

# **MEMORANDUM OF UNDERSTANDING BETWEEN THE MASTER, FELLOWS AND SCHOLARS OF DOWNING COLLEGE, CAMBRIDGE, AND THE DOWNING COLLEGE ALUMNI ASSOCIATION**

The purpose of this Memorandum is to set out the respective roles of the Downing College Alumni Association (“the Association”) and the Development Office (“the Office”) of Downing College, Cambridge (“the College”). These have been agreed in the light of a number of changes that are to take place.

## **BACKGROUND**

- (a) The Association comprises every member of the College who is an alumnus as defined by the Rules of the Association.
- (b) The main objects of the Association are:
  - to keep members of Downing in touch with each other and the College;
  - to facilitate united action in any matter concerning the welfare of the College and its members;
  - to publish and circulate an Annual Newsletter; and
  - to hold an annual dinner.
- (c) The College collects the subscriptions to the Association from student members on its behalf. The Association maintains an account with the College.
- (d) For many years, the Association has been responsible for producing the content of the Annual Association Newsletter (“the Newsletter”). In practice, this onerous task has been carried out by the Secretary of the Association. Production of the Newsletter has been a significant item of expenditure incurred by the Association in the course of its activities.
- (e) The Association has agreed with the Office to delegate its function of producing the Newsletter to the Office. Accordingly, in 2022, the responsibility for producing the Newsletter (now part of a new publication called the Downing College Magazine (“the Magazine”)) shall pass to the Office.
- (f) This change has prompted a wider review of the respective roles of the Association and the Office and of the funding of the Association.

- (g) The Association is concerned with the maintenance of links with alumni, and it does not primarily raise funds for the College, which is a function of the Office. However, by the sale of Association Merchandise and from donations, the Association does raise money through its Alumni Student Fund, from which it awards grants to students, on the basis of recommendations by the College Tutors.
- (h) The sale of Association Merchandise is wholly administered by the Association and depends entirely upon the generous voluntary efforts of a number of alumni.
- (i) The Association holds an Annual Association Dinner (“the Dinner”). The administration of the Dinner is by the Office, which manages the budget, fixes prices in consultation with the Association, and organises the attendance. However, the Dinner is an Association event and details such as the format and menu are matters for the President and Secretary of the Association, but in consultation with the Office. Other activities on the day of the Dinner are organised by the Office as part of the wider Cambridge Alumni Festival weekend.
- (j) The Office organises other events for members of the College. The majority take place in College, but occasionally there are events overseas and drinks receptions in London in addition to the annual Advent carol service in a London church or chapel. The Office also facilitates the organisation of events instigated by alumni, such as local year group meetings or year group reunions.
- (k) The Office maintains the database of members in accordance with the General Data Protection Regulations (“GDPR”). The Office sends out electronic mailings on behalf of the Association.
- (l) There are year representatives for most matriculation years and these representatives are conduits for news from other members in their matriculation year. That information is included in a magazine, Magenta News, which is now part of the Magazine. There is an annual meeting of the year representatives at the time of the Dinner. The administration and coordination of the year representatives is conducted by the Office.

## **THE AGREEMENT**

The following matters have now been agreed between the College and the Association.

### **The Newsletter and Subscriptions**

1. The Office shall be responsible for the production of the Magazine with effect from 2022.

2. For the future, the College shall pay to the Association 25% of the subscriptions from members of the College that it receives in any one year for the purposes outlined in this agreement and shall retain the remaining 75%. This reflects the fact that the most significant item of expenditure by the Association has hitherto been the production of the Newsletter, which will fall to the Office for the future. The administrative costs incurred by the Association, which hitherto have been specifically charged to the Association, shall be paid by the College from the retained sums.

### **Keeping in touch with alumni**

3. The Association shall continue to explore ways of staying in touch with alumni and enabling alumni to contact each other. These may include the creation of communication networks amongst alumni whether by year groups, subject, shared interests, sport or otherwise. Such networks shall only be set up with the prior approval of the Office.

4. At the request of the President or Secretary of the Association, the Office shall continue to assist the Association in contacting alumni subject to and in compliance with the requirements of the GDPR.

5. Communications sent out by the Office on behalf of the Association shall bear the Association's own letterhead, which shall be clearly distinguishable from those sent out by the Office on its own account.

6. The Office shall offer support to the Association through its social media outlets on Facebook, Instagram, LinkedIn, Twitter, or any other outlet. Any request for support shall be made to the Office by an officer of the Association.

7. It shall continue to be the case that members of the Association may attend the Annual General Meeting of the Association either in person or by an appropriate means of remote conferencing, such as Zoom. The Office shall continue to organise both the Dinner and the administration of the Annual General Meeting.

### **Supporting current students**

8. The Association shall continue to provide financial assistance to current students from the sale of Association Merchandise through the Alumni Student Fund.

9. The Association may work with the College to identify alumni who can assist current students and alumni in relation to the choice, conduct and development of their careers, such assistance to be given in any appropriate way, whether by remote communication or at a meeting.

**Year representatives**

10. It shall continue to be the case that a representative of the Association may attend the annual meeting of year representatives.

**Review of this Memorandum**

11. The Office or the Association may, at any time, request that any provision of this Memorandum be reconsidered.