members (excluding co-opted members) shall form a quorum.

Alteration of Rules

38.- Any alteration of, or addition to, this Constitution must be made at the Annual General Meeting of the Association and at least one month's notice must be given.

Annexe A – Liverpool University Dental Alumni Association - Standing Financial Regulations

These regulations shall be applied in all cases when there is a proposal/application for the use of Alumni Funds.

1. Eligibility of proposer/applicant

There shall be four legitimate classes of proposer / applicant:

- a. A current Alumni Association Council Member
- b. An alumnus of the Liverpool School of Dentistry.
- c. A current student of the School of Dentistry.
- d. Someone legitimately acting on behalf of one of the categories identified in 1.a,b or c.

2. Qualifying criteria of proposal/ application:

To qualify for consideration for funding, any proposal must, in the opinion of the Alumni Association Council, satisfy one or more elements of the object of the Association. As currently worded, the object demands that funding must, either;

- a. ‘...promote the interests and welfare, socially and professionally, of past students of the University of Liverpool School of Dentistry who have obtained dental qualification at that institution, and/or;
- b. ‘...form a bond of union with the present students.’

The current interpretation of these criteria shall be within the sole discretion of the Council members. In the event of disagreement with regard to interpretation, the matter shall be resolved by a simple majority in a Council vote.

3. Quantum of funds to be considered

Qualifying proposals/ applications submitted by eligible proposers/ applicants shall be considered for approval subject to the following authorities:

- a. Proposals /applications up to a value of £500.
Two members of the Alumni Association Council
- b. Proposals /applications over £500 but under £1000.
Three members of the Alumni Association Council
- c. Proposals /applications over £1000 but under £5000.
A simple majority vote at a quorate Alumni Council meeting
- d. Proposals /applications over £5000 but under £15,000.
A two thirds majority vote at an Alumni Council meeting at which no fewer than six voting members are present.
- e. Proposals /applications over £15,000.
Approval of a motion at a General Meeting of the Association

In any financial year, the Council of the Association shall not authorise a total aggregate expenditure in excess of £25,000 without the express authority of a general meeting of the Association.

Proposals /applications for funds will be made to the Honorary Secretary using a form of application consistent with the terms outlined in Annexe 2.

Completed applications will be collated into an annual record and will be submitted to the Honorary Treasurer for reconciliation with the annual report.

Annexe 2: Liverpool University Dental Alumni Association – Funds Application / Proposal

Part 1: Proposer / Applicant

Name	Status	Decision

Part 2: Summary Description of Application / Proposal

Part 3: Qualifying criteria:

Criterion claimed		How (narrative description)	Decision
Promotion of the interests and welfare, socially and professionally, of past students of the University of Liverpool School of Dentistry, who have obtained a dental qualification at that institution.			
Forming a bond of union with the present students.			

Part 4: Quantum sought:

Part 5: Consideration

Quantum	<£500	£500-£1,000	£1,000-£5,000	£5,000-£15,000	>£15,000
Required Authority	Two Council Sigs	Three Council Sigs	Simple Maj of Council Meeting	2/3 Maj of Council Meeting	GM Decision
Date Considered					
Decision					
Evidence of Authority					
Pass for processing					

