

Nova International School Skopje, Alumni Association

Purpose & Goal

Article 1 The purpose of the Nova Alumni Association [hereinafter the ‘Association’] shall be to establish and perpetuate fellowship among the alumni and enable a mutually helpful relationship between the Association and Nova International School Skopje. The goal of the Association is to unite alums in supporting each other and the schools mission and vision.

Membership

Article 2 Everyone over the age of 18 that has graduated from Nova or has spent at least one year in the school, and has officially registered as an alumni member through the school’s alumni database (<https://www.nova.edu.mk/community/alumni>), shall be considered members of the Association. **Article**

3 Everyone interested in membership in the Association should send a request for membership to the governing board for verification. The Governing Board will keep track of all members in the organization.

Article 4 All members of the organization shall be entitled to equal rights and privileges.

Structure of the Organization

Article 5 The Association is composed of a Governing Board and a General Assembly.

Article 6 The Governing Board can create additional structures for improving the functioning of the Association, by a two thirds vote of the present alumni members at the annual General Assembly. **Article**

7 The General Assembly will be chaired by a representative of the Governing Board.

Governing board of the Organization

Article 8 The Governing Board of the organization is comprised of at least two alumni co-chairs. **Article**

9 The Governing Board could be expanded to include new positions such as secretary, treasurer, sergeant at arms.

Article 10 The two co-chairs are elected for two-year terms, without any limits for re-election.

Article 11 The Alumni Coordinator, Manager and Head of School, are members of the Governing Board by default.

Article 12 Candidates for the positions of co-chairs in the Governing Board must be active as volunteers in at least one of the alumni yearly activities, in order to be considered for re-election.

Article 13 Nova alums that would like to bring a proposal or an item for discussion in front of the governing board can do so at any time, with the support of 20 registered members of the organization. The support can be in an electronic form [e-mail confirmation], or in a written form.

General Assembly of the Organization

Article 14 The General Assembly of the Association is comprised of all Nova alumni members in accordance to Article 2 of the Alumni Association by-laws.

Article 15 The General Assembly of the organization votes on selecting the co-chairs for the governing board of the organization or any new Governing Board positions.

Article 16 The General Assembly of the organization will have at least one meeting annually. The Governing Board calls upon the meetings, and informs all alumni members at least a month in advance in writing via e-mail.

Article 17 Alumni members are encouraged to attend meetings, or assign a proxy to vote on their behalf when unable to attend.

Article 18 Proxy voting should be submitted via written or digital communication. One alumni member can carry the maximum of three proxy votes on the General Assembly meeting.

Article 19 Additional General Assembly meetings can be scheduled, when there is a need to discuss or vote on urgent matters.

Procedures

Article 20 Applicants for Governing Board positions will submit their application to the Alumni coordinator, for review and approval.

Article 21 The application for any Governing Board positions will include a short CV/biography, motivational letter for applying for the position, and a plan of activities for their term, not longer than one-page.

Article 22 The General Assembly will vote on the applications and select the ‘co-chairs’ and any newly opened Governing Board positions, using a majority rule.

Article 23 The General Assembly will officially have a voting quorum when a minimum of 5% of the alumni members registered in Nova’s alumni database are present.

Article 24 The Governing Board can create new positions, bodies, committees and any other structures they believe are needed for the effective implementation of their yearly program of activities. The board needs a two thirds majority for making this decision.

Representation

Article 25 The Association is committed to embodying the school's mission and vision, and to uphold the respect for the individuality of all NOVA stakeholders, regardless of their national, ethnic, cultural, and socio-economic diversity.

Activities/Communication

Article 26 All activities of the Association will actively be overseen by the Alumni Coordinator, in accordance to the values and beliefs of Nova International Schools as an educational institution.

Article 27 It shall be the duty of the Governing Board to inform all active alumni members, on a semester basis, of any ongoing and planned activities of the Association.

Transparency

Article 28 The agenda for all the meetings of the governing board of the organization will be made public one week prior to the meeting.

Article 29 Outcomes from the meeting minutes from all the meetings of the governing board of the organization will be made public and available to all alums in our database.

Article 30 The agenda and the minutes for all the meetings of the General assembly will be made public and available to all alums in our database. Whenever possible the General Assembly of the organization will be live streamed.

Article 31 if the organization is the recipient of any monetary or other donations, the information will be shared with all members of the alumni organization. If the donations are done anonymous the governing board will make sure to inform the organization on how the donation is being utilized.