

## **Rules of Procedure of the University of Liechtenstein Alumni (ULA)**

### **I. Purpose**

#### Art. 1

##### *Purpose*

- 1) As an unincorporated body, the ULA shall fulfil the tasks assigned to it for its self-administration within the university and represent the interests of its members.
- 2) Unless otherwise provided, any references made to individuals in these in these Rules of Procedures are intended to include both genders.

#### Art. 2

##### *Objectives*

The ULA aims to strengthen ties among former students and the relationship between the University and its students. It also aims to strengthen lifelong learning and the mutual exchange of experiences. Further, the ULA shall pursue the following objectives:

- 1) To jointly organise alumni activities with the University of Liechtenstein and the alumni themselves
- 2) To assist other alumni organisations and associations at the University of Liechtenstein
- 3) To combine activities in alumni-related matters
- 4) To organise events
- 5) To support the University of Liechtenstein in teaching, research and continuing education
- 6) To acquire, and maintain relations with, sponsors for the University of Liechtenstein

### **II. Membership**

#### Art. 3

##### *Members*

- 1) Full membership may be obtained by:
  - a) All former students of the University of Liechtenstein
  - b) Graduates of other universities who were enrolled at the University of Liechtenstein for at least one semester.
- 2) Associate membership may be obtained by:
  - a) Teaching staff members
  - b) Individuals and institutions having a special relationship to the university
- 3) Every member shall undertake to promote the association's purpose.

4) Individuals and institutions may be awarded an honorary membership.

Full membership shall be granted upon the signing of the membership form. The Advisory Council and Coordination Office shall jointly determine the acceptance of associate members and the award of honorary membership.

### III. Organisation

#### Art. 4

##### *Bodies*

1) The bodies of the ULA are

- a) the University of Liechtenstein's Alumni Coordination Office
- b) the Advisory Council.

2) The Advisory Council's term of office shall be two years, commencing from the date of appointment by the University of Liechtenstein's Rector.

The Alumni Coordination Office represents a direct link between the alumni and the University of Liechtenstein. The Coordination Office shall be supported and advised by Advisory Council, which is made up exclusively of motivated graduates (members of the ULA). The Advisory Council is open to all alumni who can contact the Coordination Office in this regard. The Advisory Council shall be appointed by the Rector on recommendation by the Coordination Office.

#### Art. 5

##### *Tasks*

The ULA is convinced that alumni activities can only be pursued successfully if the University and Alumni act together. Key activities and strategies shall be developed and determined jointly.

- 1) The main task of the voluntary Advisory Council is to provide advice to the ULA and the Coordination Office. In addition, it is accessible to the ULA and the Coordination Office as a source of ideas.
- 2) The Advisory Council shall support the alumni activities by proposing projects and ideas, by directly contacting other alumni, but also operationally if necessary.
- 3) The Coordination Office shall act as a communications platform, coordinate the ULA's procedures, maintain the database, be the first point of contact for members and administer the finances.
- 4) Regional groups and course-specific groups shall be supported by the Coordination Office in all respects.
- 5) The Coordination Office shall maintain and manage the social-media platforms and groups and provide information about developments at the University, alumni activities and job offers for alumni in regular newsletters.

#### Art. 6

### *Members' Benefits*

- 1) Access to the members' area of uni.li/alumni, incl. the full who-is-who catalogue
- 2) Opportunity to participate in all alumni events at the University of Liechtenstein
- 3) Discounted admission to selected events at the University of Liechtenstein
- 4) Personal, lifelong e-mail address (forename.surname@alumni.uni.li)
- 5) E-mail newsletter
- 6) Membership to the career:service at the University of Liechtenstein
- 7) Discounts for selected continuing education products the University of Liechtenstein

### **III. Financing**

#### *Art. 7*

##### *Source of Funds*

- 1) The intangible assets consist of:
  - a) Contacts
  - b) Co-operations
  - c) Support measures
  - d) Establishment of regional or course-specific groups
  - e) Advertising and membership information
- 2) The tangible/financial assets consist of:
  - a) Financial support from the University
  - b) Voluntary membership fees
  - c) Revenue from events, advertising revenue and voluntary contributions from members or institutions

#### *Art. 8*

##### *Membership Fee*

- 1) No membership fee shall be charged for ULA membership.
- 2) All of the members are free to make a voluntary annual contribution.
- 3) Sponsoring members may contribute towards alumni projects, University projects, events or financial grants.
- 4) Membership fees are used exclusively for alumni activities.

#### *Art. 9*

##### *Budget*

- 1) The Coordination Office and Advisory Council shall jointly adopt a budget for each financial year, which shall be made available to all the members. The budget includes the revenues made from and expenses incurred for events and membership fees and sponsoring contributions from members.
- 2) The financial year corresponds to the University of Liechtenstein's financial year.
- 3) A statement of accounts for spending shall also be disclosed to all of the members.

### **IV Final provision**

#### *Art. 10*

##### *Entry into Force*

These Rules of Procedure shall enter into force on 5 August 2014 by virtue of a Rectorate resolution.