



جامعة دبي
UNIVERSITY of DUBAI



رابطة الخريجين
Alumni Association
UNIVERSITY of DUBAI جامعة دبي

UD Alumni Association (UDAA) By-Laws

Article I – Name

The name of this organization shall be the University of Dubai Alumni Association (UDAA) (herein referred to as the Association).

Article II – Vision

To enrich the University of Dubai Alumni life and engage them in supporting the University's advancement and growth.

Article III - Mission

1. Promote the welfare of the university of Dubai by building a mutually beneficial relationship between the university and its Alumni community.
2. Create/provide lifelong benefits, meaningful programs and purposeful engagement opportunities to various Alumni groups aiming to increase awareness, foster sense of belonging, participation, volunteering and giving back to their alma mater.
3. Establish a brand name and image of UD inside and outside UAE.

Article IV – Values

Loyalty: Encourage Alumni loyalty, involvement, and investment in advancing UDAA.

Pride: Foster a feeling of pride among UDAA members and UD students.

Relationship: Create and nurture a mutually beneficial relationship between UDAA and UD's current and future stakeholders.

Article V – Objectives

1. Stimulate Alumni pride and loyalty.
2. Provide long-life compelling benefits and services to the various Alumni constituents.
3. Develop and implement a strategic communication plan.
4. Provide and promote networking opportunities.
5. Design, promote, and deliver programs that provide Alumni with meaningful ways to engage with the University throughout their different life cycles.
6. Cultivate a culture of philanthropy and inspire Alumni to give back to UD.

Article VI – Address

The principal office of the UDAA shall be located at the UD campus.

Article VII – Membership

Section A: Eligibility. Membership in the Association shall be open to all graduates (Alumni) UDAA membership is free of charge.

Section B: Classification of Membership.

1. Regular Members – Any person who has graduated from UD including the graduates of Polytechnic. A regular member is offered a lifetime membership, he /she to comply with the rules of the Association. Regular members are encouraged to nominate themselves for the Board membership and hold office.
2. Honorary Members – The Board of Directors (BOD) of the Association may recommend individuals for Honorary Membership in the Association, with the

approval of UD President. Honorary Members shall be individuals who have evidenced a particular interest in the welfare of UD, contributed to the growth and advancement of the Association and who desire to associate themselves in the activities of the Association. Honorary members may attend the Association's meetings and activities but are not allowed to vote or hold office.

3. Emeritus Members - Emeritus status is an honor conferred by the University President or the UDAA CEO to show respect for distinguished individuals on the basis of exemplary service to the UDAA and are volunteering to remain actively engaged in association issues. Emeritus members may participate in meetings but cannot vote.

Section C: Non-transferability. Membership in the Association shall not be transferable in any manner whatsoever.

Section D: Resignation or Termination. A member may resign his or her membership by written notice to the UDAA Board CEO / VP or the ARO Director. Resignation shall be effective upon receipt or at a subsequent time set forth in the notice. Acceptance of a resignation shall not be necessary to make it effective.

Officers may also be removed for cause by a two-thirds (2/3) vote by the Board. When an officer position becomes vacant a special election will be called by the CEO of the Association or ARO Director. Membership shall terminate upon the death of a member.

Article VIII – Board of Directors

Section A: Executive Board. The management of the Association, subject to the supervision and control of University of Dubai, shall be vested in a BOD consisting of Honorary President, CEO, VP, Historian, Treasurer, 15 Members and Members-at-Large, and the ARO Director.

Section B: Nominations. BOD Nomination will be held at the biennial nomination meeting held in the beginning of Fall Semester. The term of office will be for 2 years and shall begin on the day of the nomination and run until the following nomination 2 years later. There are no limits on the number of times an individual may nominate him/herself for any office. The rules governing submission of nominations are as follows:

1. A prospective board candidate is identified by existing UDAA BOD, ARO Director or applying by himself/herself.
2. The information details of prospective board candidate being identified whether by a UDAA board member or by the ARO Director are shared with the board before approaching the concerned alumnus and inviting him or her to join the board.
3. Alumni nominating themselves must complete the UDAA Board Membership Nomination form, sign the UDAA Board Membership Agreement and submit them to the ARO along with their bio.
4. Nominations must be sent to the ARO at Alumni@ud.ac.ae as per the set deadlines.
5. The Application and Membership Agreement of the prospective member are shared with the CEO of the UDAA Board and existing members and if voted upon and approved by 10 board members, then an acceptance letter is sent to the candidate to join the board.
6. Membership will be for 2 years. The term of office shall begin on the day of the nomination and run until the following nomination 2 years later.
 1. The biennial nomination shall also be open to the Association regular membership.
 2. In case of no nomination for the positions on the BOD of the Association, the current members term will be renewed for the upcoming two years.

Nomination results may be contested by any member of the Association if they have reasonable cause to believe the results are inaccurate or unfair for any reason.

Complaints should be sent to the VP of the Association and the ARO Director, in writing,

within 7 days of the Nomination review. The complaint should include specific reasons and examples as to why the election results may be considered inaccurate or unfair. If the complaint is found to be valid, the Nomination results will be reviewed and a recount or reelection may be held.

Section E: Powers. The officers are vested with the powers appropriate to their elected office to accomplish the tasks necessary for the successful day-to-day operations of the Association.

The Honorary President: is any influential individual who has shown particular interest in the welfare of the UD Alumni Association and is elected or chosen by majority of the UDAA board and the University President. Honorary President may not serve as Alumni councilor or officer or participate as voting member of the association, but he/she may participate in the events and activities of the UD Alumni Association.

The Chief Executive Officer (CEO) of the Association who shall make all decisions concerning the Association's day-to-day operations and shall direct the activities of the Vice President, Historian, Treasurer, Members-at-Large and various committee chairs. He/she shall be kept aware of the activities and functions happening within the UD. S/he shall ensure that the UD is kept aware of the activities and functions of the UDAA. S/he shall seek the approval and advice of the UD President and the Honorary President when appropriate.

The Vice President shall assist the CEO, perform the duties of the CEO if the CEO is incapacitated or otherwise unavailable, and oversee the activities of the Historian.

The Treasurer shall be responsible for the coordination of the financial operations of the Association and following up on the Association financial expenses through ARO.

The Historian shall be a board member or a staff of ARO who is responsible for maintaining a historical record of UD and the Association by collecting memorabilia, including, but not limited to, yearbooks, etc. In addition, the Historian shall keep a record of the proceedings of all meeting.

The Members-at-Large shall be responsible for attending meetings and performing the duties of any officer who is incapacitated or otherwise unavailable.

The ARO Director is an employee of the UD whose primary job function is to work in collaboration with the Association to serve the needs of the UD Alumni body. His/her responsibilities include but not limited to working closely with the UDAA Board, and ensuring strong and productive relationships between its members and the academic and administrative leadership.

Article IX– Standing Committees

There shall be 4 standing committees made up of the members of the BOD. The 4 standing committees include the Executive Committee, Nominating Committee, Finance and Fundraising Committee and the Alumni Outreach and Events Committee.

The CEO shall appoint Chairpersons to all Standing Committees. Each appointee shall be presented to the BOD for their approval no later than 1 month following the biennial Nomination meeting. Committee Chairs will then be responsible for assigning additional committee members from the BOD and Association regular membership.

It shall be the duty of the CEO and the other officers of the BOD to review the need for additional committees at the beginning of their terms or on as needed basis. Additional

committees may be formed when a majority of BOD members agree to the request made by the CEO.

Section A: Executive Committee: Shall be responsible for the execution of matters referred to the Committee by the BOD and shall report all action to the BOD at its next meeting. The Committee will also have the power to make recommendations to the BOD and to act for the BOD on all matters that arise between BOD meetings, though such actions are subject to ratification by the BOD at its next meeting. The Committee shall consist of the officers of the BOD and the Chairpersons of the various Committees of the Association. Meetings of the Executive Committee may be called by the CEO of the Association or the ARO Director.

Section B: Nominating Committee: Shall consist of not less than 3 or more than 5 members, and shall be appointed by the CEO within one month of his/her selection. The Nominating Committee shall present the names of nominees from the Association membership prior to the biennial Nomination review. The Nominating Committee shall have the duty of selecting at least 2 candidates for each position on the BOD. These names will be presented to the BOD no less than 2 months prior to the biennial election.

Section C: Finance and Fundraising Committee: Shall formulate and recommend to the BOD policies regarding the Association's financial planning and fundraising strategies and shall coordinate with the UD and ARO regarding monetary affairs and the expenditure of the funds of the Association.

Section D: Alumni Outreach and Events Committee: Shall be responsible of planning and executing Association events such as the Annual Homecoming event and Annual Charity Gala Campaigns.

All committees should collaboratively work with the ARO to implement their projects.

Article X – Meetings

Members of the Association shall be called as and when deemed desirable by the BOD. The BOD shall meet at least 6 meetings a year outside the months of June, July, August. The CEO of the association or ARO Director may call for a meeting of the BOD if he/she believes there is an urgent reason to do so. Attendance of all members at each board meeting is vital for UDAA's operation. Attendance at board meetings shall be mandatory and all members are expected to be active, engaged and committed at all times provided that written notice of such meetings shall be sent to each member at least 15 days in advance of the meeting. Failure to attend more than 3 consecutive Association BOD Meetings shall be deemed grounds for dismissal from the Association BOD.

The BOD is expected to hold a meeting with the UD President at least once a year. This meeting shall serve to inform the UD President about all activities of the BOD, as well as to receive suggestions concerning Association policies, by laws and practices.

Article XI - By-laws

Such by-laws adopted from time to time shall be deemed advisable by a majority of the members of the BOD.

1. These by-laws and all actions or transactions effected in any way by this Association shall be consistent with the by-laws of the UD. No action of the BOD or the Association members may supersede the authority of the UD President.
2. These by-laws must be approved by the UD President, UDAA CEO and ARO Director.

3. Meetings of the BOD membership shall be held at such hour and such place as the BOD may designate, with proper notice being given to all members.
4. The personal details of all UD Association members shall be kept private and confidential under the UD ARO custody in accordance with the requirements of the General Data Protection Regulation (GDPR) Law and the United Arab Emirates related Law. No Alumni information is disclosed or shared with an individual, group, or entity except for UD authorized officials for a valid university related activity and according to specific procedures that aim to protect the privacy and use of this data. Colleges Deans have “Read-Only” access to their graduates’ employment information.
5. It shall be the duty of the ARO Director and UDAA Treasurer to oversee and monitor the funds and securities of the Association, and keep full and accurate account of receipts and disbursements and books relating to the Association. To deposit all monies and other valuable affects received by the Association in the name and to the credit of the Association in a designated UD bank account and to disburse money as approved by the UD President. The treasurer shall also provide an annual financial report to the UDAA board and UD management detailing all financial transactions of the Association. The ARO Director or Treasurer will also ensure that a minimum of 2 quotations from separate vendors are received in coordination with Purchasing Dept. for all purchase requests. The most reasonable priced quotation will be accepted.
6. A current copy of these by-laws, and any revisions adopted by the BOD and approved by the UD, shall be posted publically on the Association website.

Article XII. Conflicts of Interest

Any member of the UDAA BOD, the CEO and/or VP shall disclose any relationship which such person may have with any person, corporation, or other entity with whom the association proposes to enter into any contract or other business deal which will or may result in his or her financial gain or personal advantage. Such persons shall not be present at meetings at which such proposed contract / supplier other transactions are discussed and further, shall desist from voting upon such proposed contracts or transactions. If any such person shall fail to make the appropriate disclosure before the Association enters into such contract or transaction, such person will be released from his/her position by the Association BOD.

Article XIII. Amendments

1. These by-laws may be amended at the biennial Nomination meeting by a two-thirds vote of those Association members present and entitled to vote, provided the proposed amendment(s) have previously been submitted in writing to the BOD and UD.
2. Any amendment to these by-laws must also be approved by the UD President.

Authorizing Signatures:
Dr. Eesa Bastaki, President, UD

Sheikh Mohammed Maktoum Al Maktoum
Honorary President, UDAA

Amina El Marzak
Director, Internship & Career Development
Center and Alumni Relations Office

Nasser Al Abdool
CEO, UDAA