

# Redeemer Alumni Association Constitution & Bylaws



*March 4, 2020 (Approved by Council and PC)*

*May 2, 2018 (Approved by Council and PC)*

## **Article I. Name**

### Section I

The name of the Association shall be the Redeemer Alumni Association, hereafter referred to as the "Association". The organization name may also be referred to as the acronym "RAA".

## **Article II. Membership**

### Section I

The Association is comprised of all former students of Redeemer University who have completed at least 24 course credits (8 courses). Membership to the Association shall not be contingent on the payment of dues.

## **Article III. Definitions**

*Council Member* shall refer to an elected member of the Association and/or appointed member of the University who is a part of Alumni Council.

*Alumni Council* shall refer collectively to members of the Association who have been voted in as Council Members as well as those appointed by the institution to govern the affairs of the Association. Hereafter shall be referred to as "Council".

*Constitution and Bylaws* shall refer to the written guidelines implemented by the Council to conduct the business of the Association.

*Executive* shall refer collectively to the Council Members who have been appointed by the Council to serve in leadership in the roles of President, Vice President and Secretary.

*Member* shall refer to an individual who has fulfilled the requirements for membership in the Association.

*Redeemer University*, hereafter the "University" shall refer to the educational institution.

*President* shall refer to the President of the Alumni Association, who is appointed by the Alumni Council and serves on the Executive.

*Term* shall refer to the number of years for which a Council Member shall serve. A full term shall consist of three years.

#### **Article IV. Organization of Alumni Council**

##### Section I

The Council shall consist of the following:

- I. Elected members: 8 Members-at-Large
- II. Appointed members: 1 Student Senate representative (non-voting), and 1 Alumni Office representative (non-voting)
- III. The Executive of the Council consists of the following from the 8 Members-at-Large: President, Vice-President, and Secretary.

##### Section II

The Alumni Council's mission statement is to connect alumni to one another and to the University in ways that are mutually beneficial, and to advance to overall mission of the institution.

##### Section II

All members of the Association are eligible to serve as Members-at-Large, Vice-President, and Secretary.

All members of the Association who are graduates of Redeemer University are eligible to serve as President.

Association members who are employed by Redeemer University are not eligible to serve on Alumni Council. If a Council member becomes employed by the institution during their term on Alumni Council, the Council may vote to let them remain on Council until the end of the year (June), or ask them to step down immediately.

Members of the Council must serve for one year before being eligible for Executive Office.

If no members of the Council choose to fulfill the role of Vice-President or Secretary, an exception will be made to allow first year Council Members to sit as Vice- President or Secretary in their first year.

##### Section III

All Members-at-Large are elected for one 3-year term, beginning and ending in the month of June. At the end of the Member's term, they may request to serve an additional 3-year term, and may remain a Council Member if the Association re-elects them.

After serving two consecutive terms, and after a three year absence from the Council, members are eligible to stand for re-election to the Council.

Members of the Executive are elected by the Council annually for one year terms. The Executive for the upcoming year will be chosen, by secret ballot, at the June meeting of the Council.

The Student Senate representative's term shall be one year.

The Alumni Office representative's term is ongoing, at the discretion of the University.

## **Article V. Powers and Duties of the Council**

### Section I

The role of the Alumni Council is to govern the affairs of the Association, and to lead the Association in supporting alumni and Redeemer University. A few of the main activities associated with that are to:

- I. Appoint/nominate alumni to serve on Redeemer University committees and governing bodies
  - a. Alumni Council is responsible for nominating and selecting alumni to serve on the Board of Governors and the Senate as the designated alumni representatives, as specified in the Redeemer University Charter (Article 4. 2. e, & Article 7. 1. c. v). The alumni selected for these institutional seats may come from within the Alumni Council. Any nominee presented must indicate their understanding and agreement with Redeemer University's Objects (Article 1 of the University's by-laws) and Statement of Basis and Principles (Article 2 of the University's by-laws), and be/be willing to become a paying member of the University.
- II. Approve the annual Distinguished Alumni Award winner
  - a. The Distinguished Alumni Award recognizes alumni who have made significant contributions in their field of enterprise, while demonstrating Christian commitment in their work and the community. The Council, along with the DAA Committee (includes 2 faculty members) collects nominations and selects the annual DAA winner. They host a reception each fall to honour the recipient.
- III. Select annual winners for the Alumni Awards Program
  - a. The Association sponsors a \$2000 Leadership Award to a student entering his or her last year of studies who has made a contribution to Redeemer through their volunteer and extracurricular activities, and a number of bursaries for students in financial need. Annual alumni support is currently at the \$5,000 level. Students apply for the scholarship in the spring of their next-to-last year. A committee of the Council chooses and ranks the applicants for the award. Bursaries are given based on financial need as determined by the Financial Aid Office. The Academic Standards Committee confirms the awards in May. All applicants are notified in writing shortly thereafter.

## **Article VI. Duties of Council Members**

### Section I

Key responsibilities of Council Members are to:

- I. offer advice and consent on alumni programs and engagement initiatives, and
- II. represent the Association.

## Section II

Specifically, Council Members are responsible to:

- I. Manage and direct the affairs of the Association
  - a. This is done primarily through the prior preparation for, regular attendance at, and active participation in the regularly scheduled Council meetings, and any committee work for which the member volunteers or is appointed. It is understood that each member-at-large will assist on a committee, as necessary. It also includes assistance with the planning and orchestration of alumni activities and events, both on and off campus.
- II. Actively participate in the work of the Alumni Office
  - a. This includes, but is not limited to:
    - i. Offering ideas to help the Council to fulfill their mission
    - ii. Initiating, implementing and reviewing Council activities and projects
    - iii. Developing and maintaining an understanding of the programs and activities sponsored, organized and coordinated by the Alumni Association
    - iv. Recruiting and encouraging eligible individuals to apply for Council
    - v. Upholding in prayer fellow Council members, the Association constituency and Redeemer University
    - vi. Providing financial support via mandatory membership of Redeemer University and, to the extent possible, to the institution in general (such as the alumni giving appeal)
    - vii. Participating in events, including, to the extent possible, major campus events
    - viii. Promote Redeemer among alumni and in the community at large

## Section III

Additional responsibilities are required by these specific offices:

- I. President
  - Sets the agenda for Council Meetings (with the Vice President and Alumni Office Representative)
  - Chairs all regular Council meetings
  - Represents the Association at all appropriate functions
  - Is the spokesperson for the Alumni Council & Association
  - Performs duties specified by the Council
  - Hands out degrees at Commencement
  - Delivers speech at Grad Class Brunch
  - Delivers speech and hands out DAA award at DAA reception
- II. Vice-President
  - Sets the agenda for Council Meetings (with the President and Alumni Office Representative)

- Performs all duties of the President in his or her absence
- Performs duties specified by the Alumni Council

### III. Secretary

- Prepares all material for meetings as directed by the Executive
- Distributes all documents and materials to the Council
- Records the Minutes of the Council meetings
- Drafts correspondence as necessary on behalf of the Council
- Performs duties specified by the Council

### IV. Alumni Office Representative

- Attends and participates in Council meetings (non-voting)
- Liaises between the Alumni Council and Redeemer University
- Is the primary contact for alumni activities on and off-campus
- Assists the Council members in planning and preparing all activities
- Receives a salary paid by the University
- Acts as a resource to the President and Vice President in setting the agenda for Council meetings
- Reports annually at the September meeting on the status of Association accounts and disbursements from said accounts

#### Section IV

All Council Members will adhere to the obligations and responsibilities of being a Council Member by signing the Council Member Commitment Statement, which forms Appendix A of the Constitution and Bylaws and which shall be available online at the Alumni section of the website and from the Alumni Office.

#### **Article VII. Duties of the Executive**

The Executive's role is to make decision on the Council's behalf in those circumstances when it is expedient to do so. All such decisions shall be ratified by the Council at its next meeting.

#### **Article VIII. Committees of the Council**

##### Section I

The Council shall have the authority to establish Committees to fulfill the purpose of the Association as provided for in the Constitution and Bylaws. Establishment of additional Committees or removal of existing Committees shall be approved by a majority vote of the Alumni Council with the Constitution and Bylaws being amended upon approval of such Committees. Each of the Committees shall appoint a member of their Committee to serve as the Chairman.

The duties of the Committees shall be to review, develop and present recommendations and updates to the Council on matters involving the responsibilities of each Committee. Recommendations brought by each Committee shall be approved by the Council or Executive, by majority vote.

## Section II

The following Committees have been established by the Council:

*Distinguished Alumni Award Committee shall consist of two Council Members and two faculty members (appointed by the University), and shall be responsible for ranking and evaluating annual Distinguished Alumni Award nominations, reviewing the response of the top three candidates, and presenting their top choice to the Council for a final vote.*

*Reunion Committee shall consist of three Council Members, and shall be responsible for working with the Alumni Office at planning, creating and executing reunions and alumni events annually.*

*Student Awards Committee shall consist of two Council Members, and shall be responsible for receiving, evaluating, and ranking the applicants for the Redeemer Alumni Award, and present the final candidates to the Council for a vote.*

*Alumni Giving Committee shall consist of two-to-three Council Members, and shall be responsible for providing feedback on alumni giving campaigns, including messaging, giving options, and alumni participation.*

## **Article IX. Council Meetings**

The Alumni Council will normally meet 4 times per year.

A quorum at any meeting of the Council consists of a majority of the Council.

The agenda for each Council meeting will normally be set by the President, Vice-President and the Alumni Office representative.

Conflict of interest shall be a standard item on every Council agenda and shall be addressed at the beginning of each meeting. Should a member identify a conflict of interest in the context of discussion of an item, the member shall declare the conflict and absent him/herself from the discussion.

Any member of the Council wishing an item to be put on the agenda of a future Council meeting will notify the President of the Council at least 7 days prior to the meeting. The President shall have the discretion to allow or disallow additions to the agenda on the date of the Council meeting; however the Council may insist that an item be added if that is the preference of a majority of the Council members present.

Standard items of business include,

- I. Approving the Minutes of the previous meeting
- II. Disclose any conflict of interest
- III. Approving the work of the Executive since the last meeting
- IV. Reports from the:
  - a) Senior Institutional rep
  - b) Student Senate rep
  - c) Alumni Office rep
  - d) Various committees
- V. New Business
- VI. Progress report on the goals of the year (agreed to at the previous June meeting)

#### **Article X. Elections**

The Council will develop a list of potential new Council Members as required in January and encourage them to apply and run in the May election.

At its March meeting, the Council shall consider all Council applications received to date and vote on if their name can stand for election.

A member of the Executive shall contact all nominees to let them know if their names can stand for election to Council.

Council shall put forward to the Association those nominees who express a willingness to serve on the Council for a vote in May with the elected Council Members starting their terms in June.

If there are not enough candidates to justify a vote by the Association, the Council will appoint the candidates to Council by a vote of acclamation.

Notice of appointment of new Council Members shall be published following their appointment in the issue of an official information publication of the University having general circulation among the alumni.

#### **Article XI. Impeachment Procedures**

Absence from 3 consecutive Council meetings without good cause will result in the removal of that Council Member.

The Council reserves the right to expel any member of the Council if that person engages in activities that are in direct conflict with the goals of the Council, or fails to meet his or her obligations and responsibilities as outlined in the Council Member Commitment Statement. Expulsion requires a four-fifths majority vote of the Council.

In the event of a Council member resigning, being dismissed or otherwise unable to perform his/her duties, a new appointment to fill that vacancy on the Council will take place with a by-election.

## **Article XII. Finances**

### Section I

Alumni Council will receive an allocated annual budget from the institution in order to carry out the required tasks and events the Association sponsors.

The Alumni Office representative shall be authorized to approve the Council's expenditures as they align with the approved budget from the University.

The Alumni Office representative shall report annually at the first meeting of the fiscal year on the status of all Council funds.

### Section II

All donations received from an Association event to raise money for a particular Redeemer initiative will be given directly to the Development Office at the University.

## **Article XIII. Communications**

The Association shall communicate its affairs through official publications of the University and may not use other forms of media to communicate with members and the public.

## **Article XIV. Amendments**

Any proposed amendment to the Constitution and Bylaws shall be presented to the Council and must be approved by two-thirds vote. If the Council recommends the amendment, the proposed changes must be submitted to the University's President's Council and receive approval from the President's Council before it is considered approved.