

**CONSTITUTION
OF
THE LOCAL GOVERNMENT PROGRAM ALUMNI SOCIETY
of Western University Alumni Association**

(consolidated February 2007; Amended November 2010; Amended November 2012; Amended
November 2017)

1. NAME AND INTERPRETATION

1.01 The name of the organization herein constituted shall be the Local Government Program Alumni Society of Western University Alumni Association, and shall hereinafter be referred to as the "Alumni Society".

1.02 DEFINITIONS: In this Constitution and in all by-laws of the Alumni Society unless the context otherwise requires:

- (a) "Constitution" means the Articles stipulated in this document.
- (b) Department of Alumni Relations means:
 - (i) Alumni Engagement Officer, Alumni Relations
 - (ii) Director, Alumni Engagement, Alumni Relations
 - (iii) Executive Director of Alumni Relations
- (c) "Executive" means the Executive Committee of the LGP Alumni Society
- (d) "GDPA" means the Graduate Diploma of Public Administration granted by the University
- (e) "Local Government Program" (LGP) means the graduate programs offered by the Department of Political Science specific to Local Government.
- (f) "MPA" means the Master of Public Administration degree granted by the University
- (g) "University" means Western University and its affiliated Colleges.

2. OFFICE

2.01 The office of the Alumni Society will be at the Local Government Program Office in the Social Science Building of the University, or in such other locations as the Executive may from time to time by resolution establish.

3. OBJECTS

3.01 The objects of the Alumni Society shall be:

- (a) To keep former students of the Local Government Programs (MPA and GDPA) informed of the status and activities of the Local Government Program.
- (b) To collect feedback and input from alumni members of the LGP to better inform the University and the Local Government Program on potential new programs, initiatives, or curriculum changes.
- (c) To encourage former students to support the Local Government Program at the University

- (d) To support specific projects, from time to time that would benefit the Local Government Program and its Alumni.
- (e) To contribute to the growth and prestige of the MPA and GDPA programs.
- (f) To comply with and enhance the relative objects of the Alumni Association of the University.
- (g) To foster leadership and skills development of current and former students through the ongoing expansion of the mentorship program.
- (h) To broker opportunities for continuous learning and professional development, orchestrate and promote networking opportunities for alumni and LGP students.
- i) To support the Co-Chairs of the Local Government Conference

4. MEMBERSHIP

4.01 Membership for the Alumni Society will include:

- (1) Regular Member: Regular members of the Society are Alumni of the University that have been granted the Master of Public Administration degree, or granted a Diploma in Public Administration.
- (2) Associate Member: Associate members are students in the MPA/GDPA program who have yet to be granted a degree or diploma.

4.02 Regular Members will have the right to vote at all annual and Special Meetings of the Alumni Society. They may serve on Committees and as members of the Executive.

4.03 Associate Members have no voting rights but may serve as advisors on Committees established by the Executive from time to time.

5. EXECUTIVE COMMITTEE

5.01 DUTIES: The affairs of the Alumni Society shall be managed by the Executive, Committee and shall:

- (a) Establish a work plan that includes set objectives for the duration of the term
- (b) Consider and establish Alumni Society policies.
- (c) Consider and either adopt, defer, or reject new projects or issues proposed by members of the Alumni Society.
- (d) Consider and select membership to the Award of Excellence Sub-Committee
- (e) Consider and select Co-Chairs for the Conference Planning Committee

5.02 COMPOSITION: The Executive shall consist of thirteen (13) members and include:

- (a) A President, Vice-President, Past-President, Treasurer, Secretary, and two Directors-at-large.
- (b) The Director of the Local Government Program or their representative.
- (c) The Communications Director will be appointed by the new Executive Committee at the commencement of the new term of the Committee. The Communications Director will possess expertise in marketing, strategic communications, graphic design, or media relations.
- (d) One Associate member from the current students of the on-campus or on-line Master of Local Government Program.
- (e) One Associate member from the current students of the on-campus or on-line Graduate Diploma Program.
- (f) Two Regular members of the Alumni Society will be appointed by the new Executive Committee to serve as Co-Chairs of the Local Government Program Annual Conference Planning Subcommittee.

5.03 QUORUM: Five (5) voting members of the Executive shall constitute a quorum for the transaction of business at all meetings of the Executive. One of the five members present must be the President, Vice-President, or Past-President in order to achieve quorum.

5.04 QUALIFICATIONS: No person under section 5.02(a) and (f) shall be elected to the Executive or appointed to fill any of the aforementioned positions, if vacant, unless that person is a Regular member of the Alumni Society.

5.05 VACANCIES: Vacancies on the Executive may be filled for the remainder of the term. Replacements for these interim positions will be appointed by the Executive and shall remain in position until the next general meeting of the Alumni Society when newly elected executive Committee members are announced.

5.06 ELECTION: Unless otherwise specified, elections for select Executive positions noted under section 5.02

(a) will occur as follows:

- (a) The position of Past-President will be automatically assumed by the previous term's President
- (b) The position of President will be automatically assumed by the previous term's Vice-President, unless that position was vacated during the previous term and a new member was appointed. If the member was appointed to Vice-President, an election for the Presidency will occur in conjunction with the other respective positions before the next general meeting.
 - I. Should the Vice-President decline to automatically become President for the next term, the position of Vice-President will become available for election during the next election

- (c) A Call-for-Nominations for the positions of Vice-President, Secretary, Treasurer, two Directors-at-large, will be advertised with each announcement of the annual conference and/or annual general meeting.
- (d) All new candidates must submit a brief summary regarding their qualifications to the President of the Executive Committee at the time they submit their nomination. This summary will be circulated to Alumni Society members to support in the advertisement of candidates prior to the election.
- (e) Call-for-Nominations will close 45 days prior to the Annual General Meeting
- (f) Any candidates running for a position that remains uncontested at the time Nominations close will be acclaimed
- (g) The Executive Committee elections will occur on the Friday, three weeks prior to the Annual General Meeting
- (h) The Executive Committee elections will be conducted via a pre-determined anonymous on-line survey tool that will include each candidates name and position
- (i) The President and the Past-President will administer the election tool and tally the votes while acting as witnesses to the election results
- (j) The successful candidates will be announced and full election results will be disclosed at the Annual General Meeting

5.07 TERM OF SELECT EXECUTIVE POSITIONS: Each executive position noted under Article 5.02(a) shall hold office for a given position for a term of one (1) year. For directly elected positions, individuals shall be eligible for re-election for a maximum of two consecutive terms.

- (a) An Executive member from the previous term may be automatically acclaimed should no other nominations be received by the close of nominations.
- (b) Should no other nominations be received for a vacant position on the Executive Committee, the former Executive member may have their term extended beyond the two consecutive terms upon a majority vote (50%+1) of the new Executive Committee.

5.08 DUTIES OF SELECT EXECUTIVE COMMITTEE MEMBERS: All members of the Executive Committee will be responsible for reviewing the Constitution at the commencement of the term. This will serve as a general orientation to the Committee mandate.

- (a) The President shall act as the chair at all meetings of the Executive, and the Annual General Meeting of the members-at-large. The President shall oversee all activities of the Alumni Society to ensure full compliance with the objectives of the Alumni Society including the nomination and election process for the Executive Committee. The President will coordinate the Alumni Society activities with the Director of the Local Government Program and the Department of Alumni Relations.

- (b) The Vice-President shall, in the President's absence, chair meetings of the Executive, the Annual General Meeting and other special meetings as may be called by the Executive. The Vice-President will report to the Executive the activities of Special Committees of the Alumni Society.
- (c) The Past-President shall assist the President in fulfilling their duties as President including, but not limited to, assisting in the collection of nominations and facilitating the election process for membership to the Executive Committee for the succeeding term.
- (d) The Treasurer shall report to the Executive Committee at each of its meetings, any financial activity associated with the two accounts of the Alumni Society: The Alumni Society and the Local Government Conference accounts. The Treasurer will report on each account balance as provided by the Department of Alumni Relations. The Treasurer shall oversee the financial records of the Alumni Society, including the fund raising activities, and report to the Executive the financial position of the Alumni Society.
- (e) The Secretary shall act as the record keeper to all meetings of the Executive and the Annual General Meeting. Should the Secretary be absent from a meeting, the Secretary is responsible for making arrangements for another Executive Member to substitute as record keeper.
- (f) The Communications Director shall be responsible for ensuring clear, timely, and effective communications with the Membership in forms that will enhance the objectives of the Alumni Society including collaborations with the Department of Alumni Relations regarding regular updates to the Alumni Society website, and social media sites.
- (g) The Annual Conference Co-Chairs shall be responsible for planning and executing on the Annual Local Government Conference and chair the Conference Planning Sub-Committee.

5.09 CALLING OF MEETINGS: An annual schedule of meetings of the Executive shall be set at the first meeting of the newly elected Executive Committee. A minimum of six meetings are required to ensure the objectives and mandate of the Committee are achieved. The President will be responsible for managing the calling of all regular and special Executive meetings.

5.10 REGULAR MEETINGS: At the first meeting of the new Executive's term, the Committee will appoint a day or days in any month or months, a place and hour for regular meetings to occur.

5.11 PLACE OF MEETINGS: The meetings of the Executive will be primarily held via teleconference and coordinated by the President. However other locations and forums (including polling as outlined in 5.14) may be designated in the notice calling the meeting.

5.12 MEETING AGENDA: The President, or in the President's absence, the Vice-President, will be responsible for circulating an agenda to the Committee members at least 24 hours in advance of the meeting. The agenda will include, but not be limited to, time and place (conference call information) of the meeting, items for discussion, and any supplementary materials.

5.13 CHAIR OF MEETING: The President, or in the President's absence, the Vice-President or alternatively the Past-President shall be chair of any meeting of the Executive. The Secretary of the Executive shall be the record keeper of any Executive meeting, but if the Secretary is not present, the chair shall appoint another member of the Executive to act as Secretary of the meeting.

5.14 VOTING: Members under Section 5.02 (a) to (c) shall have voting privileges equal to those of a Regular member of the Alumni Society. All other Members will have voting privileges consistent with those outlined in sections 4.02 & 4.03 of the Constitution.

5.14.1 VOTING PROCEDURES: At all Executive Committee meetings, every question to be decided by the Committee shall be decided by a majority of the votes of its eligible members. All members of the Executive shall have the right to one vote. In the case of a tie vote, the chair shall be entitled to a second or casting vote. In the event the Executive cannot meet on an urgent matter, the President may poll members of the Executive via an e-mail or electronic survey tool. To be a valid poll, a 50%+1 member response rate from the Executive Committee would have to be achieved. The Secretary will distribute to all members of the Executive the results of the poll along with a summary of the issue within two weeks of such polling.

6. ANNUAL CONFERENCE

6.01 On a Friday in November, the Conference Planning Sub-Committee shall host an annual conference to provide education, promotion of the program, and networking opportunities for students and the Alumni Society.

6.02 AWARD OF EXCELLENCE: By the September meeting of the Executive Committee, the Chair of the Award of Excellence Sub-Committee shall present the recommended recipient for approval by the Executive Committee. During the Annual Conference, the Award of Excellence shall be presented to the recipient.

7. ANNUAL GENERAL MEETINGS

7.01 At least once per year, in either the last week of November or first week of December, the Executive will call a general meeting for the purpose of electing officers, passing resolutions and amendments to the Constitution. Notice of the Annual General Meeting shall be given to all members of the Alumni Society at least 30 days prior to the date on which the meeting is to be held. Notice shall be made by e-mail, website, social media and/or through advertisements on external websites, in periodicals, or locations that the Executive deems appropriate. A minimum of 10 regular members in attendance shall constitute a quorum.

8. SPECIAL ALUMNI SOCIETY MEETINGS

8.01 From time to time the Executive may call special meetings of the membership to pass resolutions and amendments as they see fit to recommend. Notice of Special Meetings shall be given to all members of the Alumni Society at least 14 days prior to the date on which the meeting is to be held. Notice shall be made by e-mail, website, as well as other locations that the Executive deems appropriate.

9. PROXIES

9.01 Every Regular member of the Alumni Society is entitled to vote at the Annual General Meeting and Special Meetings of the Alumni Society, and may by means of a proxy appoint another Regular member as that member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy. The proxy shall be in writing and shall be executed by a member of the Executive entitled to vote and shall be in a form as the Executive prescribes or in such other form as the Chair of the meeting may accept as sufficient, and shall be deposited with the Secretary of the meeting before any vote is called at the meeting, or at such earlier time and in such manner as the Executive may prescribe.

10. FINANCIAL ACCOUNTABILITY

10.01 The financial resources of the Alumni Society will be held in an account with the Department of Alumni Relations. All expenses charged to the account of the Alumni Society will be approved by the Executive Committee. All funds raised by the Alumni Society in the form of Alumni, corporate or other donations or pledges will be held by the Department of Alumni Relations. The Executive will approve all charges to this account in advance.

11. RECORDS

11.01 The President or Secretary of the Alumni Society shall be responsible for the custody, safekeeping and maintenance of the books and records of the Alumni Society through a shared virtual archive, or at such other location as may be determined by the Executive. Financial records and other related alumni documents will also be housed at the Department of Alumni Relations, Western University, or Westminster Hall.

12. AMENDMENTS

12.01 CONSTITUTION: This Constitution may be amended by a majority vote of the Regular members of the Alumni Society in attendance at the Annual General Meeting provided that the proposed amendments are sent with the notice calling said meeting of members.

12.02 PROPOSED AMENDMENTS: The Executive or any Regular member of the Alumni Society may propose an amendment to this Constitution. All such proposed amendments must be delivered to the Secretary at least sixty (60) days prior to any Annual General Meeting.

13. DISSOLUTION, FUND-RAISING, REPORTING, INDEMNIFICATION

13.01 Upon dissolution of the Alumni Society, all property of the Alumni Society shall be the property of the Alumni Association of the University.

13.02 No fundraising shall be undertaken on behalf of the University without the prior approval of the Department of Alumni Relations.

13.03 The Alumni Society shall provide to the Department of Alumni Relations for the University (not less than annual) financial statements and activity reports of the Alumni Society.

13.04 If required, all information and lists of members of the Alumni Society generated in the course of the activities of the Alumni Society shall be transferred to the Department of Alumni Relations for the University.

13.05 The University, the Department of Alumni Relations, and the Alumni Association of the University shall be indemnified and saved harmless from any omission on the part of the Alumni Society which may result in any liability to the University, the Department of Alumni Relations, and the Alumni Association of the University. If any such event or circumstance should occur which could result in possible liability to any of the aforementioned parties, then it is understood that the resolution of the Board of Directors of the Alumni Association for the University authorizing this Constitution may be rescinded forthwith and without notice to the Alumni Society.

14. CONSTITUTION

14.01 This Constitution is of full force and effect when it is adopted by the majority of the members present at a duly called Annual General Meeting of the Alumni Society and further the approval of the Board of Directors of the Alumni Association of the University.

IN WITNESS WHEREOF this Constitution having been ratified in accordance with Section 14.01 is hereby executed by the proper officers, this day of .

The Alumni Association of Western University

Per: _____ Per: _____

Name: _____ Name: _____

Title: _____ Title: _____

IN WITNESS WHEREOF this Constitution having been ratified in accordance with Section 12.01 and 12.02 is hereby executed by the proper officers, this day of .

The Local Government Program Alumni Society

Per: _____ Per: _____

Name: _____ Name: _____

Title: _____ Title: _____