

**SOBEY EXECUTIVE MBA ALUMNI ASSOCIATION  
CONSTITUTION**

**ARTICLE 1 - ORGANIZATION**

- 1.1 The name of the organization shall be the Sobey Executive MBA Alumni Association.
- 1.2 The Association is an alumni/student lead association that works in conjunction and in cooperation with the Saint Mary's University alumni Association.
- 1.3 The Association, through the Alumni Council (the Council) and the Executive committee, will maintain a strategic direction role, set the agenda for the Association to deliver on its vision and mission, and monitor progress.

**ARTICLE 2 - PURPOSE**

- 2.1 The direction of the Association shall be guided by the Association's Mission and Vision and Cornerstones:

- 2.3 Mission

The **mission** of the EMBA AA is to build a strong, dynamic community of mutual support among current students and graduates with a strong focus to empower EMBA Alumni in their pursuit of personal and professional growth and success.

- 2.2 Vision

The **vision** of the Sobey EMBA Alumni Association is to develop an organization that builds a lifelong community of individuals dedicated to educating, learning from and supporting its members. We pride ourselves on sustaining friendships that allow us to engage in our communities and our professions in new and interesting ways.

## 2.4 Cornerstones

Five cornerstones describe what is fundamentally important in pursuit of the mission:

- Connect EMBA alumni to the EMBA program, Saint Mary's University and to each other by organizing professional development events in response to interests identified by its members;
- Organizing social activities to facilitate networking among its members;
- Build solid relationships to support student recruiting to contribute to the financial health of the Sobey EMBA program, and to help source high quality candidates for entry into program.
- Raise the profile of Sobey EMBA alumni and increase the value of a the degree
- Provide support and inspiration to current students and alumni

## **ARTICLE 3 - MEMBERSHIP**

3.1 There shall be two types of membership in the Association:

- I. Member - a graduate of the Sobey Executive MBA Program
- II. Honorary Member - a person who has been recognized by the Association as a prominent business leader and has achieved accolades in the area of leadership

## **ARTICLE 4 - ALUMNI COUNCIL**

- 4.1 An acting Alumni Council will work on behalf of the Association until the formal election of the Council and the Association Executive which is to be conducted at the first Annual General Meeting (AGM.)
- 4.2 The Council shall present a report of its activities at the Annual General Meeting
- 4.3 The Council shall consist of no less than 8 members. Members are to be elected for a two-year term. The Council will establish a Council Member evaluation system consistent with governance best practices. Council members may serve further two-year terms if so elected.
- 4.3 A member of the Council who misses more than three consecutive Council meetings may be required by the Council to resign.

## ARTICLE 5 - EXECUTIVE COMMITTEE

5.1 The election of Council members at the AGM shall include the following Officer positions that will comprise the Executive Committee:

President

Vice-President

Secretary

Past President

Treasurer

Professional Development Office

Events Officer

Marketing and Public Relations Office

5.2 Officers shall hold office for one year and may be re-elected with a maximum three years in any one position.

5.3 Should a vacancy occur among the offices of President, Vice President, Secretary, or Treasurer, the Council may elect one of its number as a replacement until the next AGM.

5.4 The Executive Committee will act as a sounding board for matters moving forward to the Council in consultation with Alumni Officers, fulfill an agenda-setting role for the Council, and in general, help deliver on the vision, mission and cornerstones of the Association.

5.5 The **President** shall be the chief executive officer of the Association. In fulfilling this responsibility, the President shall:

- a) preside at all meetings of the Association and Executive Officers
- b) ensure compliance with the terms of this Constitution
- c) be the official representative of the Association at functions and events
- d) supervise the work of the other Officers

5.6 The **Vice President** shall:

- a) assist in the discharge of the President's duties
- b) replace the President in the event of the President's inability to act

5.7 The **Past President** shall :

- a) as the outgoing President, ensure a smooth transition for the incoming President
- b) assist in an advisory capacity, giving the benefit of experience
- c) serve as the chair of the Nominating Committee

5.7 On behalf of the Association, Council and Executive, the **Secretary** shall work in conjunction with the other members of the Association

- a) issue notices of meetings
- b) conduct the correspondence
- c) keep full and accurate minutes of all meetings
- d) maintain the records

5.7 The **Treasurer** will oversee the management and reporting of the EMBA Alumni Association's finances. The Treasurer may have many important duties specific to its role, including:

- a) Bank account maintenance
- b) Investing excess funds wisely
- c) Financial transaction oversight
- d) Maintain Budgets
- e) Financial Policies
- f) Keep the Executive regularly informed of key financial events, trends, concerns, and assessment of fiscal health
- g) Complete required financial reporting forms in a timely fashion and making these forms available to the board
- h) Finance Committee (if applicable) – Serving as Chair of the Finance Committee

5.8 The **Professional Development Officer** shall serve to further professional development of association members by

- a) Helping secure alumni members for program guest speakers
- b) Organizing professional development events
- c) Promoting other development opportunities that are available to association members

5.9 The **Events Officer** shall work to create events that will foster sustaining friendships that allow association member the opportunity to remain connected and engaged with each other by

- a) Working with Saint Marys Alumni Association to promote 'University wide' Alumni events
- b) Working to support existing, and looking for innovative new, EMBA Alumni events

- 5.10 The **Marketing and Public Relations Officer** shall work to create a positive public image for the Program and Alumni Association by
- a) Highlighting career success stories of Alumni
  - b) Working to secure Alumni member for speaking events that promote the program
- 5.11 In addition to the Executive Committee, **Members at Large** will also be elected at the AGM and shall work to further represent the membership overall and will assist the executive committee members as required. This may include
- a) Participating in Ad Hoc roles and committees
  - b) Working directly with executive committee members in the discharge of their duties
  - c) Liaising with association members to gather feedback, champion participation and actively seek ways to improve the effectiveness of the association

The number of active Members at Large will be capped at 12 at any given time.

## **ARTICLE 6 - NOMINATING COMMITTEE**

- 6.1 The Nominating Committee shall consist of a Chair, who shall be the President, and a least two other Council members chosen by the Council. The Nominating Committee will be responsible for placing before the AGM the nominations for each of the elected positions on the Council, including the Officers.
- 6.2 The Nominating Committee should play an active role in fostering interest from the general membership and seek to recruit candidates for members of the Council. Advertisements will appear in each edition of Sobey EMBA newsletter. The Nominating Committee should aim for a Council that is inclusive, with geographical representation from the Atlantic Provinces as well as other major Canadian city centers.

## **ARTICLE 7 - OTHER COMMITTEES**

- 7.1 The Council shall have the power to create such other committees and chapters as it deems necessary.
- 7.2 The Council shall have the power to recognize, specify terms of reference, objectives, conduct of meetings, finances and all other matters for its committees and chapters, except those matters that fall under the jurisdiction of the University.

## **ARTICLE 8 - MEETINGS**

- 9.1 The AGM shall be held at a date to be determined by the Council for the purpose of reporting its actions since the previous AGM, communicating with Members, electing councilors and officers, and transacting such other business proposed by the Council.
- 9.2 A Special General Meeting shall be called at any time by the President at the request of a majority of the Association. Notice of the meeting shall disclose the
- 9.3 Meetings of the Council shall be held at least four times per year at the call of the President.
- 9.4 In the absence of both the President and the Vice President from any AGM, Special General Meeting or Council meeting, the members present shall elect from their number a Chair to preside over the meeting.

## **ARTICLE 9 - QUORUM AND VOTING**

- 10.1 The presence of at least 12 members of the Association constitutes a quorum at any AGM or Special General Meeting.
- 10.2 Members should be present to vote at any AGM or Special General Meeting, but can still participate via teleconference)
- 10.3 Members may participate and vote by teleconference for Council and Committee meetings.
- 10.4 A majority of members present in person or teleconference shall constitute a quorum at any meeting of the Council or Executive Committee.
- 10.5 The Chair of a meeting of the Association, Council or Executive Committee shall not vote unless the Chair's vote would affect the result, i.e. to create or break a tie vote.
- 10.6 Voting at the AGM or Special General Meeting shall be by show of hands, or by secret ballot if so requested by any of the Members present. Voting at Council and Committee meetings will be as determined by the Chair.
- 10.7 A vote at any meeting shall be carried by a majority of the Members present, including where permitted, members participating by teleconference.

## **ARTICLE 10 - OFFICIAL PUBLICATION AND NOTICES**

- 11.1 The official publication of the Association shall be known as the Sobey Executive MBA Newsletter published bi-annually.
- 11.2 Notices of Annual General Meetings and Special General Meetings of the Association shall be published at such times and in such manner as determined by the Council provided that such publication shall be made not less than 21 days or more than 50 days of the meeting.

## **ARTICLE 12 - ALUMNI CHAPTERS**

- 12.1 An Alumni Chapter shall comprise Members of the Association who assemble to form a geographic or special interest group.
- 12.2 To have official status, a Chapter shall make application through a representative of the group, to the Council, which will make a decision regarding recognition.

## **ARTICLE 13 - FISCAL YEAR**

- 13.1 The fiscal year of the Association shall begin on April 1 and end on March 31.6

## **ARTICLE 14 - AMENDMENTS AND REPEAL**

Proposals to amend the Constitution may be made by the Council or by any five

- 14.1 Members of the Association.
- 14.2 Amendments to the Constitution shall be subject to confirmation at the AGM by a majority vote of the Members present.
- 14.3 Transitional arrangements to implement a new Constitution shall be as determined by the Council.