

# El Salvador Alumnus Group

## **El Salvador Alumnus Group Constitution v0.1 11/05/06**

### **Definitions**

For the clarity of this document, the following definitions have been used:

*The project*; refers to the El Salvador Expedition project taking place in any year, from its beginning with a leader being allocated, through the actual in-country work, to its completion when all reports and presentations have been completed.

*The team*; refers to the team of students working on the project in any particular year.

*The group*; refers to the El Salvador Alumnus Group.

*The members*; refers to the members of the El Salvador Alumnus Group.

*Participants*; students who have participated in the project in previous years, but are not in the current team.

### **1.0 Objectives**

- 1.1 The main objective of the group should be to support the team working on the project each year, by providing a source of knowledge, experience, governance and some finances.
- 1.2 The group should also assist by bringing more structure and continuity to the project year on year, to ensure its continued success and alleviate some of the reliance upon individual students.
- 1.3 The group will also provide a network for previous participants to remain in contact with the project, and each other.

### **2.0 Membership**

- 2.1 It is anticipated that the majority of the members of the group will be graduates who have participated in the project whilst at university.
- 2.2 These graduated participants will be actively encouraged to join the group by the committee members.
- 2.3 Graduates who did not participate in the project will also be welcome to support the project by joining the group.
- 2.4 Students who have participated in the project but are still studying will not be able to join the group until they have graduated. Until such a time it will be the responsibility of the team to gain any knowledge and experience from them, and to keep them interested in the project.
- 2.5 All members will pay an annual subscription to the group, of £20pa
- 2.6 The members will benefit from being invited to an annual dinner, held in the Autumn Term each year to celebrate the returning team's success, and to allow knowledge sharing and networking with those interested or active in the next year's project.
- 2.7 The members will be kept up to date with the project via a newsletter, which will be sent out at least annually, in the Spring Term, reporting on the previous team's project and the current team's progress.
- 2.8 The members will have access to the project website, and a secure Members' area within the website.

### **3.0 Management Committee**

- 3.1 There will be a Management Committee governing the group. The committee will be made up of a Chairman/Secretary, a Web

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Administrator, a Treasurer, a Language Advisor and a College Liaison.

- 3.2 These roles will not initially be voted in, but they will be for a fixed term (To be agreed).
- 3.3 Any member may request to be involved in the Management Committee. They will agree with the Committee what role they could take within the Committee. As the group grows, there will be potential for more roles to be formed, or roles to be split. Potentially pro-active members could join the committee without specific roles, but purely to assist and have a hand in the governance.
- 3.4 The Committee will adjourn approximately quarterly, and the role of the committee is:
  1. To be the contact point with the team leader to provide help and support.
  2. To maintain the network of members, take membership fees and recruit new members annually from the participants who are graduating.
  3. To communicate the progress of the project to members through a newsletter.
  4. To organise an annual reunion of all former participants.
  5. To put a time frame on the project for the team to meet.
  6. To maintain the group and project account year on year, to avoid the exercise of setting up accounts having to be repeated annually.
  7. To contact REDES each year following the project, to take any feedback or advice of how the team the following year could develop the project further.
  8. To be a contact point for the university/department should they wish to influence or discuss the long-term development of the project.
  9. Potentially to assist with fundraising, but this activity will remain the team's responsibility.
- 3.5 The Committee should hold the bank account for the group and the project. These will be two separate accounts, both ultimately under the supervision of the treasurer.

### **4.0 Financial Matters**

- 4.1 The finances from the annual subscriptions will be collected in the group account, controlled by the treasurer.
- 4.2 These funds will be spent on the upkeep of the website, production and distribution of newsletters, and any other general running costs of the group.
- 4.3 The remainder of the funds will be donated to the project on an annual basis.
- 4.4 The treasurer will report back to the group annually on the use of the previous year's funding, via the newsletter.
- 4.5 The project account will also be controlled by the group treasurer, and each year the current team treasurer will also be a signatory on the account.

### **5.0 Amendments to these rules**

- 5.1 These rules are still under construction. Once they are completed and agreed by all members of the Committee they will stand, and can only be amended by a vote by the members. Votes can be registered in person if a meeting is held, or by email, and an amendment requires a 60% or greater consensus from the members.