

RULES AND REGULATIONS

of

THE ELTE ALUMNI ORGANIZATION

Budapest, 2016.

The Senate of Eötvös Loránd University (in the following: University) creates the policy initiated by the rector based on the 2011 CCIV Law to lay down the institutionalized frame for maintaining the relationship between the university and the graduates of the university or the graduates of the legal predecessors.

GENERAL REGULATIONS

1. §

- (1) This Alumni Regulation is based on the Alumni Concept with the ambition of achieving the formulated goals.
- (2) This regulation applies to the following:
 - a) registered and honorary members of ELTE Alumni;
 - b) ELTE Alumni Chapters and its representatives;
 - c) ELTE Alumni Council, its alumni association and other members;
 - d) ELTE Alumni Committee;
 - e) ELTE Alumni Centre and its workers;
 - f) volunteers of ELTE Alumnipoints a-e are henceforth referred to as: ELTE Alumni Organization.

2. §

- (1) The ELTE Alumni ensures to reach the following targets:
 - a) building a relationship between the members and honorary members of Alumni and the university, along with nurturing academic traditions;
 - b) building and strengthening the relationship between the members and honorary members of Alumni, along with the teachers and scientists of the university;
 - c) organizing events for the academic departments and Chapters, as well as annual cultural, scientific and sports programmes;
 - d) raising funds and organizing financial support for the operation of the ELTE Alumni Organization, for fulfilling the purpose of the Organization and for implementing the most relevant tasks in the applicable institutional development plans;
 - e) maintaining contact with the ELTE Alumni Foundation;
 - f) creating and ensuring the financial resources of the ELTE Alumni Organization.
- (2) In order to secure these goals ELTE Alumni is
 - a) maintaining relationship with the alumni organizations in the Alumni Chapters and coordinating their activities;
 - b) regularly informing the registered and honorary members of Alumni about various events;
 - c) giving assistance in establishing new Alumni Chapters;
 - d) ensuring that donations are used as intended by the donors.

ELTE ALUMNI ORGANIZATIONAL STRUCTURE

ELTE Alumni Chapter

3. §

- 1) Every faculty, every college for advanced studies independently constitutes a Chapter, as do the set of dormitories. A separate chapter is constituted by former graduate students who had previously studied for at least one semester at any current or former faculty of the University or its legal predecessor through the international student mobility programme. New departments may be established based on a field of interest. The current list of the chapters is published on the website of ELTE.
- 2) The Chapters appoint an alumni representative, based on their own operational order. The representatives organize and oversee the alumni activity within the chapter, and they represent the interests of their respective Chapters. Furthermore, representatives:
 - a) have access to the alumni database, which contains the registrant's name, email address, birth date, beginning and end date of studies, workplace and, optionally, chapter preferences. Furthermore, representatives can use the data to send relevant information to the registrants (while adhering to the privacy policy);
 - b) maintain contact with members of the alumni of the Chapters;
 - c) attend the meetings of the ELTE Alumni Committee;
 - d) maintain contact with the Alumni Center;
 - e) aim to implement the decisions of the ELTE Alumni Council;
 - f) participate in arranging and organizing ELTE Alumni events;
 - g) cooperate with alumni representatives of other Chapters.
- 3) Chapters cooperate with the ELTE Alumni Center in planning, organizing, data collecting and recruiting ELTE Alumni members.
- 4) The activity of the Chapters is based on their annual operating plan, which is provided to the Alumni Center before the current year.

4. §

- 1) Former students have the right to register for alumni membership of one or more Chapters, simultaneously with their central registration. However, ELTE Alumni registration does not mean that the former student automatically registers to the alumni organization of a Chapter.

ELTE Alumni Council

5. §

- 1) The ELTE Alumni Council (referred to in the following as Council) is the organization responsible for the doctrinal governance of the ELTE Alumni.
- 2) The president of the Council is the Rector of the University.
- 3) The Council includes the president, six members of the alumni body (all of whom are members of the advisory board of the ELTE Alumni Foundation) and a further nine

appointed members (all of whom must be employees of the University). A member of the Council is someone who is dedicated to the University and its alumni activity, has performed excellently in one of the fields of studies offered by ELTE, and/or possesses extensive knowledge about the alumni activities of ELTE.

6. §

- 1) Two-thirds of the Council members are recommended by Alumni Chapters, and are appointed by the Rector, one-third of the members are appointed by the Chancellor for a two-year period.
- 2) Appointment of Council members can be terminated by
 - a) the expiration of the time period outlined in the appointment;
 - b) resignation;
 - c) withdrawal of the appointment.

7. §

A Council member has the right to resign in writing. The resignation must be sent to the ELTE Alumni Center. After fifteen days of receiving the resignation, Council membership is terminated.

8. §

Council membership can be revoked if a Council member acts against the interest of the ELTE Alumni, neglects his/her responsibilities, or if his/her behavior is incompatible with University standards and fails to adequately correct the misconduct within fifteen days of the written warning issued by the president of the Alumni Council. The appointer must take into consideration the opinion of the Council and the concerned representative of the Chapter before deciding on the fate of the revocation.

9. §

- 1) The tasks of the Council members include:
 - a) representing the diversity of the University;
 - b) developing the operational strategy for ELTE Alumni;
 - c) advising the Alumni Committee;
 - d) discovering and cooperating with supporters. Developing the terms of use for the provided support with consideration to financial and tax law;
 - e) examining the termination of a member, and making the decision on expulsion;
 - f) examining the revocation of membership.
- 2) The Council holds a meeting regularly, at least once a year. Minutes shall be taken of all meetings. Meetings are assembled, organized and documented by the ELTE Alumni Center. Decisions made by the Council must be implemented. To ensure cooperation, alumni organizations of the Chapters must be informed of the Council's decisions.
- 3) The presence of half of the Council members is required for any decision to be put into force. Absentees will be informed of the decision in writing. Members of the Council do not receive special benefits for their work.

ELTE Alumni Committee

10. §

- 1) The ELTE Alumni Committee (henceforth referred to as: Committee) is the body responsible for the operational functioning of ELTE Alumni. It also seeks to implement the decrees of the Alumni Council. Furthermore, the Committee:
 - a) Votes for and coordinates events of ELTE Alumni;
 - b) Takes part in creating, organizing and arranging ELTE Alumni events;
 - c) Cooperates with the alumni associations of the Chapters;
 - d) Coordinates the alumni events of the Chapters;
 - e) Takes care of the steps which are needed to implement the strategy proposed by the Council;
 - f) Advises on how to use financial sources provided by the University for ELTE Alumni.
- 2) The president of the Committee is the Rector, or the vice-rector appointed by the Rector. The Committee includes one member appointed by each of the following bodies: the Chapters, the Alumni Center, ELTE Students' Union, and the Doctoral Students' Union.
- 3) Meetings of the Committee are assembled, organized and documented by the ELTE Alumni Center.
- 4) The Committee holds a meeting regularly, at least twice a year. The presence of half of the Committee members is required for any decision to be made. Delegates shall discuss past developments on the meetings, and shall set out the strategies, cooperations and programmes for the future. If it is necessary to reach these goals, delegates may establish work groups.

ELTE Alumni Center

11. §

- 1) ELTE Alumni Center acts as the institutional subassembly for the university services of the Chancellery, and operates with the professional oversight of the president of the Committee.
- 2) Tasks of the ELTE Alumni Center include:
 - a) Coordination of the work of ELTE Alumni participants, oversight of the work of the Chapters, assessment and evaluation of needs and opportunities, development of common events;
 - b) Preparing and petitioning the annual (and multiannual) alumni strategy, conception and regulation. Monitoring the materialization of said strategies and regulations;
 - c) Planning programmes and proposing them to the Committee;
 - d) Organizing and collecting opportunities for alumni members and potential benefactors and opportunities for support;
 - e) Collection of resources, along with the necessary planning and organizing;
 - f) Recruiting volunteers, monitoring their work;
 - g) Handling and recording registrations;
 - h) Handling the administrative tasks needed to operate the ELTE Alumni;
 - i) Maintaining contact with the ELTE Alumni Foundation and Alumni Body;
 - j) Maintaining contact with the Committee and alumni representatives of the Chapters;
 - k) Assembling, organizing and documenting the meetings of the Committee; organizing events in accordance with the alumni conception;
 - l) Organizing the online and offline flow of information for ELTE Alumni;

m) Managing the website of ELTE Alumni.

REGISTERED MEMBERS OF ELTE ALUMNI

The membership

12. §

- 1) Members of ELTE Alumni are those who have satisfied the academic requirements of one of ELTE's (or its legal predecessors) degree programmes.
- 2) ELTE Alumni may contact these individuals if they have accepted to provide their data during registration on the website of ELTE Alumni.
- 3) Besides the requirements outlined in (1), one may register to become a member who holds a degree and has studied at the University for at least one semester within the framework of the international student mobility programme.
- 4) Those who have registered prior to this regulation (former employees, researchers, teachers, and public servants assisting in teaching and researching) will continue to be registered members of the alumni.
- 5) Registration is free and lasts for an indefinite period. Registration happens on the website of ELTE Alumni, and takes effect immediately after authentication. If registered members provide their address, they may receive an alumni card from the ELTE Alumni Center.
- 6) University students have the opportunity to preregister during matriculation. Preregistered students receive alumni membership automatically after completing a degree programme.
- 7) The usage, protection and transmission of personal data happens according to the regulations of data protection and privacy rules of the University.

Honorary membership

13. §

- 1) Honorary members of ELTE Alumni are those that have performed or perform exceptionally in their field of study, their work is in alignment with the standards of the University, but have not received a degree from ELTE.
- 2) Membership of the persons specified in (1) will be decided by the Committee on the proposal of the concerned Chapter.

Rights of registered Alumni Members

14. §

- 1) ELTE Alumni members have the right to
 - a) Be informed about ELTE and its events;
 - b) Participate in annual cultural, scientific, and sport events organized by ELTE Alumni or the Chapters;
 - c) Access electronic and printed publications of ELTE Alumni;
 - d) Access the information authorized by fellow members in the ELTE Alumni database, using services provided on the website (alumni.elte.hu) ;
 - e) Use the allowances and support provided on the website;
 - f) Provide support regularly or otherwise for achieving the goals of the Alumni Organization.

Duties of the Alumni Members

15. §

- 1) As per the registration outlined in 12. (4), members accept the Alumni Concept and the present regulation. They adhere to the regulation so that during their membership they aim to preserve and strengthen the fame of the University. They avoid any behaviour that is not in accordance with the standards of the University.
- 2) ELTE Alumni members may only use the database properly, they may not abuse their rights.
- 3) ELTE Alumni membership and the rights that come with it are intransferable.

Termination of membership

16. §

- 1) Membership may be terminated by
 - a) Leaving (based on the statement of the member);
 - b) Expulsion.
- 2) A member of ELTE Alumni may use the membership registry system to terminate his/her membership, or he/she can declare in writing that he/she wishes to terminate the registration. In this case, the declaration must be sent to the ELTE Alumni Center. After fifteen days of receiving the declaration, membership is terminated.
- 3) If a member's behaviour is incompatible with the standards of the University, or acts against the interests of ELTE Alumni and abuses his/her rights, he/she may be expelled. Examination of the circumstances is done by the Council, which also makes the final decision. The decision is made based on simple majority.

ELTE Alumni volunteers

17. §

- 1) Those who adhere to the present regulation and identify with ELTE Alumni Conception may volunteer.
- 2) Volunteers
 - a) work free of charge;
 - b) Use data confidentially;
 - c) Adhere to the informations and instructions provided for his/her work. Volunteers also adhere to legal obligations.

FINAL PROVISIONS

18. §

- 1) Present regulations shall be employed after coming into effect on 25 October 2016.
- 2) With present regulations coming into effect, the Senate's Alumni Regulation accepted under the number CCXV/2007. (X. 29.) and ammended under the number XXIX/2012, (II. 13.) loses its effect.

Budapest, 24 October 2016.

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