

Constitution & By-laws Laurentian Student Alumni

(As of March 19, 2007)

Mission Statement:

To foster, as students, the importance of alumni to Laurentian University and to begin the development of a lifelong relationship between students and alumni. To improve interaction and relations between the university, administration, current students, and alumni.

Article I: Name

Section 1. The name of this organization shall be the Laurentian Student Alumni, referred to hereinafter as the LSA.

Article II: Purpose

The LSA was established to assist the LUAA in providing programs of direct benefit to students, alumni, faculty, as well as to the University in general. Members of the LSA will promote interaction between students and alumni for the betterment of the University.

The LSA seeks to foster a sense of pride and tradition in the LU community and promote an active program of recruitment and commitment among both students and alumni.

Article III: Language

The official languages of the LSA shall be English and French.

Article IV: Affiliation

The LSA shall be affiliated with the LUAA and the Alumni Relations Office. .

Article V: Membership

1. *Eligibility:* The association will be open to all Laurentian undergraduate and graduate students who express an interest in the improvement of student-alumni relations.

2. *Membership Status:* Members for the association will be considered voting members upon attending their first meeting.

3. The membership shall be divided into an Executive Committee and other standing committees dealing with appropriate issues pertaining to students and alumni.

Article VI: Voting Privileges

Each member shall be allowed one vote on all matters with the exception of the president who will serve as a tie breaker.

Article VII: Officers

1. The LSA shall have the following elected officers: President, Vice President, Secretary, Financial Coordinator, Recruitment and Awareness Coordinator, Social Convener, On-Campus Representative, Off-Campus Representative, 1st Year Representative, 2nd Year Representative, 3rd Year Representative, 4th Year Representative and a representative from the LUAA Board. A representative from the Alumni Relations office shall sit as an *ex officio* member.

2. Any vacancy in an office shall be filled by nomination and then election for that office.

Duties of the Officers:

President: The President shall be the chief presiding officer for all meetings, shall enforce the constitution and by-laws and shall provide leadership for the LSA. The President will preside at Executive Committee meetings, shall have the authority to create committees with the approval of the Executive Committee and will serve as an *ex officio* on all such committees. The President shall prepare an annual report to the LSA. The President shall also serve as an *ex officio* member of the LUAA. He or she will report the activities of the LUAA to the LSA, and will also be responsible for providing the LSA annual report at the annual meeting of the LUAA.

Vice-President: The Vice-President shall assume the duties of the President in the President's absence and shall enforce the constitution and by-laws. The Vice-President shall also be responsible for and appoint the chairperson of the LSA committees and shall produce a committee annual report to the LSA.

Secretary: The secretary shall take the minutes at all general and Executive committee meetings and shall see to it that the minutes and meetings notices are written and circulated prior to each meeting. The Secretary shall also maintain a notebook containing transcribed minutes of all meetings and all correspondence and shall maintain an up to date database of all current and summer addresses of all members of the LSA (divided into general membership and the Executive Committee). This database is to be kept in the Alumni Relations office.

Finance Coordinator: The Finance Coordinator shall be responsible for the collection of membership fees, for keeping budgetary records, shall requisition all funds, and shall serve as chairperson of all fundraising committees (ie. Framing Program). Signing authority for all Laurentian University budgets rests with the Executive Director of Alumni & Development.

Recruitment and Awareness Coordinator: The Recruitment and Awareness Coordinator shall be responsible for recruiting new members to the LSA and shall be responsible for organizing events throughout the year. He or she shall also be responsible for arranging recognition and advertising for the LSA through such sources as Lambda, L'Original Déchaîné, newsletters, etc.

Social Convener: The Social Convener shall be responsible for all social events for the LSA. He/She is also the chair of the Pub Night committee.

Representatives: Representatives shall be responsible for joining the committees. They shall enter into a committee and will help the chair person with all planning and execution of the events or programs.

Alumni Relations Representative : The Alumni Officer, Programs and Activities will serve as a liaison between the LSA, the LUAA, and the Alumni Relations office, and shall be the senior staff advisor to the LSA.

Article VIII: Executive Committee

1. The Executive Committee of the LSA shall consist of the Officers and the Chairperson of the Standing Committees.
2. The Executive Committee shall have the authority to create ad hoc committees as deemed necessary. Any and all Chairpersons of the ad hoc committees shall become *ex officio* members of the Executive Committee.
3. The Executive Committee shall be responsible for coordinating all executive responsibilities of the LSA and shall oversee the activities of all Standing Committees. Each new Executive Committee will meet jointly with the outgoing Executive Committee at the next regularly scheduled meeting following elections.

Article IX: Standing Committees

The Standing Committees of the LSA shall be as follows:

Membership/Recruitment: shall work with the Vice-President and be responsible for planning and organizing recruitment efforts for new members each semester.

Publicity: shall be responsible for all promotional consideration for the LSA and shall keep campus media sources informed of ongoing LSA events.

Social: This committee shall be responsible for the planning of all social functions of the LSA, including, holiday parties, bowling/movie nights and other social activities.

Special Events: shall work with the Alumni Relations office to plan and organize special events throughout the year. These include events such as: the Annual Alumni Golf Tournament, The President's Ball, Convocation, and the Etiquette Dinner.

Pub Night: Shall work with the Social Convener to plan the LSA pub night as well as coat check and pizza sales.

Finance: shall organize money-making ideas and shall be chaired by the Finance Coordinator to provide funds for additional LSA programs.

Project and Internal Committees

Each project selected by the LSA membership will be associated with a committee. Most committees will be made up of a Chairperson, Recorder and Members. Some larger projects may require that an Assistant Chairperson be selected. Selection of a Chairperson will be made at the time the project is approved. Any person may volunteer to serve on any committee. The committee Recorder will be selected from volunteers among the committee members at the committees' first meeting.

Members and Duties

Chairperson(s)-Coordinates completion of the project, delegates responsibilities to committee members, and is responsible for reporting progress and any difficulties to the Vice-President. Any member is eligible to serve as chairperson of a committee.

Recorder-Files committee reports, handles committee correspondence and keeps committee files revised and updated.

Article X: Meetings

1. Meetings of the General Membership of the LSA shall be held during the academic year as frequently as deemed necessary by the Executive Committee. A minimum of two meetings per academic semester are to be held.
2. The Executive Committee shall meet monthly during the academic year at such a place and time as set by the President.
3. A majority of the general membership present at any meeting of the LSA, shall constitute a quorum. A quorum is required for the transaction of all business requiring a vote of the LSA at all general membership meetings. Two thirds of the Executive Council will likewise constitute a quorum for the transaction of its business.

Article XI: Elections

1. The Nominating Committee shall consist of 2 Executive Officers, the Alumni Officer and the current President.
2. A person nominated for the office of President and Vice-President shall have been a member of the LSA for at least one academic year.
- 3 At the first meeting of the second term, the President will announce upcoming elections and describe duties of each Officer.
- 4 Those interested in running for office should designate in writing their preference and fill in a nomination form available in the Alumni Relations office. They shall also include a resumé. Those wishing to nominate another individual should inform the nominating committee in writing.
- 5 All nomination forms must be in on the 2nd Friday of March.
- 6 The Nominating Committee shall review all nominations and shall declare an election if there is more then one person running for a role. The President shall notify the general membership via E-mail of an election.
- 7.. The election shall take place the next week. The names of candidates will be posted for each office, their resumé and nomination forms shall be available for the membership to read before voting. Those who lose a previous office may be nominated to another.
8. Voting shall take place in the Alumni Relations office by secret ballot of individuals who qualify for membership under Article V and shall last one week ending on the 3rd Friday of March.

9. The Nominating Committee shall count all ballots and notify those who win their office and those who are not successful.

10. If more than two people are running, a preliminary vote shall be taken. The two people receiving the highest number of votes shall be the final candidates for office. A final vote between those individuals will decide the office.

Article XII: Amendments

1. This constitution shall become effective upon approval by a majority of the LSA members at a general meeting.

2. Hereinafter, this constitution may be amended at a regular meeting by three-fourths majority vote of active members. Proposed amendments must be submitted in writing to the membership one meeting prior to the vote.

3. In order for the constitution to be amended, the Constitution must pass a simple majority (2/3 majority) vote during a regular meeting of LSA. Any proposed amendments to the Constitution must be made known to each member of LSA.

4. The LSA executive may change sections of the Constitution to correct for spelling or grammatical errors, and properly renumber sections of the Constitution so long as they do not affect the spirit of the section.