

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: An engaged global community of alumni who support and advance Lakehead University.
- 1.03 The Alumni Association Mission shall be: To provide a supportive Alumni Community where members have opportunities to engage, celebrate, and share with each other their experiences and support for Lakehead University.
- 1.04 The Association objectives shall be to:
- (a) Promote the interests and support the needs of Lakehead University alumni so that:
 - i. the Association is engaged across the university community;
 - ii. the Association is actively welcoming, inclusive, and equitable, reflecting the diversity of membership; and
 - iii. the quality of programs and services available meet the evolving needs of the membership.
 - (b) Advance the principles of equity, diversity and inclusion in the Association’s policies, procedures, and practices;
 - (c) Establish and strengthen relationships between alumni and Lakehead University (faculty, students, administration and friends) so that:
 - i. a substantive number of alumni participate in activities and events; and
 - ii. the Association and alumni are an integral part of the campus communities.
 - (d) 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 alumni and friends through an annual honours program, and
 - iv. embracing the diversity of students and alumni, their contributions to and impact on the Lakehead University community.
- 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 communication. We CELEBRATE our Alumni through an honours program. We SHARE our time, talent, and treasure with the Lakehead communities; 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. DECISION MAKING

2.01 The Board will make every effort to make decisions using a consensus model.

III. MEMBERS

3.01 The word “alum” shall mean any person who:

- (a) has obtained an honorary or regular degree or diploma from Lakehead University or its predecessor;
- (b) any individual upon whom the Board of Directors confers Honorary Alumni Status, as described below:
 - i The Alumni Association Board of Directors may, by resolution, admit a person for honorary membership in recognition of that person’s service to, affinity for, or support of the University or the Association.
 - ii The status of Honorary Member shall be granted for the life time of the individual unless revoked by the Association or by the resignation of the Honorary Member.
 - iii Honorary Members may attend and vote at annual general meetings, but may not hold elected office within the Alumni Association.
 - iv By virtue of their office, Lakehead University’s Chancellor, President, and Board of Governors Chair will hold honorary membership during their term of office.

3.02 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 (eg. varsity team, student government, residence, student projects).

IV. GENERAL MEETING OF MEMBERS

4.01 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; and
- (d) presenting certificates of appreciation to retiring BOD members.

4.02 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.

V. BOARD OF DIRECTORS

5.01 The Board of Directors shall consist of:

- (a) a President;
- (b) two Vice-Presidents;

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- (c) a Treasurer;
 - (d) the immediate Past-President,
 - (e) the Board of Governors appointee;
 - (f) the current President of the Lakehead University Student Union or designate;
 - (g) nine directors-at-large.
- 5.02 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 and immediate Past-President position.
 - (b) A Director serving in the position of President shall be allowed to succeed to the immediate Past-President position.
 - (c) 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.
- 5.03 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 recommend the Officers of the Association yearly, for ratification at the Annual General Meeting.
 - (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 and Ambassadors;
 - (g) may fill vacancies within the Board of Directors;
 - (h) may appoint working groups 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.
- 5.04 The quorum for meetings of the Board of Directors shall be one half of the voting members plus one.

VI. OFFICERS AND EXECUTIVE COMMITTEE

- 6.01 The Executive Committee shall consist of the following Officers of the Association:
- (a) the President;
 - (b) Vice-Presidents;
 - (c) Treasurer;
 - (d) the immediate Past-President;

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- (e) and the Board of Governors appointee.
- 6.02 The Director, Alumni and Annual Giving, 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.
- 6.03 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.
- 6.04 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.
- 6.05 The quorum for meetings of the Executive Committee shall be a majority of its members.

VII. ALUMNI CHAPTERS

- 7.01 A grouping of Alumni 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) a 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.
- 7.02 The Association 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 plan or to dissolve the Chapter:
 - (a) the President;
 - (b) the Treasurer;
 - (c) the Executive Director.

VIII. AMENDMENTS

- 8.01 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.
- 8.02 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

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- (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.

IX. GENERAL PROVISIONS

- 9.01 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.
- 9.02 The Association co-brand and seal, as exemplified below, shall stand as the official visual identity of the Alumni Association of Lakehead University:



- 9.03 The Board of Directors, its active volunteers and Chapter leadership will be bound by a Confidentiality Agreement, signed at the beginning of their term.
- 9.04 Without exception, all meetings of the Association may be held other than in person.
- 9.05 Unless otherwise provided and in so far as is applicable, Robert's Rules of Order, also known as parliamentary procedure (<https://robertsrules.com/>), shall govern conduct of meetings of the Association.
- 9.06 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 decisions and actions taken in the execution of the duties of their office.