



Alumni Association Constitution

Policy Name: Alumni Association Constitution

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The Raffles College of Design and Commerce (“RCDC”) Alumni Association connects alumni with each other as well as the college. Strong alumni associations can contribute to ensure alma mater's continued strength. Being involved with the RCDC Alumni Association can be extremely rewarding - it can enrich lives both personally and professionally.

RCDC recognises that it is important to remain in contact with its alumni and to develop an alumni network that supports the College’s development that provides a network for current students, recent graduates and experienced practitioners who become our teachers. To ensure the courses offered remain relevant and dynamic, it is important to draw upon the collective alumni experience.

Name & Purpose

- The name of the organisation shall be the Raffles College Alumni Association (“The Association”)
- The purpose of the Association shall be:
 - To maintain and encourage contact among members,
 - To create links between students, graduates, the professions and industry,
 - To foster and encourage interest in RCDC,
 - To work for the development and strengthening of education at the RCDC,
 - To help create positive Public Relations for RCDC by keeping track of the achievements of former RCDC students,
 - To help RCDC graduates to find their place in the workplace through networking with other members of the Association and professional and industry bodies,
 - To help members of the Association to grow both personally and professionally,
 - To help to raise funds for the College that could be used for purposes such as: library needs, for scholarships and student amenities,

Membership

All past students, present and past staff members of RCDC, present and past RCDC College Council members and other such persons as recommended by the RCDC College staff and/or other alumni members and approved by the Association Committee are entitled to be and are deemed to be members of the Association.

As an active member of the Raffles College Alumni Association (RCAA) members will be encouraged to stay in touch with your Alma matter by attending RCDC events, Alumni Association meetings etc.

Fees

No fees shall be charged with relation to members in the Association.

Officers

The officers of the Association shall be:

President / Vice President (local) / Vice President (overseas) / Secretary

Membership benefits for all active members

- Access to the RCDC library and online journals
- Service – find other alumni
- Login access to all web services
- Raffles College email address
- Being informed about changes in the RCDC and REC
- Discount to RCDC Masters courses
- Special promotions, discounts for alumni and to other RCDC services
- Invitation to events and seminars
- Being a part of the College, Professional and industry network

Association Committee

A Committee of four officers and two other members shall be elected to conduct the Association affairs in the period between Annual General Meetings (AGM).

- This Committee shall meet as needed.
- Three Committee members present at a Committee meeting shall constitute a quorum.
- College's staff representative is an ex officio member of the Committee.
- The term of office for officers and the committee members is one year from AGM to AGM.
- Retiring Committee members shall be eligible for re-election each year.
- If resignation of an officer or Committee member is received in the period between AGMs, the Committee shall have the authority to appoint new personnel to the vacant position or positions.

Annual General Meeting

- An AGM shall be conducted each year at an appropriate time such as Graduation Day.
- The AGM shall be advertised in a Newsletter via email at least 21 days before an AGM.
- The AGM shall:
 - Elect the officers of the Association for the next year;
 - Elect three Committee members for the next year;
 - Hear reports on the Association and the RCDC College;
 - Conduct such business as is brought to the AGM.
- Three Committee members and three other members at the AGM shall constitute a quorum.

Special Meetings

Special Meetings (SM) of the Association shall be called by the Committee as required.

- A SM shall be advertised in a Newsletter and via email at least 21 days before the SM.
- Three Committee members (including officers) and three other members present at a SM shall constitute a quorum.

Meetings

- The Association President shall chair all Association meetings. If the President is absent, Vice President shall chair meetings. If both the President and Vice President are absent, the secretary shall chair meetings.
- Unless specified in this Constitution, the usual rules of Parliamentary Procedure will be followed for all meetings of the Association and its committees.

Finances

- Finance to operate the Association shall be provided by an annual grant from the RCDC College as well as funds raised by RCAA. Annual budget shall be approved by the Association Committee each calendar year at the meeting of the Committee held as close as possible to the commencement of that year.
- The Association shall, as it deems appropriate, raise funds to assist RCDC, students and/or staff. All Association funds shall be held in trust by the RCDC administration.

Amendments to the Constitution

Amendments to this constitution shall require

- To constitute a quorum at an AGM or SM and
- A two-third of present members voting in favour of the proposal at AGM or at a SM.
- Members shall be advised of proposed amendments in a Newsletter and via email at least 21 days before the meeting.