



Alumni Chapter – Sample Bylaws

A chapter's bylaws are the guiding principles and practices for running the organization. The bylaws outline your chapter's purpose and serve as an operational manual that answers most questions in simple manner.

This sample set of bylaws can be used as a template that can be adopted as a whole or in part. When starting your chapter, be specific about your purpose and keep your bylaws simple. As the chapter grows, your bylaws can be developed as needed.

Article I – Name

The association will be known as the _____ Alumni Chapter.

Article II - Objectives

The purpose of the chapter is:

Article III – Membership

3.01 Qualification for Membership

All alumni of Saskatchewan Polytechnic that are graduates from _____ are eligible for membership in this chapter. Honorary members may be invited to join at the discretion of the Chapter Executive.

Note: Chapters based on geographical areas and groups may be formed.

3.02 Application for Membership

Individuals wishing to enroll as members of the Chapter may do so by filling in a chapter registration form. A copy of the registration will be sent to Alumni Relations office at alumni@saskpolytech.ca for verification.

Article IV - Organization

4.01 Governing Authority

The Chapter will be governed by the Board of Directors for the Chapter. The Board is subject to these bylaws or directions given by a majority vote at any members' meeting properly called; and has full control and management of the affairs of the Chapter.

4.02 Composition of the Board of Directors

The Board of Directors of this chapter will consist of a President, President Elect, Secretary and Treasurer and _____ directors and the _____ (non-voting).

4.03 Election of the Board of Directors

The Board of Directors will be elected from those names of candidates qualified to run and consenting to their candidacy. At the Annual General Meeting, the members will elect candidates for upcoming vacant positions. Terms of office shall be for two years with the option of renewal after one term.

4.04 Duties

(a) President's Responsibilities

- Supervise and direct the activities of the organization
- Chair all meetings.
- Be one of two authorized signers on financial documents;
- Ensure that all officers are performing their duties.
- Assign special projects to the officers.
- Be responsible for submitting an annual report (including a financial statement) to the Saskatchewan Polytechnic Alumni Office, which will document the Chapter's activities and financial affairs for that fiscal year.

(b) Vice-President/President-Elect Responsibilities

- Assist the President in his/her duties.
- Assume the President's responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Perform an audit of all financial transactions when needed;
- Assist in special projects as assigned by the President.

(c) Secretary's Responsibilities

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance of the meeting date.
- Keep accurate records of all meetings and distribute copies to all members.
- Maintain an accurate list of members and their contact information.
- Ensure that all new chapter registrations are sent to Saskatchewan Polytechnic Alumni office by the 15th of each month.
- Maintain a meeting attendance record;
- Keep a copy of the bylaws which will be made available to all members;
- Assist in special projects as assigned by the President;
- Transfer all minutes and records to the incoming Secretary so a permanent record of the Chapter history can be maintained.

(d) Treasurer's Responsibilities

- Keep an accurate and detailed account of all financial dealings of the Chapter.
- Act as one of two authorized signers on financial documents.
- Be responsible for creating financial reports.
- Assist in special projects as assigned by the President.
- Deposit all Chapter funds in interest-bearing accounts.
- Maintain current signature cards including at least one additional Officer's signature.
- Prepare all financial records for presentation to his/her successors.

4.05 Term of Office

(a) Officers and directors will take office at the close of the Annual General Meeting at which their election was announced and will hold office until the close of the Annual General Meeting at which their successors' elections is announced.

(b) Each board member will serve a two year term with no board member eligible to serve for more than two consecutive terms in a row. Serving as Vice President/President Elect then President will consist of one (1) term.

(c) Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer shall be notified in writing of the possible removal from office at least one (1) week prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

(d) Board members who are unable or no longer wish to serve on the Board of Directors must submit their resignation to the President and Vice-President, giving at least two weeks' notice of their intended resignation date. Upon resignation he/she will provide all relevant documents pertaining to the chapter to his/her successor and will brief him/her of current projects.

4.06 Remuneration

Officers and directors will not receive any regular remuneration for their services as Board members.

Article V Meetings

5.01 Board Meetings

Regular meetings of the Board of Directors will be held as often as may be required, but at least four (4) times year, and will be called by the President. The Board of Directors may conduct its business via telephone or email provided a quorum participates.

5.02 Notice

Meetings of the Board require ten (10) days' notice sent to each officer or director by telephone or email.

5.03 Quorum

Any four (4) voting members of the Board of Directors shall constitute a quorum. A quorum will be required to conduct business including but not limited to the approval of minutes, action on motions and approval of reports.

5.04 Voting

Voting will be conducted in person only; there will be no voting by proxy. In the event of an equality of the votes on any question, the Chair will be entitled to a casting vote.

5.05 Annual General Meeting

The Chapter will hold an Annual General Meeting on or before June 30 in each year, of which meeting one-month' notice will be given to each member in writing.

Article VI Finances

6.01 Signing Authority

For the protection of the Chapter and its officers two authorized signatures are required for all monetary transactions. Only the President and Treasurer will be authorized signers on the Chapter's account. Funds will be spent as approved by the Board.

6.02 Audit

The books, accounts and records for the Chapter will be audited at the close of each fiscal year by one (1) member of the Chapter who is not a Board member during the year being audited.

6.03 Reporting

A complete statement of the standing of the books for the previous fiscal year and a financial report for the current fiscal year will be submitted by the Treasurer at the Annual General Meeting.

6.04 Fiscal Year

The fiscal year of the Chapter will begin on July 1 and end on June 30 of the following year.

Article VII Dissolution

Should the Chapter dissolve, it is understood that all remaining assets will revert to Saskatchewan Polytechnic.

Article VIII Amendments to the Bylaws

This Constitution may be amended at any regular meeting of the Chapter by a simple majority vote of those present and voting. Provisions are as follows:

- a) The amendment is not in conflict with the Institute's goals and objectives;
- b) Written notice has been mailed to each member of the Chapter at least one month prior to the meeting at which the vote is to be taken on the amendment item. Said letter will state the proposed amendment in detail.
- c) A quorum is present.

Article IX Liaison

The Chapter will work co-operatively with Saskatchewan Polytechnic Alumni Relations in order to assist in successfully achieving its goals. One individual from the Chapter will be assigned to liaise with Saskatchewan Polytechnic Alumni Relations.

Adoption

These Bylaws of the _____ Alumni Chapter of Saskatchewan Polytechnic were

Adopted in _____, Saskatchewan on _____, 20____.

President

Vice-President

Secretary

Treasurer