

CONSTITUTION OF THE ALUMNI ASSOCIATION OF LAKEHEAD UNIVERSITY

I. THE ASSOCIATION

- 1.01 The official name of the Association shall be “Alumni Association of Lakehead University” (hereinafter referred to as “the Association”)
- 1.02 The Alumni Association Vision shall be: Our Alumni transform the world through their exceptional and unconventional accomplishments.
- 1.03 The Alumni Association Mission shall be: To provide a supportive Alumni Community where our members have opportunities to engage, celebrate, and share.
- 1.04 The Association’s objectives shall be to:
- (a) Promote the interests and support the needs of Lakehead University alumni so that:
 - i. the Association and its members (the alumni) enjoy extensive visibility;
 - ii. the quality and quantity of programs and services meet the changing needs of alumni;
 - iii. the Association is an effective organization;
 - (b) Establish and strengthen bonds between alumni and Lakehead University (faculty, students, administration and friends) so that:
 - i. a substantive number of alumni participate in activities and events;
 - ii. the Association and alumni are an integral part of the campus community;
 - (c) Promote and support Lakehead University as a centre of academic excellence by:
 - i. assisting in the recruitment and retention of students;
 - ii. encouraging participation in the advancement activities of Lakehead University;
 - iii. recognizing accomplished faculty, staff and alumni through an annual awards program.
- 1.05 The Alumni Association Purpose Statement shall read: As Alumni of Lakehead University we are proud to be exceptional and unconventional partners in the success of our Alma Mater. We ENGAGE both students and graduates through events, chapters, recruitment, mentoring, and meaningful communication. We CELEBRATE our Alum through a comprehensive awards and recognition program. We SHARE our time, talent, and treasure with the Lakehead community; and encourage others to do so through our actions as Leaders.
- 1.06 The head office of the Association shall be located on the campus of Lakehead University in the City of Thunder Bay, Ontario.

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II. MEMBERS

- 2.01 The word “alumnus” shall mean any person who:
- (a) has obtained an honorary or regular degree or diploma from Lakehead University or its predecessor;
 - (b) was formally enrolled at Lakehead University, or its predecessor as a full-time student for a period of not less than 1 year; or
 - (c) was formally enrolled at Lakehead University, or its predecessor as a part-time student, who has completed not less than five courses.
 - (d) any individual upon whom the Board of Directors confers Honorary Alumni Status, as described below:
 1. The Alumni Association Board of Directors may, by resolution, admit a person for honorary membership in recognition of that person’s exceptional service to, affinity for, or support of the University or the Association.
 2. The status of Honorary Member shall be granted for the lifetime of the individual unless revoked by the Association or by the resignation of the Honorary Member.
 3. Honorary Members may attend and vote at annual general meetings, but may not hold elected office within the Alumni Association.
 4. By virtue of their office, Lakehead University’s Chancellor, President and Board of Governors Chair will hold honorary membership during their term of office.
- 2.02 All alumni shall automatically be members of:
- (a) the Association;
 - (b) the Geographic Chapter organization for the area in which they reside; and
 - (c) the Constituent Chapters organized based on affiliation or affinity (athletics, academic, etc.)

III. GENERAL MEETING OF MEMBERS

- 3.01 An Annual General Meeting of members shall be held every year for the purposes of:
- (a) appointing members to the Board of Directors according to the procedure established by Bylaw;
 - (b) considering, upon such notice established by Bylaw, substantive motions, including those to amend the Constitution or the Bylaws;
 - (c) receiving reports from the Board of Directors or Officers of the Association;
 - (d) presenting awards, prizes or certificates of recognition.
- 3.02 A quorum of not less than one half of the membership of the Association Board of Directors shall be present for the disposition of substantive motions.

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IV. BOARD OF DIRECTORS

4.01 The Board of Directors shall consist of:

- (a) a President;
- (b) two Vice-Presidents;
- (c) a Secretary/Treasurer;
- (d) the Association appointee to the Board of Governors of Lakehead University;
- (e) the current President of the Lakehead University Student Union or designate;
- (f) ten directors-at-large; and
- (g) the immediate Past-President

4.02 Directors will be appointed to the Board at a General Meeting of Members for a term of two years. The maximum term limit for Directors shall be 10 years, with the following exceptions:

- (a) A director serving in the position of Vice-President shall be allowed to succeed to the President, immediate Past-President, and (if chosen) the Board of Governors representative positions before being required to leave the Board of Directors.
- (b) A Director serving in the position of President shall be allowed to succeed to the immediate Past-President, and (if chosen) the Board of Governors representative positions before being required to leave the Board of Directors.

Former directors must spend a period of two years absent from the Board of Directors before being considered by the Nominations Committee for re-appointment.

4.03 Without restriction to the generality of the foregoing, the Board of Directors:

- (a) shall meet not less than six times per year;
- (b) shall be convened within forty days at the request of ten directors;
- (c) shall appoint the Officers of the Association yearly, at the first Board Meeting after the General Meeting of Members.
- (d) shall, between General Meetings of the members, have full power and authority to manage the affairs of the Association;
- (e) may exercise such powers and take such steps as are not, under the Constitution, reserved to the membership of the Association at General Meetings of members;
- (f) may, by Bylaw, approve and officially recognize Alumni Chapters;
- (g) may fill vacancies within the Board of Directors;
- (h) may appoint committees and delegate to them such powers as it may deem advisable;
- (i) may approve such strategic, action or financial plans, policies or resolutions as it may deem advisable; and
- (j) shall adhere to such codes of conduct, confidentiality and ethics as laid out in the Association Bylaws or General Provisions.

4.04 The quorum for meetings of the Board of Directors shall be one half of the voting members plus one.

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V. OFFICERS AND EXECUTIVE COMMITTEE

- 5.01 The Executive Committee shall consist of the following Officers of the Association:
- (a) the President;
 - (b) Vice-Presidents;
 - (c) Secretary/Treasurer;
 - (d) the immediate Past-President;
 - (e) the Board of Governors representative.
- 5.02 The Director of Alumni and Community Relations shall assume the role of Executive Director of the Association and shall serve as an ex-officio member of the Board of Directors and the Executive Committee.
- 5.03 Signing Officers of the Association shall be:
- (a) The President, together with one additional member of the Executive Committee if a second signature is required to bind the Association.
- 5.04 The Executive Committee shall, between General Meetings of members and meetings of the Board of Directors, be responsible for the general affairs of the Association.
- 5.05 The quorum for meetings of the Executive Committee shall be a majority of its members.

VI. ALUMNI CHAPTERS AND CHAPTER COUNCIL

- 6.01 A grouping of Alumni who share a common affinity and who support the mission of the Association may, by Bylaw, be recognized as:
- (a) a Geographic Alumni Chapter if organized for a geographical area (country, province, region, city or parts thereof);
 - (b) an Constituent Alumni Chapter if organized for an academic unit (faculty, department, school, institute or program or parts thereof), athletics, residence house, or other affinity or affiliation;
- 6.02 The Associations Board of Directors may, prior to removing a Chapter from the list of recognized alumni chapters, appoint the following as trustees of the said Chapter in order to establish a succession or to dissolve the Chapter:
- (a) the President;
 - (b) the Secretary/Treasurer;
 - (c) the Executive Director.

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- 6.03 The Chapters Council
- (a) shall be comprised of the presidents of recognized Alumni Chapters or their duly appointed delegate;
 - (b) shall be chaired by a Chapter President, chosen by the Chapter Council;
 - (c) shall be formally convened at the request of the Board of Directors, the Executive Committee or one-third of the Chapter Presidents;
 - (d) may transact such business as the Board of Directors or Executive Committee may from time to time delegate or refer to it; and
 - (e) may consider such matters and make such recommendations to the Board of Directors as it may deem desirable.
 - (f) The quorum for meetings of the Chapter Council shall be a majority of its members.

VII. AMENDMENTS

- 7.01 The Constitution may be amended:
- (a) at a General Meeting of members, upon such notice as may be established by Bylaw, by two-thirds majority of the members present and voting; or
 - (b) by a resolution of two-thirds of the members of the Board of Directors, provided that such amendment shall be deemed to have been rescinded if:
 - (i) within 18 months of its adoption, it is not confirmed at a General Meeting of members by a majority of the members present and voting.
- 7.02 The Bylaws may be amended:
- (a) at a General Meeting of members, upon such notice as may be established by Bylaw, by a majority of the members present and voting; or
 - (b) by a resolution of the majority of the members of the Board of Directors present and voting, providing that such amendment shall be deemed to have been rescinded if, within 18 months of its adoption, it is not confirmed at a General Meeting of members by a majority of the members present and voting.

VIII. GENERAL PROVISIONS

- 8.01 The fiscal year of the Association shall begin on May 1 and shall end on April 30 of each year so as to coincide with the fiscal year of Lakehead University.
- 8.02 The Association co-brand and seal, as exemplified below, shall stand as the official visual identity of the Alumni Association of Lakehead University:



Lakehead
UNIVERSITY

Alumni
Engage. Celebrate. Share.

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- 8.03 The Board of Directors, its active volunteers and Chapter leadership shall adhere to the Code of Conduct as described in By-Law 7.
- 8.04 With the exception of General Meetings of members, all Association meetings may be held other than in person.
- 8.05 Unless otherwise provided and in so far as is applicable, Robert's Rules shall govern meetings of the Association.
- 8.06 Unless otherwise provided, the use in the Constitution and the Bylaws of the masculine or neutral form shall apply to men and women.
- 8.07 All members of the Board of Directors, as well as volunteers of the Association and Chapter leadership, shall be indemnified by Directors and Officers Liability insurance for decision and actions taken in the execution of the duties of their office.
- 8.08 All members of the Board of Directors, its active volunteers and Chapter leadership shall be bound by a Privacy and Confidentiality Agreement, as described in By-Law 7.