



**CAMBRIAN COLLEGE**  
**ALUMNI ASSOCIATION**

Constitution

C A M B R I A N  
ALUMNI  
ASSOCIATION

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## **ARTICLE 1 - PREAMBLE**

- 1.1 The name of the Association is the Cambrian College Alumni Association, which may also be known or referred to as the Alumni Association or The Association.

## **ARTICLE 2 - MISSION, PURPOSE AND OBJECTIVES OF THE ASSOCIATION**

- 2.1 The Mission of the Association is to provide opportunities for alumni to maintain an active affiliation with the College, its programs and its communities that result in mutual benefits of networking, support, credibility and life-long learning.

The purpose of the Association is to provide a link between Cambrian College and its graduates. It helps them to stay in touch with the College and provides opportunities for networking and volunteer activities.

- 2.2 The objectives of the Association shall be:
- i) to serve, support, inform and represent the alumni of Cambrian College in matters that are of interest to the alumni and the College;
  - ii) to increase Alumni awareness of the work and services of the College;
  - iii) to assist in class reunions, homecoming weekends and similar activities on and off campus;
  - iv) to work with alumni to meet their educational and recreational needs;
  - v) to maintain, record and collect statistics concerning alumni and to provide for an alumni office;
  - vi) to publish information to be distributed to alumni for the purpose of disseminating information about the College and alumni;
  - vii) to support the overall fund raising goals of the College, and shall fund raise to support its objectives and constitutional mandate, leaving direct solicitation of members – including but not limited to annual appeals and capital campaigns – to the Foundation. The Association accepts that its fund raising activities are for purposes generally consistent with the goals of the College and such activities will be communicated to the Cambrian Foundation.

## **ARTICLE 3 - HEAD OFFICE**

- 3.1 The head office of the Alumni Association shall be in the City of Greater Sudbury, in the Province of Ontario and at Cambrian College, 1400 Barrydowne Road, Sudbury, Ontario P3A 3V8.

## **ARTICLE 4 – MEMBERSHIP**

- 4.1 A Full member of the Alumni Association shall be any person who has completed the requirements for a diploma/degree/credential from the College.
- 4.2 An Associate member of the Alumni Association may be persons who have successfully completed one full year of a program recognized by the College Board of Governors as leading to a diploma, degree or certificate, and who have been in attendance at the College for at least one full year, or any present member of the Faculty, Administration or Support Staff at the College, or any past member of the Faculty, Administration or Support Staff of the College who requests membership.
- 4.3 Honourary memberships shall be given to the President of the College, the Chair of Cambrian College's Board of Governors, and may be given to other persons who have rendered outstanding service to the College.

## **ARTICLE 5 - TRANSFERABILITY OF MEMBERSHIP**

- 5.1 Membership is not transferable.

## **ARTICLE 6 - TERMINATION OF MEMBERSHIP**

- 6.1 Membership in the Association may be terminated by choice of the member or by specific resolution of Advisory Committee members when, in the opinion of the Advisory Committee, such termination is so warranted.

## **ARTICLE 7 - ADVISORY COMMITTEE**

- 7.1 The affairs of the Association shall be managed by the Alumni Development Manager who reports to the Vice President of Student Services and Strategic Initiatives. An Advisory Committee, consisting of nine (9) members of the Alumni Association will work in consultation with the Manager to ensure a vibrant and active Association.
- 7.2 Associate members may account for up to, but no more than, two (2) positions on the Advisory Committee. Associate members are ineligible for the positions of Chair or Vice Chair.
- 7.3 Candidates for the Advisory Committee will be asked to submit a resume and a letter of intent indicating their willingness to serve as an Advisory Committee member. Members will be selected to ensure diversity in gender, programs of study and year of graduation.

## **ARTICLE 8 – OFFICER, EXECUTIVE OF THE ADVISORY COMMITTEE**

### **8.1 *Executive***

The Executive to The Advisory Committee shall consist of the following Officers: Chair, Vice Chair, immediate past Chair and Manager of Alumni Development, all of whom shall be voting members of the Advisory Committee.

### **8.2 *Chair***

The Chair exercises general supervision over all activities of the Association and is an ex-officio member of all committees. The Chair shall convene General Meetings, shall convene and chair Advisory Committee and Advisory Committee Executive meetings. In the absence of the Chair, the duties and functions of the Chair shall be carried out by the Vice Chair or, in his or her absence, by the immediate past Chair.

### **8.3 *Vice Chair***

The Vice Chair performs such duties as the Chair and/or the Executive of The Advisory Committee delegates.

### **8.4 *Manager of Alumni Development***

The Manager of Alumni Development will sit on the Advisory Committee and will act as a liaison between the Advisory Committee and Cambrian College. The Manager of Alumni Development shall submit an annual report to the Chair 15 days prior to the Annual General Meeting (AGM) and the Manager of Alumni Development will also provide secretarial support to the Advisory Committee.

### **8.5 *Ex-Officio***

The President of the College and the Vice President of Student Services and Strategic Initiatives will sit on the Committee and have full voting privileges.

### **8.6 *Student Representation***

A student in his or her graduating year, selected by the Advisory Committee in consultation with the Students' Administration Association and Cambrian Native Students' Association, sits on the Committee as a voting member.

## **ARTICLE 9 - ELECTIONS**

- 9.1 The Chair and Vice Chair shall be elected by the general membership of the Association at the annual meeting and will hold office until the next annual meeting or until their respective successors are elected. A person elected to one of the said Officers may not remain in the same position for more than two consecutive terms.
- 9.2 The nine elected Advisory Committee members shall be elected at the annual meeting of the Association by the general membership. Three shall be elected for three years, three for two years and three for one year. Thereafter, each year at the annual general meeting, three members shall be elected. Advisory Committee members shall remain on the committee until their successors are elected.
- 9.3 A Nomination Committee, composed of the immediate past Chair, the Chair and the Manager of Alumni Development, shall present to the annual meeting of the Association the name of one active member for each position to be filled. Further nominations will be received at the annual meeting provided the nominee's consent in writing is tendered. Such consent shall be tendered by a nominating member.
- 9.4 In keeping with the mandate accorded it, the Nomination Committee will search for qualified nominees when vacancies on the Committee arise. The Nomination Committee will oversee the following process when seeking interested and qualified nominees from the community:
- a) Vacancies will be publicized in the Alumni magazine, on the Alumni Web site, and via e-mail.
  - b) Past and present Committee members will be encouraged to search out candidates on a continuous basis in order for the Association to maintain a roster of candidates.
  - c) The roster of candidates is reviewed.
  - d) Candidates are evaluated according to the criteria established by the Committee.
  - e) Candidates meet with members of the Nomination Committee to review Association directions and membership expectations.

## **ARTICLE 10 - VACANCIES**

- 10.1 Should a vacancy occur on the Executive of the Advisory Committee, the remaining Advisory Committee members shall appoint an active member of the Association to fill the vacancy.

## **ARTICLE 11 – MEETINGS**

### **11.1 *Regular Meetings***

The Advisory Committee shall hold at least three meetings each year and hold special meetings on the written request of any three (3) members of the Committee. Seven (7) days notice of a regular meeting and three (3) days notice of a special meeting shall be given to all members of the Advisory Committee.

- i) Any members of the Advisory Committee missing three (3) consecutive meetings without just cause, as determined by the Advisory Committee, will be removed from the Committee by resolution and replaced as per Article 6 and 7.
- ii) A process to establish Alumni chapters and their representation will be approved by the Advisory Committee.
- iii) Members who wish to vote must have proof of Alumni membership.
- iv) The rules contained in Robert's Rule of Order shall govern the Advisory Committee meetings.

11.2 *Absence of Chair, Vice Chair*

In the absence of the Chair and Vice Chair, a temporary chair is appointed by a vote of the voting members present.

11.3 *Committees or Special Meetings*

A special meeting of the Association may be requested by a member of the Association at any time, the meeting shall be called by the Chair within thirty (30) days of receipt of the request provided the request is accompanied and signed by at least one hundred (100) members. Notice of any such meeting shall be mailed or delivered at least ten (10) days prior to such meeting.

11.4 *Annual Meeting*

An annual meeting of the Association shall be held on such a date as the Advisory Committee may determine. Notice of such meeting and the agenda shall be mailed or delivered to all members of record at least twenty (20) days before such meeting.

## **ARTICLE 12 – SUB-COMMITTEES**

12.1 The Committee establishes or dissolves by resolution any sub-committees it deems necessary to carry out the affairs of Alumni Association. The Committee establishes the terms of reference of each subcommittee and appoints the chair of each sub committee.

## **ARTICLE 13 - ALUMNI AWARDS**

13.1 To acknowledge this very important sector of the Cambrian community, an award that recognizes the support and contributions of Cambrian Alumni both to the College and to society has been established through the Cambrian College Alumni Association.

13.2 The award recipient will be a Cambrian College graduate.

13.3 The Award will be administered by Cambrian College's Alumni Association, through an Award Committee. The Award Committee will be responsible for issuing a call for nominations to Cambrian Alumni and staff, adjudicating all data, and selecting the successful candidate. The Committee's recommendation will be submitted to the President of Cambrian College by April 30.

13.4 The nomination/selection process will be coordinated by the Manager of Alumni Development. The Award Committee will consist of seven (7) members: Chair, Cambrian College Alumni Association; Cambrian College Alumni (4) Manager of Alumni Development; a member of the Cambrian College Marketing & Institutional Relations Department .

13.5 Alumni representation will reflect Cambrian's linguistic and cultural diversity, with a focus on the College's English speaking, French speaking and Native communities.

13.6 The Cambrian College Alumni Award will be presented at Cambrian College's Spring Convocation.

## **ARTICLE 14 - FISCAL YEAR**

14.1 The fiscal year of the Association shall be the same as the fiscal year of Cambrian College.

## **ARTICLE 15 - PUBLICATION AND NOTICE**

15.1 Any notice required to be given to the members of the Association may be given in the official publication of the Association.

## **ARTICLE 16 - AMENDMENTS**

- 16.1 The constitution may be amended by a two-thirds vote of the members of the Advisory Committee of the Association at a meeting regularly called, provided that the substance of the amendment has been submitted with the notice of such meeting.
- 16.2 Any amendment shall be submitted by way of notice of the motion in writing, signed by the mover and seconder who shall be active members of the Association. Such notice shall be filed with the Manager of Alumni Development at least forty (40) days prior to such meeting.
- 16.3 Amendments to the bylaws shall become effective when it has been adopted by the affirmative vote of two-thirds of the members present and voting at the annual or special meeting of the Association.