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Guideline for Setting up Local and Overseas Alumni Associations of the University of Macau

- (I) Alumni, who are interested in setting up an alumni association, are welcome to form an organizing committee (OC) with their interested classmates and obtain written support from relevant faculty or Residential College, where appropriate. The OC is advised to consult the University of Macau Alumni and Development Office (ADO) on the formation of a new alumni association when necessary. .
- (II) The OC can take the lead to draft the following document and submit to ADO for seeking endorsement from the University.
- Charter (Please indicate Mission, Objectives and role play of the alumni association)
 - Name of the alumni association (Please provide the name in Chinese and either English or Portuguese. E.g. The University of Macau (xxxx) Alumni Association)
 - Abbreviation for the alumni association (E.g. UMxxAA)
 - Logo (Please consult the guidelines of using the name and logo of “University of Macau” * [Appendix I])
 - List of executive board members (Should all be UM graduates)
 - Written support from relevant faculty or Residential College
 - Letter of intent (in which the request of using “University of Macau” as the prefixed name of the alumni association should be clearly stated).
- (III) Upon receiving the endorsement/approval from the University about the use of University’s name as prefix, the core members of alumni association should go to relevant department of the local government to apply registration and ensure no similar name is being registered before. (UM reserves the right to revoke the use of the name “University of Macau” in the future if and when UM deems it necessary to exercise this right)
- (IV) When all the official procedures are completed, the Alumni Association has to complete the “Alumni Association Registration Form” and submit to ADO with all the invoices, photocopy of finalized charter and organizational chart, member list and logo (in softcopy) for recording purpose. ADO will upload the name of the alumni association and their contacts to ADO official homepage.



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- (V) Last but not least, it is strongly advised that each registered alumni association is required to have a bank account at a local bank for accepting membership fees, donation or any payment. The association should appoint two to three board members (excluding the Financial Secretary) to review the financial condition of the association on regular basis to ensure the fund are used properly and reasonably. The financial report is to be presented at the annual assembly meeting.

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Appendix I

Macao Special Administrative Region
Executive Order No. 14/2006
Charter of University of Macau
(Translated from Chinese Charter)

Article 55

Use of Name and Emblem of UM

1. UM shall have the exclusive right to the use of its name and emblem;
2. Without written authorization from UM, no organization, association, commercial establishment or individual may:
 - 1) Claim or purport to be UM or its branch, or to be related to UM in any way, so as to mislead others into believing its identity;
 - 2) Use the name or emblem of “University of Macau” or any name or emblem resembling “University of Macau” so as to mislead others into believing its identity, or to cause others to mistake it to be a branch of UM or related to UM in any way.
3. Anyone violating the above provisions shall be liable to disciplinary and administrative responsibility, without prejudice to possible civil and criminal liabilities