

CAPILANO UNIVERSITY ALUMNI ASSOCIATION

CONSTITUTION

Approved September 16, 2008
(Capilano University Board of Governors)

Adopted December 1, 2008
(Capilano University Alumni Association Board)

Revisions adopted at the October 24, 2014 AGM
(Capilano University Alumni)
Revisions Approved September 19th, 2014
(Capilano University Alumni Association Board)

CAPILANO UNIVERSITY ALUMNI ASSOCIATION CONSTITUTION

1. NAME

The official name of the organization shall be Capilano University Alumni Association. The official name of the University is Capilano University hereinafter called the University.

2. MISSION STATEMENT

The Capilano University Alumni Association is dedicated to building and serving the community of present and future alumni by celebrating and preserving traditions of Capilano University, inspiring pride in Capilano University, enhancing student education, and building enduring relationships with the student body.

3. OBJECTIVES

The objectives and purposes of this Alumni Association shall be to organize the alumni of Capilano University, to develop and encourage the interest thereof in Capilano University, and generally to do all lawful things for the welfare, benefit, and betterment of the University and its students, former students, graduates, faculty and staff. In carrying out such objectives and purposes the Alumni Association shall seek to create, foster, develop and encourage community interest and participation in the University and in higher education. Without restricting the generality of the foregoing, the Alumni Association shall:

1. ensure the adequate representation of alumni in University governance, nominating alumni representatives as required;
2. be organized and operated exclusively for educational and charitable purposes as a nonprofit organization, dedicated to advancing the interest of the University, lessening the burdens of the University, and generally promoting this high quality educational institute;

3. be operated in such a manner that the Alumni Association will be of continuing service to the University;
4. provide a medium through which the alumni can contribute to the welfare of the University;
5. acquaint alumni fully with the progress and needs of the University;
6. encourage alumni to be advocates for the work and services of the University;
7. encourage united action in promoting and advancing the interest in the general welfare of the University as an educational institution;
8. participate in the raising of funds for the University by gift, endowment scholarship, bursary, or any other means;
9. maintain records and collect statistics concerning alumni and to provide support to the alumni office;
10. assist in class reunions, homecomings and appropriate activities on and off the campus of the University;
11. work with the University in meeting the educational and recreational needs of the alumni; and
12. provide awards of recognition to alumni for outstanding work in promoting the welfare of the University.

4. MEMBERSHIP

There shall be three categories of members, as follows:

4.01 Regular Member

1. A graduate of Capilano University or Capilano College who has received a credential;
2. A person who has successfully completed a minimum of 12 credits or credit credential at Capilano University or College;
3. A recipient of an honorary degree from Capilano University.

Such persons shall be eligible for membership once they are no longer registered at Capilano University as an active student.

4.02 Associate Member

1. A person who has taken either a credit or non-credit course or class at Capilano University or College who identifies as a Capilano Alumni;
2. Retired Capilano University or Capilano College employees.

Associate membership entitles the holder thereof to all the rights, privileges and responsibilities of any member of this Alumni Association except voting at Annual General Meetings and serving as a member of the Board of Directors.

4.03 Honorary Life Member

1. Any person who has rendered valuable service to Capilano University or College Alumni may be nominated for honorary membership in the Alumni Association by any member of the Alumni Association Board of Directors. Such nominations are subject to approval of the Alumni Association Board of Directors and ratified by membership at the Annual General Meeting.

Honorary membership entitles the holder thereof to all the rights, privileges and responsibilities of any member of this Alumni Association except of holding elected office, or voting at general meetings.

4.04 Exemption from Membership

1. Any person under the age of 18;
2. Any graduate who is registered in full-time studies at Capilano University is exempt from serving on the Board of Directors.

5. BOARD OF DIRECTORS

5.01 Elections, Term of Office, Qualifications

Alumni Association Board members will be approved by the Alumni Association Board of Directors and confirmed by a vote of the membership at the Annual General Meeting.

The term of office for each Board member is three years and until his/her successor is elected and ratified.

An elected member may serve a maximum of two consecutive, full terms in addition to any partial term served prior to election to a full term.

The members of the Alumni Association Board commence their term of office once they are elected at the Annual General Meeting.

Any director who misses two (2) consecutive meetings of the Alumni Association Board without sufficient reason shall be considered as having resigned his or her position as a member of the Alumni Association Board. This determination would be made by the board.

Only regular members are eligible for election as members of the Alumni Association Board.

5.02 Vacancies

An interim vacancy on the Alumni Association Board shall be filled by the nomination of a member of the Alumni Association by the Nominating Committee Chair and ratified by a majority vote of the Alumni Association Board.

The new representative will assume the position of the vacating Board member for the remainder of his/her predecessor's term. The candidate can then stand for nomination to a subsequent three year term.

5.03 General Powers and Duties

The affairs of the Alumni Association shall be managed by the Alumni Association Board. The Alumni Association Board shall have general charge of the business of the Alumni Association including monitoring the Alumni Association's Accounts.

It is expected that each elected Alumni Association Board member may assume responsibility for a committee coordinator co-coordinator or elected representative position.

The Alumni Association Board shall make an annual report to the members of the Alumni Association.

The Alumni Association Board shall, on behalf of the Alumni Association, nominate candidates for chancellor to the Capilano University Board of Governors. The Board of Governors appoints the chancellor.

The Alumni Association Board shall, on behalf of the Alumni Association, nominate a Regular member to serve on Senate. The appointment to Senate is made by the University President.

The Alumni Association Board shall, on behalf of the Alumni Association, nominate candidates for 2 positions on the Capilano University Board of Governors. The appointments are made by the Lieutenant Governor in Council

The Alumni Association Board shall appoint individuals who are Capilano University Alumni members to serve as representatives to various Capilano University entities as required. If the individual appointed is not an elected Alumni Association Board member, written reports from meetings shall be forwarded to the Alumni Association Board.

The Alumni Association Board shall have power to designate from time to time such other committees, both standing committees and special ad hoc committees, as it may deem expedient, and to delegate to such committees such duties and powers as may be found necessary for the proper conduct of the affairs of the Alumni Association.

The Chair of the Alumni Association Board shall be an ex officio member of each committee.

The Alumni Association Board reserves the right to deal with membership status issues.

The Alumni Association Board may establish fees and assessments, if any, which may vary for each category of membership.

5.04 Number and Composition

The number of Alumni Association Board of Directors shall be no more than fifteen. There shall be ten elected members and there shall be five ex officio members. The ex officio members shall be: the President of Capilano University; The Chair of Capilano Students' Union; the President of the Capilano University Foundation Board; a member of the Capilano University Senate; or their designates. These Directors shall all have full voting rights at meetings of the Board. The Director, Development & Alumni Relations shall also be an ex officio member of the board but shall not have voting privileges.

Chapters representing co-horts of alumni will be supported by the Office of Development & Alumni Relations. The Alumni Association Board of Directors will hold an annual meeting with representatives of all chapters.

Records of meeting activities shall be kept by the Development & Alumni Relations Office.

5.05 Regional, National and International Directors

In addition to the above Directors, there shall be Regional, National and International Directors appointed by the Alumni Association Board on a yearly basis. The Regional, National and International Directors shall be representatives of regions as defined by the Alumni Association Board from time to time. Regional, National and International Directors

shall act as resource persons and contacts for CUAA functions and events held in their respective areas.

5.06 Meetings

1. Normally, the Alumni Association Board shall meet five times each year. Normally, the meetings shall be held in September, November, January, March and June.

September shall be considered the first meeting of the year and June the final meeting of the year.

The Alumni Association Chair may call any additional meetings of the Board that he/she considers necessary.

Regular meeting dates of the Alumni Association Board shall be tentatively scheduled at the September Board meeting of each year.

Directors may attend meetings in person, by phone or video conference.

5.07 Voting

A quorum of the Alumni Association Board for the conduct of business shall be seven (7) voting members.

Voting on matters of the Board may be conducted:

1. at a meeting of the Board; or
2. when a meeting is not feasible, and with the authorization of the Alumni Association Chair only, by mail, email or during a telephone conference.

Unless otherwise provided in these by-laws, a decision of the Board shall be made as follows:

1. at a Board meeting, by a vote of a majority of the members present and voting at the meeting;
2. during a telephone conference by a vote of the majority of those voting members participating in the conference;
3. at a mail vote, by a vote of the majority of those members participating in the vote;
4. at an email vote, by a vote of the majority of those members participating in the vote.

Only Board members may vote. There shall be no voting proxy.

5.08 Open Meetings

Alumni Association Board meetings are open to the general membership, except when directed by the Alumni Association Board to discuss items in camera

5.09 Expenses

Expenses of the members of the Alumni Association Board to attend meetings shall be reimbursed out of the funds of the Alumni Association in accordance with the guidelines established by the Alumni Association Board.

5.10 Recall

The actions of any member of the Alumni Executive Board, who is acting as a representative of the Association, may be reviewed by Special Resolution at any general meeting and such member of the Alumni Executive Board may be removed from office.

The regular members of the Association may petition for the removal of a Director (other than an ex-officio Director) by a Special Resolution passed at a general meeting for which notice was properly given. The petition must be signed by no less than one hundred (100) regular members and must be presented to the Board of Directors no less than 60 days prior to the Annual General Meeting.

OFFICERS

6.01 Composition

The Alumni Association Board shall elect annually from its elected members a Chairperson and a Vice-Chair. The outgoing Chairperson shall become the Past Chairperson. This shall take place at the Board Meeting following the Annual General meeting. Ex officio members cannot hold office.

6.02 Duties

Chairperson. The Alumni Association Chair shall act as chair at all meetings of the Board. The Alumni Association Chair shall be the official representative of the Alumni Association at all Alumni Association and University Events as required.

Vice-Chair. In the absence of the Alumni Association Chair, the Alumni Association Vice-Chair shall perform the duties of the Alumni Association Chair.

Past Chair. The Alumni Association Past Chair shall act as an advisor to the Alumni Association Board. The Past Chair will be non-voting, ex-officio if the one year falls after the completion of their second term on the board.

6.03 Terms

The elected officers of the Alumni Association Board shall serve for one-year terms, and shall assume the duties immediately upon the adjournment of the meeting at which they are elected. An elected officer may serve a maximum of two consecutive full terms in any given office, in addition to a partial term served prior to a full term.

FISCAL YEAR

The fiscal year of the Alumni Association shall be from April 1 to March 31 of the next ensuing year.

RELATIONSHIP WITH THE CAPILANO UNIVERSITY FOUNDATION

The Alumni Association shall be affiliated with the Capilano University Foundation in promoting and furthering the mutual purposes of said Alumni Association and Foundation and the purposes of the Capilano University.

The Capilano University Foundation will be designated as the official financial entity for receiving contributions and revenues on behalf of the Alumni Association; maintaining and managing investments on behalf of the Alumni Association; and for distributing the proceeds for the benefit of said Alumni Association and the University.

RELATIONSHIP WITH CAPILANO UNIVERSITY

The Alumni Association shall be affiliated with Capilano University in promoting and furthering the mutual purposes of said Alumni Association and the University and the purposes of the Capilano University.

The terms of the relationship between the Alumni Association and Capilano University are defined in the Memorandum of Understanding agreed and approved by both parties. This agreement will be reviewed on a regular basis and revisions will be made as needed.

RESTRICTED USE OF NAME AND RECORDS

No official solicitation for funds shall be conducted in the name of the Alumni Association without prior authorization by its Board, nor shall the records of the Alumni Association be used for fund raising or any other purpose without prior authorization by its Board.

RULES OF ORDER

The rules of parliamentary procedure as laid down in Robert's Rules of Order shall govern all meetings of the Alumni Association, the Board and all authorized committees, when not in conflict with the by-laws of the Alumni Association.

7. ANNUAL GENERAL MEETING

7.01 Annual General Meeting

The Annual General Meeting of the Association shall be held every calendar year at the place and time set by the Alumni Association Board.

7.02 Special General Meetings

Other general meetings of the members may be convened by resolution of the Alumni Executive Board or on receipt of a written request from no less than one hundred (100) members, at such place and time as the Alumni Association Board may determine.

7.03 Notice

The Board of Directors shall give at least (30) thirty days' notice of Annual General Meetings by publishing a public notice and by posting at the office of the Association or by sending notices to members of the association.

7.04 Quorum

A quorum for the transaction of business at any general meeting of members shall consist of not less than five (5) members present in person including 50% of the Alumni Association Board voting members.

7.05 Voting

At any meeting of the Association each regular member and associate members shall have one vote, which must be given personally by each member.

There shall be no proxies for voting at the annual general or special general meetings.

7.06 Chairperson

All Annual General Meetings of the Association shall be chaired by the Chairperson or the Vice-Chairperson. In the absence of both the Chairperson and Vice-Chairperson the Chairperson may designate another Alumni Board Member to Chair the general meeting.