

CONSTITUTION

ARTICLE I

NAME

1. The name of this organization shall be “Laurentian University Alumni Association / Association des anciens de l’Université Laurentienne”, hereinafter referred to as the “Association”.
2. Hereinafter, the name “University” shall be taken to mean Laurentian University.
3. The general term “Alumni” shall be deemed to include both Alumni and Alumnae.
4. This document shall be read with all changes of gender or number, required by the context or circumstances.

ARTICLE II

MANDATE

1. The mandate of the Laurentian University Alumni Association (LUAA) is to encourage lifelong relationships with graduates of the university by inviting them to participate in on-campus and community initiatives/partnerships with a view to promoting the welfare and advancing the interest, influence and usefulness of the University as the institution continues to evolve into Northern Ontario's premiere educational facility. (2015)
2. The LUAA board of directors in conjunction with its administrative arm, the Alumni Relations Office, will endeavour, through the spirit of volunteerism, to engage alumni in the life and work of Laurentian University by:
 - a. Promoting, enhancing and preserving the goodwill of Laurentian University and its alumni;
 - b. Ensuring a visible and effective alumni presence on and off campus and maintaining open lines of communication with alumni;
 - c. Developing and implementing policies and initiatives to enhance the role and image of alumni on and off campus;
 - d. Encouraging alumni to actively participate in University life and activities;
 - e. Encouraging alumni to support, sponsor and contribute to Laurentian University alumni activities and events;
 - f. Facilitating, supporting, sponsoring and encouraging year-round

special events to promote Laurentian University and the success of its graduates, not only on campus but wherever there is an indicated alumni interest in organizing and holding events;

- g. Advocating on behalf of alumni with respect to issues which may affect them;
- h. Encouraging and assisting in the development of LUAA Chapters on and off campus;
- i. Partnering with the University and other interested stakeholders with a view to promoting Laurentian alumni and advancing the interests of the University.

ARTICLE III

OFFICIAL LANGUAGES

- 1.

2. The Board of Directors shall be constituted as follows:
 - a. the immediate Past President;
 - b. twelve (12) directors-at-large elected by the membership;
 - c. the alumnus appointed to the University's Board of Governors;
 - d. the nominee appointed by the University's Board of Governors. The nominee must be a Laurentian University alumni; (2009)
 - e. One permanent representative from the SGA (as the largest student union on campus, representing more than 50% of the undergraduate student population) and one representative selected by the remaining officially recognized Student Associations of Laurentian University as per the following rotation (AEF, GSA, LAMPS, ISC). (2018)
 - f. The Director, Alumni Relations who will act as the executive director of the LUAA and serve as an ex-officio non-voting member of the Board of the Association. (2006)
3. In accordance with Article II of the By-laws herein, the Board of Directors shall be nominated and approved at the Annual General Meeting.
4. A Director shall hold office for a term of two (2) years commencing at the Annual General Meeting. Directors are limited to three (3) consecutive two-year terms of office. Individuals must then complete a minimum of one (1) year of absence from the Board of Directors before again seeking nomination for election. Directors appointed from the Alumni Chapters, LUFA and Students Associations of Laurentian University will be appointed for a period of one year. (2015)
5. Should a Board member's term expire while he or she is sitting on the Board of Governors or Senate, said member shall have the right to complete the present Board of Governors or Senate term. Upon the expiration of the member's Board of Governors or Senate term, the position shall be filled by the Nominating Committee according to Article II, Section 5 of the By-laws of the Laurentian University Alumni Association. (2006)
6. Directors appointed by the Board to fill a vacancy, shall hold office for the balance of the term of the director he or she is replacing.
7. In the event of a vacancy on the Board, the Executive Committee shall fill the vacancy at the next Annual General Meeting.
8. Executive Officers shall hold office for a period of two years, renewable for a second term, per position. (2006)

ARTICLE VI

EXECUTIVE COMMITTEE

1. The executive committee shall be comprised of the following Board members: the immediate Past President, the President, the Vice-President, the Secretary, and the Treasurer. In accordance with Article II of the By-laws herein, the members of the Executive Committee of the LUAA shall be

committees of the Laurentian University Alumni Association.

3. The Vice-President shall assist the President and perform the duties of President in the absence of the President; shall perform such other duties that may from time to time be delegated to him or her; and shall be Chair of the Nominating Committee. (2015)
4. The Secretary shall take Minutes of the Executive, Board and Annual General Meetings; conduct correspondence of the Association; keep on file copies of the correspondence written and received relating to the affairs of the Association; maintain custody of minutes, books, records; and perform such other duties as may be assigned by the Association. All LUAA documents are also to be stored in the Alumni Relations Office at Laurentian University.
5. The Treasurer shall keep a record of receipts and expenditures; present a report of the financial condition of the Association at each Annual General Meeting or when called upon by the President, and shall be Chair of the Finance Committee. Upon the written authority of the LUAA Treasurer and sanctioned by the LUAA Board, the Alumni Relations Office has authority to complete transactions on behalf of the LUAA.
6. The immediate Past President shall render assistance to the President or any member of the Board of Directors based upon his or her knowledge and experience gained from his or her previous term of office. In addition, the

3. defined by the Board.

ARTICLE XIII

RULES OF ORDER

1. The meetings of the Association and all its committees shall be conducted in accordance with Robert's Rules of Order.

ARTICLE XIV

LUAA FUNDS

1. The LUAA will administer its funds through an internal budget held at the University. The LUAA may hold, accumulate and invest funds. The Alumni Relations Office holds the LUAA funds in trust (through a restricted budget) and the Association administers the funds, through the Finance Committee of the Board, in keeping with accepted accounting principles and in accordance with the LUAA Funding Model. Funds are generated from LUAA events, programs, and endeavours. (2006)

ARTICLE XV

CHAPTERS AND SUBGROUPS

1. The Association may create, form and dissolve chapters or networks as defined in the Association's Alumni Chapter Handbook (2016 edition). (2015)

ARTICLE XVI

AMENDMENTS

1. The constitution may be amended by two thirds (2/3) of the members of the Association present at the Annual General Meeting provided sixty (60) days notice posted in writing of the proposed amendment. Notice can be posted both either in hard copy or by electronic means via email and / or posting on the Alumni website. (2006)
2. By-laws may be passed by Resolution ratified by simple majority of the Board of Directors and shall remain in full force and effect until they are ratified by fifty-one per cent (51%) of the members present at the Annual General

Meeting of the Association or by participation in a mail out, providing sixty (60) days notice of the proposed amendment has been posted and made

BY-LAWS OF THE LAURENTIAN UNIVERSITY ALUMNI ASSOCIATION

ARTICLE I

MEETINGS

1. The Association shall hold an Annual General Meeting at such time and place as may be determined by the Board.
2. The Board of Directors shall meet at least three times a year; special meetings may be called by the President or at the written request of five (5) members of the Board; such request to be forwarded to the Secretary. (2015)
3. Written notice to meetings shall be given as follows:
 - a) Executive Committee - 15 days in advance
 - b) Board of Directors - 30 days in advance
 - c) Annual General Meeting - 30 days in advance
4. The fifteen (15) and thirty (30) day notices may be waived by the majority of the members of the Executive Committee and the Board of Directors respectively, except for the Annual General Meeting.
5. Should directors miss two (2) consecutive regularly scheduled meetings, they may forfeit their Directorship upon review by the Board of Directors. (2015)
6. In the absence of the President and Vice-President, the board members present shall elect another board member to be the presiding officer. (2006)
7. The presiding officer shall not vote, except on an equal division of votes, in which case, the presiding officer shall have a casting or deciding vote. Every other member present at a general meeting shall have one vote. Votes may not be given by proxy. (2006)

ARTICLE II

NOMINATING COMMITTEE

1. At least forty-five (45) days prior to the Annual General Meeting, the Nominating Committee of the Board, which must be comprised of the Vice-President as Chair, the President, the immediate Past President, a Director-at-Large appointed at the AGM, and the Director, Alumni Relations, will begin the nominating process. This committee will be responsible for presenting a full slate of candidates (Directors-at-Large) for nomination and approval at the Annual General Meeting. (2015)
2. The nominating committee report shall be presented at the Annual General Meeting of the Association. In the event that all vacancies are filled by

acclamation, no election will be necessary. (2015)

3. Written nominations will be received by the nominating committee at the Alumni Relations Office, located at the Sudbury Campus