RUMS Alumni Association
Terms and Conditions

1. RUMS Alumni Association
   a. The association was established in 2012 and is the only alumni organisation open to doctors who have graduated from UCL, the Royal Free or Middlesex medical schools.
   b. The association provides a network for keeping in touch with other alumni and is committed to delivering members
      i. Termly newsletters
      ii. Invitations to three events per calendar year
         1. Annual dinner
         2. Summer social
         3. Careers event

2. Membership
   a. Membership shall be open to graduates of UCL medical school, as well as its constituent medical schools
   b. Fees
      i. These shall be set at £15 per annum
      ii. From 2015 onwards, the fee shall be paid via direct debit through the following link
      iii. The committee reserves the right to raise the membership fee
   c. Cancellation
      i. Members may cancel their membership of the organisation in writing by email or letter or by cancelling their standing order or direct debit

3. Committee
   a. Committee roles include:
      i. President
      ii. Treasurer
      iii. Vice President
      iv. Events officer
      v. Secretary
      vi. Communications officer
      vii. Membership/recruitment officer
   b. The term of membership of the committee shall normally be one year
   c. Nominations shall be heard at the Annual General Meeting (AGM) of the association, which will normally be held in August
4. Meetings and papers
   a. Committee meetings shall be held at least every three months. All members are welcome and will be informed by email
   b. Further meetings may be convened by the committee
   c. Committee members shall be expected to attend meetings
   d. Meetings will be attended by a member of the Development and Alumni Relations Office
   e. Agendas shall be circulated by the secretary on behalf of the president
   f. Minutes shall be collated by the secretary and stored on the alumni association’s electronic storage facility

5. Communications
   a. The committee’s email contact will be rumsalumni@uclmail.net
   b. The association will communicate with members via the email address their register with, and it is the responsibility of members to notify the association of any changes

6. Events
   a. Events shall be organised by the events officer and may be organised by a sub-committee reporting to the committee
   b. Events shall include the following:
      i. Annual dinner (held between November and March)
      ii. Summer Social (held between March and September)
      iii. Careers event for final year students (held in September or as organised by UCL medical school)

7. RUMS Alumni Association Award
   a. An award shall be given for outstanding extracurricular achievement according to the rules and regulations of the award and shall be administered in collaboration with UCL medical school

8. Finance
   a. The financial year for the Alumni Association shall be the financial year as according to HMRC (April-April)
   b. Signatories on the association bank account shall be the President, Treasurer, Vice-President and other members of the committee delegated by the committee
   c. Financial transactions shall be recorded by the treasurer
   d. A statement of accounts shall be provided at each committee meeting
   e. Each year’s final statement of accounts shall be approved at the Annual General Meeting

9. Data Protection
   a. The association will share data with the UCL Development and Alumni Relations Office for the purpose of membership management and communications
b. This will be in accordance with UCL’s Data Protection Statement, available here: http://www.ucl.ac.uk/development/operations/data_protection

10. Terms and Conditions
   a. The terms and conditions shall be re-approved in the Annual General Meeting each year and may be amended by the committee as required