

Bishop's University Alumni Association Constitution

(Revised & adopted May 13, 2013)

Article I

Name

The name of this organization shall be the Bishop's University Alumni Association, herein called the Association.

Article II

Purpose

The purpose of the Association shall be to foster a spirit of loyalty, fraternity and help among the graduates and former students of the University, and to bring about united and concentrated action in promoting the welfare and advancing the interests, influence and contribution of the University.

Article III

Membership

The following shall be eligible for membership in the Association:

1. Graduates of Bishop's University;
2. Any person who was in attendance at the University for at least one academic year as a full-time student, and who is not presently a full-time student at the University (to be known as an honorary member);
3. Any person holding an honorary degree from the University (to be known as an honorary member);
4. Any person who has made a significant contribution to the life of the University or the Association and who is selected by the Alumni Executive Committee of the Association (to be known as an honorary member); Honorary members may not hold office or be elected to the Alumni Executive Committee.

Article IV

Organization

1. Alumni Association Executive Committee

1.1 There shall be an Alumni Association Executive Committee which shall be responsible for the affairs of the Association. The Executive Committee shall be composed of:

- President
- President-Elect
- Past President
- Executive Director of Advancement
- Director Alumni Relations

1.2 Other members may be appointed or elected to the Alumni Executive Committee to fulfill specific duties as deemed necessary for a set period of time at the discretion of the Executive Committee.

1.3 Each member shall be entitled to one vote on Association business.

2. Representation on Bishop's University Committees

The President of the Alumni Association is a member of the Nominating Committee of the Board of Governors, responsible for recommending individuals to the Board for nomination as Governors. The Nominating Committee on which the President sits is also responsible for recommending individuals to the Board for appointment to seven Board Committees.

The Statutes of Bishop's University provide that the Alumni Association may name one member to the Ad Hoc Committee that reviews the Principal and Vice Chancellor at the end of a mandate, and which conducts the search for a new Principal and Vice Chancellor when the incumbent does not seek renewal.

Bishop's Statutes also provide that four of the external members of the Board must be graduates of the University.

3. Chapters

A local chapter of the Alumni Association may be formed with written or verbal approval of the Alumni Executive Committee. The President or Director Alumni Relations will present such a formation with explanation to the committee.

4. Amendments

- 4.1. The constitution may be amended at any meeting of the Alumni Executive Committee by a majority vote of the members of the Alumni Executive Committee.
- 4.2. Any Association member may propose amendments to the constitution; such amendments shall also require a majority vote of the Alumni Executive Committee in order to be adopted. In all cases, written notice of the amendment must be submitted to the President or Director Alumni Relations prior to the meeting.

5. Association Records

The minutes, reports and correspondence of the Association are its property and are administered by the Director Alumni Relations according to retention and disposal schedules approved by the Alumni Executive Committee. Records no longer required for operational purposes are to be deposited in the University Advancement Office Archives.

Article V

Annual Giving

The Association shall take an active role in promoting financial support of the University by the alumni. All members of the Alumni Executive Committee are expected to financially support the Annual Campaign.

The Advancement Office is responsible for the solicitation and management of all funds collected through the Annual Giving Program and any other fund raising activities supported by the Association. The Association shall be consulted by the Advancement Office in the event major changes are contemplated in the format or plan for soliciting gifts from the Alumni at large.

Capital Campaigns

The Association shall take an active role in promoting any Capital Campaigns. All members of the Alumni Executive Committee are expected to financial support any Capital Campaigns that maybe underway during their tenure. The Association shall be consulted by the Advancement Office with respect to strategies and plans for soliciting gifts from the Alumni at large.

Article VI

Adoption

This constitution shall take effect upon its adoption at a meeting of the Alumni Executive Committee.

By-Law I

Duties

1. The President shall be responsible for overseeing the general activities of the Alumni Executive Committee; for calling meetings of both when necessary and for fulfilling an advisory role that supports the University's Advancement Office in the development of policies and programs which contribute to the achievement of the mission of the Alumni Association and University. The Alumni Association Volunteer group is comprised of approximately 30 Volunteers within Regional Chapters. In consultation with the Executive, the Director Alumni Relations is responsible for overseeing the functioning of this group so that it supports the commitments and priorities of the Association and its members. The Director Alumni Relations is the conduit for communications to volunteers. Communications from the Executive to Regional Chapters is to be coordinated between the President or delegate and the Director Alumni Relations.

The President is also responsible for supporting the fundraising efforts of the University and for encouraging support of within the Alumni Executive Committee, Regional Chapters and all Alumni Association members.

The President will serve as the representative voice for alumni, and endeavor to ensure that the Association is an active participant in the ongoing development of the University.

The President shall be a member of the hiring committee for the Position of Executive Director Advancement and Director Alumni Relations.

The President is also an Ex-Officio Director on the Bishop's University Foundation.

2. The Past President shall be responsible for providing guidance to the President. He/she shall also be responsible for overseeing major activities of the Association, as determined by the President and the Alumni Executive Board.
3. The President-Elect shall be responsible for fulfilling an advisory role to the President that supports the University's Advancement Office in the development of policies and programs which contribute to the achievement of the mission of the Alumni Association and University.

The President-Elect is responsible for supporting the fundraising efforts of the University and for encouraging support within the Alumni Executive Committee and all Alumni Association members.

In the absence of the President, the President-Elect will serve as the representative voice for alumni, and endeavor to ensure that the Association is an active participant in the ongoing development of the University.

4. The Director Alumni Relations shall be responsible for managing the Association's business affairs; for maintaining current records and accounts; and for acting as secretary to the Association and Alumni Executive Committee.

Reimbursement of Expenses of Executive Members

The Alumni Association recognizes that Executive members from time to time may incur travel expenses in the fulfillment of their volunteer duties in support of the Alumni Association (e.g. travel to Foundation Board Meetings and Alumni Association meetings on campus). The University will consider the issuance of donation receipts in accordance with University policies and procedures that have been established for other volunteer Directors of the University. Under exceptional circumstances, the University will reimburse expenses incurred by Executive volunteer members with prior approval in accordance with CRA provisions.

Indemnification of Volunteers

Members of the Alumni Association are covered under the University's Commercial General Liability Insurance so long as they are acting on behalf of/at request of the University. Volunteers of the Alumni Association shall not be held liable for any incidents that may occur at Alumni Association events as these are the responsibility of Bishop's University.

The Association is not an approval body within the University governance structure. It does not have any responsibility for the collection, distribution or allocation of financial resources managed by the University or Bishop's University Foundation Board. The Association has no annual budget, cash or material assets. Any funding provided by the University or Foundation Board that supports alumni activities is done so under the authority of the Advancement Office, not the Association. As such, Executive members and other Association volunteers shall not be held accountable for any financial transactions on behalf of the University.

By-Law II

Regional Chapters

1. Purpose: To increase the number and range of opportunities for contact among alumni in their particular area; to cultivate volunteer support and alumni leadership for the University; and to ensure that the resources of local alumni are used to best effect in carrying out the mission of this Association. The expectation is that Regional Chapters will offer a variety of activities that include social, cultural, family and business networking events.
2. Regional Chapters are Association and University recognized organizations. They represent the main conduit for alumni activity and involvement in their geographic area. Each regional chapter will receive support and guidance from the University, yet operate as an independent entity. Chapters' activities shall operate under a cost recovery basis with direct oversight from the Director Alumni Relations. A regional chapter will be officially recognized as such by a majority vote of the Alumni Executive Committee.
3. Each chapter may be comprised of several volunteers. The Director Alumni Relations shall be responsible in determining the appropriate makeup of each chapter and for providing guidance and support with respect to their on-going plans and activities. The University and Association do not provide funding to Regional Chapters. Alumni events are administered on a cost-recovery basis. The Director Alumni Relations shall be responsible for administering the registration and payment of fees at events as well as any other financial oversight required to ensure adequate controls are in place within Regional Chapters and at all alumni events.
4. Upon termination of any regional chapter all assets on hand at the time of termination must be turned over to the Bishop's University Advancement Office.

By-Law III

Election to the Alumni Executive Committee

The Executive Director of Advancement and Director Alumni Relations are elected by default upon hiring by Bishop's University. The President Elect succeeds to the position of President. Once the President's term ends, he/she succeeds to the position of Past President (refer to By-Law 1). The only position where nominations are accepted and a voting procedure (if necessary) takes place is for the position of President Elect.

1. The method of election to the position of President Elect shall be as follows:
 - a. Any member of the Alumni Association is eligible for election to the position of President Elect. Honorary members of the Association are not eligible to hold an executive position on the Alumni Association Executive.

- b. It is the responsibility of the Director Alumni Relations to call for nominations for the position of President Elect. The Alumni Relations Manager shall post a call for nominations in the winter issue of the *Bishop's University News Magazine* in the year of the final term of the President and as well as on the Advancement Office main web page during the same period. The Director Alumni Relations is also responsible for sending notice by email to all alumni constituents who have an active email address within the alumni database system – The Raiser's Edge.
- c. Nominations for the position of President Elect will be sent to the President.
- d. Prior to calling a meeting to review nominations with the Alumni Executive Committee, the President will communicate with each candidate who expressed interest in the position of President Elect.
- e. It is the responsibility of the President to call a meeting of the Alumni Association Executive Committee to review all nominations for the position of President Elect. The purpose of this meeting will be to select a candidate for the position of President Elect.
- f. The elected candidate must receive a majority vote of the members of the Alumni Executive Committee.

By-Law IV

Terms of Office

1. The President of the Alumni Association shall hold office for a term of two years. The term of office of the President ends on July 1 in the second year of his/her term. Consequently, the new President's term will officially begin on July 2 of this same year.
2. A vacancy in the Alumni Executive Committee which arises from the resignation of a member, or a position which remains unfilled, shall be filled by appointment, and shall require a majority vote of the Alumni Executive Committee. The term of such appointments shall be in accordance with By-Law IV.
3. If a vacancy results because of the resignation of the President, the immediate Past President shall act as President until such time as an appointment is made under By-Law III (6).

By-Law V

Meetings

1. There shall be (8-10) meeting of the Association Executive Committee held per calendar year. It is the responsibility of the President to call all meetings. Meetings can be held via conference call.
2. The quorum for a meeting of the Alumni Executive Committee shall be equal to one-half of the sum of the Alumni Executive Committee plus one.
3. Special meetings called by the Director Alumni Relations or President do not require a minimum quorum number.
4. The agenda and minutes of an Alumni Executive Committee meeting can be requested for viewing by any Association member by contacting the Director Alumni Relations.
5. The notice of any Alumni Executive Committee meeting shall be sent to all members at least 5 days before such meetings. The agenda of any meeting should be sent at least 2 days prior to the meeting date.
6. Regular Alumni Executive Committee meetings shall not be open to all Association members. Special request to attend a meeting can be granted by the Alumni Executive Committee.

By-Law VI

Official Publication

The *Bishop's University News*, published by the University's Advancement office, shall be the official publication of the Association and shall be the medium for official notices of the Association. The Director Alumni Relations shall also ensure that communications to alumni are made through the Alumni and Friends section of the Bishop's University website and through e-mail communications to alumni as required.

By-Law VII

Address

The official address of the Association shall be: Advancement Office, Bishop's University, 2600 College Street, Sherbrooke, Quebec J1M 1Z7.