

**BRANDON UNIVERSITY ALUMNI ASSOCIATION**  
**CONSTITUTION**

Approved April 19, 1989  
(BUAA Executive and Board)

Adopted October 29, 1989  
(BUAA Annual General Meeting)  
and Amended to  
June 26, 2000

## **BRANDON UNIVERSITY ALUMNI ASSOCIATION CONSTITUTION**

### **1. NAME**

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

### **2. MISSION STATEMENT**

The Brandon University Alumni Association is dedicated to building and serving the community of present and future alumni by celebrating traditions of Brandon University, inspiring pride in Brandon University, and enhancing student life of Brandon University.

### **3. OBJECTIVES**

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

- a) 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 promoting generally this great educational institute, our alma mater;
- b) be operated in such a manner that the Association be of continuing service to the University;
- c) provide a medium through which the alumni can contribute to the welfare of the University;
- d) acquaint the alumni fully with the progress and needs of the University;
- e) encourage alumni to interpret the work and services of the University to others;
- f) encourage united action in promoting and advancing the interest in the general welfare of the University as an educational institution;
- g) participate in the raising of funds for the University by gift, endowment scholarship, bursary, or any other means;
- h) maintain records and collect statistics concerning alumni and to provide support to the alumni office;
- i) assist in class reunions, homecoming and similar activities on and off campus of the University;
- j) ensure the adequate representation of alumni in University government, nominating alumni representatives as required;

- k) work with the University in meeting the educational and recreational needs of the alumni;
- l) publish Alumni News, to be distributed to alumni for the purpose of disseminating information about the University and the alumni;
- m) make awards to alumni for outstanding work in promoting the welfare of the University.

#### **4. MEMBERSHIP**

There shall be three classes of members, as follows:

##### **4.01 Regular Member**

1. A graduate of Brandon University/Brandon College;
2. A person who has successfully completed the equivalent of one full year of course work at Brandon University, such persons shall be eligible for membership when:
  - a) that person has been out of University for one year; or
  - b) that person's class graduates.
3. A recipient of an honorary degree from Brandon University.

##### **4.02 Honourary Life Member**

1. Any person who has rendered valuable service to Brandon University or the Brandon University Alumni Association may be nominated for Honorary membership in the Association by any member of the Board of Directors. Such nominations are subject to approval of the Board of Directors. Honorary membership entitles the holder thereof to all the rights, privileges and responsibilities of any member of this Association except that of holding elective or appointed office in this Association.
2. Brandon University faculty and staff, both past and present.

##### **4.03 Associate Member**

The associate members of the Association are those persons who are admitted as associate members for the calendar year by vote of the Board of Directors on the basis of their interest in the Association or Brandon University. Associate membership entitles the holder thereof to all the rights, privileges and responsibilities of any member of this Association except that of holding elected office or appointed office in this Association.

##### **4.04 Responsibilities of Membership**

To be in good standing, a member of the Association must:

1. abide by the constitution and bylaws of the Association;
2. abide by all resolutions passed by the Board of Directors.
3. The Board reserves the right to deal with membership status issues.

#### **4.05 Fees and Assessments**

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

#### **4.06 Privileges of Membership**

Membership entitles the holder thereof to receive any alumni publication which is published by Brandon University, and other publications and material of interest to the former student, to exercise the right of franchise in Alumni Association matters, and otherwise participate in the rights and benefits incident to membership, said benefits to be established from time to time by action of the Association Board of Directors.

### **5. BOARD OF DIRECTORS**

#### **5.01 General Powers and Duties**

The affairs of the Association shall be managed by the Board of Directors, hereinafter called the Board. The Board shall have general charge of the business of the Association including the control of the Association's Accounts.

It is expected that each elected Board member will assume responsibility for a committee chair, co-chair or elected representative position.

The Board shall make an annual report to the members of the Association, through a report in the Spring Edition of Alumni News.

The Board shall appoint elected members to serve as the Brandon University Board of Governors Representative and the Brandon University Foundation Representative.

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

The 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 Association.

The President of the Board shall be an ex officio of each committee.

#### **5.02 Number and Composition**

The number of Directors shall be no more than fourteen. There shall be ten elected members and there shall be four ex officio members. The ex officio members shall be: the President of Brandon University, The President of Brandon University Student Union, and the President of Brandon University Faculty Association, or their designates. These Directors shall all have full voting rights at meetings of the Board. The Director of Alumni Relations shall also be an ex officio member of the board but shall not have voting privileges.

Records of meeting activities shall be kept by the Alumni Relations Clerk.

### **5.03 National Directors**

In addition to the above Directors, there shall be National Directors appointed by the Board on a yearly basis. The National Directors shall be representatives of regions of the country as defined by the Board from time to time. National Directors shall act as resource persons and contacts for BUAA functions and events held in their respective areas.

### **5.04 Term of Office, Qualifications**

The term of office for each Regular Board member is three years and until his/her successor is elected and ratified, with approximately one third of the members elected each year.

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

The members of the Board commence their term of office in June of the year in which they were elected.

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

Only regular members of the Association shall be eligible for election as members of the BUAA Board.

### **5.05 Vacancies**

A vacancy on the Board, shall be filled by the nomination of a "regular" member of the Association by the Nominating Committee Chair and ratified by a majority vote of the Board.

The new representative will assume the position of the vacating Board member for three years, or the remainder of his/her predecessor's term.

### **5.06 Meetings**

- a) Normally, the 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 President may call any additional meetings of the Board that he/she considers necessary.

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

New Board Member terms will commence at the June Board meeting.

## **5.07 Voting**

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

Voting on matters of the Board may be conducted:

- a) at a meeting of the Board; or
- b) when a meeting is not feasible, and with the authorization of the President only, by mail or during a telephone conference.

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

- a) at a Board meeting, by a vote of a majority of the members present and voting at the meeting;
- b) during a telephone conference by a vote of the majority of those voting members participating in the conference;
- c) at a mail vote, by a vote of the majority of those members participating in the vote.

Only Board members may vote at Board Meetings. There shall be no voting proxy at any meeting of the Board.

## **5.08 Open Meetings**

Except when the Board directs, Board meetings are open to the general membership.

A member seeking to attend a meeting of the Board shall give notice to the Director of Alumni Relations prior to the meeting.

## **5.09 Expenses**

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

# **6. OFFICERS**

## **6.01 Composition**

The Board shall elect annually from its elected members a President and a Vice President. The outgoing president shall become the Past President. This shall take place at the June Board Meeting.

## **6.02 Duties**

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

Vice President. In the absence of the President, the Vice-President shall perform the duties of the President.

Past President. The Past President shall act as an advisor for the BUAA Board.

### **6.03 Terms**

The elected officers of the 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.

### **7. FISCAL YEAR**

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

### **8. RELATIONSHIP WITH THE BRANDON UNIVERSITY FOUNDATION**

The Association shall be affiliated with the Brandon University Foundation in promoting and furthering the mutual purposes of said Association and Foundation and the purposes of the Brandon University as per the Tri Partite Agreement.

### **9. RELATIONSHIP WITH BRANDON UNIVERSITY**

The Board may enter an agreement with the University whereby the University is designated as the official financial entity for receiving contributions on behalf of the Association and the University, and for maintaining and managing investments and for distributing the proceeds for the benefit of said Association and the University as per the Tri Partite Agreement.

### **10. RESTRICTED USE OF NAME AND RECORDS**

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

### **11. AMENDMENTS**

This Constitution may be amended, altered or repealed in whole or in part by a majority vote of the members of the Board present at any validly constituted meeting of the Board.

### **12. RULES OF ORDER**

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