

Lazarski University Alumni Club Regulations

Chapter I

§ 1

General provisions

Lazarski University Alumni Club Regulations, hereinafter called the Regulations, specify the terms and organizational principles of the Alumni Club.

§ 2

Mission

Lazarski University Alumni Club mission is to integrate the community of graduates of Lazarski University, hereinafter called the University.

§ 3

Aims

Lazarski University Alumni Club implements its mission through the following tasks:

1. Creating an exchange network of information, resources, mutual support and possibilities for the graduates who are professionally active via the strengthening of networking;
2. Strengthening the links of the graduates with the University, creating a kind of lobby;
3. Supporting undertakings aimed at stimulating and developing Lazarski University graduates' professional activeness;
4. Creating good relations with Lazarski University environment, its social and economic surrounding, local communities, institutions and media;
5. Propagating Lazarski University educational offer in the field of additional training and professional skills improvement (post-graduate studies and MBA);
6. Supporting Lazarski University graduates' initiatives;
7. Organizing social, cultural and entertainment events for graduates;
8. Raising funds for Lazarski University Foundation's statutory tasks;
9. Developing Lazarski University Alumni web portal.

§ 4

Organization

1. The Club is attached to the University President's Office.
2. The Club membership is voluntary.
3. The Club is open to all initiatives and acts in accordance with principles adequate for academic community.
4. The Club activities are developed by the Club Council members.
5. To achieve the aims, the Alumni Club cooperates with other organizational units of the University.

Chapter II

§ 5

Terms of Membership

1. The Club Members, hereinafter called the Members, can be the persons who have completed the University studies and been awarded one of the following degrees:
 - 1) Bachelor of Arts
 - 2) Master of Arts
 - 3) Bachelor in Business Economics
 - 4) Bachelor in International Relations and European Studies
 - 5) Master of Science in International Business economics
 - 6) Master of Arts in International Relations
 - 7) Doctor of Philosophy
2. The Members can also be:
 - 1) Graduates of post-graduate and MBA courses
 - 2) Active members of Ryszard Lazarski's Pupils' Club
 - 3) Full-time employees of the University
 - 4) Other people who wish to join the Club
3. The condition for membership is a completion and delivery of an online registration form that is available at https://ka.lazarski.pl/deklaracja_absolwenta_eng.php.
4. The online registration form should be filled in accordance with the rules defined for it. The registration form is properly completed when all the spaces marked as obligatory are filled in.
5. In case the personal data provided in the registration form are false, the Club has the right to exclude the person who had sent the form with the untrue information from the Club.
6. The act of sending the completed Club registration form is tantamount to the acceptance of the provisions of the present Regulations.

§ 6

Membership Status

The Club Members can have a standard, partner and honorable membership status.

§ 7

Standard Membership Status

1. After the Club Member fulfills the conditions defined in §4, he/she automatically gets the standard membership status.
2. The standard membership status is connected with the following privileges:
 - 1) Reception of an online newsletter from the Club.
 - 2) The possibility of borrowing three books per month from the University Library without a deposit under the condition that a member has the Library Membership Card in accordance with the University Library Regulations.
 - 3) The possibility of using the University Library electronic resources available after having obtained the Library Membership Card.
 - 4) The possibility of using the Internet in the University Library.
 - 5) The possibility of using the computers in the University campus.
 - 6) The possibility of getting a discount on language courses organized by the Foreign Language Department.
 - 7) The possibility of getting a discount on post-graduate courses organized by the University (only for the University graduates).
 - 8) The possibility of opening an email account @lazarski.pl.
 - 9) Reception of invitations to chargeable Club events.
 - 10) Access to the online Club forum.
 - 11) Reception of the Alumni Club Card with the right to preferential conditions for services provided by partners to the Alumni Club Card project.
 - 12) The possibility of taking active part in the development of the Club actions by coming forward with initiatives and projects.
 - 13) The possibility of taking part in conferences and scientific meetings organized by the University.

§ 8

Partner Membership Status

1. The partner membership status is granted to the Club member who actively participates in the Club actions and actively takes part in the undertakings organized by the Club.
2. The partner membership status is connected with the following privileges:
 - 1) The reception of online newsletter from the Club.
 - 2) The possibility of using the computers in the University campus.

- 3) The possibility of getting a discount on language courses organized by the Foreign Languages Department.
- 4) The possibility of getting a discount on post-graduate courses organized by the University (only for the University graduates).
- 5) The possibility of opening an email account @lazarski.pl.
- 6) Reception of invitations to chargeable Club events.
- 7) Access to the online Club forum.
- 8) The possibility of taking active part in the development of the Club actions by coming forward with initiatives and projects.
- 9) The possibility of borrowing three books per month from the University Library without a deposit under the condition that a member has the Library Membership Card in accordance with the University Library Regulations.
- 10) The possibility of using the University Library electronic resources available at <http://www2.lazarski.pl/e-biblioteka/> after having obtained the Library Membership Card.
- 11) Reception of the Alumni Club Card with the right to preferential conditions for services provided by partners to the Alumni Club Card project.
- 12) A 50% discount on chargeable events organized by the Club.
- 13) The possibility of participating in conferences and scientific meetings organized by the University.
- 14) The possibility of participating in elite meetings of active Club members.
- 15) The possibility of getting free of charge tickets to events organized by companies cooperating with the Club.

§ 9

Honorable Membership Status

1. The honorable status is granted to persons who rendered great service to the Club or took the Club under their wings, and public persons from the world of culture and science.
2. The honorable status is granted by the Club Council.
3. The honorable status is connected with the following privileges:
 - 1) The reception of online newsletter from the Club.
 - 2) The possibility of using the computers in the University campus.
 - 3) The possibility of opening an email account @lazarski.pl.
 - 4) The possibility of getting a discount on language courses organized by the Foreign Languages Department.
 - 5) The possibility of getting a discount on post-graduate courses organized by the University (only for the University graduates).
 - 6) Reception of invitations to chargeable Club events.
 - 7) Access to the online Club forum.
 - 8) The possibility of taking active part in the development of the Club actions by coming forward with initiatives and projects.
 - 9) The possibility of borrowing three books per month from the University Library without a deposit under the condition that a member has the Library Membership Card in accordance with the University Library Regulations.
 - 10) The possibility of using the University Library electronic resources available after having obtained the Library Membership Card.

- 11) Reception of the Alumni Club Card with the right to preferential conditions for services provided by partners to the Alumni Club Card project.
- 12) Being granted the title of an honorable member of the University Alumni Club.
- 13) Free access to the events organized by the Club.
- 14) The possibility of taking part in the meetings of the Alumni Club Council.
- 15) The possibility of participating in the scientific conferences and meetings organized by the University.

§ 10

Alumni Club Council

1. The Members of the Alumni Club shall elect the Alumni Club Council.
2. The Alumni Club Council is composed of 10 Club Members and the President's Representative for the Alumni Club
3. The President's Representative for the Alumni Club shall call an election of the Alumni Club Council every four years.
4. The Club Members may nominate candidates to the Club Council submitting their proposals by electronic mail to the President's Representative within the period of 14 days from the day of calling the election. Entries should contain the given name and surname of the candidate, the field of study completed at Lazarski University and short substantiation with information how the given candidate will inspire, shape and initiate the Club's activities following the opinions of other Alumni and his/her own decisions.
5. The Alumni Club Members shall vote on their candidates in an online election and this way 10 candidates are elected to the Alumni Club Council. The election shall take 30 days. Only the Club Members are entitled to vote
6. The President of Lazarski University shall appoint candidates who collect the biggest number of votes the Alumni Club Council Members.
7. The functions of the Alumni Club Council Members shall be honorary and not paid for.
8. The Alumni Club Council shall be elected for a term of four years. The term ends when a new Council is elected and appointed.
9. The Alumni Club Council shall be responsible for:
 - 1) planning, initiating and organising the Alumni Club activities;
 - 2) consulting and developing opinions on the University matters referred to the Alumni Club Council by the University organisational units;
 - 3) developing opinions on the University matters on behalf of the Alumni Club.
 - 4) awarding the Partner status and the Alumni Club Honorary Member status;
 - 5) selecting the internal bodies of the Council;
 - 6) introducing changes to the Rules and Regulations of the Alumni Club of Lazarski University.
10. The Alumni Club Council shall exercise its competences through the Council Assembly, resolutions and decisions as well as its current work. The Council

Assembly shall convene once a month. The Council Assembly shall take decisions and resolutions by majority vote, which does not override special provisions of the Rules and Regulations. In order to determine the way of proceeding, the Council shall adopt the Statute of the Alumni Club Council by majority vote.

11. The President's Representative for the Alumni Club shall convene the first meeting of the Alumni Club Council.
12. During the first meeting, the Alumni Club Council shall elect the Chairperson, two Deputy Chairpersons and the Secretary of the Alumni Club Council. The election is based on a resolution adopted by majority of votes in a secret ballot at the presence of at least half of the Alumni Club Council Members.
13. The Chair person or the Deputy Chairperson, or the Secretary, and in case of their absence the President's Representative for the Alumni Club shall chair the meeting of the Alumni Club Council after establishing that the meeting was convened properly and is capable of taking decisions and resolutions.
14. The Chairperson of the Alumni Club council shall represent the Council, manage the current work of the Council and convene and chair the Council Assembly. The Chairperson shall perform the functions with the help of two deputy Chairpersons acting independently.
15. The Secretary of the Alumni Club Council shall record the activities of the Council.
16. The Alumni Club Council Member may, at any time, resign from the Council. The resignation shall be submitted to the President's Representative for the Alumni Club in the form of a declaration. In case of the Alumni Club Council Member's resignation or their mandate expiry because of other reasons, the President's Representative for the Alumni Club, without delay, convenes the Alumni Club Council in order to appoint a substitute for him/her. A candidate who gathered the biggest number of votes in the last election shall be appointed the Alumni Club Council Member. The new Council Member's term shall end with the end of the Alumni Club Council term.
17. The Alumni Club Council may recall its Member before the end of the term. Every member of the Council may file a motion to recall him/her together with its substantiation to the President's Representative for the Alumni Club three days before the meeting of the Council at the latest. The decision to recall the Alumni Club Council Member requires a two-thirds vote.
18. In case the Council Member who held the position of the Chairperson, the Deputy Chairperson or the Secretary is recalled or resigns, the Alumni Club Council shall elect a new Chairperson, Deputy Chairperson or Secretary from among the Council Members during the same meeting. The election is based on a resolution adopted by majority of vote in a secret ballot at the presence of at least half of the Alumni Club Council Members.
19. An Alumni Club member whom the Fellow Members Court suspended from the Club membership for a period of one year or excluded from the Club cannot be the Alumni Club Council member.

§ 11

Disciplinary Commission

1. The Disciplinary Commission consists of three members, including a chairperson, elected during the meeting of the Club members.

2. The Disciplinary Commission examines disputes between the Club members connected with its actions.
3. The proceeding before the Disciplinary Commission is initiated following a motion submitted by a member of the Club. The Commission tries to settle a dispute amicably.
4. The Disciplinary Commission may decide to impose penalties, e.g. a caution, a reprimand, suspension of the member's rights for a period of one year and expulsion of a member from the Club.
5. A member can appeal against the Commission's judgment to the Council.

Chapter III

§ 12

Alumni Club Logo

1. The Alumni Club logo is an official Alumni Club trademark granted to the Club by the University and is aimed at influencing and creating the visual identity of the University Alumni club.
2. The Alumni Club logo is placed on all marketing and informative materials of the Club.
3. The University Alumni Club has the exclusive rights to the use of the Alumni Club logo.

§ 13

Personal data

1. A member of the Alumni Club gives assent for the use and processing of their personal data for the needs of the Alumni Club in accordance with the Act on the Protection of Personal Data of 29 August, 1997 (Journal of Laws of 2016, item 922 with the changes that followed).
2. The Graduates Club informs that in accordance with Article 24 section 1 point 3 and 4 of the Act on the Protection of Personal Data of 29 August, 1997, the assent for the use and processing of personal data is voluntary and every member has the right to access to his/her records and can correct them or delete them.
3. A member herein also gives assent for reception of marketing information from the Alumni Club via traditional and electronic means of communication in accordance with the Act on Providing Electronic Services of 16 July, 2002 (Journal of Laws of 2002 No 144 item 1204 with the changes that followed).

§ 14

Final resolutions

1. The Club Regulations can be changed following the Club Council's resolution passed by the majority of votes.
2. The Club can be dissolved following the Club Council's resolution passed by two thirds of votes at the presence of at least half of the Council members.
3. The present Regulations are published on the Club website.
4. Any changes to the Regulations will be available on the Club website.

The present Regulations come into force on 25maja, 2015.