

**COLLEGE OF SOCIAL AND APPLIED HUMAN SCIENCES
ALUMNI ASSOCIATION
CONSTITUTION & BY-LAWS
Updated August 2023**

I. PREAMBLE

This constitution shall override any previously existing constitutions by the MAC-FACS-FRAN Alumni Association after having changed its name to the College of Social and Applied Human Sciences Alumni Association. This constitution repeals and replaces any prior constitution in its entirety.

a. **Name**

The name of the organization shall be the College of Social and Applied Human Sciences (CSAHS) Alumni Association. In the circumstance that our associated college (College of Social and Applied Human Sciences) changes its name, the board will review its own name by the following Annual General Meeting to reflect changes made by the college.

b. **Membership**

The CSAHS Alumni Association approves open membership with the following credentials:

- all graduates of Macdonald Institute, Wellington College, the College of Social Sciences, the College of Family and Consumer Studies and the College of Social and Applied Human Sciences of the University of Guelph and current or former faculty thereof;
- such other persons as the Association may determine by By-law.

c. **Voting Privileges**

Each Member shall be entitled to one vote on each question arising at any annual or special meeting of the members.

d. **Governing Body**

The governing body of the CSAHS Alumni Association shall be known as the CSAHS Alumni Association Board of Directors.

e. **Definition of Terms**

In all Articles and Sections of the CSAHS Alumni Association Constitution and By-Laws, unless the context requires otherwise:

- Singular pronouns and numbers include plural, and vice versa
- “The Association” refers to the College of Social and Applied Human Sciences Alumni Association
- “The College” refers to the College of Social and Applied Human Sciences
- “The University” refers to the University of Guelph
- “Member” refers to a member of the Association
- “The Board” refers to the Association’s Board of Directors
- “Director” refers to a member of the board

Headings are inserted for the readers’ convenience, and have no bearings on terms, provisions or interpretations of the Constitution and By-Laws

II. MISSION AND OBJECTIVES

a. **Mission**

The mission of the Association is to represent the interest of the members, preserving the unique traditions of our collegiate history, strengthen the Alumni-College connection, as well as support the College of Social and Applied Human Sciences and current students of the college.

To these ends the association will:

- encourage communications among CSAHS alumni and between CSAHS alumni and the university community;
- develop, maintain and provide opportunities for lifelong relationships and foster meaningful connections and interactions among alumni, current students, faculty, the University and the College;
- support, facilitate and provide assistance when applicable in the affairs and activities of the College, the University and the Alumni Association; and
- support the University of Guelph Alumni Association and the College through fundraising initiatives, alumni engagement, etc.

b. **Objectives**

To accomplish our established mission the Association will pursue the following objectives:

- i. Create a greater sense of identity, community and belonging amongst current students and graduates of CSAHS;
- ii. Establish an identity of what it means to be a graduate of the CSAHS and the historical colleges under the CSAHS umbrella
- iii. Establish connections and rapport with CSAHS and the preceding colleges alumni
- iv. Establish connections and rapport with future CSAHS alumni through an ongoing strategic relationship with the CSAHS Student Alliance

c. **Obtaining Objectives**

In pursuit of these objectives the Association will:

- i. be inclusive and aware of all colleges/graduates of CSAHS when planning events;
- ii. understand the role of the CSAHS Alumni Association in relation to current students and alumni to maintain a relevant mandate;
- iii. publicize the work and activities of the College to aid in maintaining good relations with public, faculty, students and alumni;
- iv. encourage young people to seek post-secondary education at the University of Guelph and particularly within the academic programs for which the College is responsible;
- v. interact with students – from admission to convocation – to provide support to them in academic programs and extracurricular activities, and help them prepare to enter the workplace;
- vi. encourage all members to participate in the Association's activities
- vii. collaborate with the College and the University in the design and delivery of lifelong learning opportunities;
- viii. in collaboration with the University of Guelph Alumni Association, raise funds to support valuable developments and projects in the College and the University;

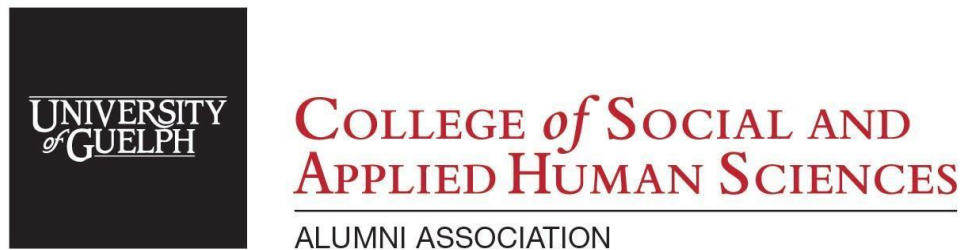
- ix. keep members informed of developments in the Association, the College and the University through various mediums;
- x. maintain and promote social and professional contacts among current students and alumni through communications and various networking and student-centered events
- xi. guide the finances of Alumni Association funds and endowments
- xii. distribute scholarships to ensure that current students are recognized for their achievements

III. HEAD OFFICE

The head office of the Association shall be at the office of Alumni Affairs and Development of the University of Guelph, in the City of Guelph, in the County of Wellington, in the Province of Ontario.

IV. EMBLEM

The Association's official emblem shall be the identifier as noted in this constitution. The emblem shall be used, when possible, on branded material associated with the Association.



V. COLOURS

The Association's colours shall be red, black and white consistent with the Association's emblem.

VI. MANAGEMENT

The affairs of the Association shall be managed by a Board of four or more directors, each of whom at the time of her/his election or appointment and throughout her/his term of office shall be a member of the Association. Each term served by officers and directors shall last two years. While the actions of the Board shall be subject to review by the members at the annual meeting, they may pass By-laws and administer the affairs of the Association in all things and make, or cause to be made for the Association, in its name, any kind of contract which the Association may lawfully enter into and, save as hereinafter provided, generally may exercise all such powers and all such other acts and things as the Association is by its Constitution or otherwise authorized to exercise and do.

a. President

The Board of Directors shall be presided over by a President who shall be charged with the general management and supervision of the Association and

she/he may be assisted by such other officers as the Board of Directors may determine by by-law or resolution from time to time.

b. **Ex-Officio**

The persons holding the following offices shall be ex-officio directors of the Association in lieu of election, and upon ceasing to hold such offices shall cease to be directors of the Association:

- i. Designated nominee of the College of Social and Applied Human Sciences Student Alliance
- ii. Alumni Advancement Manager for CSAHS

c. **Vacancies, Board of Directors**

If any vacancies shall occur for any reason, the Board of Directors by majority vote may, by appointment, fill the vacancy with a member of the Association who is in good standing as determined by the Board of Directors.

d. **Quorum and Meetings, Board of Directors**

50% plus one of the directors shall form quorum for the transaction of business. Except as otherwise required by law, the Board of Directors may hold its meetings at such place or places as it may from time to time determine. Notice of such meetings shall be communicated to each director not less than one day before the meeting is to take place. Attendance can be via teleconference or virtual meetings to allow easier access for board members.

No error or omission in giving such notice for a meeting of directors shall invalidate such meeting or make void any proceedings from such meeting.

The Board may appoint a day or days in any month or months for regular meetings at an hour to be named, and of such regular meeting, no notice need be sent. A meeting of directors may also be held, without notice, immediately following the annual general meeting of the Association. The directors may consider or transact any business, either special or general at any meeting of the board.

e. **Powers of the Board and Remuneration**

The board shall have full power with respect to all affairs of the Association and no by-law or resolution pass or enacted by the Board, or any other action taken by the Board, requires confirmation or ratification by the members of the Association in order to become valid or to bind the Association. Directors and executive committee members, as such, shall not receive any stated remuneration for their services, but, by resolution of the Board, expenses incurred by Directors on behalf of the Association may be allowed.

Directors are eligible to receive reimbursement for costs associated with attending Board and Executive meetings, and other events/meetings sanctioned by the Association. Should a Director wish to be reimbursed, they shall notify the Treasurer prior to approval of the annual budget.

f. **Duties of the Officers**

- i. The President shall, when present, preside at all meetings of members, directors and shall provide general management and supervision of the

activities of the Association. The President shall sign such contracts, documents, or instruments of writing as require a signature. The President and the Vice President are responsible for initiating onboard-training for new officers and directors as well as executing the transition of their own position to the incumbent.

- ii. The Immediate Past President shall be a position held by virtue of serving as the President of the CSAHS Board of Directors in the previous term. The role is automatic and not voted on by membership. The Immediate Past President provides advice and leadership to the Board of Directors and its officers regarding past practices and other matters to assist in governing the Association.
 - iii. The Vice President shall carry out the duties as designated by the President. The Vice President shall: be vested with all the powers and perform all the duties of the President in their absence or inability or refusal to act as the President; sign such contracts, documents or instruments of writing as require a signature; and have such powers and duties as may be assigned by the Board. The Vice President shall assist the President with onboard-training and succession planning.
 - iv. The Secretary shall record minutes of all meetings of members and directors. He or she shall give all notices required to be given to members, and directors when directed to do so and shall be the custodian of the books, papers, records, correspondence, contracts and other documents or instruments of writing as require the signature.
 - v. The Treasurer shall maintain full and accurate accounts of all receipts and disbursements of the Association and shall arrange to have deposited in the name of the Association, all monies or securities belonging to the Association in such bank or other institution as may from time to time be designated by the Board of Directors. The Treasurer shall distribute funds of the Association, under the direction of the Board, taking proper vouchers, and shall render to the Board at their regular meetings or whenever required, an account of all transactions, and the financial position of the Association. The Treasurer shall prepare an annual budget for the Association showing expected revenues and expenditures and shall also submit and audited financial statement for the year to the Annual Meeting. The Treasurer may seek assistances from the staff at Alumni Affairs and Development to carry out the duties of the office.
- g. **Voting Privileges, Board of Directors**
During regular meetings of the Board of Directors, each director shall be entitled to one vote on each question or resolution which may arise during the transaction of Board business. Ex-officio directors and members of the Association who are not members of the Board of Directors may not vote on Board business at regular meetings of the Board of Directors.
- h. **Signing Authority**
Deeds, transfers, licenses, contracts and engagements on behalf of the Association shall be signed by any two of the following officers; President, Vice President, Treasurer, or Secretary. All cheques, drafts or other orders of payment

of money shall be signed by any two such officers. Any officer who is currently in a state of bankruptcy or who has been convicted of a fraudulent or financial offence contrary to the *Criminal Code* shall be disqualified from fiduciary responsibilities.

i. **Committees**

The Board may from time to time constitute such committees as it deems necessary to assist the directors in carrying on the affairs of the Association and shall prescribe the duties of any such committees and such committees shall report to the Board.

Standing committees of the board shall provide an update on their mandate at each board meeting. Their Terms of Reference must be approved by the board and maintained by the respective committee. At least one director may sit on each committee and if no director volunteers for a committee then the President may assign a director, as required, based on competencies. The standing committees of the Association include the Finance Committee, the Awards Committee, the Fundraising and Events Committee, and the Board Recruitment Committee.

j. **Annual or Special Meetings of Members**

The annual or any special meeting of the members shall be held at the head office of the Association or elsewhere in Ontario as the Board of Directors may determine and on such day as the said directors shall appoint. Teleconference or virtual meetings may also be held in place of in-person meetings to allow easier access for board members.

At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented, and a Board of Directors elected. The members may consider and transact any business, either special or general, without any notice thereof at any meeting of the members. The Board of Directors or the President or Vice President shall have power to call at any time a special general members' meeting, annual or general. For the purpose of sending notice to any member, director, or officer for any meeting or otherwise, the address of any member, director, or officer shall be the last known address recorded on the alumni database of the University of Guelph. Notice of any annual or special meeting must be communicated via email or hard copy mail and posted on the website at least one month in advance of the meeting.

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, to a member of the Association shall invalidate such meeting or make void any proceedings from such meeting.

VII. FINANCIAL OPERATION

The Association shall be carried on without the purpose of financial gain for its members and any profit or other accretions to the Association shall be used in promoting its objects.

a. **Financial Year**

Unless otherwise ordered by the Board of Directors, the fiscal year of the Association shall begin on the first day of September and end the following year on the thirty-first day of August.

b. **Housing of Funds**

The funds of the Association are housed with Alumni Affairs and Development. Refer to the financial agreement between the Association and Alumni Affairs and Development for the formal arrangements made. The Finance Committee shall formally hold the agreement, which is to be reviewed at a minimum of every five years.

VIII. AMENDMENTS

This Constitution may be amended, or a new Constitution adopted in its place, by a two-thirds vote of the members who are present at any annual or regularly called meeting of the Association members.

Approved at the Annual General Membership meeting on October 2, 2023.