

THE ALUMNI ASSOCIATION

OF

LAKEHEAD UNIVERSITY

Constitution and By-laws

1968

CONSTITUTION AND BY-LAWS

OF

THE ALUMNI ASSOCIATION OF LAKEHEAD UNIVERSITY

PREAMBLE

The former students of the Lakehead College of Arts, Science and Technology and of the Lakehead University, in order to further the general development of the University and to establish an enduring link between the University and its alumni, being aware that the Constitution of the former Lakehead College Alumni Association no longer served the needs of the University and the alumni, confirm by this revised Constitution the establishment of an Alumni Association of Lakehead University.

Wherever the term "Alumni Association" is used in this Constitution, it shall mean the Alumni Association of Lakehead University.

Wherever the term "University" is used in this Constitution, it shall mean the Lakehead University.

Wherever the personal pronoun "he" is used as designating a member or an officer of the Alumni Association, it shall mean either "he" or "she".

ARTICLE I

NAME AND LOCATION

This organization shall be known as THE ALUMNI ASSOCIATION OF LAKEHEAD UNIVERSITY, and shall have its official seat at the Lakehead University, in the Province of Ontario, Canada.

ARTICLE II

OBJECTS

The objects of the Alumni Association are: to aid in the development of the Lakehead University and in the upholding of its freedom as an institution of higher learning, to maintain contact between the University and its alumni, and to enable the alumni continued participation in the activities of the University.

The Alumni Association endeavours to mobilize the potential support and aid which the University may derive from the ever increasing number of its alumni.

The proper concern of the Alumni Association shall include academic liberty, educational and research policies, the physical and financial needs, the administration, the faculty and the students, in brief, the entire life and function of the University.

ARTICLE III

MEMBERSHIP

All former students of the Lakehead University who have graduated from any of its branches of learning, as well as all former students of the Lakehead College of Arts, Science and Technology, who successfully attended Lakehead College in any of its branches of learning as full-time students for at least one year, and all those former students who obtained through individual courses the equivalent credit of one full year of academic work

at Lakehead College or Lakehead Technical Institute, shall be considered alumni and members of the Alumni Association.

The status of each alumnus as an active member shall be contingent upon some annual financial contribution to the Alumni Association. Only active members shall be eligible to hold any office in the Alumni Association.

ARTICLE IV

MEETINGS

Section a) Regular membership meetings shall be held at the Lakehead four times each year, in the months of March, June, September, and December. The June meeting shall be called the Annual Meeting. All members of the Alumni Association shall be informed by the Secretary by mail of the dates and places of each meeting.

Section b) The annual budget of the Alumni Association shall be proposed and acted upon at the September meeting, but this budget may be adjusted at any other regular meeting.

Section c) All actions at meetings shall be approved by a simple majority vote.

Section d) A quorum for the transaction of business of the Alumni Association at membership meetings shall be not less than fifteen active members.

Section e) Executive meetings shall be held as frequently as deemed necessary by either the President or the majority of the Executive, for the active function of the Alumni Association.

Section f) A quorum for the transaction of business of the Alumni Association at executive meetings shall be not less than three officers.

Section g) A special membership meeting may be called by the executive at any time if such a meeting appears necessary. All rules concerning the regular meetings shall be applicable to such a special meeting.

ARTICLE V

NOMINATION AND ELECTION OF OFFICERS

Section a) The officers of the Alumni Association shall be: President, Vice-President, Treasurer, Secretary, the Alumni Association's Representatives on the Board of Governors of the University, and one Trustee.

Section b) The Alumni Association's Representatives to the Board of Governors of the University shall be elected at the regular membership meeting prior to the University's announcement of its Board of Governors for each current year. All other Officers shall be nominated and elected each year at the annual meeting.

Section c) Nomination and election for each office shall be performed separately and shall be by secret ballot. Each active member shall be entitled to nominate any other active member, and shall be eligible to hold office.

Section d) The Immediate Past President shall be considered a member of the Executive, but he shall have no voting power in that body.

Section e) The President shall not hold office for more than two consecutive years. A Past President, however, may be elected to the President's office again after he has vacated the presidency for at least two years.

Section f) The Alumni Association's Representatives on the Board of Governors of the University shall fill these positions at the time when the University announces the membership of its Board of Governors for the current year. These Representatives may not hold simultaneously any other executive office of the Alumni Association.

Section g) No active member shall be nominated or elected to any office of the Alumni Association, if he is not present at the meeting at which the election takes place, unless a proper written statement by the nominee, stating

his willingness to serve as an officer of the Alumni Association, is submitted by his nominator to the meeting at which the election takes place.

Section h) A nominating committee shall be established at the Annual Meeting, consisting of the Past President and two other active members. This committee shall be responsible for calling nominations for officers three weeks prior to the meeting at which elections are to take place. Nominations may be submitted in writing to this committee, which will then organize and carry out the election.

Section i) In the event that any offices, other than that of President, become vacant before the regular annual meeting, the President shall cause officers to be elected for these vacancies at the next regular membership meeting. The terms of all offices expire at the time when regular elections are scheduled.

ARTICLE VI

FINANCES

Section a) Funds for the work and the administration of the Alumni Association shall be raised through appeals to the membership of the Alumni Association and through any other means approved at regular membership meetings.

Section b) Specific projects for which funds of the Alumni Association are to be expended must be budgeted for and approved at the regular membership meetings.

Section c) The nature of projects for which the Alumni Association shall raise and expend finances shall essentially be limited to the following fields:

- (1) Scholarships for Undergraduates and Graduates
- (2) Other aid to students
- (3) Specific projects for the general improvement and advancement of the University.

Section d) As long as the administrative work of the Alumni Association can be carried out on an honorary basis without undue burden on any of its executive officers, no monies of the Alumni Association shall be paid to any member of the Alumni Association for secretarial or administrative services. If and when the functions of the Alumni Association should expand beyond that state, proper action concerning paid help shall be recommended by the Executive to the annual meeting, and the general membership shall then instruct the new Executive accordingly.

Section e) The Executive shall have power to pay all normal administrative expenses, such as stationary, postage, telephone, telegrams, the cost of meetings and the news letter, as approved by the budget.

Section f) All other expenditures shall be subject to approval by the membership at the regular meetings.

ARTICLE VII

DUTIES OF THE PRESIDENT

It shall be the duty of the President to preside over all meetings of the Alumni Association and to conduct these meetings in accordance with established democratic principles. In the event of procedural disputes the Revised Robert's Rules of Order shall be accepted as binding. The President shall see that all officers perform their respective duties. He shall have power to appoint all committees or cause committees to be elected subject to the disposition of the membership at any regular meeting. He shall sign all official documents which have been passed by the Alumni Association. The President shall also be an ex officio member of all committees of the Alumni Association.

ARTICLE VIII

DUTIES OF THE VICE-PRESIDENT

The Vice-President shall assist the President in the

performance of his duties and shall preside over meetings in the absence of the President. The Vice-President shall assume the full responsibilities and powers of the President, and shall in fact become President in the event that the President is unable to continue to serve. In such an event, the Vice-President who has become President, shall cause a new Vice-President to be elected at the next regular membership meeting.

ARTICLE IX

DUTIES OF THE TREASURER

The Treasurer shall pay all bills of the Alumni Association approved at membership and executive meetings and he shall furnish an accurate account of the financial position of the Alumni Association to each regular membership meeting. Such reports shall be read into the minutes of each meeting. Cheques shall bear the signature of the Treasurer and either the President or the Vice-President. The Treasurer shall be properly bonded. He shall keep an accurate record and account of all monies received by the Alumni Association and shall issue proper receipts. He shall give an accurate account of all receipts at each regular meeting. The Treasurer shall also be chairman of the budget committee and be responsible for the submission of a financial statement to the annual meeting. He shall deposit all monies received by the Alumni Association in a bank selected by the Executive and keep the proper receipts showing these deposits.

ARTICLE X

DUTIES OF THE SECRETARY

The Secretary shall keep a complete record of all meetings of the Alumni Association, and shall provide the Executive with copies of the minutes of all membership and executive meetings. He shall, with the assistance of a membership committee, keep records of all Alumni and active Alumni. The Secretary shall also take care of correspondence and assist the President in convening meetings.

ARTICLE XI

DUTIES OF THE REPRESENTATIVES ON THE BOARD OF GOVERNORS

The Alumni Association's Representatives on the Board of Governors shall, in addition to the duties required of them as members of the Board of Governors, act as liason officers between the Alumni Association and the Board of Governors of the University. In this capacity they shall convey to the Board of Governors the plans and projects of the Alumni Association as well as the requests and opinions of the Alumni Association as they pertain to the general good and advancement of the University. They shall also keep the Executive of the Alumni Association informed about the plans, projects and problems of the University, so that the Alumni Association and its individual members may be enabled to make an active and meaningful contribution to the life and advancement of the University.

ARTICLE XII

DUTIES OF THE TRUSTEE

The Trustee shall audit the books and accounts of the Alumni Association at least once during his term of office and shall report his findings to the next regular membership meeting following his audit. He shall have power to order an official audit by a chartered accountant when, in his opinion, such an audit shall be necessary. He shall notify the Executive of his decision to have an official audit before it is ordered. The cost of such an audit is to be borne by the Alumni Association.

ARTICLE XIII

AMENDMENTS TO THE CONSTITUTION

Amendments to this Constitution shall be made only in accordance with the following rules and procedures.

- a) Any active member may submit to the Executive in

writing a motion of an amendment to this Constitution.

- b) Any motion of amendment in the hands of the Executive before the regular December membership meeting shall be published in the ALUMNI NEWSLETTER before March in the following year so that all members are properly informed of this motion. The motion shall be subject of debate at the regular March membership meeting.
- c) The vote on the amendment shall take place at the regular June membership meeting and a simple majority shall decide.
- d) All active members shall have the right to submit their vote in writing if they are unable to attend the annual meeting. All votes submitted in writing shall be counted equally with the votes of all active members present at the meeting.

ARTICLE XIV

RATIFICATION

This Revised Constitution shall be ratified at the regular March 1968 membership meeting by a simple majority vote.

All alumni shall be furnished with a copy of this Revised Constitution before the March meeting, and all active members shall have the right to submit their Vote in writing if they are unable to attend the March 1968 membership meeting. All votes submitted in writing shall be counted equally with the votes of all active members present at the meeting.

The general membership meeting in March 1968 decided to allow for amendments before final ratification of this Constitution. Such amendments were proposed before the constitutional committee at a special Meeting on June 3, 1968 and submitted for approval to the annual meeting on June 20, 1968.

This Constitution which includes all amendments was then approved at the annual membership meeting of June 20, 1968.