Code of Conduct for Lund University Alumni Chapters

NAME OF THE CHAPTER

I. The name of the chapter is decided by the Chapter Committee together with the Lund University Alumni Office.

II. The name of this chapter shall be:

PURPOSES

I. To build an engaged and informed community that advocates and supports Lund University on an international level, while simultaneously offering an opportunity for alumni and friends to enhance their networks.

II. Provide the opportunity for alumni in [specified country/region] to reconnect with Lund University and to connect with each other (e.g. via professional networking events and other social gatherings).

III. Help Lund University to increase membership in the Alumni Network while also helping obtain up-to-date contact information and data about these members.

IV. Strengthen alumni links with the academic community at Lund University, thus providing intellectual stimulation and encouraging lifelong learning.

V. Inform and raise awareness about Lund University in order to improve the University’s reputation and brand recognition – a crucial aspect which assists student recruitment in specified region, as well as reputation amongst employers.

VI. Create opportunities for alumni to volunteer in University-related activities.
VII. Create opportunities for alumni to network and offer their skills and expertise for the betterment of the Lund University community.

VIII. Provide support to current Lund University students in the region and to alumni returning or new to the region.

IX. Help and support the strategic aims of Lund University whenever possible.

MEMBERSHIP

I. All alumni, current and former students, faculty and staff of Lund University shall be eligible for participation in the chapter.

II. All members of the chapter must be registered in the Lund University Alumni Network.

LEADERSHIP AND COMMITTEES

I. The chapter shall establish a steering committee. The steering committee should consist of at least three (3) volunteer leaders and fill the roles of Chair, Secretary and Treasurer.

II. The chapter must have at least one primary contact responsible for communication with the Alumni Office at Lund University. The Chair and chapter contact person may be the same person.

III. Additional roles of the steering committee may be created as the chapter sees necessary. The steering committee may establish additional committees as needed to carry out the business of the chapter.

IV. All committee leaders must be registered members of the Lund University Alumni Network.

V. All committee members must agree on the terms of the Code of Conduct.

VI. Lund University shall have the discretion at all times to require the removal of a chapter’s Chair if such officer has committed a serious violation of the Code of Conduct, has breached the spirit in which chapters function, has been negligent in the management of the chapter, has brought discredit to the reputation of the chapter or the University, or has acted in a manner that is incompatible with the University’s core values.

CHAPTER REQUIREMENTS / MEETINGS AND ACTIVITIES

I. The chapter is to be volunteer-driven.

II. The chapter steering committee must write and send an annual report to the Lund University Alumni Office by [month] each year. This report should include the chapter’s overall vision and objectives, events, latest
membership update, review of past activities and plans for future activities, notification of any changes to the chapter’s format, as well as a brief of the chapter’s income and expenditure.

III. A minimum of two (2) chapter meetings must be held on an annual basis. One of which is the Annual General Meeting (AGM). The AGM is open to all chapter members.

IV. The chapter is to organise and host a minimum of two (2) events per year. Event evaluation, post-event reports and attendance lists must be submitted to the Lund University Alumni Office.

V. The chapter commits to creating a strategic plan.

VI. The chapter’s costs related to chapter activities are self-funded. The chapter may apply for monetary support from Lund University*.

VII. Any fundraising activities must be coordinated through Lund University in advance.

VIII. Region-specific clauses are to be discussed and agreed upon by the chapter steering committee and the Lund University Alumni Office.

IX. Informational materials about Lund University’s research, education and other activities must be pre-approved by the Lund University Alumni Office prior to disseminating to chapter members and other chapter stakeholders.

X. Every chapter starts with a provisional period of one (1) year. Upon meeting expectations set forth in this code of conduct, the chapter will then be eligible to receive an official certificate of recognition from Lund University.

USE OF LUND UNIVERSITY LOGO

I. The use of the Lund University logo must be in line with the University’s policies and recommendations.

II. Prior to using the Lund University logo, drafts of advertisements, publications, mailings and other promotional materials should be sent to the Lund University Alumni Office for approval.

USE OF PERSONAL DATA

I. The chapter’s use of members’ personal data is regulated by Swedish laws and regulations. A separate agreement between Lund University and the chapter’s Chair should be established for regulating the use of personal data.

* Monetary support is not guaranteed.
LEGAL LIABILITY

I. Chapter committee members are not authorised agents of Lund University and should not represent themselves as such at any time. No chapter committee member may enter into any contract or arrangement on behalf of, or for, the University.

II. Chapter committee leaders cannot speak officially on behalf of Lund University but can speak officially on behalf of the Alumni Chapter they represent.

DISSOLUTION

I. The chapter can decide to dissolve and terminate its existence at any time. Lund University also reserves the right to de-charter a chapter at their discretion.

II. In the case of dissolution, the Lund University logo cannot be used in the former chapter’s name, materials or website; the chapter will be removed from the University webpage(s); and the University will not promote any events hosted or participate in any activities organised by the former chapter.

III. In case of dissolution, the assets of the chapter shall be used to pay all indebtedness of the chapter. Any remainder shall be paid to Lund University.

☐ I hereby agree to the terms set forth in this document.

As revised,

________________________________________ Date:_________________

Name: __________________________

Chair

Name of Alumni Chapter: __________________________

Lund University Alumni Network