

1.0 OBJECTIVES

- 1.1 To build and maintain a strong relationship between members of the Alumni Association and Conestoga, staff, faculty and students for mutual and collective growth.
- 1.2 To provide an opportunity for members to have continuing, ongoing, cohesive contact with Conestoga to foster life long learning.
- 1.3 To enable members to renew and maintain relationships with Conestoga, friends, classmates, and faculty members.
- 1.4 To foster and raise the profile, positive image and the presence of Conestoga in the community.
- 1.5 To create networking opportunities with employers.
- 1.6 To encourage alumni to provide financial support to Conestoga.
- 1.7 To work in partnership on behalf of members and current students in the continual development of and support for Conestoga and the Association.

2.0 MEMBERSHIP

The membership of the Alumni Association of Conestoga College will be as follows:

2.1 FULL MEMBER

A full member will be any Graduate of a Diploma, Certificate or Degree Program of the Conestoga College Institute of Technology and Advanced Learning. Only full members may hold office and have voting privileges.

2.2 ASSOCIATE MEMBER

An Associate Member will be any Non-Graduate who was registered in a Diploma, Certificate, or Degree Program of The Conestoga College Institute of Technology and Advanced Learning and completed at least 50% of their course curriculum, or any Conestoga employee, past or present.

2.3 HONOURARY MEMBER

An Honourary Member will be any person who through personal interest has contributed to the development of the Alumni Association of Conestoga and/or the students of Conestoga. Honourary Memberships will be awarded by the Board of Directors of the Alumni Association of Conestoga.

3.0 BOARD OF DIRECTORS

The Board of Directors of the Alumni Association of Conestoga will consist of:

- 3.1 Eleven voting members that will be representative of the main academic Schools within the College will be elected to the Board at the Annual General Meeting.
- 3.2 An Executive Committee comprised of, when possible, Board members who will have served a minimum of one year as a Director, immediately prior to assuming the Executive position:
 - 3.2.1 President
 - 3.2.2 Vice President
 - 3.2.3 Treasurer
 - 3.2.4 Secretary
 - 3.2.5 Immediate Past President
- 3.3 An appointed representative from one of the recognized Conestoga Students Inc.

As well, the Board of Directors will have:

- 3.4 Three non-voting Conestoga representatives: one representing faculty, one support staff and one administration.
- 3.5 The Alumni Relations & Annual Fund Officer of Conestoga will sit on the Board as an ex-officio member.
- 3.6 All members of the Board of Directors are bound by the policies and procedures of the Alumni Association of Conestoga.

4.0 ELECTION

- 4.1 Election to the Board of Directors of the Alumni Association of Conestoga College will be held at the General Membership meeting in the month that precedes the Annual General Meeting. All elected positions are for a two year term.
- 4.2 Positions to be elected are:
 - a) Vice President
 - b) Treasurer
 - c) Secretary
 - d) Directors x 6
- 4.3 Nominees for Board of Directors must be Full Members in good standing.
- 4.4 Nominations for each position on the Board of Directors will take place prior to the vote for said position.
- 4.5 The Nomination Committee will work to establish a roster of candidates for each position.
- 4.6 Should a member of the Board of Directors not be able to complete his/her term of office, the Board of Directors will appoint a member of the Association to complete his/her term. The appointment will not constitute a full term of office and will last until the next Annual General Meeting.
- 4.7 The Board of Directors-Elect will assume their responsibilities immediately following the Annual General Meeting.
- 4.8
 - a) The position of Past President will be automatically assumed by the out-going President immediately following the Annual General Meeting.
 - b) The position of President will be automatically assumed by the out-going Vice-President immediately following the Annual General Meeting.

5.0 THE ANNUAL GENERAL MEETING

- 5.1 The Annual General Meeting of the Alumni Association of Conestoga will be held no later than November 30th of the current year.
- 5.2 Notice of the Annual General Meeting will be given to the membership at least sixty (60) days before the meeting.
- 5.3 Special General Meetings may be called by the Board of Directors or Executive Committee at any time with thirty (30) days written notice to the membership.
- 5.4 For the purpose of a vote at an Annual General Meeting, 60 per cent of the voting members in attendance will constitute a quorum for the transaction of business, passing of resolutions and election of officers.
- 5.5 Voting members are defined as any full member of the Alumni Association of Conestoga College, who is a member of the Board of Directors, any committee of the Board of Directors or who has regularly received and reviewed the minutes of the Board of Directors over the past twelve months.

6.0 MEETING OF THE BOARD OF DIRECTORS

- 6.1 Meetings of the Board will be scheduled as required with a minimum of six (6) per year.
- 6.2 For the purpose of a vote at Board Meetings, 50 per cent + 1 of the voting Board members will constitute a quorum for transaction of business.

7.0 VACANCIES ON BOARD OF DIRECTORS

- 7.1 Vacancies on the Board may be filled by appointment of a member of the Association by remaining Board members. The appointment will not constitute a full term of office.
- 7.2 The Board will have the right to remove, on a 60 per cent majority vote, any member who ceases to perform his/her functions to the satisfaction of the Board.
- 7.3 Any Board member who is absent for three (3) consecutive meetings may be removed from office.
- 7.4 Any removed Board member will have at least thirty (30) days notice and full opportunity to make representation to the full Board before the final vote is taken.

8.0 DUTIES OF OFFICERS

The Executive Committee will manage and administer the week-to-week business of this Association. The Executive Committee will have authority to approve expenditures of up to but not exceeding \$1,000 on behalf of the Board of Directors if deemed necessary.

PRESIDENT WILL:

- Strike the agenda and chair all meetings of the Executive Committee, Board of Directors and the Annual General Meeting of the Alumni Association of Conestoga College.
- Act as Chief Executive Officer of the Alumni Association of Conestoga College.
- Act as Spokesperson to the community at large and represent the Association at various functions such as Convocation.
- Cast a vote only in the event that the Board of Directors are deadlocked.
- Be a standing member of all committees.
- Prepare and present a report on the activities of his/her last term of office at the Annual General Meeting.
- Have co-signing authority for all financial and legal dealings. Sit on the Executive Committee and the Board of Directors.

VICE PRESIDENT WILL:

- Assume responsibility and duties of the President in his/her absence.
- Be responsible for the annual review and amendments of the Constitution.
- Perform such other duties as requested by the President.
- Sit on the Executive Committee and the Board of Directors.
- Along with staff partner, be responsible for the orientation of prospective Board Members

8.0 DUTIES OF OFFICERS (cont'd)

PAST PRESIDENT WILL:

- Chair the Nomination Committee.
- In the absence of both the President and Vice President, the Past President will assume their duties.
- Sit on Executive Committee and the Board of Directors as a voting member
- Take the lead on strategic planning for the Association

TREASURER WILL:

- Be responsible for overseeing the preparation of an Operating Budget.
- Be responsible for all funds which are the property of the Alumni Association of Conestoga College.
- Sit on Executive Committee and Board of Directors as a voting member
- Keep a complete set of financial records
- Provide and present a written financial report at the Annual General Meeting and at each Board of Directors meeting
- Have co-signing authority for all financial and legal dealings
- Upon request by any member of the Board of Directors, the Treasurer's books and accounts will be made available for inspection
- Sit on the Executive Committee and the Board of Directors

8.0 DUTIES OF OFFICERS (cont'd)

SECRETARY WILL:

- Prepare minutes of all meetings of the Executive Committee and Board of Directors and provide all Board members with minutes of meetings within two weeks
- Maintain all minutes and records other than Financial records
- Handle, in co-operation with the Staff partner, correspondence pertaining to the Alumni Association of Conestoga
- Sit on the Executive Committee and the Board of Directors

REPRESENTATIVE APPOINTED FROM ONE OF THE STUDENT ASSOCIATIONS WILL:

- Act as a liaison between the Student Association and the Alumni Association.
- Sit on the Board of Directors as a voting member.

DIRECTORS:

- The duties of the individual Directors of the Alumni Association of Conestoga will be determined by the Board of Directors.
- Each Director will:
 - Respond in a timely fashion regarding their attendance at meetings
 - Provide leadership and direction to the Board of Directors, the Executive Committee, and the Standing Committees
 - Sit on a committee annually as such committees are struck. Be willing to participate as an active member on ad-hoc committees as the need arises
 - Vote on the various motions brought to the Board of Directors for approval
 - Represent and promote the Alumni Association to the Community
 - Sit on the Board of Directors

FACULTY, ADMINISTRATIVE AND SUPPORT STAFF REPRESENTATIVES WILL:

- Act as liaisons between Conestoga and the Association
- Act in an advisory capacity to the Association
- Sit on Board of Directors as non-voting members and sit on all standing committees struck by the Board

EX-OFFICIO – STAFF PARTNER WILL:

- Act as liaison between Development & Alumni Relations Team and the Association
- Provide support to all executive positions and other board members as the need arises
- Sit on Board of Directors as non-voting member and sit on all standing committees struck by Board
- Have co-signing authority
- Speak on behalf of the Association
- Be liaison to the Secretary

9.0 FEES

The Board of Directors will have the authority to set up and recommend a fee structure on a 50 per cent +1 majority vote by the Board of Directors.

10.0 PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order" will govern the Association in all cases to which they are applicable and in which they are not inconsistent with any special Rules of Order the Association may adopt.

11.0 AMENDMENTS TO THE CONSTITUTION

- 11.1 The Board of Directors may from time to time repeal, amend or re-enact the constitution of the Alumni Association of Conestoga at the Annual General Meeting.
- 11.2 Notice of motion to repeal, amend or re-enact must be submitted to the Secretary, in writing, at least thirty (30) days before the Annual General Meeting of the Alumni Association of Conestoga. Notice of amendment should be communicated to all members, as defined in 5.5 at least fourteen (14) days prior to the meeting.
- 11.3 If the proposed repeal, amendment or re-enactment receives at least 60% per cent of the votes of members in attendance, it will be declared carried and otherwise will be declared lost.

12.0 COMMITTEES

Standing and Ad-hoc Committees of the Alumni Association will:

- Be responsible for promoting a positive image of Conestoga College, and exemplifying the Alumni Association's mission statement.
- Meet regularly to complete the mandate for which it (the Committee) was created.
- Report to the Board of Directors, through the chairperson on the group's activities.
- Be responsible to the Board of Directors to carry out any plans or activities approved by the Board of Directors. This responsibility includes financial accountability and planning if applicable.