

# Federation Alumni Procedure

<b>Policy code:</b>	GC1959
<b>Policy owner:</b>	Advancement Manager, Chancellery
<b>Approval authority:</b>	Deputy Vice-Chancellor (Global and Engagement)
<b>Approval date:</b>	22 March 2024
<b>Next review date:</b>	28 November 2025

## Table of Contents

Purpose .....	1
Scope .....	2
Legislative Context .....	2
Definitions .....	2
Actions .....	2
1. Confidentiality and Privacy .....	2
2. Membership .....	3
3. Discounts and privileges .....	3
4. Chapters and Networks .....	4
5. Alumni Chapters .....	4
6. Alumni Networks .....	7
7. Alumni Awards .....	9
8. Quality Assurance .....	11
9. Communication .....	11
Supporting Documents .....	14
Responsibility .....	14
Promulgation .....	14
Implementation .....	14
Forms/Record Keeping .....	14

## Purpose

This procedure governs the operations of Federation University Australia Alumni Association. Formed in 1995, the Association is committed to ensuring that the association between the University and its alumni community is fulfilling, lifelong and active.

This procedure provides a framework for Federation University Australia's Alumni operations, celebrate the accomplishments of its graduates and the contribution they have given to their chosen industry/profession and beyond by:

- Providing benefits to individual alumni by fostering their continued involvement in Federation University and the alumni community
- Promoting the formation and activity of alumni chapters and networks
- Formally recognising and acknowledging prominent alumni both domestically and internationally for their achievements within their chosen field of study and beyond
- Offering alumni members a range of discounts and privileges

## Scope

This procedure is applicable to all students (past and present), graduates, staff members (past and present), Council members (past and present), Honorary Doctorates and friends of Federation University Australia or an antecedent institution.

## Legislative Context

- [Federation University Act 2010](#)

## Definitions

Term	Definition
Alumnus	A male graduate
Alumna	A female graduate
Alumni	A group of graduates - Members of FedUni Alumni
Association	FedUni Alumni Association comprises members who are graduates, past and current students, past and current staff and or friends of the University
Award	Formal recognition and acknowledgement of alumni achievements within a chosen field of study and beyond
Chapter	Formed on the basis of geographical location, professional discipline or special interest area, Chapters foster continuing lifelong links between Federation University Australia and its alumni and between alumni themselves. Chapters operate with a volunteer committee and can either be unincorporated or incorporated – refer FedUni Alumni Chapter Guidelines
Distinguished Alumni	An awardee recognised for their exceptional contribution to society, demonstrating the achievement of excellence
Graduate	Student who has completed a course offered by Federation University Australia or an antecedent institution for which a sealed award was given
Network	Formed for a specific purpose e.g. Reunion

## Actions

### 1. Confidentiality and Privacy

All personal information collected for the purpose of Alumni membership or awards will be treated as confidential – refer [Information Privacy Procedure](#).

The Alumni Office is responsible for all alumni data within the University's system, ensuring privacy and confidentiality of the data is maintained. Personal contact details of alumni cannot be shared to University staff without the direct consent of alumni.

All correspondence to alumni cohorts outside the specific scope detailed in the Federation Alumni Communication Policy will be sent from the Alumni Office on behalf of University staff.

## 2. Membership

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Becoming an Alumni	Advancement Manager	<ol style="list-style-type: none"> <li>1. While membership is automatic for all Federation University graduates, it is essential that contact details are kept up to date using the University's approved online system</li> <li>2. All other prospective members are required to complete their membership details form via the University's website which will generate an email to the Alumni Office</li> <li>3. On receipt of the email, the Alumni Office will create the member account in the University's online system and notify the new member by email</li> <li>4. Alumni membership is open and free to current and past students, staff and friends of the University.</li> </ol>

## 3. Discounts and privileges

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Accessing discounts and privileges	Advancement Manager	<ol style="list-style-type: none"> <li>1. In the initial email from the Alumni Office, members are advised to print their Alumni Evidence Certificate, via the Federation Alumni website</li> <li>2. Production of the Alumni Evidence Certificate entitles members to receive 20% off selected Federation University merchandise through the Federation University Store including Alumni hoodies</li> <li>3. Members are entitled to take advantage of a range of other discounts and privileges at</li> </ol>

	ACTIVITY	RESPONSIBILITY	STEPS
			participating outlets, listed on the Federation Alumni website 4. Federation Alumni Library membership allows current Federation Alumni members borrowing rights and access to selected electronic resources – applications can be made via the Federation Alumni website

## 4. Chapters and Networks

The establishment of Chapters and Networks supports fellow alumni to build stronger links from related fields of study, work and/or geographical locations – to socialise, share ideas and organise events.

## 5. Alumni Chapters

Alumni Chapters foster continuing lifelong links between the Federation University Australia and its alumni and between alumni themselves. Chapters serve to unite alumni in an organisation which is mutually beneficial to both the individuals and the University. Most Chapters are unincorporated associations and must stay active to maintain Federation Alumni Chapter status.

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Forming a new chapter based on geographical location, professional discipline or special interest	Interested member/s of Alumni community	1. Contact the University's Alumni Office to discuss the proposal 2. Obtain in principle support 3. Define the target membership/participant group including consultation with any third party providers, if applicable 4. Ensure there is sufficient interest and support to proceed
B.	Establishing a Steering Committee	Chapter members	1. Call for expressions of interest from the participant group 2. A minimum of 10 volunteers are required to serve as Chapter officers and/or Chapter Steering Committee members 3. Positions on the committee may include: <ul style="list-style-type: none"> <li>• President</li> <li>• Vice-President</li> </ul>

	ACTIVITY	RESPONSIBILITY	STEPS
			<ul style="list-style-type: none"> <li>• Secretary</li> <li>• Treasurer</li> </ul> 4. Volunteers will need to be responsible for: <ul style="list-style-type: none"> <li>• Managing Chapter finances and administration</li> <li>• Maintaining regular communication with the University</li> <li>• Chapter communications and functions; and</li> <li>• Recruitment of new members</li> </ul>
C.	Determining the structure and governance	Chapter members	1. Consider the mission and how the Chapter will best serve the University and the particular constituencies 2. Consider legal requirements for the association's establishment and registration with appropriate local authorities 3. Develop either a constitution for the Chapter or a legal contract between the University and the Chapter (most chapters are unincorporated associations) <ul style="list-style-type: none"> <li>• Chapters are required to sign a contract with Federation University which establishes the terms and conditions under which the Chapter will be established and conduct its activities</li> <li>• If Chapters incorporate or become a separate legal entity, the proposed constitution, articles of Chapter or other founding documents will be created accordingly</li> <li>• Approval must be obtained from the University's Legal Officer</li> </ul>

	ACTIVITY	RESPONSIBILITY	STEPS
D.	Ongoing management	Advancement Manager	<ol style="list-style-type: none"> <li>1. Determine what funding will be required to support initial chapter formation <ul style="list-style-type: none"> <li>• While Chapters are expected to be self-funding, initial support may be provided by Federation University</li> </ul> </li> <li>2. Determine how the Chapter will be managed financially, considering: <ul style="list-style-type: none"> <li>• Membership fees</li> <li>• Fundraising</li> <li>• Self-supporting events</li> <li>• Corporate and/or individual sponsorships</li> </ul> </li> <li>3. Consider what expenses will be incurred during the first year of operation</li> <li>4. Prepare an annual budget</li> <li>5. The Steering Committee and its members are responsible for determining the agenda and future direction of the Chapter</li> <li>6. Relevant schools and partner institutions are expected to assist Chapter initiatives either financially or in-kind</li> </ol>
E.	Organising events and activities	Chapter members	<p>Design a communications program and events schedule</p> <ul style="list-style-type: none"> <li>• Consider communication strategies</li> <li>• What events will support the Chapter's mission</li> </ul>
F.	Maintaining an active Alumni Chapter	Chapter members	<p>To be considered active, the Chapter must:</p> <ul style="list-style-type: none"> <li>• Conduct at least four business meetings per year and submit all meeting minutes to the Alumni Office</li> <li>• Hold at least two general alumni functions of educational or social nature annually</li> </ul>

	ACTIVITY	RESPONSIBILITY	STEPS
			<ul style="list-style-type: none"> <li>• Conduct regular elections for new leadership</li> </ul>
G.	Sourcing Central Alumni Office Support	Chapter members	<ol style="list-style-type: none"> <li>1. Contact the University's Alumni Office if seeking advice, counsel and/or resources to support the Chapter to fulfil its defined role and purpose and achieve its prescribed objectives</li> <li>2. Support could include, but is not limited to: <ul style="list-style-type: none"> <li>• Initial assistance with printing and postage costs</li> <li>• Advice and assistance with the coordination and management of Chapter events and communications</li> <li>• Advertising of functions and activities on the Federation Alumni website and in newsletters</li> <li>• Access to alumni data and contact details in accordance with the University's Information Privacy Policy</li> <li>• Federation University Australia's promotional material and merchandise at discounted cost</li> <li>• Assistance with securing VIP visitors, speakers and visiting academics from the University for events</li> </ul> </li> </ol>
H.	Closing a Chapter		<ol style="list-style-type: none"> <li>1. If it becomes necessary to close a Chapter, advice should be sought from the Legal Office in relation to the Legal Agreement between the two parties</li> <li>2. An initial notice will then be issued to the Chapter's Steering Committee in relation to the proposed process for closing the Chapter</li> </ol>

## 6. Alumni Networks

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Forming a new Network	Interested member/s of Alumni community	<ol style="list-style-type: none"> <li>1. Contact the University's Alumni Office to discuss purpose and membership</li> <li>2. Ensure there is sufficient interest/support to proceed</li> <li>3. Obtain advice from Legal Office</li> <li>4. Form a volunteer committee for the purpose</li> <li>5. Organisers may be required to sign a release agreement for the purpose of obtaining proposed member contact details</li> <li>6. Promote the function/event through the Federation Alumni website</li> </ol>
B.	Sourcing Central Alumni Office Support	Network members	<ol style="list-style-type: none"> <li>1. Contact the University's Alumni Office if seeking advice, counsel and/or resources to support the Network function/event</li> <li>2. Support could include, but is not limited to:               <ul style="list-style-type: none"> <li>• Access to alumni data and contact details in accordance with the University's Information Privacy Policy</li> <li>• Initial assistance with printing and postage costs</li> <li>• Advice and assistance with the coordination and management of Network event</li> <li>• Advertising of function/event on the Federation Alumni website and in newsletters</li> <li>• Federation University Australia's promotional material and merchandise at discounted cost</li> <li>• Assistance with securing VIP visitors, speakers and visiting academics from the University for the function/event</li> </ul> </li> </ol>



## 7. Alumni Awards

While the number of awards bestowed may vary from year to year, generally these awards will be available:

- Alumni of the Year (for alumni 30 years of age and over)
- Young Alumni of the Year (for alumni under 35 years of age)
- International Alumni of the Year (for international alumni living and working in a country other than Australia for more than three years since graduation)
- Aboriginal and Torres Strait Islander Alumni Award (for Aboriginal and Torres Strait Islander alumni)
- Alumni Award for Community Service (for alumni who have made a significant social impact on a community (local or international) or population / group and/or the University through volunteering over and above their role in their chosen field of employment).
- Distinguished Alumni Award (this pre-eminent award recognises the recipient's exceptional contribution to a chosen field of endeavour, and their pursuit of excellence in everything they do)
- Distinguished Alumni Award (Posthumous) (this pre-eminent award recognises the recipient's exceptional contribution to a chosen field of endeavour, and their pursuit of excellence in everything they did)

Categories of recognition/acknowledgement must be in at least one of the following:

- Outstanding professional achievement
- Outstanding academic or research achievement
- Outstanding service to Federation University Australia or its predecessor institutions
- Outstanding service to the community

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Nominating for an Alumni Award	Prospective nominator/nominee	<ol style="list-style-type: none"> <li>1. Self-nominations will not be accepted</li> <li>2. Nominations for awards may be submitted by other Federation University Australia alumni, Federation University Australia or partnerinstitutestaff, employers, or work colleagues, members of the community, family members or friends using the Alumni Awards Nomination Form via the Federation Alumni website</li> <li>3. Check eligibility requirements for each of the awards</li> <li>4. Complete the form in full, including signature and supporting documentation</li> <li>5. Submit the completed form and attachments by the closing date shown on the form</li> </ol>

	ACTIVITY	RESPONSIBILITY	STEPS
B.	Coordinating/ administration of nominations	Advancement Manager	<ol style="list-style-type: none"> <li>1. Nominations received are catalogued, processed and distributed to members of the Selection Panel</li> <li>2. Nominations that do not provide the required nomination form and supporting evidence by the due date to the Alumni Office at its correct address will be ineligible</li> <li>3. Ineligible nominees will be contacted with explanation provided by the Advancement Manager</li> </ol>
C.	Selection	Alumni Awards Selection Panel	<ol style="list-style-type: none"> <li>1. The selection process will be reviewed annually</li> <li>2. The role of the Selection Panel is to assess nominations and to make recommendations</li> <li>3. Following the selection process, a Briefing will be prepared by the Advancement Manager and submitted to the Deputy Vice-Chancellor, Global and Engagement</li> <li>4. Final endorsement of the selected awardees will be required from the Deputy Vice-Chancellor, Global and Engagement</li> </ol>
D.	Notification	Advancement Manager	<ol style="list-style-type: none"> <li>1. Once approved, the successful awardees will be contacted and notified of the outcome of the selection process</li> <li>2. The formal letter of congratulations will include:           <ul style="list-style-type: none"> <li>• Media release form</li> <li>• Confirmation date of the Awards Ceremony</li> </ul> </li> <li>3. If the successful nominee declines the award, the Selection Panel can elect to nominate a replacement candidate to the Deputy Vice-Chancellor, Global and</li> </ol>

	ACTIVITY	RESPONSIBILITY	STEPS
			Engagement for final endorsement
E.	Presentation	Alumni//Foundation Officer	<ol style="list-style-type: none"> <li>1. All award recipients will be presented with their awards at an awards ceremony</li> <li>2. Award recipients are also recognised on the Distinguished Alumni wall within Founders Theatre at the Mt Helen campus and digitally on screens across all campuses.</li> </ol>

## 8. Quality Assurance

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Compliance, monitoring and reviewing of award processes	Advancement Manager	<ol style="list-style-type: none"> <li>1. The nomination and award processes will be monitored annually</li> <li>2. Every three years, an internal audit process will be undertaken to review the award nomination and selection process</li> <li>3. Any identified changes will be implemented to provide assurance that all processes remain current and appropriate</li> </ol>

## 9. Communication

- Federation University uses both electronic and hard copy methods of communication to engage and inform alumni about a diverse range of topics. These topics include information about discounts, events, volunteer and mentor opportunities, University activities, initiatives and news.
- The official method of communication between the University and alumni is by email to the alumni email address. Alumni will be considered contactable only when they have provided a personal email address on record.
- Other methods by which the University communicates to alumni are via social media, hard copy communications to a nominated mailing address or to a nominated mobile phone number.

## Database

The Alumni Office is responsible for maintaining and enhancing Federation University (and its predecessor or antecedent) relationships with its alumni, and actively maintains a database of information about all alumni.

The purpose of the database is to record and manage the contact and activity details of our alumni to assist relationship development and engagement.

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Alumni update details	Alumni Office	1. On receipt of the update details email from an alumni, the Alumni Office will update the member account in the University's online system and notify the alumni by email
B.	University staff update details	Alumni Office	1. University staff should advise via email – <a href="mailto:alumni@federation.edu.au">alumni@federation.edu.au</a> when an alumni advises them of: <ul style="list-style-type: none"> <li>• a change of address or contact details.</li> <li>• a change of employment; or</li> <li>• any significant achievements or milestones.</li> </ul> 2. On receipt of the update details from University staff, the Alumni Office will update the alumni details in the University's online system and notify the alumni and employee by email

## Point of contact

The Alumni Office acts as the primary point of interaction between alumni and Federation University to:

- deliver a service to Federation University staff that leverages alumni to support core business objectives
- supply quality and timely information about alumni
- build corporate knowledge of Federation University alumni
- involve Federation University alumni with Federation University; and
- deliver a high quality, efficient service to alumni that will foster and maintain their connection to the University.

## Communication with alumni

The Alumni Office is responsible for:

- coordinating all communication to alumni on behalf of Federation University;
- collection, maintenance and integrity of information relating to alumni;
- delivering a positive experience for alumni through the coordination of communication that is integrated across the University, respectful, timely and efficient;

- ensuring the quality of University communication with alumni, and providing the direction on the form of communication to all alumni, or a particular cohort of alumni;
- ensuring that all hard copy communications and print media and all posts to social media conform to the University brand guidelines;

## Requests for Communication with alumni

The Alumni Office offers University staff information about alumni cohorts, and support to connect with alumni.

At times, University staff, partner providers and individuals request access to alumni data for research and promotional purposes and if appropriate the Alumni Office services these requests by facilitating contact with the alumni via email; web or post.

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Request received to contact alumni	Alumni Office  Marketing / Alumni Office  Alumni Office	<ol style="list-style-type: none"> <li>1. In the initial request to the Alumni Office, staff are advised to complete the Request for Alumni Communication and return to the Alumni Office via <a href="mailto:alumni@federation.edu.au">alumni@federation.edu.au</a></li> <li>2. The Request for Alumni Communication must be completed, providing the cohort of alumni to be contacted, the text wording and any images for the mail out to alumni, together with approval from the relevant parties. Any marketing to alumni as prospective students etc. must be approved by the Marketing Department prior to being sent to the Alumni Office.</li> <li>3. On receipt of the completed Request for Alumni Communication, the Alumni Office will review requests to ensure that: <ul style="list-style-type: none"> <li>* the workload involved in providing assistance to administer the communication is not excessive;</li> <li>* the timeline for the communication is realistic and does not clash with other alumni communications; and</li> </ul> </li> </ol>

			<p>* the material being sent to the alumni is relevant and not excessive</p> <p>4. The Alumni Office will advise the requestor by email once alumni have been contacted</p>
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## Supporting Documents

- [Global Partners and Community Engagement Policy](#)

## Responsibility

- Deputy Vice-Chancellor, Global and Engagement is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Advancement Manager is responsible for maintaining the content of this policy as delegated by the Deputy Vice-Chancellor, Global and Engagement.
- Advancement Manager is responsible for the administration support for the maintenance of this policy as directed by the Deputy Vice-Chancellor, Global and Engagement.

## Promulgation

The [Federation Alumni Procedure](#) will be communicated throughout the University community in the form of:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure
- Student Senate
- Student Graduation Ceremonies

## Implementation

The [Federation Alumni Procedure](#) will be implemented throughout the University via:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure

## Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Alumni member details	Online Student Management System	Advancement Manager	Retain for <b>six months</b> after last action
Requests for	Advancement Office	Advancement Manager	Retain for <b>six months</b> after last action

<b>Title</b>	<b>Location</b>	<b>Responsible Officer</b>	<b>Minimum Retention Period</b>
changes to alumni details			
Chapter establishment documentation	Advancement Office	Advancement Manager	Retain for <b>five years</b> after chapter ceases to exist
Constitutions	Legal Office	Legal Office	Retain for <b>five years</b> after chapter ceases to exist
Minutes of meetings	Advancement Office	Advancement Manager	Destroy <b>two years</b> after date of meeting
Events and activities  Major significance  Minor	Advancement Office	Advancement Manager	<b>permanent</b>  Destroy two years after last action
Contracts • Non incorporated • Incorporated	Legal Office	Legal Office	Destroy <b>Seven years</b> after the non-incorporated contract has expired  Destroy <b>Fifteen years</b> after the incorporated contract has expired
Award nomination documentation including selection documentation • Successful • Unsuccessful	Advancement Office	Advancement Manager	Destroy <b>Seven years</b> after delivery of award  Destroy <b>Twelve months</b> from date of decision
Awardee Register	Advancement Office	Advancement Manager	<b>Permanent</b>