

COLLEGE OF MEDICINE ALUMNI ASSOCIATION



CONSTITUTION

June 2019

1. NAME: The name of the Association shall be the **College of Medicine Alumni Association, University of Saskatchewan.**

2. PURPOSE:

- 2.1** The Association will provide services to its membership to strengthen the bond between alumni members and the College of Medicine.
- 2.2** The Association will develop in our Alumni and students a sense of tradition, history and pride to further engagement.
- 2.3** The Association will work with the College Advancement Unit to assist the College of Medicine with its approach for financial support from association members.
- 2.4** The Association will work with the college to provide annual opportunities for alumni to engage with fellow alumni and their alma mater.
- 2.5** The Association will actively pursue and engage in opportunities to support student initiatives.

3. AGREEMENT:

The Alumni Association will enter into a binding Agreement with the College of Medicine, University of Saskatchewan, for a period of three (3) years, and at that time the Memorandum of Agreement will be renegotiated.

4. MEMBERSHIP:

All graduates of the College of Medicine, University of Saskatchewan are eligible to be members of the alumni association.

4.1 Active Membership:

4.1.1 All graduates of the College of Medicine, University of Saskatchewan whose membership dues are paid in full (includes annual dues and lifetime membership).

4.1.2 All active members (annual and lifetime) have voting rights in the Alumni Association.

4.2 Associate Membership

4.2.1 Faculty members of the College of Medicine, University of Saskatchewan, and

4.2.2 Residents, registered in the Postgraduate Training Program, College of Medicine, University of Saskatchewan.

4.3. Friend of the Alumni:

From time to time complimentary lifetime memberships may be offered to individuals at the discretion of the Board of Directors.

4.4 Honorary Lifetime Member:

A person identified by the Board of the College of Medicine Alumni Association in recognition of their exceptional service, affinity or support of the College of Medicine Alumni Association. Honorary members will be approved by the membership at the Annual General meeting. Honorary members shall have the same rights and privileges as members.

4.5 Student Member:

Memberships will be offered to all students registered in the College of Medicine up to and including one-year post graduate at no cost to the student. Students shall be advised of this privilege at the White Coat Ceremony.

4.6 Voting Member:

A member of the College of Medicine Alumni Association that holds a membership in the Association for the current year or lifetime, is eligible to vote.

5. WITHDRAWAL, SUSPENSION AND EXPULSION:

Withdrawal:

A Member may withdraw from the College of Medicine Alumni Association at any time by providing written notice of withdrawal to the College of Medicine Alumni Association.

**Suspension,
Expulsion:**

The Board may, by resolution passed by a majority vote at a meeting of the members, suspend or expel a Member for conduct contravening the objectives of the College of Medicine Alumni Association. The Member shall be given an opportunity to explain the alleged conduct. Such explanation shall be provided in writing within thirty (30) days

of delivery of the resolution to the Member. Upon receipt, in consideration of the explanation, the Board may rescind the resolution or vary the suspension or expulsion.

6. BOARD OF DIRECTORS:

Responsibility: The Board of Directors (hereinafter called the “Board”) will be responsible to the membership to determine policy as required from time to time to meet the purposes of the Association.

Composition: The Board shall be as follows:
President
Past President
Vice President
Vice Chair Treasurer
Vice Chair Membership
Highlights Reunion & Conference Consultant
Vice Chair Mentorship
Class Rep Recruitment Committee
Members at Large (up to five)
Representative from Postgraduate Education
Representatives from the Student Medical Society of Saskatchewan (SMSS)
Dean of Medicine or his/her designate
Alumni Relations Officer *ex officio*
Director of Advancement *ex officio*

Executive: The Executive shall be the President, Past-President, Vice-President, one member at large and the Alumni Relations Officer.

Duties of the President: To preside at all meetings of the Association and Executive at which he/she may be present, to exercise general supervision over the interests of the Association, to discharge such other functions as may be required of him/her by the Constitution, and to appoint a recording secretary for each meeting.

The President, by office, is an ex-officio member of any sub-committee of the Board.

The President will attend or arrange for a designate to be present at all official functions, such as White Coat Ceremony, graduation, Highlights in Medicine Conference, and any other events to which a representative has been invited to attend.

The President will arrange to meet with the Dean of Medicine on a regular basis.

Duties of the Vice-President: To assist the President in the discharge of his/her duties.

In the absence of, or inability of, the President to perform functions, the Vice-President will assume all duties and responsibilities until the return of the President.

Duties of the Past President: Attend Board meetings and give counsel and assistance consistent with service as a member of the Board. The Past-President shall chair the Nominating Committee.

Duties of the Vice-President: To assist the President in the discharge of his/her duties. In the absence of, or inability of, the President to perform functions, the Vice-President will assume all duties and responsibilities until the return of the President.

Duties of the Treasurer: Assists with the general financial oversight of the Alumni Association, including financial reporting, banking, recordkeeping, and budgeting. Provides financial reports to the board members as requested.

Duties of the Board of Directors: To carry into effect all resolutions of the Association, and generally to direct and manage the day to day affairs of the Association through the activities of the Alumni Relations Officer. To assist with identifying alumni volunteers to serve as board members and class representatives, and to submit nomination submissions for alumni awards (ie USask Alumni of Distinction, Spirit of the College, Canadian Medical Hall of Fame and Honourary Degrees).

Terms of office President & Vice-President: The President and the Vice-President shall hold a term of office for a minimum of two (2) years and a maximum of three (3) years.

Term of office Board of Directors: Members of the Board shall be entitled to hold their positions for a period of one (1) year and shall be entitled to seek renewal for two (2) one-year terms.

Meetings of Board of Directors The Board of Directors shall meet at least four (4) times a year. Special meetings may be called at the discretion of the Board.

Attendance at Meetings: Any member of the Board will be required to attend a minimum of fifty (50) per cent of all Board meetings. The Board has the right to request that any Board Member leave the Board as an official member if they do not meet this requirement.

Election: The officers of the Board shall be elected each year at the annual meeting.

The Past President shall chair the Nominating Committee.

Resource members shall be appointed by the officers of the Board as required.

Vacancies: Any vacancy occurring on the Board of Directors may be filled at the discretion of the Board.

Committees: The Board shall create committees as needed to carry out the duties of the Association and report to the Board.

Voting: Each member of the Board with the exception of the Alumni Officer shall have one vote.

The President/Chairman shall cast his or her vote only to resolve a tie.

Quorum: Any five (5) members shall form a quorum.

7. ANNUAL MEETING: At least three weeks notice of such date and place shall be given by the President to members of the Association.

- 8. ANNUAL REPORT:** The work of the Association shall be outlined in the President's Report and presented at the annual AGM in June, and summarized in the fall edition of Connective Issue in the Presidents message.
- 9. FISCAL YEAR END:** The fiscal year end for the College of Medicine Alumni Association will be April 30 of each consecutive year.
- 10. ALUMNI RELATIONS OFFICER** The Alumni Relations Officer shall be responsible for the day to day management of the Alumni Association and for the maintenance of membership records, minutes, notices of meetings, organization of the annual Reunion and Highlights in Medicine Conference and such other duties as defined by the Board.
- 11. PUBLICATION:**
In collaboration with the College of Medicine, publications shall be published as required.
- 12. FUNDING:** Funding of the Association shall be decided by the Board in terms of membership fees and by other means.
- 13. FINANCIAL REPORTS:**
The Board of the Association shall receive a monthly Financial Statement.

The Board will also receive a yearly Financial Statement for the College of Medicine Alumni Association and the Highlights in Medicine Conference to be presented at the first meeting immediately following the Annual General Meeting.
- 14. SIGNING AUTHORITY:**
All documents, banking or any instruments in writing requiring the signature on behalf of the Alumni Association, will be signed by any two of the following: Past President, President, Vice-President and/or Alumni Relations Officer.
- 15. AWARDS:** Under the terms of reference of the awards, the Association will honor the following: The L. Horlick Award; Spirit of the Class Award and the Honorary Alumni Lecturer, and any other awards that the Association may deem necessary in the future of the Association.
- 16. GENERAL:** A special general association meeting may be called for good reason by a petition signed by at least ten (10) association members. In the event this occurs, thirty (30) days notice of this meeting shall be given

to all association members and any decisions made at this meeting shall be binding on the Board.

17. AMENDMENTS TO THE CONSTITUTION:

Amendments hereto may be made by the executive and presented to the Board, provided notice of such motion has been circulated to the board not less than thirty (30) days in advance of the Board Meeting.