

Statutes of “Alumni BFH”

(Version of 5 June 2024)

1. General provisions

Art. 1 Name and registered office

“Alumni BFH” (hereafter referred to as “the association”) is an association of unlimited duration within the meaning of Art. 60 ff. of the Swiss Civil Code (CC, SR 210).

The association is authorised to use the logo of Bern University of Applied Sciences (BFH) with the name “Alumni BFH” and the addition “Umbrella organisation of BFH graduates”.

The registered office of the association is Bern.

Art. 2 Purpose

The purposes of the association are to:

- promote co-operation and the development of common objectives among its institutional members and stakeholders;
- represent the interests of alumni organisations and their members vis-à-vis authorities and organisations;
- support the activities of institutional members and interest groups;
- support – within the scope of its possibilities – Bern University of Applied Sciences in its core tasks, insofar as this goes beyond the scope that can be achieved with public funds and other third-party funds;
- strengthen alumni identification with Bern University of Applied Sciences;
- support alumni of Bern University of Applied Sciences in their professional, social and personal development;
- provide services for the alumni organisations, their members and other alumni of Bern University of Applied Sciences.

The association may be a member of other organisations that pursue similar objectives at regional, national or international level.

2. Membership

Art. 3 Members

Members of the association can be:

- Alumni organisations of all Bern University of Applied Sciences degree programmes at bachelor’s and master’s level, and continuing education programmes. These organisations, whether they have a legal personality or not, maintain a special relationship with Bern University of Applied Sciences and their members are mainly alumni of Bern University of Applied Sciences;
- Alumni of Bern University of Applied Sciences who are not members of an alumni organisation that is a member of the association;
- Honorary members.

Art. 4 Admission, resignation and exclusion

The Delegates Assembly decides on the admission of institutional members on the recommendation of the Management Board; the Management Board decides on the admission of individuals. By joining, members recognise the association's statutes.

Membership expires when the member leaves the association. Resignations must be submitted in writing to the Executive Office no later than 3 months before the end of the calendar year. In the event of resignation, there is no claim on the association's assets.

The Management Board may exclude members if the conditions for admission are not met, if members repeatedly fail to fulfil their financial obligations or if members act in any other significant way against the interests of the association. Expelled members may appeal the decision at the following Delegates Assembly. The Delegates Assembly makes the final decision.

Art. 5 "Alumni direct" alumni group

Members (individuals) who are not members of an alumni organisation form the "Alumni direct" group and exercise their voting rights through their own delegates in the Delegates Assembly. The Executive Office organises the election of the delegates.

Art. 6 Interest groups

Individuals who are BFH alumni can organise themselves into interest groups known as communities. The aim of communities is to promote multidisciplinary exchange among alumni. Interest groups determine their own structure. As a minimum, they designate a responsible person. They finance themselves.

3. Organisation

Art. 7 Organs

The organs of the association are:

- Delegates Assembly
- Management Board
- Executive Office
- Auditors

3.1 Delegates Assembly

Art. 8 Composition and convocation

The Delegates Assembly consists of the delegates of the institutional members and of the "Alumni direct" group. The members of the Management Board and the head of the Executive Office participate in an advisory capacity. The Management Board may also consult other specialists in an advisory capacity.

The ordinary Delegates Assembly is convened by the Management Board. It takes place in the first six months after the end of the financial year.

Delegates constituting at least 20% of the total votes and representing at least two members may request the convening of an extraordinary Delegates Assembly. This must take place within two months of the submission of the request. The Management Board may also convene an extraordinary Delegates Assembly at any time.

The Delegates Assembly must be convened in writing at least 30 days (dispatch date) before the date of the meeting. The invitation must include the items on the agenda, the motions with reasons and any statements by the Management Board.

Members have the right to submit motions to the next Delegates Assembly. Such motions must be included in the agenda provided they have been submitted to the Management Board in writing at least two months (by post) before the Delegates Assembly.

Art. 9 Chairperson

The president or, in their absence, the vice-president chairs the Delegates Assembly. If the vice-president is also unable to attend, the Delegates Assembly elects a chairperson from among the members of the Management Board present.

The chairperson appoints the vote counters.

The chairperson appoints the minute taker. The minutes must contain the essential content of the deliberations, the resolutions passed and the elections held. The minutes must be signed by the chairperson and the minute taker and be sent to the delegates no later than four weeks after the date of the Delegates Assembly.

Art. 10 Quorum

Every Delegates Assembly convened in accordance with these statutes is quorate, regardless of the number of delegates present.

Art. 11 Agenda

Resolutions can only be passed on the items listed on the agenda.

Art. 12 Voting rights

Each institutional member and the "Alumni direct" group has one vote, and receives one additional vote for every 200 members, based on its registered membership; the votes are exercised by the delegates. Fractions of votes are rounded up. In a Delegates Assembly, no member is entitled to more than half of the votes represented.

If several delegates participate, one person shall be designated to cast that member's votes uniformly.

Art. 13 Adoption of resolutions

The Delegates Assembly passes its resolutions by a majority of the votes cast. A majority of two thirds of the votes represented is required for resolutions concerning Article 14, Numbers 2, 8, 10 and 11, and for a change in the purpose of the association. In the event of a tie, the motion is deemed to have been rejected.

In elections, the person who obtains the absolute majority of the votes represented in the first ballot is deemed to be elected. If an absolute majority is not reached, a second ballot is held. The deciding factor is then who receives the most votes (relative majority).

Votes are conducted openly. The same applies to elections, unless a majority of the votes represented demand a secret ballot.

Art. 14 Powers of the Delegates Assembly

The Delegates Assembly has the following non-transferable powers:

1. adoption and amendment of the statutes;
2. election and dismissal of members of the Management Board who are not representatives of Bern University of Applied Sciences, and of the president;
3. election of the Auditors;
4. approval of the annual report and the annual financial statements as well as the discharge of the members of the Management Board; furthermore, the resolution on the utilisation of the balance sheet profit;
5. approval of the budget and determination of any contributions for the following year;
6. approval of the minutes of the last Delegates Assembly;
7. appointment of honorary members;
8. admission of institutional members and the final decision on contested exclusions;
9. utilisation of any net profit generated and the association's assets;
10. dissolution of Alumni BFH;
11. merger of Alumni BFH with another legal entity or another merger-like process (transformation, transfer of assets, etc.);
12. adoption of the vision and strategy of Alumni BFH;
13. passing of resolutions on matters that are reserved for it by law or the statutes or that the Management Board submits to it;
14. expenditures above CHF 10,000 (ten thousand) per individual item.

3.2 Management Board

Art. 15 Composition

The Management Board consists of a minimum of five and a maximum of ten members and is composed as follows:

- a maximum of five elected members from different alumni organisations that are members of Alumni BFH;
- one representative of the "Alumni direct" group;
- one representative of Bern University of Applied Sciences;
- other members, up to a maximum of three, who support the objectives of Alumni BFH in specific areas.

Alumni organisations that hold at least one third of the total votes are entitled to a seat on the Executive Board.

The Management Board is self-constituting, with the caveat that the president is elected by the Delegates Assembly. As a rule, the head of the Executive Office attends the meetings of the Management Board in an advisory capacity.

When dealing with matters relating to Bern University of Applied Sciences the Management Board may invite representatives of the university to its meetings.

Art. 16 Term of office

The members of the Management Board are elected for a term of office of two years. Re-election is allowed.

Their term of office ends on the date of the second ordinary Delegates Assembly after their election. If a by-election is held during a term of office, the newly elected member shall take up the term of office of the member they replace.

Art. 17 Management Board meetings

The Management Board meets at the invitation of the president as often as business requires, but at least four times a year. Board members can also attend meetings digitally.

Individual members of the Management Board can request that a board meeting be convened. The meeting must take place within three weeks of the request.

The Management Board may issue regulations governing the convening and organisation of its meetings.

Art. 18 Adoption of resolutions

The Management Board is quorate if at least half of its members are present. The resolutions of the Management Board require a simple majority of votes of those present. The president also votes. In the event of a tie, the president has the casting vote.

Minutes of the board meetings are taken. The minutes are accessible to all members.

Resolutions can also be passed by correspondence if all members of the Management Board agree to this. A resolution is adopted by correspondence if it is approved by a majority of all members of the Management Board. These resolutions must also be recorded in the minutes.

Art. 19 Powers of the Management Board; delegation of management

The Management Board decides on all matters that are not delegated or reserved to another body, in particular on

1. management of Alumni BFH, subject to the powers of the Delegates Assembly;
2. development and implementation of the vision and strategy;
3. representation of the association vis-à-vis third parties;
4. preparation and convening of the Delegates Assembly;
5. approval of the rules of procedure, appointment of the Executive Office and definition of its duties;
6. conclusion of contracts, insofar as they involve significant liabilities;
7. consultation of experts;
8. determination of the organisation, including the signature regulations;
9. supervision of the Executive Office;
10. preparation of regulations;
11. preparation of the annual report, the annual financial statements and the budget;
12. obtaining the Auditor's report;
13. preparation of amendments to the statutes;
14. proposals for the appointment of honorary members;
15. exclusion of members, subject to the decision of the Delegates Assembly in the event of an appeal;
16. proposal for the utilisation of any net profit generated and the association's assets;
17. expenditures up to CHF 10,000 (ten thousand) per individual item.

3.3 Executive Office

Art. 20 Composition and responsibilities

The Alumni BFH Executive Office is provided by Bern University of Applied Sciences. The Executive Office is responsible for preparing and implementing the resolutions of the Delegates Assembly and the Management Board, managing daily business and providing services.

3.4 Auditors

Art. 21 Composition and responsibilities

The Delegates Assembly elects at least one and no more than two Auditors or a fiduciary. The election is for a period of two years. Re-election is possible. The Auditors audit the association's accounts annually and submit a written report to the Delegates Assembly

4. Financial

Art. 22 Means

The association's funds consist in particular of

- contributions from Bern University of Applied Sciences (financing of the Executive Office);
- any contributions from members;
- donations of all kinds (sponsorships, contributions from the lottery fund, etc.);
- income from services, sale of products, events and collections;
- the association's assets and the income generated from investments and interest.

Art. 23 Liability

The association's liabilities are covered solely by its assets. Members are not obliged to make additional contributions in any case.

Art. 24 Financial year

The association's financial year is the calendar year.

5 Relationship with the members

Art. 25 Autonomy

The association primarily serves as an umbrella and service organisation for members. The institutional members remain independent and are autonomous in the organisation of their activities and management.

Art. 26 Co-operation

The association and its institutional members support each other in achieving their goals.

Art. 27 Logo

Alumni organisations may use the Alumni BFH logo (logo of Bern University of Applied Sciences with the ALUMNI brand) together with their own name or logo in their communications, subject to the consent of Bern University of Applied Sciences.

6. Final clauses

Art. 28 Dissolution

The dissolution of the association can be decided by a two-thirds majority of the votes present at the Delegates Assembly. Members must be notified of proposals for dissolution in writing with the invitation to the meeting of the Delegates Assembly.

Upon dissolution of the association, its assets shall be transferred to Bern University of Applied Sciences. The assets must continue to be used in accordance with the purpose of the association.

Art. 29 Entry into force

These statutes enter into force immediately upon their approval by the Delegates Assembly and replace the statutes of 3 June 2015.

Bern, 5 June 2024

President

Vice President

Ernst (Aschi) Hegg

Ramona Casaulta