

**CONSTITUTION
OF THE
ALUMNI ASSOCIATION OF THE UNIVERSITY OF KING' S COLLEGE**

Article I Name

- A. The name of the organization shall be the Alumni Association of the University of King' s College, hereinafter referred to as "the Association" .
- B. The University of King' s College will be referred to as "the University" .

Article II Objects

The Objects of the Association shall be

- 1. To promote the best interests of the University;
- 2. To cooperate with the University in making known to the widest possible audience the merits of education at the University;
- 3. To perpetuate the close and warm ties of friendship formed during attendance at the University;
- 4. To foster these ties through all appropriate means, including meetings, reunions and an official publication; and
- 5. To promote and support Branches of the Association throughout Canada and internationally.

Article III Membership

A member is

- 1. Any person who has received a degree, diploma or certificate from the University;
- 2. Any honorary graduate of the University not otherwise entitled to membership;
- 3. Any person who has been registered at the University for the equivalent of one year or more as a full-time student and is not in attendance at the University;
- 4. A part-time student who has completed five full credit courses and is not in attendance as a student of the University; or
- 5. Any person who has lived in residence at the University during an academic year and is not otherwise entitled to membership.

Article IV Governance

A. Executive Board

- 1. The Executive Board shall be composed of
 - a. The Officers as listed in IV.B;
 - b. Not more than eight Members at Large;
 - c. Not more than three members who shall also be Association Representatives on the University Board of Governors;
 - d. The immediate Past President (*ex officio*);
 - e. The Advancement Director (*ex officio*) – non-voting;
 - f. The President of the University (*ex officio*) – non-voting; and
 - g. The President of the Students' Union of the University (*ex officio*) non-voting.

B. Officers

1. The Officers of the Association shall be
 - a. The President;
 - b. The Vice President;
 - c. The Secretary; and
 - d. The Treasurer.

C. Duties and Responsibilities

1. The Executive Board shall
 - a. Administer and manage the affairs of the Association;
 - b. Consider and establish Association policy; and
 - c. Act as official voice of the Association to the University.
2. The President shall
 - a. Prior to election as Vice-President have served for at least one year as a member of the Executive;
 - b. Preside as Chair at all meetings of the Association and of the Executive;
 - c. Decide on questions of procedure and order not covered by the Constitution;
 - d. Carry out duties pertinent to the office subject to the interpretation of the Executive;
 - e. Serve as one of the four Alumni representatives on the University Board of Governors; and
 - f. Be an *ex officio* member of all committees.
3. The Vice President shall
 - a. Serve as Chair of the Search Committee;
 - b. Perform the duties of the President during the President's absence or disability;
 - c. Be an *ex officio* member of all committees.
4. The Secretary shall
 - a. Be responsible for recording the minutes of meetings of the Association and the Executive.
5. The Treasurer shall
 - a. Be responsible for and present the annual budget and financial statement at the Annual Meeting of the Association;
 - b. Manage the investment portfolio of the Association.
6. The Past President shall
 - a. On an *ad hoc* basis, assist the President and the Executive in an advisory capacity, giving the benefit of experience.
7. Each Member at Large shall
 - a. Participate actively in at least one committee of the Association.
8. Each Representative on the Board of Governors shall
 - a. As necessary bring forward to the Board the views and wishes of the Association; and
 - b. Participate actively in at least one committee of the Association.
9. The Advancement Director or designate shall
 - a. Be an *ex officio* member of all committees of the Association;
 - b. Be responsible for the financial administration of the Alumni office budget;
 - c. As necessary, provide administrative and secretarial support to the Executive Board and Branches of the Association;

- d. Keep custody of all minutes, documents and records of the Association and the Executive Board; and
- e. Perform such other duties as directed by the Executive Board and in accordance with the job description.

D. Meetings

- 1. Annual General Meeting
 - a. The Annual General Meeting of the Association shall be held each year within 6 months following the Association' s fiscal year end.
- 2. Special General Meeting
 - a. A Special General Meeting may be called by the President.
 - b. A Special General Meeting must be called by the President, or by the Vice President in the case of illness or absence of the President, upon receipt of a request to hold such a meeting
 - i. signed by 4 members of the Executive; or
 - ii. signed by 10 members of the Association.
- 3. General Meetings
 - a. Notice of General Meetings shall be communicated to each member of the Association at least 2 weeks in advance of the date of such a meeting.
 - b. Quorum for General Meetings shall be 10 members of the Association.
 - c. General Meetings of the Association shall be held in Halifax, Nova Scotia.
 - d. Each member of the Association present at a General Meeting is entitled to vote. No member may vote by proxy.
- 4. Meetings of the Executive Board
 - a. Meetings of the Executive Board shall be held at the call of the President or the Vice President in the case of illness or absence of the President.
 - b. At least four meetings of the Executive Board shall be held during each fiscal year.
 - c. Quorum for meetings of the Executive Board shall be 6 voting members of the Board.
 - d. Notice of meetings of the Executive Board shall be mailed to each member of the Board at least 10 days in advance of each meeting.
 - e. Each member of the Executive Board, except *ex officio* members, shall be entitled to vote at meetings of the Executive Board. No member may vote by proxy.
- 5. Chair
 - a. The President, or in case of absence or illness of the President, the Vice President, shall chair all meetings of the Association and the Executive.
 - b. The Chair shall vote and, in the case of a tie, shall also cast the deciding vote.

Article V Financial

- 1. The Association' s fiscal year end will be March 31.
- 2. At the Annual General Meeting
 - a. the Auditors will be appointed;
 - b. audited final statements for the previous fiscal year will be presented.

Article VI Appointments

A. Search Committee

1. The Search Committee shall consist of a Chair, who shall be the Vice President, and at least 2 other members of the Executive Board.
2. The members of the Search Committee shall be appointed by the Executive Board no later than October 31 of each year.
3. The Search Committee is responsible for seeking candidates for the Executive Board and the Association Representatives on the Board of Governors.
4.
 - a. The recommendation of the Search Committee will be submitted to the Executive Board prior to the Annual General Meeting.
 - b. The recommendation of the Search Committee will be presented for confirmation at the Annual General Meeting.
5. The term of office for all positions appointed by the Association shall be two years.
6. Vice-President
 - a. At the end of the term of Vice-President, the Vice-President automatically becomes President for two years and the President automatically becomes Past-President.
 - b. If the Vice-President resigns during his/her term or is no longer able to fulfill the duties of Vice-President, the Executive Board shall appoint a member of the Association to be Vice-President until the next regular appointment for members of the Executive Board.
 - c. Following the resignation of the Vice-President, the Search Committee will bring forth a recommendation for the position of Vice-President to fill the remainder of the original term as Vice-President. The successful candidate will become President when the original term as Vice-President expires.
 - d. If the Vice-President resigns during the last year of a term as Vice-President, prior to succeeding as President, the Search Committee will bring forth recommendations for both the position of Vice-President (usual term) and President (2 year term and then two years as Past President) at the next general meeting of the Alumni Association.
7. Incumbent Members at Large and Board of Governors Representatives shall be eligible for re-appointment for a total of three terms.
8. Only members of the Association are eligible for appointment.

B. Appointment of Secretary and Treasurer

1. The Secretary shall be appointed by the Executive Board for a term to be determined by the Executive Board.
2. The Treasurer shall be appointed by the Executive Board for a term to be determined by the Executive Board.

C. Vacancies

1. In the event of the resignation of the President mid-term, the Vice President shall assume the Presidency.
2. Should a mid-term vacancy occur among the other elected members of the Executive Board, the Executive Board shall appoint a member of the Association to serve the balance of the term.

Article VII By Laws

1. The Executive Board shall have the power to make By-Laws governing
 - a. The formulation and implementation of such Standing Committees and *Ad Hoc* Committees of the Association as it deems necessary;
 - b. The recognition, organization, terms of reference, objectives, conduct of meetings, finances, and all other matters pertaining to Branches of the Association;
 - c. Any publication of the Association; and
 - d. Any other matters necessary for the administration and government of the Association in accordance with the objects of the Association as set out in Article II of this Constitution.
2. All by-laws adopted by the Executive Board shall be subject to ratification by the Association at the next Annual General Meeting.

Article VIII Amendments

- This Constitution may be altered, amended or repealed by a two-thirds vote of the members present at any General Meeting of the Association, provided notice in writing of such proposed change has been given
- a. At a previous General Meeting of the Association, or
 - b. By notice in writing sent along with the notice calling the meeting at which it is proposed to consider such change.

Article IX Repeal

All previously existing constitutions are repealed by this Constitution, September 19, 2000.