

**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) "Executive" means the Executive Committee of the Alumni Society.
- (b) "University" means Western University and its affiliated Colleges.
- (c) "MPA" means the Master of Public Administration degree granted by the University.
- (d) "DPA" means the Diploma of Public Administration granted by the University.
- (e) "Local Government Program" means those programs offered by the Department of Political Science concerned with Local Government.
- (f) "Constitution" means the Articles stipulated in this document.

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 DPA) informed of the status and activities of the Local Government Program.
- (b) To keep the University and the Local Government Program informed of the opinions and positions of former students.
- (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 DPA programs.
- (f) To comply with and enhance the relative objects of the Alumni Association of the University.
- (g) To foster the development of a mentorship program and an asset marketing program.
- (h) To broker opportunities for continuous learning and professional development of alumni.

4. Membership

4.01 There will be three types of membership in the Alumni Society. They are:

- (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 program who have yet to be granted a degree or diploma. DPA students who have completed the course work but have not submitted the research paper are associate members.
- (3) Honourary Member: Honourary Memberships are granted by the Alumni Society to persons who have demonstrated exceptional support and commitment to the Local Government Program or to the Alumni Society of the University.

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 on Committees established by the Executive from time to time.

4.04 Honourary Members have no voting rights but may serve 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, and shall:

- (a) Consider and establish Alumni Society policies.
- (b) Consider and either adopt, defer, or reject new projects or issues proposed by members of the Alumni Society.
- (c) Consider and grant or reject Honourary Memberships for individuals nominated by members of the Alumni Society.

5.02 COMPOSITION: The Executive shall consist of:

- (a) Regular members elected to the position of President, Past-President, Secretary, Treasurer, Vice-President, two Directors-at-large, and a Directors-at-large Communications (added by Amendment in 2012).
- (b) The Director of the Local Government Program or their representative.
- (c) One representative from the graduates of the City of Toronto DPA program as selected by those graduates. (added by Amendment in 2010)
- (d) One representative from the current students of the Local Government Program who shall have voting privileges equal to those of a Regular Member of the Alumni Society. (added by Amendment in 2017)

All members of the Executive shall have voting privileges.

5.03 QUORUM: Three (3) members of the Executive shall constitute a quorum for the transaction of business at all meetings of the Executive.

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

5.05 VACANCIES: Vacancies on the Executive may be filled for the remainder of that person's term from among the regular members of the Alumni Society. Vacancies may be filled temporarily by the Executive until the next general meeting of the Alumni Society at which time the Executive for the ensuing year are elected or appointed.

5.06 ELECTION AND TERM OF DIRECTORS: Each Director shall hold office for a term of one (1) year and shall be eligible for re-election.

5.07 CALLING OF MEETINGS: Meetings of the Executive shall be called and held from time to time at such place at such time and on such day as the President or the Executive may determine.

5.08 REGULAR MEETINGS: The Executive may appoint a day or days in any month or months for regular meetings at a place and hour to be named.

5.09 ANNUAL GENERAL MEETINGS: At least once per year 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 14 days prior to the date on which the meeting is to be held. Notice shall be made by mail, through the Alumni Society newsletter, and/or through advertisements in periodicals that the Executive deems appropriate. A minimum of 10 regular members in attendance shall constitute a quorum.

- 5.10 SPECIAL MEETINGS: 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 mail, through the Alumni Society newsletter, and/or through advertisements in periodicals that the Executive deems appropriate.
- 5.11 PLACE OF MEETINGS: Where possible the meetings of the Executive should be held at the Alumni Society Office, however other locations and forums (including teleconferencing and polling as outlined in 5.13) may be designated in the notice calling the meeting.
- 5.12 CHAIR OF MEETING: The President, or in the President's absence, a Vice-President shall be chair of any meeting of the Executive. The Secretary of the Executive shall be the secretary 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.
- 5.13 VOTING: At all Executive meetings, every question to be decided by the Committee shall be decided by a majority of the votes of its members cast on the question. All members of the Executive shall have the right to one vote. In the case of equality of vote, the chair shall be entitled to a second or casting vote. In the event the executive cannot meet, the President may poll other members of the Executive to make decisions for the Alumni Society. The Secretary will distribute, within two weeks of such polling, to all members of the Executive the results of the poll along with a summary of the issue.
- 5.14 PROXIES: 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.

6. Duties of the Executive Committee

- 6.01 (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. The President will coordinate the Alumni Society activities with the Director of the Local Government Program and the Director of Alumni Relations.
- (b) The Secretary shall act as the Secretary to all meetings of the Executive and the Annual General Meeting.
- (c) 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.

(d) The Past-President shall assist the President in fulfilling his/her duties as President and shall chair a Nominating Committee for nominating an Executive for the succeeding term.

(e) 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 accounts balance as provided by the University. 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.

(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.

7. Financial Accountability

7.01 The financial resources of the Alumni Society will be held in an account with the University. 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 Foundation Western. The Executive will approve all charges to this account in advance. The balances of all accounts held with the University and Foundation Western will be reported at each Executive meeting.

8. Records

8.01 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 at the office or at such other location as may be determined by the Executive.

9. Amendments

9.01 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.

9.02 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.

10. Dissolution; Fund-raising, Reporting, Indemnification

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

