

# **ALUMNI ASSOCIATION**

*AMERICAN UNIVERSITY OF BEIRUT*

## CONSTITUTION AND BY-LAWS

Up dated with amendments issued by  
the Council up till January 1, 1985

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**CONSTITUTION**  
**Of the**  
**ALUMNI ASSOCIATION**  
**Of the**  
**AMERICAN UNIVERSITY OF BEIRUT**

**ARTICLE I – Name – Interpretation**

- A. The name of the Association shall be “The Alumni Association of the American University of Beirut”
- B. Whenever used herein:
  - (1) “The Association” shall mean “The Alumni Association of the American University of Beirut”
  - (2) “The University” shall mean “The American University of Beirut”

**ARTICLE II – Objectives**

- A. To bind together all graduates and former students of The University, as defined hereinafter, for mutual, social and intellectual benefit.
- B. To advance the interests and promote the welfare of its members.
- C. To perpetuate the ideals and fair name of The University and help it in every possible way.

**ARTICLE III – Membership**

- A. Members:
  - (1) All graduates of The University holding a University Degree or a Nursing Diploma are entitled to become members of The Association.
  - (2) All holders of Diplomas (other than the Nursing Diploma) who have spent at least one academic year at The University are entitled to become members of The Association.
  - (3) All former students who have completed satisfactorily at least two years of regular work at The University (i.e. freshman or equivalent and above) are entitled to become members of The Association.
  - (4) Members of any Branch of The Association at the time of the approval of this Constitution, who do not fall under the provisions of Article III A (1), (2) and (3), are entitled to become members of The Association.
- B. Life Members:
  - (1) Any member of The Association shall become a life member upon payment of a fee to be fixed by the Council.
  - (2) All life members of the Beirut Branch at the time of the approval of this Constitution shall become life members of The Association.
- C. Honorary Life Members:
  - (1) Any person who is not entitled to membership in The Association and who renders signal service to the cause of The Association or to The University

- may, upon recommendation of four members of the Council, be appointed an honorary Life Member by a two-thirds majority vote of the Council.
- (2) Honorary Life Members are not entitled to vote or to serve on the Council.

## **ARTICLE IV – Branches and Professional Chapters:**

- A. The center of The Association shall be in Beirut.
- B. The Association shall have branches and professional chapters:
- (1) A Branch is a group of members of The Association residing in the same area, outside Beirut and its vicinity, and bound together by a written constitution filed with and recognized by the Council.
    - a. A Professional Chapter is a group of members of The Association who have graduated from the same School and are bound together by a written constitution filed with and recognized by the Council
    - b. Graduates of each School may have one Professional Chapter only.
    - c. Membership in the Professional Chapters shall be open to the members of The Association regardless of their place of residence.
    - d. Professional Chapters shall be centered in Beirut only and may use the premises of the Alumni Club for their business and social meetings as well as the secretarial facilities of The Association Office in accordance with relevant provisions in the By-Laws.
- C. The objectives of every Branch or Professional Chapter shall be to promote the interests of its members in the area or in the profession concerned and to cultivate cooperation with and loyalty to The Association and the Mother School within the general objectives of The Association as set out in Article II hereof.
- D. In the event of dissolution of any Branch or Professional Chapter, its property and funds shall be disposed in accordance of the provisions of the Constitution of the Branch or Chapter.

## **ARTICLE V – General Assembly:**

- A. Definition:  
The meeting in one place of the members of The Association, duly convened in accordance with the provisions of this Constitution, shall constitute the general assembly.
- B. Meetings of the General Assembly:
- (1) The General Assembly shall be convened once a year for an annual regular business meeting to be held not earlier than the first week of March and not later than the first week of April.
  - (2) The agenda of this annual regular meeting shall be:
    - a) The annual report of the General Secretary on the activities of The Association during the previous year ending December 31<sup>st</sup>.
    - b) The annual report of the Treasurer with an audited statement of the accounts of the previous year ending December 31<sup>st</sup>.
    - c) A report on the budget for the current year.
    - d) Other business as may appear on the agenda.
  - (3) Other meetings of the General Assembly shall be convened, when necessary, in any of the following ways:
    - a) By the President of his own initiative,
    - b) By the Council upon a vote taken at a regular meeting,

- c) Upon a written request to the President signed by 50 members, specifying the exact purpose for such a meeting not later than three weeks from the date of the delivery of the request to the Alumni Office.
- (4) The quorum necessary to constitute any General Assembly shall be 100 members.
- (5) If a quorum is not attained at a meeting of any General Assembly, a second meeting shall be called for at a date not earlier than one week and not later than three weeks from the date of the first meeting.
- (6) Any number attending the meeting of the General Assembly on a second call shall constitute a quorum. However in the case of meetings called pursuant to Article V.B. (3) (c) hereof, or for the purpose of amending this Constitution, the number required to constitute a quorum on a second call shall be 75 members at least. In the absence of such a quorum, the business for which that meeting was called shall be dropped.

## **ARTICLE VI – The Council:**

A. The Alumni Association shall be governed by a Council.

B. Functions of the Council:

The Council shall have full and complete power to govern and represent The Association and determine its policies with no limit to such power, except as provided otherwise herein. In particular, the Council shall perform the following:

- a) Raise, manage and control all Association funds, acquire and hold real and personnel property; maintain a central Alumni Association Office; publish and distribute any worthy publication; maintain a complete worldwide Directory of Alumni; assist worthy students; and, in general, undertake any activity which would further the the objects of The Association.
- b) Approve all budgets, financial statements and reports.

C. Composition of the Council:

The Council shall consist of the following officers and members:

(1) Officers and their functions:

1. Functions of the President:

- a) The Officers of The Association shall be: the President, the Vice President, the General Secretary and the Treasurer.
- b) The President and V. President shall be elected from among the graduates of the University who are members of The Association for a term of three years by members of The Association as provided in the By-Laws.
- c) The General Secretary and the Treasurer shall be elected by the Council from among the graduates of The University who are members of The Association for a term not exceeding the term of the elected officers and members of the Council.
- d) Functions of the Officers:
  - i. The President shall reside over the meetings of The General Assembly, the Council and the Managing board.
  - ii. He shall represent The Association in person or by his delegate or delegates.
  - iii. He shall sign all agreements on behalf of The Association. Financial agreements shall be signed with the Treasurer.
  - iv. He shall have the power to convene the General Assembly, the Council and the Managing Board.
  - v. He shall be an ex-officio member of all committees.

- vi He or his delegate shall be the liaison between the Council and the various Branches and Professional Chapters of The Association.
2. Functions of the Vice President:
    - i He shall assume all the functions of the President during his absence or temporary disability.
    - ii In case of resignation, permanent disability or death of the President, the Vice President shall become President for the remainder of the term of the President.
  3. Functions of the General Secretary:
    - i The General Secretary shall be responsible for the correspondence of The Association.
    - ii He shall be responsible for the administration of the Alumni Office.
    - iii He shall be responsible for keeping the minutes of meetings of the General Assembly, the Council and the Managing Board.
    - iv He shall be an ex-officio member of the Relations and Welfare Committee.
    - v He shall present an annual report on the activities of The Association to the Council for approval and distribution to the members of The Association at least two weeks before the date of the annual regular business meeting of the General Assembly.
  4. Functions of the Treasurer:
    - i The Treasurer shall be responsible for the funds in his possession and for the accounts of The Association.
    - ii He shall present an annual Financial Report incorporating an audited Balance Sheet and an Income and Expense account and the Budget for the current year.  
The said Financial Report shall be submitted to the Council for approval and distributed to the members of The Association at least two weeks before the date of the annual regular business meeting of the General Assembly.
    - iii He shall, together with the President, sign all financial agreements on behalf of The Association.
    - iv He shall be an ex-officio member of the Finance Committee.
- (2) Members of the Council:
- The members of the Council shall be:
- a) Representatives of the following:
    1. There shall be one representative for each of:
      - i The graduates of the School of Arts & Sciences with the degree of B.A.
      - ii The graduates of the School of Arts & Sciences with the degree of B.A. or B.B.A.
      - iii The graduates of the School of Arts & Sciences with the degree of B.S.
      - iv The graduates of the School of Arts & Sciences with a post graduate degree.
      - v The graduates of the School of Medicine.
      - vi The graduates of the School of Pharmacy.
      - vii The graduates of the School of Nursing.
      - viii The graduates of the School of Dentistry.
      - ix The graduates of the School of Engineering.
      - x The graduates of the School of Agriculture.
      - xi Members of The Association who do not hold a degree.
    2. Each of the above Representatives shall be elected for a term of three years by the members of The Association.

3. Graduates who hold more than one degree shall be considered as graduates of the School from which they obtained the most recent degree.
  4. A Representative shall be a member of the group he represents.
- b) Representatives of Branches:
1. A Branch shall be entitled to have a Representative on the Council if:
    - i. It has 25 or more members of The Association, and
    - ii. Its constitution has been filed with and recognized by the Council, and
    - iii. It has contributed to The Association a minimum of two Lebanese pounds or its equivalent per each one of its members per year.
  2. The Representative of a Branch must be a graduate of The University and a member of The Association and shall be appointed for a term of not more than three years subject to renewal according to the relevant provisions of The Constitution of the Branch.
- c) Representatives of Professional Chapters:
1. A Professional Chapter shall be entitled to have a representative on the Council if:
    - i. It has 25 or more members of The Association, and
    - ii. its Constitution has been filed with and recognized by the Council, and
    - iii. it has contributed to The Association a minimum of two Lebanese pounds or its equivalent per each one of its members per year.
- d) All former Presidents of The Association shall be ex-officio members of The Council.
- D. Election of Officers and Representatives:  
The election of Officers and Representatives shall take place during the first half of May every third year.
- E. Meetings of the Council:
- (1) The Council shall meet at least once a month on a date to be decided by the Council.
  - (2) The Council shall also meet at any time on a call by the President either:
    - a. On his own initiative, or
    - b. At the written request of five of its members addressed to him.
  - (3) A majority of the members of the Council (excluding ex-officio members and those absent from the Country) shall constitute a quorum.

## **ARTICLE VII – Standing Committees:**

- A. The council may appoint Committees from among its members or the members of the Association at large to assist in the carrying out of the business and programs of The Association.
- B. The Council shall appoint before the end of May of each year from among its members or the members of The Association at large; the following Standing Committees:
  - (1) The Finance Committee
  - (2) The Relations and Welfare Committee
  - (3) The Publication Committee
  - (4) The Club Committee
  - (5) The Disciplinary Committee
  - (6) The Scholarship Committee
- C. The Chairman of the Finance Committee and the Chairman of the Club Committee shall be members of the Council

## **ARTICLE VIII – The Managing Board:**

- A. The Association shall have a Managing Board.
- B. The Managing Board shall be in charge of the general management of the business and affairs of The Association, within the limits of The Association Budget. The powers of the Managing Board shall include but not be limited to the employment and discharge of personnel and the supervision and maintenance of Association buildings and other property.
- C. The Managing Board shall be composed of the four Officers of The Association and one other member of the Council. The Managing Board shall have the co-opt any other member to meet with it.

## **Article IX – Dues:**

The annual membership dues of The Association shall be fixed by the Council.

## **ARTICLE X – Amendments:**

This Constitution may be amended at a meeting of the General Assembly by a vote of two-thirds of the members present and constituting a quorum under Article V provided that notice of each proposed amendment shall have been submitted to the General Secretary in writing at least six weeks before the date of the meeting and that he shall have sent such proposed amendments to all members, Branches and Chapters of The Association at least four weeks before the meeting.

## **ARTICLE XI – Dissolution of the Association:**

In the event of dissolution of The Association for any reason, its assets and property shall revert to The University which shall hold it in temporary custody until such time as The Association is revived. The University may delegate the functions of the Council to a committee composed of former Presidents and members of the Council. However, should The Association be not revived after the lapse of ten years, The University may dispose of the assets and property of The Association and use the proceeds for Alumni Scholarships which shall be awarded to worthy students at The University.

### **Temporary Measure:**

The Branches and Chapters of The Association presently represented on the Council are hereby granted a period of one year as of May 1, 1961, to re-group and organize themselves in accordance with the provisions of the new Constitution. During this period, the present representatives of Branches and Chapters shall continue to represent their respective Branches and Chapters on the Council.

Beirut, October 27, 1960