



University of South Australia

Guideline 2

UniSA Alumni

Organisational structures

The following outlines the organisational arrangements for UniSA alumni activities.

The University

The alumni program is managed by the University of South Australia through the International and Development Portfolio. Within this portfolio, the Marketing and Development Unit has responsibility for the alumni program and specifically for:

- establishment and maintenance of relevant policy
- coordination and facilitation of alumni registration and database management
- management of University wide alumni events, activities and communications.

The Executive Director International and Development, as the senior manager with responsibility for the alumni program, meets annually with the Presidents of all Alumni Chapters as the Alumni Advisory Group.

There are three levels of alumni organization which allow for varied levels of engagement in the program, University support and formality of structure.

The name and identity of the University can only be used by alumni with the express permission of the University.

Alumni Chapter

A chapter is the most formal organised association of alumni wishing to conduct an ongoing program of activity. An alumni chapter will be established when:

- The chapter is able to represent the interests of all university alumni in a geographic area in which the University does not have a campus (eg Australian states and overseas countries - it is expected that there will be only one chapter per Australian state or foreign country)
- The chapter is able to represent the multidisciplinary interests of alumni (eg 'Business', or "Health Sciences") and have alumni members from a variety of academic discipline and program areas.
- There are more than 500 graduates in the geographic area or across the discipline areas
- There are more than 100 graduates (in an international or interstate context) and 250 registered alumni who express specific interest in participating in activities on a regular basis.
- Maintain on an ongoing basis 100 members (where appropriate) who through paid membership or other specific membership criteria are administered, with assistance from the University, by the chapter.

As approved by the UniSA Senior Management Group – June 2006



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Notwithstanding the above, the University may establish a chapter at its own discretion.

A chapter will have:

- UniSA staff supporting the chapter from relevant areas
- A formal constitution or other legal set of 'rules'
- A process for committee election and may appoint Patrons or Advisors in an honorary capacity.

Support for the chapter will be as per the University's *Statement of Support*.

Alumni Club

A club is a less formal association of alumni that does not operate within a formal structure and is more representative of a specific discipline or interest area.

A club will be established when:

- The club is able to represent the interests of a particular interest group in a geographic area where it cannot affiliate with an existing Chapter, or is of insufficient size to warrant formal affiliation with a Chapter.
- There are more than 50 alumni representative of the specific interest area
- There is a core group of more than 12 alumni prepared to form a committee and organize events

A Club will

- Not have a constitution or formal legal framework
- Conduct one or two events or activities per year.

A Club will have UniSA staff supporting the Club from relevant areas and a level of support as outlined in the Statement of Support.

Alumni Group

An alumni group is formed on the basis of an informal network and operates without a formal structure or committee. A group is formed with the intention of growth into a Club.
