

On the basis of Article 31 of the Rules of the University of Ljubljana, Faculty of Economics, the Senate of the Faculty of Economics approved at its meeting on 29 September 2014 the following

RULES OF ALUMNI OF THE UNIVERSITY OF LJUBLJANA, FACULTY OF ECONOMICS

I. General provisions

Article 1 (Subject of the rules)

This Rules regulate the activity of Alumni of the University of Ljubljana, Faculty of Economics (hereinafter: FELU Alumni), which operates within the University of Ljubljana, Faculty of Economics (hereinafter: the Faculty).

FELU Alumni is a voluntary association of graduates and other members in accordance with the rules and operates in context of the activities performed and led by the Faculty according to the strategy and Rules of the Faculty.

Article 2 (Name and shortened name)

Name of the FELU Alumni is Alumni of the University of Ljubljana, Faculty of Economics. Shortened name of FELU Alumni in Slovenian language is Alumni EF and in English language is FELU Alumni.

FELU Alumni has its own logo, in accordance with the Rules of corporate identity of the Faculty. The word Alumni is added in the gray bottom square near the logo of the Faculty.

II. Purpose, objectives and activities

Article 3 (Purpose)

The purpose of the FELU Alumni is to establish and develop professional and social cooperation of former FELU students and the Faculty. FELU Alumni promotes loyalty to the Faculty as well as the international and domestic achievements of the Faculty, scientific research, education and the consulting work in cooperation with the business, economic, professional and other publics.

Article 4
(Objectives)

The objectives of the FELU Alumni:

- creating added value for its members and promoting active participation at the Faculty. For this purpose FELU Alumni plans, implements and promotes events, activities and services that bring benefits to members and create added value and strengthen or create a bond with the Faculty;
- promoting the active participation of members of FELU Alumni so that FELU Alumni provides integration of its members in activities of FELU Alumni and activities of the Faculty. In this way, FELU Alumni builds relationships with Faculty members as well as cooperation with companies and organizations from which its members come. The latter is realized primarily through the activities of members who are active in the FELU Alumni;
- involvement and student awareness about the FELU Alumni and the values of the Faculty. Early involvement and informing students about the role of the Faculty. FELU Alumni promotes loyalty and commitment during study years and facilitates moving over to FELU Alumni membership;
- internationalization of the operation of the Faculty through the internationalization of the FELU Alumni. Due to the presence of the Faculty in many markets, and its students coming from many countries and going abroad to study, FELU Alumni connects and supports members who are foreign residents.

Article 5
(Activity)

FELU Alumni functions as a facilitator of contact between graduates. This is achieved by:

- organizing events to exchange knowledge, experience, cooperation and the provision of networking through professional, social, cultural, sporting and other recreational activities for members of the FELU Alumni;
- providing help to members of the FELU Alumni in professional and personal progress through human resource consulting and training as well as providing information about interesting new opportunities;
- maintaining up to date records of FELU Alumni members;
- regular communication with members of the FELU Alumni (email, faculty websites, social networks);
- connecting FELU Alumni members (social networks);
- building the reputation of the Faculty and therefore enhancing the prospects of the Faculty's graduates;
- offering free or preferential participation in related events and business education;
- other means to achieve the goals of the AEF and benefits for its members.

III. Membership

Article 6
(Membership Conditions)

Membership of the FELU Alumni is personal and voluntary.

A Member of the FELU Alumni is a natural person who fits the conditions of one of the categories of FELU Alumni membership:

- regular member: a graduate student of the Faculty, who graduated from one of the programs at the Faculty and received a certificate of graduation or a student who has passed all exams according to a prescribed program;
- honorary member: a person who has special merits for the operation and development of the Faculty, but he does not satisfy the conditions of the first paragraph. An honorary member is invited and approved by the FELU Alumni Board;
- sympathizer: a person who materially, morally or otherwise supports the Faculty and cooperates with the FELU Alumni, expresses a request for membership and his contribution to the FELU Alumni, but does not satisfy the conditions from either the first or second paragraph.

Article 7 (Affiliation)

Candidates for membership apply to the FELU Alumni based on printed or electronic applications. Every graduate of the Faculty receives the application to the FELU Alumni as part of his/her degree defense.

With submitting the application candidates for membership agree that they will respect the rules of FELU Alumni and Code of Ethics of the Faculty.

FELU Alumni Board has the right to reject a candidate's application for membership in the FELU Alumni at any time due to moral or ethical reservations.

Article 8 (Termination of membership)

Membership of the FELU Alumni stops:

- with voluntary exit,
- with the exclusion of the member,
- with the death of the member.

A member can voluntarily withdraw membership from the FELU Alumni by sending a statement of withdrawal to the FELU Alumni office. The withdrawal is valid from the date of receiving the statement in the FELU Alumni office.

Following a proposal from FELU Alumni members or the FELU Alumni office a member can be excluded from the FELU Alumni if the FELU Alumni Board determines that a member harms the reputation of FELU Alumni and the Faculty, disrupts the functioning of the FELU Alumni, causes conflicts and negative mood among members or otherwise does not comply with other obligations of membership set out in these Rules and other rules of FELU Alumni. The excluded member can appeal against the decision to the FELU Alumni Board within 30 days of receiving the decision of exclusion by sending a complaint to the FELU Alumni office. The FELU Alumni Board will then discuss the appeal at the next Board session.

Membership of the FELU Alumni association and related functions ends with the death of the member.

Article 9
(Keeping records of the members)

The faculty keeps records of members of FELU Alumni, which is a collection of personal data. Besides candidate's personal data the registration form contains the consent for processing his personal data.

Article 10
(Rights and duties of members)

Members of the FELU Alumni have the right to:

- be informed about the activities and functioning of the FELU Alumni and the Faculty,
- participate in the FELU Alumni,
- give their suggestions and proposals,
- request explanations on the functioning of FELU Alumni and the Faculty bodies,
- choose and to be selected into FELU Alumni bodies imposed by these rules and
- receive benefits from membership in FELU Alumni.

Members of the FELU Alumni are required to:

- act in accordance with these Rules,
- respect the decisions of the FELU Alumni organs,
- act in accordance with the Code of Ethics of the Faculty,
- strive for the reputation of FELU Alumni and Faculty.

IV. Organization of FELU Alumni

Article 11
(Bodies)

Bodies of the FELU Alumni are:

- FELU Alumni President,
- FELU Alumni Board.

The mandate of the FELU Alumni President and FELU Alumni Board lasts two years or until the appointment of a new President and the appointment of a new FELU Alumni Board. The President and the members of the FELU Alumni Board can be reappointed. FELU Alumni Members perform their function honorably and do not receive payment for their work.

Article 12
(President)

FELU Alumni has a president who is appointed by Senate of the Faculty amongst the regular members on a proposal from the Dean of the Faculty.

FELU Alumni President cares for the development and promotion of FELU Alumni's mission together with the FELU Alumni Board.

FELU Alumni President directs the development, operation and promotion of FELU Alumni, which includes:

- presentation of the FELU Alumni in public,
- promotion and building the reputation of the Faculty and the FELU Alumni in the local and international environment;
- support with connecting and strengthening the relationship between the members of the FELU Alumni;
- support with the projects involving collaboration with the private and public sectors;
- cooperation with the establishment of long-term supportable model of the organizational structure of FELU Alumni;
- cooperation with the FELU Alumni Board and with the Faculty in important strategic decisions.

The function of FELU Alumni President expires:

- by the end of the mandate,
- with his resignation,
- with the dismissal by the Senate of the Faculty.

In the case of termination of the function before the expiry of the mandate the Senate of the Faculty authorizes the Dean until the appointment of a new President that performs the function of vicegerent President.

Article 13 (FELU Alumni Board)

FELU Alumni Board is an executive body that directs and manages the work of FELU Alumni.

FELU Alumni Office provides professional, administrative and technical support for the FELU Alumni and for other administration staff of the Faculty.

FELU Alumni Board consist the FELU Alumni President, who is also the President of the FELU Alumni Board and four members. Members of the FELU Alumni Board are representatives of the management, administration staff and two FELU Alumni members.

Together with FELU Alumni President the FELU Alumni Board is responsible for the development and promotion of the purpose and mission of the FELU Alumni. The FELU Alumni Board:

- participates in a preparation of the work program, financial plan and annual report of the FELU Alumni which is transmitted for consideration to the Senate of the Faculty,
- considers and approves the proposals to establish new clubs and sections as well as other proposals which are prepared and delivered on a proposal from members by the FELU Alumni office,
- performs its duties in accordance with these Rules and the work program of FELU Alumni,
- performs other tasks as directed by the Senate of the Faculty in accordance with these Rules and Strategy of FELU Alumni.

Article 14 (Designing the FELU Alumni Board)

The management and administration staff representatives in the FELU Alumni Board are appointed by Senate of the Faculty on a proposal from the Dean of the Faculty.

For the purpose of active involvement of the members in the FELU Alumni function two FELU Alumni members are selected in FELU Alumni Board.

Selection of the FELU Alumni members:

- FELU Alumni President calls the selection of FELU Alumni members in the FELU Alumni Board within one (1) month before the expiry of his mandate,
- selection is pre-announced and lasts fourteen (14) days,
- Governance Board (or equivalent) of each club/section proposes up to 2 candidates among the FELU Alumni members to the list of candidates and encloses consensus of the candidate to candidacy within the agreed deadline proposed,
- all regular FELU Alumni members can choose the candidates,
- each FELU Alumni member can select only one candidate on the list of candidates,
- each FELU Alumni member can submit only one vote,
- the submitted voice cannot be changed later,
- the candidates with the highest number of votes are selected to the FELU Alumni Board

Selection of candidates for the FELU Alumni members can be performed online.

The three-member committee that is appointed by the FELU Alumni President determines the number of received votes. The result of the selection is permanently documented. The Senate of the Faculty addresses any potential complaints.

Selected candidates of the FELU Alumni Board are confirmed by the Senate of the Faculty.

Function of the member FELU Alumni Board stops:

- by the end of the mandate,
- with his resignation,
- with the dismissal by the Senate of the Faculty.

In the case of termination of the function before the expiry of the mandate begins the process of appointing or selection of a new member.

Article 15 (Operation of the FELU Alumni Board)

The FELU Alumni Board are represented at sessions convened by the FELU Alumni President at least once a year, or if necessary.

FELU Alumni Board has a quorum, if the FELU Alumni President and two members of the FELU Alumni Board are present. Majority of the present votes is required for the validity of the conclusions. FELU Alumni Office provides the administrative support to the FELU Alumni Board.

Article 16 (Office)

The FELU Alumni Office is an organizational part of the marketing department. The FELU Alumni Office consists of the Head of FELU Alumni Office and, if necessary, other professional staff of the Faculty. The FELU Alumni Head of office is responsible for ensuring that the work is done in accordance with the law, Statute of University of Ljubljana (UL) and other acts of UL and the Faculty.

The FELU Alumni Office performs organizational work, provides technical assistance and administrative support to the FELU Alumni bodies and deals with the proposals and complaints of the FELU Alumni members. The FELU Alumni Office provides organizational support and oversees the work of the FELU Alumni clubs or sections.

Article 17
(Clubs and sections)

The FELU Alumni members connect through the FELU Alumni clubs and sections.

Clubs and sections are organized groups of FELU Alumni members which perform a specific set of activities in accordance with the strategy and work program of the FELU Alumni. Clubs and sections are not independent legal entities.

FELU Alumni Clubs can be established according to the completed study program in order to increase the reputation of this program and networking and further development of graduates of the study program.

Member of the FELU Alumni club can only be one who graduated from the particular program of study and received a certificate of graduation from the Faculty and those who have passed all exams of the particular program. When the individual club is formally and legally established, those FELU Alumni members, who graduate on the particular program of the Faculty and receive the certificate of graduation of the Faculty and those members who pass all the exams, automatically become members of the newly established club.

Sections are established on the basis of the interests of individuals within the FELU Alumni. Any FELU Alumni member who is interested in a specific area can join the sections.

The FELU Alumni Office proposes the establishment of new clubs and sections based on the proposals of regular FELU Alumni members. The FELU Alumni Board addresses and approves the proposal for the establishment of a new club or section which has to contain goals and a work program.

Article 18
(Bodies of clubs and sections)

The basic authorities of different clubs/sections are usually the Governance Board, Chairman of the Board and Steering Committee. The method of election of the authorities of the individual clubs or sections is determined by each club or section with its own rules and procedures.

The mandate of the members of the club/section lasts four years. Members can be re-elected or re-appointed.

The Governance Board consists of the president of the club/section and optional number of club members/sections. The Governance Board develops and manages the operation of the club/sections in accordance with the FELU Alumni work program and strategy.

The club/section can have a Steering Committee. The Steering committee of the club/section task is consulting, support and guidance of operation and assistance in fulfilling goals of club/section.

Article 19
(Selection of bodies of clubs and sections)

Selection of Governance Board members of the club/section takes place in collaboration with the FELU Alumni Office or with experts from the area of interest among the FELU Alumni members which identify individuals who are active and established in the field of the club or section. The Office invites selected potential members of the Governance Board and Steering Committee of FELU Alumni participate in the sections.

V. Financial and material operations of the FELU Alumni

Article 20 (Sources of financial and material resources)

FELU Alumni dispenses financial resources in accordance with the FELU Alumni work program and the annual financial plan of the Faculty.

Financing sources of FELU Alumni can also be:

- voluntary contributions and gifts from individuals,
- contributions from sponsors and donors,
- assets from the tickets purchased for payable events and entrance fees,
- potential fee,
- fundraising,
- other.

VI. Transitional and final provisions

Article 21

The validation of the Rules starts with the date of its acceptance by the Senate of the Faculty and becomes applicable after its publication on the intranet and web pages of the Faculty.

Ljubljana, 29.9.2014

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