

DELTA ALUMNI ASSOCIATION BYLAWS



EFFECTIVE DATE: JANUARY 30, 2012

Table of Contents

<u>Article Number</u>	<u>Page</u>
1. Name of Organization.....	2
2. Mission Statement.....	2
3. Powers of Administration.....	3
4. Membership.....	3
5. Association Board Structure.....	3
6. Duties of the Board.....	3
7. Duties of President.....	4
8. Duties of Secretary.....	4
9. Duties of Treasurer.....	4
10. Election Procedure.....	4
11. Election of the Board.....	5
12. Installation of the Board.....	5
13. Membership Meetings.....	5
14. Rules of Order.....	6
15. Committees.....	6
16. Past President.....	7
17. Members at Large.....	7
18. Amendments to the Bylaws.....	7
19. Dissolution.....	7
Appendix A: Rules of Order Chart.....	8

1. Name of Organization

- 1.1 This organization shall be named the Delta Alumni Association hereinafter referred to in these bylaws as the “Association”.
- 1.2 The definition of the word “Alumni” refers to any person who attended, taught and/or worked at Delta Secondary School and/or Delta Collegiate Institute, regardless of the length of their time spent in our School.
- 1.3 This association is a not-for-profit organization.

2. Mission Statement

The mission of the Association is to establish close connections among members and with the school. Such links will lead, we believe, to better understandings of mutual support for and real benefits to the school. In addition a committed and active membership, which is effective and efficient, will be a positive force in establishing a true Delta community, spread over time and distance, whose goal is to create an environment where all members may enjoy life as caring, contributing and responsible members of society.

The Association will do this by:

- a.) Providing products, services and benefits that support the approved program and curricular goals of Delta Secondary School.
- b.) Acting on behalf of the members of the Association by planning alumni activities such as school and specific year reunions and attendance at special school functions.

3. Powers of Administration

- 1) The highest policy-forming body shall be the Annual General Membership Meeting hereinafter referred to in these bylaws as the "AGM".**
- 2) Between AGM's, the highest authority shall be the Association Board hereinafter referred to in these bylaws as the "Board". The Board shall be responsible to the General Membership.**

4. Membership

- 1) Any alumni, who are interested in joining the Association, may apply for regular membership by completing an application form and forwarding it to the Association with the appropriate fees.**
- 2) All members shall be privileged to attend AGM Meetings and members, who are in good standing at election time, shall be eligible to vote.**
- 3) A Membership fee is \$10.00 per year. Fiscal year is concurrent with the calendar year.**
- 4) Honourary membership status is given to individuals who attended Delta 75 or more years ago. There is no fee with this membership.**
- 5) A one-time fee of \$100.00 is also available to those members who wish to have a Lifetime membership. There will be no tax receipt issued for this membership.**

5. Association Board Structure

- 1) The Board shall be made up of the following officers:**
 - 1.) President**
 - 2.) Secretary**
 - 3.) Treasurer**
 - 4.) Archives Chairperson**
 - 5.) Events Chairperson**
 - 6.) Membership Chairperson**
 - 7.) Newsletter/Website Chairperson**
 - 8.) Wall of Excellence Chairperson**
 - 9.) Past President**
 - 10.) Members at large (3 -5)**

6. Duties of The Board

- 1) The Executive Officers of the Board shall be the President, Secretary, Treasurer and the Past President.**
- 2) A quorum of the Board shall be five (5) members of the Board, one of whom shall be an Executive Officer.**
- 3) The Board shall make recommendations to the General Membership with regard to communications, committee reports and all matters affecting the Association.**
- 4) The Board shall meet regularly at least three (3) times each year at such times and places as may be fixed by the President, or by the President at the request of the Board.**

7. Duties of President

- 1) The President shall function as the Chief Executive Officer of the Association and shall exercise supervision over the affairs of the Association.**
- 2) The President shall be signatory to all official documents, shall be a co-signatory for all orders on the Treasury and shall be bondable.**
- 3) The President, or the President's designate, shall be the official spokesperson for the Association with the media.**
- 4) The President shall open and preside at General Membership and Board meetings. The President shall see that officers and members perform their respective duties, preserve order, follow the correct order of business and decide all rules of order, subject to appeal to the membership.**
- 5) At the termination of office, the President shall surrender to their successor all books, papers, seals, documents and other property of the Association.**

8. Duties of Secretary

- 1) The Secretary shall keep a correct, full and impartial record of the proceedings of each meeting of the Association and the Board.**
- 2) The Secretary shall be a signatory to all official documents, a co-signatory on the Treasury and shall be bondable.**
- 3) The Secretary shall receive all communications to the Association, shall send out all communications from the Association and shall maintain a correspondence log.**
- 4) The Secretary shall keep all notices of motions and amendments to the bylaws and shall have a master copy of the bylaws on file and on computer disk.**
- 5) At the termination of office, The Secretary shall surrender to their successor all books, papers, seals, documents and other property of the Association.**

9. Duties of Treasurer

- 1) The Treasurer shall keep all financial accounts of the Association.**
- 2) The Treasurer shall receive all membership fees from the members of the Association and shall deposit it in the name of the Association in such financial institutions as the Board may direct.**
- 3) The Treasurer shall be bondable.**
- 4) The Treasurer shall deposit all cash and cheques as necessary and maintain duplicate records of all deposits.**
- 5) The Treasurer shall have financial reports available at Board and General Membership meetings.**
- 6) The Treasurer shall keep all receipts on file.**
- 7) At the termination of office, the Treasurer shall turn over to their successor all properties and assets, including funds, books and records belonging to the association.**

10. Election Procedure

- 1) Elections for the Board shall be held at the AGM Meeting to be held in January.**
- 2) Notice of nominations shall be posted in the newsletter and on the website.**
- 3) A member seeking nomination shall be present when nominations are called, or have allowed a notice of consent, in writing, bearing their name as a nominee and**

the name of another member as witness, to be filed. Such notice must be in the hands of the Secretary prior to nomination.

- 4) **An Election Committee comprised of a Returning officer and two (2) balloting committee members shall be appointed from the floor to conduct the ensuing elections. All appointees shall be members in good standing and shall not be in contention for any office.**
- 5) **The Secretary shall be responsible for the form and layout of the ballots and having an adequate supply of the ballots for the elections. The Secretary shall entrust these to the Returning Officer of the Election Committee, together with a list of the eligible voting members of the Association.**
- 6) **Election to office shall be by a majority of the votes cast.**
- 7) **The Election Committee shall tabulate the ballots and prepare a list of all candidates with total number of ballots cast, invalidated or spoiled indicating those elected.**

11. Election of the Board

- 1) **All eligible voting members of the Association shall elect the Board of the Association annually in January.**
- 2) **Eligible voting members shall be those who are members on or before the night of the elections in January.**
- 3) **The Election Committee shall be responsible for the conduct of all aspects of the election.**
- 4) **A candidate for office may appeal for a recount of the ballots for that office or the Membership meeting itself, without an appeal, may order a recount of any or all elections. In either instance, it shall require a majority vote of members present to vote in favour of such a recount.**

12. Installation of the Board

- 1) **Duly elected officers shall be installed on February 1st and shall continue in office until such time a successor has been duly elected and installed.**
- 2) **Should an office fall vacant pursuant to these bylaws, or for any other reason, the Board may appoint a successor.**
- 3) **Term of office for all positions shall be a one (1) year term.**

13. Membership Meetings

- 1) **The order of business for Membership meetings are as follows:**
 - a.) **Call to order**
 - b.) **Minute of silence for former alumni**
 - c.) **Roll Call of Officers**
 - d.) **Additions to Agenda**
 - e.) **Agenda Approval**
 - f.) **Applications for Membership**
 - g.) **Reading of the Minutes**
 - h.) **Business Arising from the Minutes**
 - i.) **Correspondence Received**
 - j.) **Reports of Officers and Committees**

- k.) Nominations and Elections**
- l.) Unfinished Business**
- m.) New Business**
- n.) Adjournment**

- 2) All issues shall be decided by a majority vote. A secret ballot shall be held at the request of a member, provided that a majority of the members present agree.**
- 3) The regular order of business shall only be suspended after the roll call of officers and for good and specific reasons. Such suspensions must be supported by a simple majority of members present.**
- 4) A quorum for the AGM Meeting shall be three (3) members, one (1) Executive Officer and three (3) Board members for a total of seven (7) members.**
- 5) Members shall be notified of AGM Meetings by postings in the newsletter and on the website.**

14. Rules of Order

- 1) Rules of order and parliamentary procedure, as defined in Robert's Rules of Order, shall govern debate. Refer to chart in Appendix A.**

15. Committees

1) Membership:

- a.) This committee shall be responsible for maintaining the membership list and ensuring that it is accurate and up to date.**
- b.) This committee shall share information with the Secretary and the Treasurer pertaining to the membership list.**
- c.) This committee will actively promote the Association.**

2) Newsletter\Website:

- a.) This committee shall create and distribute the newsletter to the membership.**
- b.) This committee shall create and maintain the website on the Internet.**
- c.) This committee shall receive any information that is relevant to post on the website and the newsletter from all members.**

3) Events:

- a.) This committee shall be responsible for organizing any events pertaining to the Association.**

4) Archives:

- a.) This committee shall be responsible for maintaining all archives in the Association's possession.**

5) Wall of Excellence:

- a) **This committee shall be responsible for organizing the selection of inductees and the annual induction ceremony.**
- b) **The committee shall report and/or present any information that is relevant to the Board pertaining to the selections and the annual induction ceremony.**

16. Past President

- 1) **The Past President shall be an Executive officer and shall act as an advisor for the Association.**
- 2) **The Past President shall, in the absence of the President fulfill the duties of the President.**
- 3) **The Past President shall organize and supervise elections at the AGM.**

17. Members at Large

- 1) **There shall be a minimum of three (3) to a maximum of five (5) Members at Large elected.**
- 2) **Members at Large shall represent the concerns of the members of the association at the AGM and board meetings.**
- 3) **The Members at Large shall perform activities deemed appropriate by the President within the prescribed defined mission statement of these bylaws.**

18. Amendments to the Bylaws

- 1) **The bylaws shall not be altered, suspended or amended unless a Notice of Motion has been duly registered and shall require a two-thirds (2/3) majority vote of the members present at the AGM Meeting.**
- 2) **A Notice of Motion specifying the proposed amendment(s) shall be read and debated at the AGM Meeting.**
- 3) **The Notice of Motion shall be in writing with the signatures of both the mover and the seconder and shall be delivered into the hands of the Secretary.**
- 4) **Amendments and additions to these bylaws shall become effective after approval of the membership at the AGM Meeting.**

19. Dissolution

- 1.) **The Association shall not be dissolved while there are twelve (12) members, in good standing, who desire to continue its existence.**
- 2.) **The funds of the Association shall not be divided among individual members and shall be utilized for valid Association purposes.**

Appendix A: Rules of Order Chart

MOTION	DEBATE	AMEND	SECOND	VOTE REQUIRED	SPEAKING ORDER	RECONSIDER
Time of meeting	No	Yes	Yes	Majority	No	No
Adjourn	No	No	Yes	Majority	No	No
Recess	No	Yes	Yes	Majority	No	No
Question of Privilege (treat as main motion)	Yes	Yes	Yes	Majority	Yes	Yes
Orders of the day	No	No	No	None; 2/3 to postpone order	Yes	No
Appeal	No	No	Yes	Majority	Yes	Yes
Point of Order	No	No	No	None; unless appealed; then majority	Yes	No
Objection to consider question	No	No	No	2/3	Yes	Yes
Withdrawal of motion	No	No	No	Majority	No	Yes
Suspension of rules	No	No	Yes	2/3	No	No
Lay of the table	No	No	Yes	Majority	No	No
Previous question (close debate)	No	No	Yes	2/3	No	No
Limit or extend limits of debate	No	Yes	Yes	2/3	No	Yes
Postpone to a definite time	Yes	Yes	Yes	Majority	No	Yes
Refer or commit	Yes	Yes	Yes	Majority	No	Yes
Amend	Yes	Yes	Yes	Majority	No	Yes
Postpone indefinitely	Yes	No	Yes	Majority	No	Yes
MAIN MOTION	Yes	Yes	Yes	Majority	No	Yes
Reconsideration	Yes, if motion to which it applies is debated	No	Yes	Majority	Yes	No
Rescind ***	Yes	Yes	Yes	2/3	No	Yes

***** Notes: Robert's Rules of Order state that this motion requires two-thirds (2/3) vote of members present, unless previous notice has been given. When notice of motion is given at a previous meeting, then only a majority vote is required.**

Motions 1-5 are considered to be Privileged motions.

Motions 6-10 are considered to be Incidental motions.

Motions 11-17 are considered to be Subsidiary motions.

Motions 18 and 19 are considered to be part of Main motions.