

BOND  ALUMNI

# Alumni Framework



# ALUMNI ADVISORY BOARD

## 1. PREAMBLE

- 1.1. Bond University will create the Bond University Alumni Advisory Board, to strengthen the relationship between Bond University, its alumni and the broader community. It will strive to support Bond's recognition internationally as a leading independent university, imbued with a spirit to innovate, a commitment to influence and a dedication to inspire tomorrow's professionals who share a personalised and transformational student experience.
- 1.2. As the peak alumni body of the university, the Alumni Advisory Board will play a central role in building a lifelong partnership between the University and its alumni, seeking to reach, engage and represent the alumni in the life and work of the university.

## 2. NAME AND DEFINITIONS

- 2.1. The name of the Board shall be the Bond University Alumni Advisory Board (hereinafter referred to as the 'Alumni Board').
- 2.2. Bond University is hereinafter referred to as 'the University'.
- 2.3. The term 'Alumni Network' refers to recognised Alumni segments (formerly referred to as Alumni Chapters, Groups, Clubs, or Cohorts). Alumni Networks may be organised based on geographic location, discipline, cohort, or cultural affiliation.
- 2.4. The word 'Committee' refers to the alumni organisation group that assist with the management of each Alumni Network.
- 2.5. Alumni of the University is a term used collectively to refer to all former students of the University. Additional definitions are as follows:
  - 2.5.1. Alumni graduate refers to individuals who have successfully graduated from a degree or diploma program at Bond University.
  - 2.5.2. Associate alumni refer to individuals who have successfully completed a minimum of one semester study (3 subjects) in an award program, such as a Study Abroad or Exchange program, cross-institutional enrolment, or someone who commenced study at Bond University, but did not graduate.
  - 2.5.3. Past staff of the University are associate members of the alumni community.

## 3. ROLE

- 3.1. Support institutional excellence at the University;
- 3.2. Serve as a channel for the alumni community to share insights, experiences and feedback with the University on its growth and future direction, fostering mutual understanding, and strengthening the connection between alumni and the University;
- 3.3. Provide high level strategic advice and support in relation to alumni and their role in the University community;
- 3.4. Nurture and support Alumni Networks by fostering their growth and impact, while also providing guidance to ensure their activities align with the University's strategic goals and operate within agreed structures;
- 3.5. Develop and implement outreach activities that support Bond University students; and
- 3.6. Promote a culture of giving within the alumni community, acknowledging that alumni contributions may take many forms, including time, expertise, networks, and financial support.

## 4. OBJECTIVES

The objective of the Alumni Board shall be to assist and cooperate with the University to:

- 4.1. Promote interaction, communication, maintenance and development of the relationship with graduates of the University;
- 4.2. Engage strategically with alumni, business, government and the community, thereby driving more value from alumni engagement;
- 4.3. Provide representation for the alumni community and thereby represent a perspective of alumni to assist and advise the University;
- 4.4. Foster alumni interest and goodwill in the University's affairs by encouraging intellectual and emotional ties between alumni and the University;
- 4.5. Raise the University's profile nationally and internationally to key stakeholders for the benefit of the Board, the University and the wider community, and to promote and protect the academic reputation of the University;
- 4.6. Raise resources to support the University.

## 5. STRUCTURE

- 5.1. The Chair of the Alumni Board will report to the University Council to provide a strategic overview of the Alumni Centre activities, in line with the Alumni Engagement Strategy.
- 5.2. Alumni Networks and their supporting Committees will report to the Alumni Centre, with any relevant issues or concerns to be escalated to the Alumni Board.
- 5.3. The structure:

<b>ALUMNI BOARD</b>
<b>Chair</b> Appointed by Council
<b>3 Alumni Members</b> Appointed by Vice Chancellor
<b>3 Elected Alumni Members</b> Elected by alumni
<b>3 Staff Representatives</b> Appointed by Vice Chancellor

## 6. MEMBERSHIP

- 6.1. The Alumni Board shall comprise the following members:
  - i) The Chair (appointed by Council);
  - ii) One (1) Deputy-Chair (chosen from the members outlined in (iii) - (iv) below) which is optional;
  - iii) Three (3) appointed alumni members appointed by the Vice Chancellor subject to eligibility as defined in article 6.2;
  - iv) Three (3) elected alumni members subject to eligibility as defined in article 6.2;
  - v) Three (3) representatives of the University, appointed by the Vice Chancellor.
- 6.2. Alumni members who are eligible to stand for election to the Alumni Board must have successfully graduated from a Bond undergraduate or postgraduate degree; and at least one (1) of the above must have been an international student at the time of original enrolment;
- 6.3. The three (3) elected alumni members as referred to in article 6.1 (iv) shall be elected by online ballot sent to all alumni graduates, as defined in article 2.4;
- 6.4. A call for nominations for election to the Alumni Board shall be advertised by the University to alumni members. Nominations shall remain open for a period of one (1) month;
- 6.5. The University reserves the right to reject the appointment of elected alumni members. The University may consider that a person is not fit to serve on the Alumni Board for either a specific period or permanently having regard to:
  - i) Real or perceived conflicts of interest;
  - ii) Reputational concerns or harm;
  - iii) Inappropriate or offensive behaviours, comments, views, or actions; and
  - iv) Failings of character, breaches of the law, financial impropriety, or lack of general morality.In such cases, that person will be removed from the ballot, or if the ballot has already been cast, then that person will be removed from the counting of votes.
- 6.6. All Alumni Board members appointed under Article 6.1 (i) to (iv) including the Chair shall hold office for a term of two (2) years and shall be eligible for re-election or further appointment for a maximum of three (3) consecutive terms (maximum of 6 years);
- 6.7. Desirable membership of the Board shall include to the extent possible representation across gender, age, study discipline, undergraduate and postgraduate, nationality and geography. Contribution to the University, recognition of distinction and University support are all to be considered in any appointment, as is useful and varied skill sets;
- 6.8. The Alumni Board may fill any casual vacancy with approval of the Vice Chancellor.

## 7. ALUMNI BOARD ELECTIONS

- 7.1. Nominations for election to the Alumni Board must be presented consistently to the voting membership. Nominations may include:
  - i) A professional headshot

- ii) Brief biography and key priorities (must be between 100 - 250 words)
- 7.2. Candidate listing will be randomised.
- 7.3. Each voting member will have one vote per position available (eg. If three positions are vacant, voters will have the option to vote three times). Note: Voters can only vote for one candidate once.

## **8. THE CHAIR**

- 8.1. The Chair shall be appointed by the University Council on the recommendation of the Vice Chancellor;
- 8.2. The Chair shall hold office for two (2) years and shall be eligible for further appointment as Chair for a maximum of three (3) consecutive terms (maximum of six (6) years);
- 8.3. The Chair shall take the chair at meetings of the Board;
- 8.4. The Chair shall have one (1) casting vote;
- 8.5. The Chair of the Board shall report to University Council on a quarterly basis or as requested by University Council;
- 8.6. The optional Deputy-Chair position shall be elected by the Alumni Advisory Board, once all alumni members of the Board have been appointed.

## **9. ALUMNI BOARD MEETINGS**

- 9.1. The Alumni Board shall meet at least three (3) times per year, on dates which are determined and set a minimum of two months in advance;
- 9.2. The Alumni Centre shall invite all members of the Alumni Board to contribute items for inclusion in the agenda;
- 9.3. The agenda for the meeting shall be set by Alumni Centre in consultation with Alumni Board Members and Director of Alumni Relations;
- 9.4. The Alumni Centre will be responsible for providing administrative support to the Alumni Board and its members.

## **10. ALUMNI LEADERS FORUM**

- 10.1. The University shall host an Alumni Leaders Forum each year either in-person or virtual;
- 10.2. The University shall invite the Alumni Board Chair, Bond University Limited Alumni Members, Members of the Alumni Board and the President of each Alumni Committee to attend the Alumni Leaders Forum;

## **11. FUNDING AND BUDGET**

- 11.1. The activities of the Alumni Board shall be funded by the budget assigned for these purposes by the University.
- 11.2. The budget holder for the Alumni Board is the Alumni Centre, who shall supervise the Alumni Board's budget and remain responsible for the management and auditing of the Board's expenditure in line with the University's financial policies.
- 11.3. Any money received by the Alumni Board for its purposes or raised by the Alumni Board shall, after deduction of any expenses incurred in relation thereto, be paid to the University and shall be held by the University for the purposes for which it was raised.
- 11.4. Any unspent money allocated to the Alumni Board or Alumni Networks, shall be returned to the University through the budget process, either per event or annually.
- 11.5. Any property received by the Alumni Board for its purposes shall be received upon trust for the University and shall be transferred to the University to be held by it for those purposes.

## **12. CONFIDENTIALITY**

- 12.1. Members of the Alumni Board must not disclose to persons who are not members of the Alumni Board information of a confidential or sensitive commercial nature.

# ALUMNI NETWORKS & COMMITTEES

## 1. ALUMNI NETWORKS

- 1.1. Alumni Networks play an important role in fostering a lifelong and mutually beneficial relationship between Bond University and its alumni. They are a way of keeping in touch with fellow Bond graduates and friends in a particular region or area of interest, building social and professional networks, while at the same time furthering the reputation of the University and assisting in raising resources for the University.
- 1.2. Any such Alumni Networks shall register with the Bond University Alumni Centre in order to be considered a recognised Alumni Network.
- 1.3. The University will only recognise official Alumni Networks. Other associations may not operate independently and will not be permitted to use the University logo or name to promote their association, without the prior consent of the Alumni Centre.
- 1.4. The Alumni Centre must maintain a list of Alumni Networks recognised by the Alumni Board.

## 2. ALUMNI NETWORK CRITERIA

- 2.1. An Alumni Network is a formal, organised association of alumni established to engage with other Bond alumni for professional, industry, faculty, geographic and/ or special interest purposes. Such a group might consist of a cohort year who assist with organising section functions. Basic requirements of an Alumni Network include:
  - i) Have an active Committee with a President/Co-Presidents, and other operational roles such as Secretary, Treasurer, Social Media Officer, Executive Members etc;
  - ii) Maintaining a minimum membership of 50 persons from the alumni population in the cohort year, geographic, discipline, or other specific interest area;
  - iii) Hold a minimum of two (2) events per year, each designed to include a networking, professional development, or lifelong learning component, and open to all alumni eligible for membership of the Alumni Network.

## 3. FORMING A NEW ALUMNI NETWORK

- 3.1. A new Alumni Network may be established either by an alumni graduate who expresses interest or identifies a need, or by the University. The process for establishing a new Alumni Network is as follows:
  - i) An alumnus contacts the Alumni Centre to request the establishment of a new Alumni Network;
  - ii) The Alumni Centre assesses the viability of the proposed Alumni Network and, if appropriate, reaches out to relevant alumni to register interest;
  - iii) Where possible, an event is held with a Bond staff member present to confirm the viability of the Alumni Network and endorse the committee members.

## 4. ALUMNI COMMITTEE OPERATIONAL GUIDELINES

- 4.1. An ongoing membership list of Alumni Networks, including Committee Members will be maintained by the Alumni Centre.
- 4.2. The Alumni Centre will regularly review the activities and membership of all Networks and reserves the right to deactivate any formal Network where engagement levels, membership numbers, or other relevant factors necessitate the deactivation.
- 4.3. Following each event, the Committee President will report back to the Alumni Centre to review outcomes and feedback.
- 4.4. Committee President will be invited to represent the Alumni Network at Bond University Alumni Leaders Forum.
- 4.5. Should a President of an Alumni Committee be unable to attend the Alumni Leaders Forum, an appropriate representative from the respective Committee may attend in their place. Any replacements shall be discussed with the Alumni Centre and must be approved by the Alumni Centre.
- 4.6. Committees may be asked to provide a delegate to assist on occasion at University events.
- 4.7. The Alumni Centre reserves the right to review Network leadership positions from time to time, and may request changes where appropriate, including instances where an individual has held the role of President for an extended period. This ensures opportunities for broader alumni participation and leadership development.
- 4.8. Committee members are encouraged to rotate roles where appropriate, to support shared leadership and fresh perspectives. Presidents are encouraged to serve a maximum term of three (3) years in the role.
- 4.9. Alumni Networks and Committees should seek advice from the Alumni Centre before using the University's name, logo, or brand elements, to ensure alignment with branding guidelines.
- 4.10. The Alumni Centre centrally manages Alumni Network social media profiles and will work with alumni leaders to provide appropriate administrative access where needed.

- 4.11. The Alumni Centre will review Alumni Network social media accounts and may take action, including deactivation, to ensure they remain relevant and effective.

## **5. ALUMNI COMMITTEE FUNDING**

- 5.1. Alumni Committees will be allocated an annual budget at the end of each calendar year for the following year. Committees must formally submit a proposal outlining their planned events for the year.
- 5.2. Budget allocations are determined at the discretion of the Alumni Centre and may take into account factors such as Alumni Network size, levels of engagement, local conditions, and alignment with the University's strategic priorities.
- 5.3. Proposal documents will include guidelines from the Alumni Centre regarding ticketing, scheduling, fundraising, and event types, which may be updated from year to year.
- 5.4. While proposals will be reviewed and approved in advance, the Alumni Centre reserves the right to request changes or adjustments if required, even after approval.
- 5.5. Alumni Committees are encouraged to focus on fundraising for the Ambition Appeal and student bursaries. Where possible, proceeds from event ticket sales should support these initiatives rather than supplement the event budget.
- 5.6. Committees interested in approaching corporations or businesses for potential sponsorship must coordinate their request with the Alumni Centre in order to preserve the University's corporate relationships.

## **6. MEMBER CODE OF CONDUCT**

- 6.1. A member must act honestly, in good faith and in the best interests of Bond University alumni as a whole.
- 6.2. Members have a duty to use due care and diligence in fulfilling their role, and in the exercise of any powers attached to that position.
- 6.3. Members must use the powers of office for a proper purpose, in the best interests of Bond University alumni as a whole, and not for any personal gain.
- 6.4. Members must not make improper use of information acquired.
- 6.5. Members must avoid situations in which any private interests, whether pecuniary, personal or otherwise, might reasonably be thought to create an actual or perceived conflict of interest with their duties to Bond University alumni. Potential conflicts of interest must be declared to the Board.
- 6.6. Relevant personal information will only be shared members in line with current privacy laws.
- 6.7. Personal information, for example, alumni membership data, received by a Member in the course of their duties must be treated as confidential. It must not be disclosed unless that disclosure has been authorised by the specific individual concerned or is required by law.
- 6.8. Members are expected to remain open to feedback from the Alumni Centre to ensure events and activities are aligned with best practice and University priorities.
- 6.9. Members should not engage in conduct likely to bring discredit to the reputation of Bond University alumni.
- 6.10. Members must not seek to represent the University in any public forum without prior permission of the Vice Chancellor or delegate.
- 6.11. Members must not enter into any contract or arrangements with third parties that use the name of, or have association with Bond University, without the prior permission of the Alumni Centre.
- 6.12. If a member does not abide by these requirements outlined in this Code of Conduct, has acted in an immoral or unethical manner, or takes action that may compromise the University's or its alumni's reputation, they will be notified that their actions will be recorded and considered by the Vice Chancellor or delegate.
- 6.13. If the University determines that a breach has occurred, or that the matter is worthy of further consideration, then the University may:
  - i) Write a formal letter of caution, advising the individual that any subsequent violations may lead to more severe consequences;
  - ii) Request a formal apology in writing; or
  - iii) Remove the individual from membership of the Committee or Alumni Board.

**Alumni Centre**

Office of Engagement

Bond University

Gold Coast Queensland 4229

Australia

Phone: 07 5595 1450

Email: [alumni@bond.edu.au](mailto:alumni@bond.edu.au)

[bond.edu.au](http://bond.edu.au)