



## POLICY ON ALUMNI RELATIONS

|                                 |  |
|---------------------------------|--|
| Policy Number:                  | VCAS / GM / PO / 2018 / 015.v1   |
| Policy Title:                   | Policy on Alumni Relations   |
| Classification Category:        | <input type="checkbox"/> Academic and Research<br><input type="checkbox"/> Administration and Finance<br><input checked="" type="checkbox"/> Governance and Management<br><input type="checkbox"/> Human Resources |
| Type of Document:               | <input checked="" type="checkbox"/> Public <input type="checkbox"/> Internal   |
| Approved Date:                  | 16 October 2018  |
| Review Date:                    | 16 October 2020  |
| Implementation Date:            | September 2018   |
| Responsible for Implementation: | Marketing Department   |
| Approved by:                    | College Council  |
| Stamp / Signature:              |  |

### Contents

|  |    |
|--|----|
| 1. Purpose.....  | 2  |
| 2. Definition of Terms .....   | 2  |
| 3. Scope .....   | 3  |
| 4. Policy Principles.....  | 3  |
| 5. Policy Description .....  | 3  |
| 5.1.1 Membership of the Alumni Association.....                              | 4  |
| 5.1.2 Cancellation of Alumni Association membership.....                     | 4  |
| 5.1.3 Formation of Alumni Chapters and branches .....                        | 4  |
| 5.1.4 Alumni Executive committee .....                                       | 7  |
| 5.2 Key objectives to be achieved through implementation of the policy ..... | 9  |
| 6 Administrative matters and responsibilities .....                          | 11 |
| 7 Establishing Villa College Alumni Association .....                        | 13 |
| 8 Funding.....   | 13 |
| 9 Administrative Details and Version history.....                            | 14 |
| Version History .....  | 14 |
| Related Policies .....   | 14 |

## 1. Purpose

The Policy on Alumni Relations aims at enhancing and harmonizing Villa College's alumni relations through the implementation of a formally structured Alumni Association; and its chapters and branches that will facilitate coordination and collaboration between the College, its alumni and other stakeholders.

The Alumni Association will particularly focus on optimizing the relationship between Villa College and its alumni through coordinated activities that are mutually beneficial to both parties.

## 2. Definition of Terms

**Alumni:** All graduates of Villa College as well as students who have completed one full academic year, and are not current students at Villa College

**Villa College Alumni Association:** Association of Villa College graduates and former students who have completed one academic year at Villa College

**Alumni Chapters:** Alumni groups that are formed based on the faculty, interest or partner University

**Alumni Branches:** Alumni groups that are formed based on the campus of study

**Alumni Relations Officer:** Villa College official who is responsible managing the relationship between Villa College and its alumni

**Honorary members of the VC Alumni Association:** Membership may be awarded to people who are not an alumnus of Villa College for their extraordinary contribution of time and effort to the Villa College Alumni Association

**Register of Alumni Database:** The official database for all Alumni, bearing the name of each person, contact details and other specific information related to alumni

### 3. Scope

This policy applies to all graduates of Villa College, as well as students who have completed one full academic year at Villa College and are not enrolled at Villa College at present.

### 4. Policy Principles

The policy is based on a number of principles that reinforce the advancement of Villa College among its internal and external stakeholders, while the procedure and guidelines relevant to the policy aim to ensure that:

- a) Ensure that Villa College meets best practice standards in the Higher Education (HE) sector
- b) Strengthen the relationship between Villa College and its alumni
- c) Ensure that fair, transparent and equal opportunities are provided to all alumni
- d) Facilitate consultation with alumni in decision-making by the college
- e) Increase the involvement of alumni in marketing and promotions of Villa College
- f) Strengthen the mutually beneficial relationship between the community and Villa College through increased community engagement activities

### 5. Policy Description

The policy aims to facilitate the establishment and operation of the Villa College Alumni Association which will act as an integral part in strengthening the relationship between Villa College and its Alumni.

This policy shall also indicate how membership in the Alumni Association is granted and how alumni can further organize into groups based on the campuses or the faculties they studied at.

#### 5.1 Villa College Alumni Association (VCAA)

Villa College Alumni Association is a non-profit organization established within the governance framework of Villa College, dedicated to furthering the excellence of Villa College by fostering an enduring and mutually beneficial relationship between the college and its alumni. The goals of the Association and the Alumni Council are supported by the Alumni Relations office.

### 5.1.1 Membership of the Alumni Association

- A. General members are
  - 1. All persons who have completed study of one full academic year and are not active students of Villa College: all such persons are automatically members of the Villa College Alumni Association.
  - 2. All persons who have received a degree or higher from any programme offered at Villa College: they will automatically become members of the Villa College Alumni Association upon graduation.
- B. Honorary members are
  - 1. Those who have been awarded with honorary membership due to their services to Villa College. Honorary members may be chosen/proposed by the Executive Committee of the Alumni Association and shall be approved by the Alumni Advisory Committee.

### 5.1.2 Cancellation of Alumni Association membership

- A. To opt-out, members must fill a cancellation form and submit / email it to the Alumni Relations Officer.
- B. Membership of Alumni who re-enrol at Villa College will automatically be cancelled.

### 5.1.3 Formation of Alumni Chapters and Branches

Alumni can further organize themselves by forming / joining chapters and branches relevant to them.

#### a) Alumni Branches

Alumni Branches are groups formed by alumni who have completed their study at campuses outside Male'. The overall purpose of these structures is to promote mutually-beneficial relationships between the branch, the Alumni Association and Villa College.

Alumni branches shall be referred as the Villa College [campus name) Branch.

*i. Objectives and goals of the branches*

It is understood that each chapter will determine its own specific objectives, related to its particular purpose, interest or reason for having been established, as well as the content of its own programmes or activities.

Goals and activities of the branches should serve to support the overall purpose of the Alumni Association.

The goals of branches may include the following:

1. Supporting the vision, mission and values of Villa College
2. Acting as ambassadors for Villa College
3. Facilitation of networking and relationship-building with external stakeholders
4. Recruiting members for the branch
5. Promoting the particular interests and activities of the group
6. Providing the relevant data for updating alumni records in order to facilitate effective communication between Villa College and its alumni
7. Providing feedback from alumni to Villa College
8. General promotion of Villa College
9. Contributing to achieving the general goals of the Alumni Association
10. Arranging branch activities

*ii. Establishment of a branch*

1. Any alumni of the College is entitled to convene a group of alumni with a view to formally establishing a recognized VC alumni branch
2. The formation of the structure should have a specified intent / purpose, thus focusing on a particular target group, along with declared objectives
3. A minimum of 100 alumni members of the branch must be registered with the Villa College Alumni Association

4. A request to establish a branch with the signatures of a minimum of 20 Alumni must be submitted to the Alumni Relations Officer
5. Each branch should organise an annual programme of events, which should include at least one activity per year
6. Each branch should draw up a coordinating / management structure to plan, organise, coordinate, manage and report on its activities to the Alumni Association annually
7. Villa College shall provide funding for the initial establishment of the branch
8. Villa College funding for branch activities is at the discretion of the Alumni Relations Advisory Committee
9. Alumni branches may continue even after a decision has been made to de-establish a campus
10. The executive committee of a branch shall be elected among the members of the branch during a general meeting and should consist of the following composition.
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. General Secretary

#### b) Alumni Chapters

Alumni chapters are groups formed by alumni to recognize their affiliation with a partner university, faculty / department. The overall purpose of these structures is to promote a mutually-beneficial relationship between the chapter, the Alumni Association and Villa College.

Alumni chapters shall be referred to as the Villa College [Partner University/faculty name] Chapter.

*iii. Establishment of a chapter*

1. Any alumni of the college is entitled to convene a group of alumni with a view to formally establishing a recognized VC Alumni Chapter
2. The formation of the structure should have a specified intent / purpose, thus focusing on a particular target group, along with declared objectives
3. A minimum of 100 alumni members must be registered with the Villa College Alumni Association
4. A request to establish a branch with the signatures of a minimum of 20 Alumni must be submitted to the Alumni Relations Officer
5. Each chapter should organise an annual programme of events, which should include at least one activity per year
6. Each chapter should draw up a coordinating / management structure to plan, organise, coordinate, manage and report on its activities to the Alumni Association annually
7. Villa College shall provide funding for the initial establishment of the chapter
8. Villa College funding for chapter activities is at the discretion of the Alumni Relations Advisory Committee
9. The executive committee of a chapter shall be elected among the members of branch during a general meeting and should consist of the following members.
  - e. President
  - f. Vice President
  - g. Treasurer
  - h. General Secretary

c) Alumni Executive Committee

The Alumni Executive Committee is the Governing body of the Villa College Alumni Association. Executive committee members shall be elected by a vote among the general members. The electoral process shall be conducted by a team of Villa College officials identified by the Alumni Relations Advisory Committee. The membership composition of the Alumni Executive Committee will be:

- a) President
- b) Vice President
- c) Treasurer
- d) General Secretary
- e) Community and Student Engagement Director
- f) A representative from Alumni chapters
- g) A representative from Alumni branches

d) [Alumni Relations Advisory Committee](#)

The Alumni Relations Committee fulfils a key role in providing a strategic direction in enhancing the alumni relations of Villa College. The membership composition of the Alumni Executive Committee will be as follows and the Committee shall be a sub-committee of the Marketing and Public Relations committee.

- a) Vice Rector (Chair)
- b) Deputy Vice Rector – Administration & Finance
- c) Deputy Vice Rector - Academic & Students
- d) Registrar or his/her representative
- e) Director Marketing & Communications
- f) Head of Centre for Atoll Campus Administrations
- g) Representative of Deans of Faculties/ Schools
- h) Alumni Relations Officer

The Committee shall be responsible for:



1. Developing a coordinated college-wide management framework for alumni relations across the college
2. Approving and implementing relevant policies, procedures and work practices for alumni engagement
3. Acting as a conduit for advice and support to the Alumni Association
4. Reviewing, evaluating and making recommendations on major alumni relations activities
5. Reviewing the effectiveness of alumni engagement strategies and providing advice on initiatives that might be undertaken to improve performance
6. Serving as a forum for the exchange of information and ideas between the alumni and other stakeholders

## 6. Key Objectives to be achieved through the Implementation of the Policy

It is intended to achieve the following purposes through the implementation of this policy, which is developed based on the strategic plan of Villa College.

### a) **Strengthening the alumni relationship**

Nurturing the friendships built during the college days and as such providing a platform to have social interaction amongst the alumni.

### b) **The role of alumni in branding Villa College**

Villa College considers the role and contribution of its alumni, as one of the few permanent stakeholder groups of the institution, to be important in giving a brand identity to the institution and its vision, mission and core values.

### c) **Purposeful engagement**

All engagements between Villa College and its alumni are focused and done in a purposeful manner, aimed at building long-term, mutually beneficial relationships between the parties, thus encouraging alumni to act as “ambassadors” for the College.

**d) Alumni recognition**

Villa College is particularly proud of the accomplishments of its alumni, who fulfil leadership roles in every sphere of society and who make significant contributions to the country as well as internationally. Villa College may introduce an Alumni Award of Excellence that would acknowledge these contributions.

**e) Alumni information**

Villa College manages the information relevant to its alumni in a centralized Alumni Register database and, in accordance with Villa College's relevant policies and guidelines, all information is treated confidentially. Hence, no such information will be supplied to any third parties without prior consent.

**f) Alumni contribution in the development of Villa College policies**

Villa College may seek opinion and consultation with alumni in developing both educational and other policies of the college.

**g) Obtaining funds and financial aid for Villa College**

Alumni may actively raise and assist in raising funds for the affairs of the College.

**h) Obtaining scholarships and grants**

Alumni may seek scholarship opportunities and study grants for members of the Alumni Association as well as Villa College students.

**i) Benefits for members of the Alumni Association**

Alumni association is a significant network of professional contacts. Apart from networking opportunities, Villa College may offer other benefits such as, but not limited to, scholarships, discount schemes, career guidance and professional development opportunities to alumni members.

## 7. Administrative Matters and Responsibilities

The main administrative processes related to implementing this policy shall be undertaken by the Marketing and Communications Department and the Marketing and Public Relations Committee. The responsibilities are outlined below.

### a) Responsibilities of the Marketing and Communications Department

Administrative support for the implementation of this policy shall be provided by the Marketing and Communications Department. An Alumni Relations Officer shall be recruited/ identified to carry out the following functions and responsibilities:

1. Developing relevant policies and procedures necessary to establish and run the Alumni Association
2. Carrying out preliminary work to establish the Villa College Alumni Association and provide administrative support to the Alumni Association
3. Providing support in the development and implementation of the Association's Annual activity calendar
4. Recruiting alumni
5. Managing the Alumni database
6. Assisting the Alum Association in maintaining the Association's web page
7. Facilitating alumni communications and disseminating brand messages (E.g.: Bi-annual newsletter)
8. Liaison with campuses, faculties, schools and the Registration Department in the interests of the Alumni Association
9. Facilitating alumni recognition awards
10. Supporting alumni giving campaigns
11. Promoting the Alumni Association

## b) Responsibilities of the Registration Department

The Registrations Department shall be responsible for:

1. Compiling a database of alumni details
2. Maintaining an up-to-date contact list of graduates
3. Providing access to the graduate list by the Alumni Relations Officer on a timely basis
4. Providing updates to the Alumni Relations Officer on the status of alumni due to re-enrolment
5. Facilitating alumni recruitment [or should it be engagement?] during the graduation process
6. Promoting the Villa College Alumni Association to current students

## c) Responsibilities of the Faculties/Schools/Institutes and Centres

The Faculties/Schools/Institutes and Centres shall be responsible for:

1. Providing guidance and support in identifying an alumni working group for the initial establishment of the Alumni Association and its chapters and branches
2. Identifying focal points that will liaise with the Association as representatives of deans, who will also serve as members of the Alumni Advisory Committee
3. Providing support in the development and implementation of alumni relations plans
4. Promoting the Villa College Alumni Association
5. Resourcing of chapters and branches, and providing networking opportunities wherever possible
6. Providing input in recognizing key alumni

#### d) Responsibilities of the Campuses

Campuses shall be responsible for:

1. Providing guidance and support in identifying an alumni working group for the initial establishment of alumni chapters
2. Engaging with alumni chapters by identifying focal points that will liaise with the Alumni Association and Alumni Relations Officer
3. Providing support in the development and implementation of alumni relations plans for the alumni chapters
4. Promoting the Villa College Alumni Association
5. Providing input in recognizing key alumni

### 8. Record maintenance

The Alumni Association, alumni chapters and branches shall maintain the records of membership, financial records, and activity reports as per the record maintenance procedure of Villa College.

### 9. Establishing the Villa College Alumni Association

A brief document that will serve as a guideline for establishing the Alumni Association and its proposed constitution is presented in Appendix 1.

### 10. Funding

1. Full funding required for the initial establishment of the association shall be provided by Villa College
2. Annual funding allocated to the Alumni Association, chapters and branches shall be included in the marketing and communications budget
3. The college may fund activities planned by the association with prior approval by the Alumni Advisory Committee
4. The cash and investment of the association shall be maintained in the name of the association

5. The investments and the decision to invest shall be decided by the executive committee with guidance from the Alumni Relations Officer
6. The cash and account handling policies of the association shall be determined by the Executive Committee
7. Funds allocated for chapters and branches will be centrally managed by the Villa College Alumni Association

## 6 Administrative Details and Version history

### Version History

| Version | Policy Name    | Policy Number | Approval Date | Approved by |
|---------|----------------|---------------|---------------|-------------|
|         | Not Applicable |               |               |             |

### Related Policies

| Version | Policy Name    | Policy Number | Approval Date | Approved by | Status |
|---------|----------------|---------------|---------------|-------------|--------|
|         | Not Applicable |               |               |             |        |

## 11. Appendix 1: Draft Constitution of Villa College Alumni Association

### **1. Name**

The name of the Villa College Alumni Association is “Alumni Association of Villa College”. Hereafter, any and all references to the Villa College Alumni Association shall be referred to as “Alumni Association”.

### **2. Objective**

The objective of the Alumni Association shall be to strengthen the relationships and loyalty amongst the alumni, heighten the status of the college as well as its interest and importance, and to work towards the betterment of the College as a team.

These objectives shall include the following:

1. Promoting the objectives of Villa College
2. Fostering the friendships built during the college days and providing a platform to have social interaction amongst the alumni
3. Establishing and maintaining the relationships between the college, its alumni and other stakeholders
4. Promoting the college amongst the alumni as well as the rest of the society
5. Acting as brand ambassadors of Villa College
6. Providing a platform for the alumni to influence both educational and other policies of the College
7. Actively raising and assisting in raising funds for the affairs of the college
8. Achieving all other objectives other than those stated above and assisting the college in acquiring additional resources

### **3. Members**

1. All persons who have completed study of one full academic year and are not enrolled in any programme at present are automatically members of the Villa College Alumni Association
2. All persons who have received a degree or higher from any programme offered at Villa College will automatically become members of the Villa College Alumni Association upon graduation
3. Those who have been awarded with honorary membership due to their services to the association

### **4. Resignation as a member**

1. Members shall cease to membership of the Association when they inform their intention to resign in writing or by email to the Alumni relations officer

## **5. Financial Year**

The financial year of the association shall end at each 31 December.

## **6. Officers and the Executive Committee**

- 6.1 The association shall be governed by an elected Executive Committee. The Committee shall comprise of
- a. The President of the association, elected in a General Meeting
  - b. Seven (7) additional members elected in a General Meeting
- 6.2 A Vice President, a Secretary, and a Treasurer shall be elected by the Committee amongst the members of the Committee
- 6.3 The Executive Committee can appoint two (2) additional members as members of the Executive Committee from amongst the members of the association
- 6.4 The elected members of the Executive Committee shall be elected from a general secret ballot
- 6.5 The following can attend the Executive Committee meeting in their official capacity
- a. The Rector of the College
  - b. The Vice Rector of the College
  - c. Deputy Vice Rectors of the College
  - d. The President of the Student Association
  - e. The Presidents of branches of the Alumni, or their proxies
  - f. The immediate past president of the Association for a period of one year after holding the post
- 6.6 The annual general meeting shall be chaired by the President of the association. The Vice President shall chair the meeting in the absence of the president. In the absence of both the President and the Vice President, members shall decide the chair of the meeting.
- 6.7 The role and responsibilities of the President shall be as follows.
- a. To represent the Association in all College functions
  - b. To chair all the meetings of the Executive Committee
  - c. To engage in discussions with the administration of the college on a regular basis
  - d. To run the association with guidance from the Executive Committee
- 6.8 The role and responsibilities of the Vice President shall be as follows.
- a. To represent the association in all college functions
  - b. To carry out responsibilities delegated by the President of the association
- 6.9 The roles and responsibilities of the Treasurer shall be as follows
- a. To collect and receive all the receivables of the association and to settle all the payments authorized by the association
  - b. To maintain the financial accounts including the records of the transactions carried out by the Association



- 6.10 The roles and responsibilities of the Secretary shall be as follows
- a. To perform necessary actions in relation to the elections of the association, and arrange and maintain the appointment of the members as well as minutes of the meetings they attend
  - b. To maintain the minutes of the general meetings as well as the Committee meetings
  - c. To assist in the documentation of implementing the decisions of the general as well as Committee meetings
  - d. To carry out the administrative affairs of the Executive Committee
- 6.11 The tenure of the Executive Committee is two (2) years. The two years shall count from the date of the annual general meeting to the date of the second subsequent annual general meeting.
- 6.12 The members of the Executive Committee can resign by submitting their intention to resign in writing to the Secretary.
- 6.13 The policies and activities of the association shall be decided by the Committee. The Committee has the authority to undertake any and all activities to achieve the objectives of the association. Their authority extends to remunerating the members for their services to the Committee. The financial affairs and the activities of the association shall be administered by the Committee.
- 6.14 The members who have been invited and are absent from the Committee meeting for three (3) consecutive Committee meetings shall cease to be members of the Committee. If a member ceases to be a member due to their death, resignation, or termination for being absent, a majority of the remaining members of the Committee shall have the right to appoint a new member to represent him or her without any election.
- 6.15 The President, the Vice President, or three (3) members of the Executive Committee shall be able to convene a Committee meeting.
- 6.16 If the members desire to, the members can appoint a patron for one (1) year. The patron is not required to be a member of the association.

## **7. Alumni Relations Officer**

- 7.1 The Alumni Relations Officer shall represent the College in communications between the college and the Alumni Association.

## **8. Cash and Investments**

- 8.1 The cash and investments of the association shall be maintained in the name of the Alumni Association. The investments and the decision to invest the cash shall be decided by the Executive Committee, with guidance from the Alumni Director.

- 8.2 The cash and account handling policies of the association shall be determined the Committee.

8.3 The funds of the association shall never be used for the personal affairs of any person.

## **9. Handling of Cash and Records**

9.1 The accounts of the association shall be handled by the Committee according to clause 8.2 of this constitution. A statement of income and expenditures shall be prepared as at 31<sup>st</sup> December and shall be presented at the annual general meeting. The statement shall be prepared by a person who has been nominated to do so in the preceding annual general meeting.

9.2 The role of the secretary in maintaining the records shall be to

- a. Maintain all the documentation of the association
- b. Maintain all the minutes and accurate records of the association, and where requested by the Committee, to submit the details of the meetings and activities of the association.
- c. Maintain a register or accurate records of the members

## **10. The Seal and stamp of the Association**

10.1 The secretary shall securely maintain the seal and the stamp of the association

10.2 The seal of the association can only be affixed to documentation following a decision of the Committee. The seal can only be affixed in a document in the presence of two (2) Committee members. One of the two members shall be either the President or secretary of the Committee.

## **11. General Meetings**

11.1 An annual general meeting shall be held within six months from the end of the administrative year of the association. The Committee will decide on the venue and timing of the meeting. The timing of the meeting can be coincided with a social gathering or a reunion function.

11.2 The timing, venue, and agenda of the annual general meeting shall be decided and announced one month before the date of the meeting.

11.3 The objectives of the annual meeting shall be

- a. To present the report of the Committee on the affairs of the association, including the activities undertaken as well as the financial situation of the association.
- b. To appoint the Committee for the upcoming year
- c. To make a decision on the proposed agenda items

11.4 An extraordinary general meeting can be held if the President or the majority of the Committee so decides, or if the vice president receives a petition signed by at least twenty (20) members requesting to hold the meeting. The secretary shall convene the extraordinary general meeting within twenty-eight (28) days from receiving the request to hold the meeting.

11.5 The timing, venue, and the agenda of the extraordinary general meeting shall be decided and announced two weeks before the date of the meeting.

## **12. Quorum**

12.1 The quorum of the Committee shall be five (5). The quorum of the general meeting shall be twenty (20).

## **13. Voting**

13.1 Votes shall be casted in both the Committee meeting and annual meetings by a show of hands. However, if the chair decides so, a secret vote can be taken.

13.2 The chair of the Committee can cast a vote as a member. The chair also has the right of a casting vote when there is a tie.

## **14. Branches of Alumni**

14.1 In promoting the objectives of the association, the Committee, if it desires to do so can create alumni branches and / or chapters.

14.2 No alumni branches/chapters shall operate outside the mandate of this constitution.

14.3 Alumni branches can be formed by campuses.

14.4 Alumni chapters can be formed by faculty, department, by particular interest or by Partner University.

14.5 Each branch / chapter can elect their own president and Executive Committee. The activities of the branch or chapter shall be reported in writing to the main Committee.

14.6 The president of a branch / chapter or a proxy could attend the meeting of the Executive Committee.

14.7 A team can be formulated to work in association with the Committee to form an alumni branch / chapter. In such cases, the team shall be spearheaded by the focal point dealing with the Executive Committee.

## **15. Communication**

15.1 Under this constitution, all communications to members shall be sent either via post to the most recently updated postal address or via email to the latest email ID provided.

## **16. Cash and Assets**

16.1 The cash the assets of the association shall only be used to achieve the objectives stated in this constitution

16.2 Where the association is dissolved for any particular reason, the affairs of the cash and the assets of the company will be determined by an Extraordinary General Meeting.

16.3 In the event the association is dissolved, the cash and assets that remain after settling all debts shall be donated to a charitable organization

16.4 Each chapter or branch of the association shall manage their own operating expenses. One branch can assist the other by providing funds or resources required.

## **17. Amendments to the Constitution**

17.1 Amendments to this constitution can only be made in an Annual General Meeting or in an Extraordinary General Meeting, with the approval of a 2/3 majority. As stated in clause 11 of this constitution, the changes shall be publicly announced. Before the changes are publicly announced, the council shall endorse the amendments.

## **18. Translation**

18.1 In translating any clause of this constitution, or in taking any decision about the association, the final decision shall rest with the Committee. The decision so taken shall be enforceable on the members until it is changed by a general meeting.

## **19. Meanings of Terms used**

- 19.1 Unless otherwise defined, the following terms shall carry the following meanings
- “Alumni Association” the Alumni Association of Villa College
  - “Committee” The Executive Committee of the Alumni Association of Villa College
  - “President” The President of the Alumni Association

Unless otherwise stated, the days shall be counted as calendar days including public holidays.