

# **EFPSA Alumni Charter**

Alumni Board 2017-2019

Approved April 2019

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## **Chapter 1 Definition**

### **Article 1.1 Aims and Composition**

The EFPSA Alumni Network is composed of former EFPSA volunteers who wish to continue contributing to the Federation. The aim of the Alumni Network is to provide EFPSA Alumni with the opportunity to connect students and graduates who were actively involved in EFPSA either as part of the Working Community or as members of Organising Committees and Task Forces. Additionally, through the Alumni Network, we aim to support the future Working Community and keep EFPSA Alumni updated on the growth and development of the Federation across the years.

### **Article 1.2 Logo**

The official EFPSA Alumni logo can be found below. The RGB colour of the logo is 255.204.113 while the HEX code is #ffcc71.



## **Chapter 2 Membership**

### **Article 2.1 Membership Categories**

EFPSA Alumni can be divided into two categories:

- A. Former EFPSA Volunteers within the Working Community
- B. Members of Organising Committees, Vice Member Representatives & Task Forces

### **Article 2.1.1 Former EFPSA Volunteers within the Working Community**

Any individual who has held an official role within the EFPSA Working Community as a member of the Board of Management, Executive Board and Member Representative. Only the Head and Co-Heads of Organising Committees are part of this category.

### **Article 2.1.2 Organising Committees, Vice Member Representatives & Task Forces**

Any individual who has held a position within an Organising Committee of an EFPSA Event, was a Vice Member Representative or held a position within an EFPSA Task Force.

In the case that an individual has held positions in both Group A and Group B across one or more mandates, then they should register under their Group A position(s).

Individuals who currently hold a role within the EFPSA Working Community cannot join the EFPSA Alumni Network, regardless of whether they are students or have graduated, until they have finished their mandate.

In case a person has rightfully registered as an Alumni and afterwards takes on a new position within Group A or Group B, their membership as an Alumni will be paused until their active mandate has ended.

### **Article 2.2 Applying for Alumni Membership**

In order to be officially considered an EFPSA Alumnus, Alumni must register through the form found on the EFPSA website.

It is the duty of the Alumni Board to oversee the registration of Alumni and confirm (or reject) membership within 30 calendar days from the date their application is received. Applications are confirmed or rejected after receiving confirmation of previously held position(s) within EFPSA (eg. Proof per Position Document, Certificate of Contribution, email from Coordinator or BM Responsible etc.).

### **Article 2.3 Benefits of Alumni Membership**

Through their membership, EFPSA Alumni receive insights into EFPSA via Internal and External Newsletters, Calls and Updates (e.g. Joint EB&MR Meeting Outcomes, Board of Management Meetings Outcomes, etc.). In this way, EFPSA Alumni will remain up to date with EFPSA's activities and may continue to contribute through their support, advice and assuming positions within Task Forces etc.

Registered Alumni Members within Group A can apply to form part of the Alumni Board and may also vote for members of the Alumni Board and their votes will be taken into consideration during the selection process.

By being part of the EFPSA Alumni network, members also benefit by being kept informed about the progress of EFPSA; receive Calls to share with students; help Org.Coms (with advice) and the EFPSA Working Community, are able to register as Alumni for the EFPSA Congress.

## **Chapter 3 Structure**

### **Article 3.1 Alumni Board**

#### **Article 3.1.1 Definition**

The EFPSA Alumni Board represents the Alumni Network. It consists of three or four Alumni members. One of these positions is assumed by the Immediate Past President of the most recent mandate or the previous mandate (or both). This is to ensure optimal communication between the active EFPSA Working Community.

The most recent Immediate Past President is automatically part of the Alumni Board. If they would like to be Chair, they must apply for this position, but even if they are rejected, their Board position is still automatic.

In case this is the second year of the Alumni Board mandate, the previous Immediate Past President can choose to remain part of the Alumni Board if they want to. This means that there may be two IPPs in the same team for the second half of the Alumni Board mandate. The remaining two members of the Alumni Board are selected through the selection process outlined in **Article 4.2**.

### **Article 3.1.2 Mandate**

The Alumni Board mandate starts 60 days after the Alumni Assembly. The mandate lasts for two consecutive years.

### **Article 3.1.3 Candidacy**

The current Alumni Board is in charge of opening the Call for the upcoming Alumni Board positions. The Call shall be made for two positions, excluding the position(s) of Immediate Past President(s). The Call will stipulate if the candidates wish to apply for the Chair position or not. If the Immediate Past President, who has already received their position by default, wishes to chair the Alumni Board, they must apply for this position.

The Call for the Alumni Board should open within 30 calendar days following the Alumni Assembly at the Congress. The Call should be open for at least one week. Following the Call, the Alumni Board will set up the online voting which will be accessible for all Group A members who will be given one week to vote on the candidates. If any members from the current Alumni Board are reapplying, they should be excluded from the voting.

If the Immediate Past President has reapplied to be a part of the Working Community, they are not able to also be a part of the Alumni Board. In this rare instance, they should propose someone from their previous Board of Management to take their role. This person should be voted upon at the General Assembly.

If none of the candidates apply to be the Chair of the Alumni Board, then the current Board will discuss this with the applicant(s) they think would best fit the position and ask if they would consider the position of the Chair. If no one will take this position, the Immediate Past President should take this lead, and ensure meetings are called, agendas are produced and minutes are taken.

The current Alumni Board will make the selection and confirm their choices with the EFPSA Board of Management within 60 calendar days.

Only members of Group A are eligible to apply for Alumni Board positions.

#### **Article 3.1.4 Voting Procedure**

All members of Alumni Group A have the right to vote for up to two candidates. The outcome of the online voting is used as an advisory vote for the Alumni Board. The candidate with the highest amount of votes will be allocated two points while the candidate with the second highest amount of votes will be allocated one point. The members of the Alumni Board also have two votes each and each of these votes counts as one point towards the final score of the candidates.

#### **Article 3.2 Role Description**

Purpose: to ensure optimal functioning of the Alumni Network by developing and implementing various strategies.

The Alumni Board is responsible for:

- Developing and adhering to their EFPSA Action Plan
- Maintaining the virtual communication tools of EFPSA Alumni Network
- Maintaining communication with the EFPSA Board of Management - they should provide the EFPSA Board of Management with updates every four months
- Planning and creating Alumni Network events and activities
- Providing advice and support to the EFPSA Working Community
- Maintaining accurate and complete alumni database records in compliance with GDPR
- Performing budget planning for the yearly Alumni events, programmes, or communications and accordingly overseeing them
- Enhancing communication between EFPSA Alumni
- Supporting EFPSA Events and Services when necessary

The Immediate Past President is the official link between Alumni Network and the current EFPSA Board of Management

### **Chapter 4 Alumni Assembly and Meetings**

#### **Article 4.1 Alumni Assembly**

The EFPSA Annual Congress usually takes place between the middle of April and the beginning of May. The Alumni Assembly will be held during the Congress. This will be an official event in the schedules. There will only be one assembly per EFPSA mandate.

During the Alumni Assembly, the Alumni Board will present the projects and achievements of the past mandate, along with any developments from the Alumni Network. Everyone is invited to attend the Alumni Assembly and raise any points for discussion.

If there is anything that needs to be voted upon, it should happen during this assembly. Only Group A members are eligible to vote. If there is a need for an urgent vote that cannot wait until the next Assembly, then this should be organised via proxy voting.

#### **Article 4.2 Alumni Meetings**

The Alumni Board should meet together once a month, to keep their work on-going all mandate. It is preferable that they also meet in person at least once during their mandate too.

If any Alumni meetings are organised under the name of the EFPSA Alumni Network, the Alumni Board should be made aware of this, and in turn, they should offer any help or support. Where possible, they should also try to attend, but this is not always feasible (hence, it is not compulsory).

### **Chapter 5 Financial Matters**

#### **Article 5.1 Financial Headquarters**

The bank account number of the Federation is 776-5989723-70 (IBAN number: BE60-7765-9897-2370) (at Belfius bank (swift address: GKCCBEBB), Bondgenotenlaan 103, 3000 Leuven, Belgium. The name of the account is EFPSA. EFPSA savings' account number is 083-4720820-27. EFPSA has Maestro debit cards and PIN-calculators for Belfius internet banking.

#### **Article 5.2 Budget**

The only way Alumni Network is supported financially is through receiving donations. It is up to the active Alumni Board to discuss financial matters with the Board of Management according to the priorities of that mandate.



## **Chapter 6 Modifications and Amendments to the Alumni Charter**

### **Article 6.1 Rules of Modifications**

Modifications to the Alumni Charter can only be put into effect by a two-thirds ( $2/3$ ) majority vote of the Alumni Assembly.

### **Article 6.2 Version History**

April 2015: drafted by the Alumni Board 2013-2015 (Members: Vedran Lesic, Dalya Samur and Aart Franken).

November 2018: amendments by Alumni Board 2017-2019 (Members: Clara Chetcuti, Ana Odabašić, Jayne Hamilton and Ioanna Florou).

April 2019: Amendments by the Alumni Board 2017-2019 (Members: Clara Chetcuti, Ana Odabašić, Jayne Hamilton and Ioanna Florou) after the charter was presented, discussed and voted upon at the EFPSA Alumni General Assembly (Denmark, 33rd EFPSA Congress).