

Trent University Alumni Association Constitution

As revised Sept. 29, 2012, at the 2012 Trent University Alumni Association Annual General Meeting.

ARTICLE I

NAME

The name of this organization shall be the TRENT UNIVERSITY ALUMNI ASSOCIATION, hereinafter called the Association.

ARTICLE II

GOALS

The goals of the Association shall be:

1. to initiate and support activities which will further the interests of Trent University, hereinafter called the University, its students, and its alumni; and
2. to foster a spirit of fellowship among alumni.

ARTICLE III

MEMBERSHIP

The following shall be eligible for membership in the Association:

1. graduates of the University;
2. any person who was in attendance at the University for at least one complete academic year as a full-time student, or the part-time equivalent thereof, who is not presently engaged in on-going study for their first degree or diploma at the University;
3. any person holding an honorary degree from the University, to be known as an honorary member; and
4. any person who has made a significant contribution to the life of the University or the Association and who is selected by the Council of the Association, to be known as an honorary member.

ARTICLE IV
ORGANIZATION

1. Association Council

a) There shall be an Association Council, hereinafter called the Council, which shall be responsible for the affairs of the Association.

b) The Council shall be composed of:

i) a Council President, a Vice-President of Campus Affairs, a Vice-President of Internal Affairs, a Vice-President of External Relations and Communications, a Vice-President of Membership, and eleven (11) Councillors, elected by and from the membership-at-large in accordance with the by-laws of the Association

ii) the immediate Past-President of the Association

iii) the Director, Alumni Affairs, non-voting ex officio and the Chapter Relations and Alumni House Coordinator non-voting ex officio member

iv) if and at such time as appointed by the Council, the Association's representative(s) to the University's Senate

v) the Association's representatives to the University's Board of Governors, nominated by the Council

vi) if and at such time as appointed by the Trent Central Student Association (TCSA), an undergraduate student representative, non-voting.

vii) if and at such time as appointed by the Trent in Oshawa Student Association (TOSA), an undergraduate student representative, non-voting.

viii) if and at such time as appointed by the Trent Graduate Student Association (GSA), a graduate student representative, non-voting.

c) Each of the positions referred to in clause 1 (b), above, may be held only by a single person, save that two members may jointly run for, and be elected to, the position of President and, in such case, each shall be referred to as a Co-President.

d) The quorum for a meeting of the Council shall be equal to one-half of the sum of current voting members of the Council, plus one.

e) Each Council member shall be entitled to one vote on Association business. Where a member holds more than one office simultaneously (e.g. Past-President and Board of Governors representative), he or she shall still be entitled to only one vote.

2. Officers

The officers of the Association shall be:

- i) the Council President
- ii) the Vice-President of Campus Affairs
- iii) the Vice-President of Internal Affairs
- iv) the Vice-President of External Relations and Communications
- v) the Vice-President of Membership
- vi) the immediate Past-President, ex officio
- vii) the Director of Alumni Affairs, ex officio, non-voting

3. Executive

The officers of the Association shall comprise its Executive Committee, hereinafter called the Executive. In the absence of a Council quorum, a majority of the Executive shall be empowered to act on behalf of Council, subject to ratification by Council at its next meeting.

4. Association Director

There shall be a Director of Alumni Affairs, hereinafter called the Director, who shall be appointed by the University, in conjunction with the Council.

5. Local Chapters

Any ten (10) members of the Association residing in any locality may organize a Local Chapter of the Association, subject to the written approval of Council.

ARTICLE V

AMENDMENTS

1. The Council may pass, amend or repeal such resolutions as it deems necessary for the effective administration and government of the Association, by a simple majority vote for by-laws and a two-thirds majority vote for articles.
2. The Constitution may be amended at any meeting of the Council, but any changes must be ratified by a two-thirds majority vote of the Association members present at the next Annual General Meeting.
3. Any Association member may propose amendments to the Constitution at the Annual General Meeting; such amendments shall also require a two-thirds majority vote of the Association members present in order to be adopted. In all cases, written notice of the amendment must be submitted to the Director at least twenty-one (21) days prior to the Annual General Meeting.
4. By-laws shall have the same effect as Articles of the Constitution. Where a By-law conflicts with the Constitution, the Constitution shall be given precedence.

ARTICLE VI

ASSOCIATION RECORDS

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

BY-LAW 1

DUTIES

1. The President shall be responsible for overseeing the general activities of the Council and Executive; for calling meetings of both when necessary; for casting a second, tie-breaking vote in the event of tie votes on Council resolutions; for representing the Association at all official functions; and for maintaining close liaison with the Director.

2. Vice-Presidents shall be responsible for overseeing major activities of the Association, as determined by Council.

a) The Vice-President of Campus Affairs shall be responsible for ensuring the visibility, presence and engagement of the Association in the Trent University campus communities, and for overseeing the Association's identification and commemoration of significant historical events and/or milestones.

b) The Vice-President of External Relations and Communications shall be responsible for liaising with other University alumni associations, for communicating with Alumni with respect to the activities of the Association, for providing support for the Trent Alumni Magazine Board and the Office of Alumni Affairs with respect to dissemination of information to the Alumni, and for ensuring the preparation of the Association's Annual Report.

c) The Vice-President of Internal Affairs shall be responsible for overseeing the overall functioning and performance of Council and Committees, including council development, policy and governance, and the finances of the Association.

d) The Vice-President of Membership shall be responsible for overseeing the Association's engagement with and celebration of its membership, including benefits and services, awards and recognition, and alumni relations.

3. Councillors shall be responsible for initiating and supporting activities which will further the interests of Trent University, its students, and its alumni; for fostering a spirit of fellowship among alumni; for ensuring the strength, success, and sustainability of the Association; and through committees, for specific Association activities.

4. The Past President shall be responsible for ensuring the smooth investiture of the President, for providing support, mentorship and wise counsel to the President, and for providing guidance and insight on the Association's past practices.

5. The Senate Representative shall be the key liaison between the Association and the Trent University Senate.

6. The BOG (Board of Governors) Representatives shall be the key liaisons between the Association and the Trent University Board of Governors. The BOG Representatives will carry out their duties as outlined by the Board of Governors.

7. Student Representatives

a) The Student Representative (TCSA) shall be the key liaison between the TUAA and Trent University undergraduate students, as represented by the Trent Central Student Association (TCSA).

b) The Student Representative (TOSA) shall be the key liaison between the TUAA and Trent University undergraduate students, as represented by the Trent in Oshawa Student Association (TOSA).

c) The Student Representative (GSA) shall be the key liaison between the TUAA and Trent University graduate students, as represented by the Trent Graduate Student Association (GSA).

8. The Director shall be responsible for maintaining an office for the Association in the City of Peterborough, Ontario; for managing the Association's business affairs; for maintaining current records and accounts; for acting as Secretary to the Association, Executive and Council; and for serving as the Association's Electoral Officer.

9. The work of the Association shall be run through permanent and ad hoc Committees of the Council. The Director shall maintain a current list of committees, including the name of the chair of each committee, and such list shall be made available to members of the Association upon their request.

BY-LAW 2

LOCAL CHAPTERS

1. Each Local Chapter shall have a president and may have such other officers as deemed appropriate by the Chapter.
2. Where a new Local Chapter is being established, or where an existing Local Chapter does not have election procedures in place, the Council will appoint a Local Chapter President to serve for such period as the Council deems appropriate.
3. Where a Local Chapter has established a set of procedures for conducting its own elections which are satisfactory to the Council, that Chapter will thereafter elect its own president and such other officers as the Chapter deems appropriate.

BY-LAW 3

ELECTIONS

1. The Director shall act as the Electoral Officer and shall be responsible for establishing and carrying out election procedure in accordance with the By-laws of the Association. In matters of dispute, the Electoral Officer's decision shall be final.
2. The Electoral Officer shall be responsible for ensuring the tabulation of votes, assisted by one or more Council members whose position is not up for election.
3. The method of election to the Council shall be as follows:
 - a) nominations shall be opened by notice on the website of the Association, via the alumni email distribution list, and in the official publication of the Association, if such official publication is scheduled to be published not more than three (3) months in advance of the date chosen for the Annual General Meeting by the Executive;
 - b) the deadline for nominations to be received by the Electoral Officer shall be 60 calendar days prior to the Annual General Meeting;
 - c) each candidate shall be granted an equal amount of space on the website of the Association to promote their candidacy;
 - d) elections shall be conducted via electronic voting;
 - e) electronic voting instructions shall be published a minimum of 60 calendar days prior to the Annual General Meeting on the website of the Association, via the alumni email distribution list, and through the official publication of the Association;
 - f) voting will open 48 hours prior to the start of the Annual General Meeting;
 - g) a voting station will be available at the Annual General Meeting for 1 hour prior to the start of the Annual General Meeting;
 - h) voting shall close at the commencement of the Annual General Meeting;
 - i) all Association members shall be eligible to vote in the elections;
 - j) in the case of a tie vote, the President shall cast a second vote, breaking the tie;
 - k) results of the voting shall be announced to the members of the Association at the Annual General Meeting and, subsequently, on the website of the Association and through the official publication of the Association;

1) in the event of a disruption to the electronic voting system, a voting window shall be opened for an additional 48 hours upon resolution of the disruption. Instructions shall be communicated on the website of the Association and via the alumni email distribution list. Results of the voting shall be announced to the members of the Association on the website of the Association and through the official publication of the Association.

4. The President, Vice-Presidents and Councillors of the Association shall hold office for a term of two (2) years.

5. In odd-numbered years, five (5) Councillors shall normally be elected, as well as the President, Vice-President of Campus Affairs and Vice-President of Membership. In even-numbered years, six (6) Councillors shall normally be elected, as well as the Vice-President of Internal Affairs and Vice-President of External Relations and Communications.

6. The President, Vice-Presidents, Councillors and Senate Representative of the Association shall be limited to two (2) consecutive terms in any one position, and shall be limited to six (6) consecutive terms in any period of continuous service on the Association Council.

7. A vacancy in the Council which arises through the resignation of a member, or a position which remains unfilled at the Annual General Meeting elections, shall be filled by appointment, and shall require the unanimous vote of Council. The term of such appointment shall be until the next Annual General Meeting.

8. If the position of President becomes vacant between regular elections, the executive committee shall meet and appoint an Acting President, to be ratified as President at the next regular meeting of Council.

9. If any council member is absent from three (3) consecutive Council or Committee meetings, then the Council may deem that member to have resigned by a vote on a motion to that effect. The member shall be notified in writing of the intent to invoke this By-law, in order to provide an opportunity for the member to give just cause why this action should not take effect at the following Council meeting.

BY-LAW 4

MEETINGS

1. Annual General Meeting

There shall be an Annual General Meeting of the Association, to be held at such time and place as the Executive may determine. Not more than fifteen (15) months shall separate each Annual General Meeting. The notice of such meeting shall be published on the website of the Association and in the official publication of the Association, if such official publication is scheduled to be published not more than three (3) months in advance of the date chosen for the Annual General Meeting by the Executive.

2. Special Meetings

A special meeting of the Association may be called by the President at any time, and shall be called at the written request of any twenty-five (25) Association members, or on a resolution of Council.

3. Council Meetings

a) A Council meeting may be called by the President at any time, but there shall not be less than four (4) such meetings between consecutive Annual General Meetings.

b) A special meeting of the Council shall be called by the President on the written request of a quorum of Council.

c) The notice and agenda of any Council meeting shall be mailed to all Council members at least ten (10) days before such meeting.

d) Regular Council meetings shall be open to all Association members.

e) The opportunity to participate via distance technology shall be made available for all Council and Committee meetings.

BY-LAW 5

FISCAL YEAR

The fiscal year of the Association shall coincide with that of the University, and shall be May 1st to April 30th.

BY-LAW 6

OFFICIAL PUBLICATION

The Trent Magazine shall be the official publication of the Association and shall be the medium for official notices of the Association.

BY-LAW 7

ADDRESS

The official address of the Association shall be:

The Trent University Alumni Association

Trent University

PETERBOROUGH, Ontario

K9J 7B8

BY-LAW 8

PROCEDURE

The rules contained in Roberts Rules of Order, Newly Revised, 10th edition, Perseus Book Group, 2000 (or such subsequent edition of this book as is from time-to-time recognized and adopted by resolution of the Council) shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-laws of the Association.