

# **Alumni Association Volunteer Handbook**

"There are a lot of things in life that I would not have been able to achieve had I not received the education I received. Because Carleton served me so well, I think it is beholden on me to give back what I can."

Jane Gilbert, BJ/80



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## 1. Introduction

Volunteers play a vital role in supporting the interests and advancement of the Carleton University Alumni Association (CUAA) and the University. Each volunteer brings a unique combination of interests, skills, experience and talents that enables Carleton to make a positive difference in the lives of students and graduates.

This handbook has been developed for alumni volunteers who have accepted a leadership role with the CUAA to assist them in serving Carleton University in this capacity. This document outlines the expectations of affiliated organizations and the support that these organizations can expect to receive from the Executive Council and the resources and services provided by the University, through the Department of University Advancement. The document was also created to inform alumni about the organizational structure of the Association, its Executive Council and its network of chapters or affiliates.

The handbook will be updated periodically based on management decisions taken by the Department of University Advancement, the CUAA Executive Council, best practices within the Association's 40 affiliated organizations, and lessons learned from alumni groups at other universities in Canada and throughout the world.

Comments and feedback may be directed to the Department of University Advancement at [cu\\_proud@carleton.ca](mailto:cu_proud@carleton.ca), by phone at 613-520-4047 or toll-free at 1-866-CU-PROUD (287-7683).

## **2. Carleton University Alumni Association**

### **2.1 Mission**

As the official voice of Carleton graduates, the Carleton University Alumni Association (CUAA) represents the interests and expectations of alumni to the University and ensures that alumni have an enduring voice in University affairs and advancement. The CUAA serves as a link between Carleton University and its graduates, helping alumni stay in touch and involved with the University and providing opportunities for social interaction, networking and volunteer service of all kinds. The CUAA and its members support the University through the following objectives:

- To advance the excellence and prestige of Carleton University as a distinguished institution of higher learning in Canada;
- To foster a continued appreciation of advanced education at the University through regular communication about the University's programs and research groups;
- To provide the University with advice and guidance on matters relating to the alumni and the University;
- To encourage a spirit of loyalty, friendship, service and benevolence among the members of the Association;
- To promote and support chapters and affiliates of the Association throughout Canada and internationally, and to coordinate interaction among these groups.

### **2.2 Organizational Structure**

All Carleton University students automatically become members of the Carleton University Alumni Association (CUAA) upon graduation. Students who have completed five full credits but are no longer registered at Carleton may also become members upon request. Membership in the CUAA is free.

The CUAA is governed by an Executive Council. Members are nominated for a two-year term according to the Constitution. It serves in an advisory capacity to the University with official representation on both the Board of Governors and the University Senate.

## **Executive Council**

The Executive Council consists of the following 12 positions:

- President and Chair, Awards Committee
- Past-President, Board of Governors Representative and Chair, Nominations Committee
- Vice-President
- Representative, Senate (ex officio)
- Representative, Communications
- President, National Capital Chapter
- President, Toronto Chapter
- Representative, Athletics Chapters
- Representative, Academic Chapters & Affiliates
- Representative, Geographic Chapters, Western Canada
- Representative, Geographic Chapters, Eastern Canada
- Representative, Geographic Chapters & Affiliates, International, U.S

## **A worldwide network**

A network of chapters and affiliates of the association exist across Canada in major cities, the U.S. and overseas. These groups are led by alumni volunteers who work collaboratively with the University to organize events, programs and other great opportunities to keep Carleton graduates in touch with the school and each other.

## **Chapters**

The term “chapter” refers to a group of alumni who represent a geographic, athletic or academic discipline. To be recognized as a geographical chapter, a group must have a minimum of 200 alumni living within a defined geographical area and must have the support of the Department of University Advancement. Chapter executives for athletic or academic disciplines are preferably located in Ottawa, but represent members worldwide.

## **Affiliates**

The term “affiliate” refers to a group of alumni interested in becoming involved in the Alumni Association who do not qualify for recognition as a chapter. Affiliate status is normally offered to groups that are in the early stages of formation or do not meet the geographic chapter eligibility. These groups may apply for chapter status if and when they meet the eligibility criteria.

## **Eligibility criteria**

To be considered active chapters of the CUAA, these groups are expected to meet the following basic obligations:

- Maintain an executive committee structure.
- Academic and athletic chapters must have on the executive at least one full-time faculty or staff member of Carleton from the academic or athletic program that they represent.
- Attend in person or by teleconference a spring planning meeting to be called by the Vice-President, CUAA. (The president of each chapter can designate a member of his/her executive committee to attend on his/her behalf.)
- Table a written program report of their chapter activities for the previous fiscal year at the spring planning meeting.
- Attend in person or by teleconference the CUAA Annual General Meeting. (The president of each chapter can designate a member of his/her executive committee to attend on his/her behalf.)
- Organizations that have been granted affiliate status are welcome to attend the appropriate planning meeting above and the Annual General Meeting of the CUAA.

## **Terms of Reference**

Groups or individuals may apply for official chapter status within the CUAA upon presentation of an application to the Executive Council that outlines the goals of the proposed organization. The council may award chapter status by majority vote at any council meeting to an organization that meets the above requirements, has a proven track record (minimum of one year), and demonstrates goals that are consistent with the CUAA. The Director, Alumni Services, may establish an affiliate subject to confirmation by the CUAA Executive Council.

Chapters and affiliates, by accepting accreditation as official groups within the CUAA, accept responsibility to further the mission and objectives of the Association. While each group is encouraged to set its own goals and priorities, these must be consistent with the goals of the CUAA. Goals may include:

- providing a forum for alumni to meet and/or network in their communities;
- renewing friendships developed at the University;
- providing educational and professional development programs for local alumni;
- keeping alumni informed of University activities and developments;
- giving back to their alma mater through such programs as mentorship, recruitment, speaking engagements and fundraising projects.

The CUAA Executive Council has the right and responsibility to revoke official status from any chapter that is not acting in accordance with the expectations or is undertaking activities that are inconsistent with the goals of the CUAA. Every effort will be made by the Department of University Advancement to assist these volunteer organizations to meet their obligations as listed above.

## **Chapters and Affiliates**

Chapters and affiliates are independent organizations operating within the overall structure of the CUAA. As such, they are able to develop an organizational structure that best meets their individual needs. However, the following positions are listed as suggestions and guidelines:

- **President** – The official spokesperson for the organization, the president is responsible for ensuring that the work of the affiliated organization is consistent with the goals and objectives of the CUAA. In addition, the president works with each member of the chapter executive committee to ensure that the incumbent volunteers are able to carry out their mandate on behalf of the CUAA.
- **Vice-President** – Responsible for representing the interests of program- or faculty-specific alumni. Each vice-president will work with the president to ensure chapter programming addresses the needs of his/her constituents.
- **Secretary/Treasurer** – Responsible for maintaining accurate financial and historical records of the activity of the organization. The secretary/treasurer submits an annual financial report on behalf of the organization to the vice-president of the CUAA Executive Council, along with an activity report for distribution at the Annual General Meeting.
- **Communications Chair** – Responsible for posting event and activity announcements to chapter web pages, and any other publications produced by the organization. Also responsible for maintaining appropriate links to other on-campus websites.
- **Membership Chair** – Responsible for encouraging members to update their information on the Carleton Café. The membership chair should seek ways to identify new active members.
- **Event Chair** – Responsible for organizing all approved events, working co-operatively with the staff and resources available to the organization through the CUAA Executive Council and the Department of University Advancement.
- **Carleton Liaison (Academic and Athletics Chapters)** – Responsible for maintaining active involvement with the appropriate academic or athletic program and both departmental and student organizations.

## 2.3 Job Descriptions

### President and Chair, Awards Committee

#### TERM OF OFFICE

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

#### OBJECTIVES

- To provide leadership to the Carleton University Alumni Association and serve the interests of the Association and the University
- To manage an effective and committed team of volunteers
- To expand Carleton University's network of an informed and involved alumni community and meet the "Mission and Objectives" as outlined in the CUAA constitution
- To chair the Awards Committee of the Alumni Association
- To chair the Founders Award Selection Committee

#### RESPONSIBILITIES – PRESIDENT

- Supports the mandates of Carleton University, the Department of University Advancement, and the Carleton University Alumni Association
- In partnership with staff from the Department of University Advancement, develop Association objectives for a two-year term, including roles and timetable
- Responds to requests of Association members
- Calls and chairs Annual General Meeting of the Alumni Association
- Calls and chairs all Executive Council meetings
- Represents the Alumni Association at events as required by Carleton University
- Reports all University information relating to the Alumni Association to all Executive Council members
- Ensures the funds accrued to the Association through services are spent or invested strategically

#### RESPONSIBILITIES – CHAIR, AWARDS COMMITTEE

- Calls and chairs all meetings of the Awards Committee for the A.D. Dunton Alumni Award of Distinction
- Calls and chairs all meetings of the Founders Award Selection Committee
- Presents the A.D. Dunton Alumni Award of Distinction each fall
- Presents the Founders Award annually at Spring Convocation
- Provides primary liaison between the Executive Council and the University on issues of awards
- Appoints members to the Awards Committee annually
- Ensures the Awards Committee or duly selected committee is convened to select recipient of various awards
- Votes in the event of a tie when members of the committee are selecting recipients of a particular award
- Acts as the signing authority for the CUAA bank account
- Serves as a member of the Nominations Committee



## **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must demonstrate genuine interest and dedication to the University and the Alumni Association
- Must be able to meet significant time commitments to the CUAA
- Must be able to attend the Executive Council AGM and chair quarterly teleconference meetings of the Executive Council or as required
- Must have demonstrated leadership ability
- Proficiency in public speaking an asset

## **Past-President, Board of Governors Representative and Chair, Nominations Committee**

### **TERM OF OFFICE**

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

### **OBJECTIVES**

- To offer support to the President of the Carleton University Alumni Association
- To assist the President in ensuring the “Mission and Objectives” as outlined in the constitution are being met
- To represent the Alumni Association on the Board of Governors
- To chair the Nominations Committee

### **RESPONSIBILITIES – PAST-PRESIDENT\***

- Supports the mandates of Carleton University, the Department of University Advancement, and of the Carleton University Alumni Association
- Attends the Annual General Meeting and Executive Council meetings
- Attends all Board of Governors meetings
- Reports on Board of Governors decisions and other business of potential interest to the Alumni Association, to Executive Council members and the Department of University Advancement
- Represents the Alumni Association at events as required by Carleton University
- Reports all University information relating to the Alumni Association to all Executive Council members

### **RESPONSIBILITIES – CHAIR, NOMINATIONS COMMITTEE**

- Responsible for preparing a slate of nominees for the succession of the Executive Council
- To oversee the nominations process, and ensure that all steps are followed as outlined in the Constitution

## **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must demonstrate genuine interest and dedication to the University and the Alumni Association
- Must be able to meet significant time commitments to the CUAA
- Must have served as President, Carleton University Alumni Association, for at least one term
- Must be able to meet the required time commitment
- Must be able to attend Executive Council AGM and participate in quarterly teleconference meetings of the Executive or as required.

*\*The Board of Governors portion of this position, per section 6.03 of the CUAA Constitution, is automatically extended to the Past-President of the CUAA as part of his/her regular duties. Should the Past-President be unable to fulfill these duties, an alternate representative from the Association may be nominated by Executive Council for approval by the Board of Governors to fulfill this role. This alternate Board of Governors representative is a member of the Executive Council but does not have voting privileges and reports directly to the president of the Association.*

## **Vice-President**

### **TERM OF OFFICE**

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

### **OBJECTIVES**

- To provide leadership to the chapters of the Carleton University Alumni Association and serve the interests of the Association and the University
- To develop a strong liaison between the chapters of the Association and the University community, including the current student body and its student leaders
- To expand Carleton University's network of an informed and involved alumni community

### **RESPONSIBILITIES**

- Supports the CUAA President and act on her/his behalf when required
- Succeeds to President position upon expiration of President's term
- Supports the mandates of Carleton University, the Department of University Advancement, and the Carleton University Alumni Association
- Acts as a liaison between the Executive Council, Carleton University, and the chapters network
- Provides leadership and support to chapter presidents in the recruitment, orientation, and succession planning process
- Attends the Annual General Meeting of the CUAA
- Attends Alumni Association chapter events when and if feasible
- Participates in meetings of the Executive Council and other planning meetings, when required

- Keeps informed about University issues as they affect the CUAA
- Serves as spokesperson for the CUAA and is its representative at official functions, when required
- Serves on the Nominating Committee
- Acts as one of the signing authorities for the CUAA bank account

### **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must have served a minimum of one term on Executive Council
- Must have demonstrated leadership ability
- Proficiency in public speaking an asset
- Must be able to meet significant time commitments to the CUAA
- Must demonstrate genuine interest and dedication to the University and the Alumni Association

### **Chair, Communications**

#### **TERM OF OFFICE**

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

#### **OBJECTIVES**

- To provide advice and assistance on communications issues to the Alumni Association, its Executive Council and the Department of University Advancement.
- To ensure the interests of the Alumni Association are represented in the marketing and communications strategies/plans/vehicles employed by the Department of University Advancement.

#### **RESPONSIBILITIES**

- Supports the mandates of Carleton University, the Department of University Advancement, and the Carleton University Alumni Association
- Acts as a liaison between the Alumni Association, its Executive Council and the Department of University Advancement
- Assists the Department of University Advancement by offering advice on current communications issues relevant to the Association and its membership
- Assists the Alumni Association when considering advocacy requests
- Participates in the Annual General Meeting of the CUAA, and presents an annual report
- Participates in meetings of the Executive Council and other planning meetings, as required
- Participates in meetings of the *Carleton University Magazine* Editorial Advisory Board as a member at large
- Keeps informed about University issues as they affect the CUAA
- Serves as spokesperson for the CUAA and is its representative at official functions, when required
- Attends, where possible, Alumni Association events, as required

## **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must demonstrate genuine interest and dedication to the University and the Alumni Association
- Must have demonstrated extensive written communication, marketing and public relations skills and experience

## **President, National Capital Chapter**

### **TERM OF OFFICE**

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

### **OBJECTIVES**

- To provide leadership to the National Capital Chapter of the Carleton University Alumni Association
- To provide representation on behalf of the National Capital Chapter to the Executive Council
- To expand Carleton University's network of an informed and involved alumni community in the National Capital region

### **RESPONSIBILITIES**

- Supports the mandates of Carleton University, the Department of University Advancement, and the Carleton University Alumni Association
- Acts as a liaison between the Executive Council, Carleton University, and the National Capital Chapter
- Participates in the Annual General Meeting of the CUAA
- Participates in meetings of the Executive Council and other planning meetings, as required
- Provides leadership and support, as required, to the Department of University Advancement in securing alumni participation at local events
- Keeps informed about University issues as they affect the CUAA
- Communicates local alumni and University news to other Executive Council members and the Department of University Advancement
- Serves as spokesperson for the CUAA and is its representative at official functions, when required
- Attends, where possible, Alumni Association events, as required

## **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must demonstrate genuine interest and dedication to the University and the Alumni Association
- Must reside in the Ottawa area for the length of the term

## **President, Toronto Chapter**

### **TERM OF OFFICE**

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

### **OBJECTIVES**

- To provide leadership to the Toronto Chapter of the Carleton University Alumni Association
- To provide representation on behalf of the Toronto Chapter to the Executive Council
- To expand Carleton University's network of an informed and involved alumni community in the Greater Toronto Area.

### **RESPONSIBILITIES**

- Supports the mandates of Carleton University, the Department of University Advancement, and the Carleton University Alumni Association
- Acts as a liaison between the Executive Council, Carleton University, and the Toronto Chapter
- Participates in the Annual General Meeting of the CUAA, and submits an annual report
- Participates in meetings of the Executive Council and other planning meetings, as required
- Provides leadership and support, as required, to the Department of University Advancement in securing alumni participation at local events
- Keeps informed about University issues as they affect the CUAA
- Communicates local alumni and University news to other Executive Council members and the Department of University Advancement
- Serves as spokesperson for the CUAA and is its representative at official functions, when required
- Attends, where possible, Alumni Association events, as required

### **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must demonstrate genuine interest and dedication to the University and the Alumni Association
- Must reside in the Toronto area for the length of the term

## **Representative, Athletics Chapters**

### **TERM OF OFFICE**

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

## **OBJECTIVES**

- To provide leadership to the athletics chapters of the Carleton University Alumni Association and serve the interests of the Association and the University
- To provide representation on behalf of athletics chapters to the Executive Council
- To represent the Alumni Association on the University Athletics Board

## **RESPONSIBILITIES**

- Supports the mandates of Carleton University, the Department of University Advancement, and the Carleton University Alumni Association
- Attends the regularly scheduled meetings of the Athletics Board as the official representative for the athletic chapters of the CUAA
- Reports to the Alumni Association, to the Executive Council and the Department of University Advancement on Athletics Board decisions and other board business of potential interest
- Acts as a liaison between the Executive Council, the Department of University Advancement and the Athletics Board
- Participates in the Annual General Meeting of the CUAA, and submits an annual report
- Participates in meetings of the Executive Council and other planning meetings as required
- Attends, where possible, Alumni Association events, as required

## **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must be an existing athletics chapter president or have participated on a varsity/club team
- Must demonstrate genuine interest and dedication to the University and the Alumni Association
- Must be able to meet the significant time commitments required

## **Representative, Academic Chapters and Affiliates**

### **TERM OF OFFICE**

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

## **OBJECTIVES**

- To provide representation on behalf of academic chapters and affiliates to the Executive Council of the Carleton University Alumni Association
- To provide leadership to the academic chapters and affiliates of the Carleton University Alumni Association

## **RESPONSIBILITIES**

- Supports the mandates of Carleton University, the Department of University Advancement, and the Carleton University Alumni Association
- Acts as a liaison between the Executive Council, Carleton University, and the academic chapters and affiliates.

- Participates in the Annual General Meeting of the CUAA, and submits an annual report
- Participates in meetings of the Executive Council and other planning meetings, as required
- Keeps informed about University issues as they affect the CUAA
- Serves as spokesperson for the CUAA and is its representative at official functions, when required
- Attends, where possible, Alumni Association events, as required

### **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must be a current president of an academic chapters or affiliate
- Must demonstrate genuine interest and dedication to the University and the Alumni Association

### **Representative, Geographic Chapters, Western Canada**

*(Vancouver, Victoria, Calgary, Edmonton, Winnipeg)*

### **TERM OF OFFICE**

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

### **OBJECTIVES**

- To provide representation on behalf of the Western Canada chapters to the Executive Council of the Carleton University Alumni Association
- To provide leadership to the Western Canada chapters of the Carleton University Alumni Association

### **RESPONSIBILITIES**

- Supports the mandates of Carleton University, the Department of University Advancement, and the Carleton University Alumni Association
- Acts as a liaison between the Executive Council, Carleton University, and the Western Canada chapters
- Participates in the Annual General Meeting of the CUAA, and presents an annual report on activities of the Western Canada chapters
- Participates in meetings of the Executive Council and other planning meetings, as required
- Keeps informed about University issues as they affect the CUAA
- Serves as spokesperson for the CUAA and is its representative at official functions, when required
- Attends, where possible, Alumni Association events, as required

### **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must be a current Western Canada chapter president
- Must demonstrate genuine interest and dedication to the University and the Alumni Association

## **Representative, Geographic Chapters, Eastern Canada**

*(Montreal, Halifax)*

### **TERM OF OFFICE:**

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

### **OBJECTIVES**

- To provide representation on behalf of the Eastern Canada chapters to the Executive Council of the Carleton University Alumni Association
- To provide leadership to the Eastern Canada chapters of the Carleton University Alumni Association

### **RESPONSIBILITIES**

- Supports the mandates of Carleton University, the Department of University Advancement, and the Carleton University Alumni Association
- Acts as a liaison between the Executive Council, Carleton University, and the Eastern Canada chapters
- Participates in the Annual General Meeting of the CUAA, and presents an annual report on activities of the Eastern Canada chapters
- Participates in meetings of the Executive Council and other planning meetings, as required
- Keeps informed about University issues as they affect the CUAA
- Serves as spokesperson for the CUAA and is its representative at official functions, when required
- Attends, where possible, Alumni Association events, as required

### **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must be a current Eastern Canada chapter president
- Must demonstrate genuine interest and dedication to the University and the Alumni Association

## **Representative, Geographic Chapters and Affiliates, International, U.S.**

*(Northern California, Southern California, Washington, New York, Hong Kong, France, India, Spain)*

### **TERM OF OFFICE**

- A two-year term (July 1 to June 30)
- Option for one consecutive term
- Subsequent renewals are subject to the approval of the Nominations Committee

### **OBJECTIVES**

- To provide representation on behalf of the international and U.S. chapters and affiliates to the Executive Council of the Carleton University Alumni Association
- To provide leadership to the international and U.S. chapters and affiliates of the Carleton University Alumni Association



## **RESPONSIBILITIES**

- Supports the mandates of Carleton University, the Department of University Advancement, and the Carleton University Alumni Association
- Acts as a liaison between the Executive Council, Carleton University, and the international and U.S. chapters
- Participates in the Annual General Meeting of the CUAA, and presents an annual report on activities of the international and U.S. chapters and affiliates
- Participates in meetings of the Executive Council and other planning meetings, as required
- Keeps informed about University issues as they affect the CUAA
- Serves as spokesperson for the CUAA and is its representative at official functions, when required
- Attends, where possible, Alumni Association events, as required

## **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must be a current international or U.S. geographic chapter president
- Must demonstrate genuine interest and dedication to the University and the Alumni Association

## **Board of Governors Representative\*\***

### **TERM OF OFFICE**

- A two-year term (July 1 to June 30)
- Eligible for one consecutive term

### **OBJECTIVES**

- To represent the interests and views of the Alumni Association and its constituents in the debates of the Board of Governors by providing the University with advice and guidance

## **RESPONSIBILITIES**

- To support the mandates of Carleton University, the Department of University Advancement, and of the Carleton University Alumni Association
- Attend all Board of Governors meetings
- Represent the interests of alumni at large
- Attend, where possible, Alumni Association events as required by Carleton University

## **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must have demonstrated leadership ability
- Must be able to meet significant time commitments to the Board
- Must demonstrate genuine interest and dedication to the University and the Alumni Association

*\*\* This second Board of Governors alumni representative position is recommended by the CUAA Executive Council and nominated, approved and appointed by the Board of Governors*

*under the Board's governing by-laws. The Board of Governors Alumni Representative of the Board does not retain a seat or voting privileges on the Executive Council but reports directly to the president of the Association.*

## **Representative, Senate**

### **TERM OF OFFICE**

- A one-year term (July 1 to June 30)
- May be eligible for consecutive terms

### **OBJECTIVES**

- To represent the interests and views of the Alumni Association and its constituents in the debates of Senate by providing the University with advice and guidance

### **RESPONSIBILITIES**

- Supports the mandates of Carleton University, the Department of University Advancement, and of the Carleton University Alumni Association
- Attends all Senate meetings as required
- Reports on Senate decisions and other Senate business of potential interest to the Alumni Association, to Executive Council members and the Department of University Advancement
- Attends the Annual General Meeting of the CUAA
- Participates in meetings of the Executive Council and of other alumni bodies as required
- Attends, where possible, Alumni Association events as required by Carleton University

*Note: The Senate representative is a member of the Executive Council but does not retain voting privileges.*

### **QUALIFICATIONS**

- Must be a graduate of Carleton University
- Must have demonstrated leadership ability
- Must be able to meet significant time commitments to the Senate and the CUAA
- Must demonstrate genuine interest and dedication to the University and the Alumni Association
- Must reside in the Ottawa area for the length of the term
- The representative is a member of the Alumni Association nominated by the Executive Council and approved and appointed by the Senate

## **Representative, Honorary Degrees Committee**

### **TERM OF OFFICE**

- A three-year term
- Option for one consecutive term

### **RESPONSIBILITIES**

- The Senate Honorary Degrees Committee reviews nominations from members of the Carleton University community for the awarding of honorary degrees at Convocation
- The Honorary Degrees Committee has the responsibility of recommending to Senate suitable persons for the award of honorary degrees from Carleton University
- The Committee will normally bring recommendations for honorary degrees to the Senate near the beginning of each calendar year

### **PROCESS**

- Senate Executive nominates a representative to Senate from a slate of names submitted by the Nominations Committee

## **3. Department of University Advancement**

The Department of University Advancement works in collaboration with the rest of Carleton University to meet the goals of the institution. The Department's many programs and activities help the University establish and maintain strong relationships with alumni, donors and potential donors. There are three units within the Department of University Advancement.

### **Development**

Development works with the University community to create and build relationships with friends and donors. Working in collaboration with departments and faculties, the team ensures that donors and potential donors to Carleton can give to the university in a way that meets their personal giving priorities and the university's overall needs. Development helps to assess fundraising needs for student aid, research and capital projects and helps match the right donor with the right giving opportunity.

### **Advancement Services**

Advancement Services provides the information infrastructure for University Advancement by raising funds for University-wide priorities through Carleton's Annual Fund; supporting, updating and offering training for the Banner Advancement database; producing all charitable tax receipts; administering donor-funded awards; providing comprehensive research services and delivering leading-edge system support and programming.

## **Alumni Services**

Alumni Services serves as a link between Carleton and its 112,000 plus graduates worldwide. The team uses award-winning communication channels, events, and marketing programs to help alumni remain connected with the University or find opportunities for social interaction and networking with fellow graduates.

### **3.1 Fundraising Guidelines**

The Department of University Advancement is exclusively mandated to raise philanthropic funds for Carleton University from individuals, corporations and foundations, and is solely responsible for issuing all official charitable tax receipts for gifts to the University. The Department is authorized to approve any campaign requiring University resources in support of a non-Carleton charity. Alumni volunteers may choose to play a role in fundraising for Carleton University's academic or non-academic programs, varsity or club level teams, the Adopt-a-Raven program, student financial awards that promote academic or personal growth of students or general fundraising in support of the annual giving program.

All charitable gifts must be made voluntarily and freely. If a donation is made as a result of a contractual or other obligation, it is not eligible for a charitable receipt. When a donor receives an advantage or consideration for a donation, then part or all of the donation may no longer qualify as a gift. Examples of advantages might include: a ticket to an event, use of property, a dinner or a performance.

The Department of University Advancement is responsible for receiving, recording, receipting, acknowledging, and recognizing donations to Carleton University. Only the Department of University Advancement may issue tax receipts on behalf of Carleton University.

All fundraising efforts are to be done in consultation with staff from the Department of University Advancement, ensuring no conflicts with other planned or occurring institutional objectives.

### **3.2 Advancement Data Policy**

The Department of University Advancement is responsible:

- a) to ensure that donor and alumni data is always as accurate as possible and to manage the care and control of personal information that is consistent with both Carleton's policies regarding the collection, use and disclosure of personal information and the Freedom of Information and Protection of Privacy Act,
- b) to mitigate against multiple custodianship in order to maintain efficient management of the personal information of donors and alumni held by the University, and
- c) to ensure that consistent, accurate information about alumni and donors is readily available in a timely fashion to University bodies requiring the information for activities deemed appropriate by University Advancement.

## **Privacy Protection**

At all times the University is committed to ensuring the confidentiality of each member of the Carleton community, its alumni and donors as per the standards set out in the Freedom of Information and Protection of Privacy Act.

Volunteers are required to complete and sign a Volunteer Confidentiality Agreement when access to personal constituent information is granted for a specific purpose. All updates or changes in alumni data are to be shared with the Department of University Advancement as collected from informed members of the Carleton community. Volunteers, after transmitting the above mentioned data, must then delete that information from their databases.

Questions regarding the collection, use, retention, disclosure and disposal of personal alumni information should be directed to Department of University Advancement staff.

## **4. Programs and Services**

### **4.1 Affinity/Revenue Generation**

On behalf of the Carleton University Alumni Association, the Department of University Advancement negotiates partnership agreements with companies that offer exclusive benefits on products and services to graduates, and in some cases faculty, staff and students.

Companies are chosen for the quality and integrity of their products and services, their ability to serve graduates on a national scale, and the revenue guarantees. In consideration for being given access to this large, educated and affluent alumni community, affinity partners provide the University with financial contributions and/or sponsorship funds.

Annual revenue generated from affinity partnerships is disbursed by the Department, at the discretion of the Executive Council of the CUAA, to help defray the costs of alumni programming and to support the University's priority projects.

The percentage of affinity revenue under the direction of the CUAA has significantly increased, allowing the CUAA to participate as a major partner in the growth and development of the University.

## **4.2 Alumni Events**

To maintain their status as an active group within the organization, chapters and affiliates are encouraged to host a minimum of one event annually.

On behalf of the CUAA, Alumni Services will strive to provide staff, organizational and financial support for one activity or event annually for each of the existing chapters. Chapters can expect financial support, including distribution of announcements, facility rental, catering, equipment, etc., based on a proposed event plan submitted in advance to Alumni Services and approved by the Director. The amount of support will be determined based on the number of alumni served by the organization, the event plan and the potential for alternate sources of revenue.

The National Capital Chapter (which is home to more than half of all Carleton alumni) and the Toronto Chapter will receive support for more than one event annually due to the high concentration of alumni residing in these areas.

Additional events and activities may be organized by the members and funded through their own resources or on a cost-recovery basis. Faculty-collaborative events will also be encouraged and will benefit from our communications tools and event planning expertise.

### **Faculty of Carleton University Speaker series – FOCUS**

This award-winning national speaking series was launched in 2004 and showcases some of Carleton's dynamic faculty members who are making new scientific and scholarly discoveries through their research. A select group of high-profile experts is invited by alumni chapters to travel each year to major cities across Canada and the U.S. to talk to alumni, current and prospective students, parents and donors about topics that are both current and relevant.

### **Great Grads Speaker Series – GGSS**

The award-winning speaking series was launched in winter/spring 2008. The GGSS provides Carleton graduates, current and prospective students, parents and donors with an opportunity to meet successful alumni and to learn about their pathway to success. As an extension of the online Great Grads website, this speaker series serves as an additional opportunity to connect Carleton with the community.

### **Leadership Luncheon Series**

Launched in 2003 by the National Capital Chapter and expanded in the spring of 2009 to the Toronto Chapter, the Leadership Luncheon Series has become a flagship program. Events take place bi-annually, in the fall and spring, and provide the chapters with the opportunity to showcase a community leader who speaks about a relevant local or national hot topic with connection or relevance to Carleton University.

### **Alumni Reunion Weekend**

Launched in 2007, Alumni Reunion Weekend is held each spring to celebrate the 10th, 20th, 25th, 30th 40th, 45th and 50th milestone anniversary years of graduation, and to honour our “Founders”, alumni who graduated more than 50 years ago. Approximately 8,000 people are invited to attend a variety of activities including a welcome reception/dance, campus tour, gala dinner, pinning ceremony and “Back to Class” lectures.

### **4.3 Alumni Travel Program**

Initiated in 2008, the travel service presented by the Carleton University Alumni Association offers alumni, donors and friends of the University opportunities to travel to exotic locales with alumni from Carleton and other universities. Our travel partner is Thomas P. Gohagan & Company, which has more than 20 years experience developing and operating deluxe group travel programs for many prestigious universities and institutions.

### **4.4 Awards Program**

The Department of University Advancement supports the CUAA awards program to showcase the achievements of our graduates and to further enhance the pride of association that is so evident among Carleton alumni. Recognition of the achievements of Carleton University alumni is a fundamental component of the mandate and objectives of the Carleton University Alumni Association. Carleton graduates around the world are excelling in their fields, supporting their *alma mater* and contributing to their community in countless ways. The CUAA awards program applauds these accomplished alumni and puts them in the spotlight they deserve.

#### **CUAA Awards Committee Membership**

Chair: President, CUAA

Standing Members: Past-President, CUAA; Vice-President, CUAA

Two members of the CUAA appointed by the Chair

President, Carleton University Students' Association (CUSA)

Coordinator, CUAA (non-voting)

#### **TERM OF OFFICE**

- A two-year term (July 1 - June 30)
- CUSA President serves for a one-year term

#### **A.D. Dunton Alumni Award of Distinction**

The A.D. Dunton Alumni Award of Distinction is Carleton's highest alumni honour. It is given annually, when merited, by the CUAA to a graduate in recognition of outstanding achievement or contribution in any field of endeavour. The award is named in memory of Carleton's fourth president, Arnold Davidson Dunton, who served the University from 1958-1972. The recipient is selected by the CUAA Awards Committee, when merited, and the award is presented in the fall.

## **Founders Award**

The Founders Award, Carleton's highest non-academic honour, was inaugurated in June 1996 to recognize and pay tribute to those individuals who have made significant contributions to the advancement of Carleton University through their dedication, generosity and commitment to the values of the University. The recipient is selected by a Founders Award Selection Committee and submitted to the President and Vice-Chancellor, Carleton University, for approval. The award is presented annually, when merited, at Spring Convocation.

## **Alumni Volunteer of the Year Award**

The Alumni Volunteer of the Year Award was established in 2004 to recognize one of the university's greatest assets—our dedicated alumni volunteers. The award is given annually to an active member of the Carleton University Alumni Association whose spirit and commitment to Carleton are exemplary. The selection process is led by Director, Alumni Services. The award is presented at the Annual General Meeting of the CUAA.

### **4.5 Great Grads**

There are great Carleton grads around the world, in every walk of life. Some are well-known — and some should be. Some are accomplished and influential. Some are young and on the rise. Some are just plain interesting. The Great Grads online virtual recognition program is a searchable database of our most influential, enterprising, and interesting alumni who are making major contributions in the public, private or volunteer sectors. The virtual “wall of fame” was launched to put the spotlight on these deserving graduates and to showcase their success.

### **4.6 Career Connection**

This award-winning web-based program, offered in collaboration with Career Services, plays an important role in engaging alumni and connecting them with current Carleton students. The program connects and benefits both current and future generations of Carleton University alumni by providing them with exclusive access to career coaching/advising services.



## **5. Communications**

### **5.1 Carleton University Magazine**

*Carleton University Magazine* is published three times a year for the University's alumni, donors, faculty, staff and friends. The magazine is the University's primary vehicle for providing information on activities and events within our community; the accomplishments of alumni, faculty and students; and on significant issues and developments within the Carleton community and the alumni association.

### **5.2 Faculty Newsletters**

The Department of University Advancement, in consultation with the University's academic faculties, produces a branded series of full-colour newsletters for the faculties of Engineering and Design, Public Affairs, Science, Faculty of Arts and Social Sciences and the Sprott School of Business. These publications play an important role in promoting a high level and quality of research and scholarship at Carleton, engaging alumni, attracting donors, creating interest among prospective students and connecting Carleton with the broader community. The suite of newsletters: *Eureka!*, *Panorama*, *Fassinate*, *Focus* and *Ingenious* was recognized in 2009 with a silver medal of excellence from the Canadian Council for the Advancement of Education.

### **5.3 Carleton Café**

The Carleton Café is Carleton University's award-winning online community for alumni. Since its inception in 1999, more than 18,000 alumni — approximately 25% of total addressable graduates — have registered in the password-protected portion of the Café. The average growth is 400 new registrants per month. The site has garnered more than a dozen major awards and a reputation as one of Canada's most innovative alumni communities.

Of particular interest for CUAA volunteers are the unique web pages for each of the chapters and affiliates. Alumni can use these pages to join their relevant chapter, then post personal news, stories and photos. Registrants have the choice to make their profiles public, meaning old friends can look them up from anywhere in the world, and even make contact—all at the click of a mouse.

Through an alumni sign-in process and an administration interface, the Department of University Advancement is able to update alumni information, track usage and preferences, manage online programs, and easily modify content on the site. These tools allow the Department to keep site content fresh and relevant for alumni.

### **5.4 Electronic Communications**

The Department of University Advancement, in conjunction with the Carleton University Alumni Association, uses a series of e-newsletters and e-invitations to communicate with alumni about upcoming events, volunteer opportunities, fundraising initiatives, campus news and upgrades in the Carleton Café. These personalized, branded emails can provide significant and cost-effective communication assistance to chapters as they plan programs and activities. The newsletters are developed by Alumni Services and delivered on an HTML-

branded template. Content and design are created by Alumni Services in conjunction with volunteer presidents.

There are five types of electronic newsletters:

- chapter specific
- Café members-only (*What's Brewing*)
- department-wide or “corporate” emails
- monthly executive council/chapter presidents’ e-newsletter
- all-alumni (*Campus Connection*)

Chapter emails go out as required to promote specific events or programs or to allow volunteers to personally communicate with their membership. The Café (*What's Brewing*) newsletter is distributed bi-monthly, profiling new offers in the Carleton Café. The corporate emails are only occasionally distributed, generally for development or larger university-wide objectives. *Campus Connection* is emailed bi-monthly to more than 38,000 alumni worldwide and serves to educate alumni about current developments on campus.

## 6. Appendices

### 6.1 Carleton University Alumni Association Constitution, 1999, revised June 2008

#### CARLETON UNIVERSITY ALUMNI ASSOCIATION CONSTITUTION

##### NAME

1. The organization shall be called the Carleton University Alumni Association (the 'Association').

##### MISSION

2. As the official voice of Carleton graduates, the Carleton University Alumni Association represents the interests and expectations of alumni to the University and ensures that alumni have an enduring voice in University affairs and advancement. The CUAA serves as a link between Carleton University and its graduates, to help alumni stay in touch and involved with the University and to provide opportunities for social interaction, networking and volunteer service of all kinds.

##### OBJECTIVES

3. The objectives of the Association shall be:

1. to advance the excellence and prestige of Carleton University (the "University") as a distinguished institution of higher learning in Canada;
2. to foster a continued appreciation of advanced education at the University through regular communication about the University programs and research groups;
3. to provide the University with advice and guidance on matters relating to the alumni and the University;
4. to encourage a spirit of loyalty, friendship, service and benevolence among the members of the Association;
5. to promote and support chapters and affiliates of the Association throughout Canada and internationally, and to coordinate interaction among the chapters and affiliates.

##### EXECUTIVE COUNCIL

4. The affairs of the Association shall be managed by the Executive Council ('Executive'), the members of which shall be elected and appointed as provided in the by-laws of the Association.

##### ASSOCIATION MEMBERS

5. There shall be three classes of members as follows:

1. Regular members;
2. Associate members; and
3. Honourary members.

Members shall be admitted to and removed from membership as provided in the by-laws. The rights, duties and privileges of members shall be as set out in the By-Laws.

## **BY-LAWS**

6. The Association may, from time to time, enact such by-laws as they may consider appropriate.

## **NOT FOR PROFIT**

7. No member of the Association shall (except for repayment of expenses incurred on behalf of the Association) receive any of the income of the Association and the activities of the Association shall be carried on without a view to profit.

## **AMENDMENT**

8. This Constitution may be amended, from time to time, by a resolution passed by a two-thirds of the votes cast at a meeting of the Association by the members of the Association provided that the proposed amendments are sent with the notice calling the said meeting.

## **CARLETON UNIVERSITY ALUMNI ASSOCIATION BY-LAW NO. 1**

### **INTERPRETATION**

#### 1.01 Interpretation

In all by-laws of the Association, unless the context otherwise requires:

1. 'Alumni' means the alumni of the University
2. 'Association' means the Carleton University Alumni Association;
3. 'By-law' means any by-law of the Association from time to time in force and effect;
4. 'Executive' means the Executive Council of the Association; and
5. 'University' means Carleton University.

### **HEAD OFFICE**

#### 2.01 Head Office

The head office of the Association shall be located on the campus of the University.

### **MEMBERSHIP**

#### 3.01 Membership

Membership in the Association shall consist of regular, associate and honorary members.

#### 3.02 Regular Members

1. Any person who has received a degree, diploma, or certificate from the University;
2. Upon request, any person who has successfully completed five full-credit courses at the University, and who is not a full-time student; or
3. Any person who has received a degree from St. Patrick's College, or any former student of St. Patrick's College (as defined in 3.02.2) prior to that college's affiliation with the university.

#### 3.03 Associate Members

1. Any person who is a member of a recognized chapter of the Association and who does not qualify to be a regular member, or

2. Any person who has contributed to the well-being of the Association or the University, provided the Executive approves his or her nomination for membership.

#### 3.04 Honourary Members

1. Any person who has received an Honourary degree from the University;
2. Any person upon whom the Association confers Honourary membership for significant contribution to the Association or the University; or
3. The status of Honourary Member shall be granted for the lifetime of the Honourary Member unless revoked by the Association or by the resignation of the Honourary Member.

#### 3.05 Chapters

Groups of alumni may form chapters of the association for any objectives consistent with the association.

1. Geographical chapters — a geographically-based group of alumni may form a geographical chapter. To be recognized as a geographical chapter, a group must have a minimum of 200 alumni living within a defined geographical area and must have the support of the department of university advancement.
2. Academic/affiliate chapters — a group of alumni sharing the same major or faculty affiliation may be granted recognition as an academic chapter; a group of alumni sharing another specified university affiliation may be granted recognition as an affiliate chapter. To be recognized as an academic or affiliate chapter, a group must have one active member of faculty or staff of the University on its executive whose responsibility is to represent the interests of the University.
3. Athletics chapters — a group of alumni with an athletics affiliation may be granted recognition as an athletics chapter of the association. To be recognized as an athletics chapter, a group must have one active member of faculty or staff of the University on its executive whose responsibility is to represent the interests of the University.

## MEETINGS

#### 4.01 Annual General Meeting

The Annual General Meeting of members shall be held at such time as determined by the Executive for the purpose of receiving the annual and other reports, and for the transaction of such other business as may properly be brought before the meeting.

#### 4.02 Special General Meeting

A special general meeting of the members may be held at such time and place as the Executive may determine for the purpose of handling important Association business.

#### 4.03 Executive Council Meetings

Members of the executive council shall meet at least four times annually, including teleconference meetings.

#### 4.04 Right to Vote

1. At any general meeting of members, every regular member shall be entitled to one vote, and no member may be represented by proxy. Associate and honorary members shall not be entitled to vote at meetings of members.
2. Only members of the Executive Council (as defined in Section 6) shall be entitled a vote at meetings of the Executive. Executive council members may be represented by proxy at such meetings.
3. Motions must be approved by more than 50 per cent of the members present at any general meeting of the Association or executive council meeting of the Association.

#### 4.05 Quorum

1. At any annual or special general meeting of members, 15 regular members shall constitute a quorum for the transaction of business.
2. At any meeting of the executive council, quorum will be five Executive members.

#### 4.06 Rules of Order

The rules contained in Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the by-laws or any special rules of the Association.

## **STRUCTURE**

### 5.01 Duties

The affairs of the Association shall be managed by the Executive Council. Without restricting the generality of the foregoing, the Executive Council shall:

1. consider and establish Association policy;
2. provide the University with advice and guidance on matters relating to the Alumni; and
3. act as the official spokesperson of the Association to the University.

### 5.02 Composition

The Association shall consist of:

1. the members of the Executive Council described in Section 6.01
2. official chapter representatives
3. Regular, Associate and Honorary Members described in Section 3

### 5.03 Ex-Officio Members

The following members, or their designates shall be non-voting, ex-officio members of the Association:

1. the chancellor of the University; who shall be the honorary president
2. the president of the University;
3. the president of the Carleton University Students Association;
4. the president of the Rideau River Residence Association;
5. the president of the Graduate Students' Association;
6. the chief advancement officer of the department of university advancement
7. the staff in the department of university advancement who assist the Association.

## **EXECUTIVE COUNCIL**

### 6.01 Executive Council

An executive council of 11 voting members shall direct all association affairs and have full decision-making authority for the association. The executive will be responsible for ensuring that information is communicated to all chapters, the university and the general alumni association membership.

### 6.02 Structure

The Executive Council shall consist of:

1. President and Chair, Awards Committee
2. Past-President and Chair, Nominations Committee
3. Vice-President
4. Chair, Communications
5. Athletics Chapters Representative
6. National Capital Chapter President
7. Toronto Chapter President

8. Western Canada Chapters Representative
9. Eastern Canada Chapters Representative
10. International Chapters and Affiliates Representative
11. Academic Chapters and Affiliates Representative

#### 6.03 Special Representation

1. The Association is entitled to two official positions on the Board of Governors of the University and one official position on the Senate. Alumni representatives of the Board and Senate do not have a vote on the Executive Council but report directly to the president of the Association.
2. The past president of the Association is automatically nominated for one of the Board of Governors positions unless he or she is unable to serve in this capacity at which time an Executive Council nominee will be forwarded.
3. Each alumni representative on the Board of Governors and Senate must be approved by the Board of Governors of the University.

#### 6.04 Duties

1. The duties of each executive council member are set out in the *CUAA Volunteer Handbook*.
2. These duties may be revised from time to time as determined by a majority of the members of the Association.

## NOMINATION PROCEDURE

#### 7.01 Nominations

The nomination procedure shall be governed by the Executive Council and managed by the immediate past president of the Association, who also serves as chair of the nominations committee. A designate appointed by the president of the Association may also serve in this capacity should the need arise.

#### 7.02 Executive Council

In the second year of the two-year volunteer position term, each member of the executive council is required to indicate by November 30th his/her interest in continuing in the position.

If an individual decides to step down, a call for nominations shall go forth in the winter issue of *Carleton University Magazine*. Those wishing to stand for a position, excluding the positions of president and past-president, will be asked to submit a brief description of themselves and their intentions to the nominations committee by March 31st.

Only existing executive council members are eligible to be nominated for the position of vice-president. Unless otherwise stated, only existing chapter presidents are eligible to be nominated for the international chapters, Western Canada chapters, Eastern Canada chapters, Academic chapters and affiliates, or athletics chapters representatives.

All nominations for executive council positions, with the exception of president, will be reviewed by the nominations committee. The committee will in turn recommend one person per position to be approved by executive council.

#### 7.03 Chapter Presidents

In the second year of the two-year volunteer position term, each chapter president is required to indicate by November 30th his/her interest in continuing in the position.

If an individual decides to step down, a call for nominations shall go forth in the winter issue of *Carleton University Magazine*. Those wishing to stand for a position will be asked to submit a brief description of themselves and their intentions to the nominations committee by March 31st.

#### 7.04 Terms and Conditions

1. Unless stated otherwise, all terms shall be two years running from July 1st to June 30th.
2. The term of office for Board of Governors and Senate representatives will be based on the calendars of these respective bodies.

3. All volunteer positions are eligible for a two-year term, with the option for a one-term renewal. Subsequent renewals are subject to the approval of the nominations committee.
4. To stand for nomination as a geographical chapter president, the alumna/alumnus must reside in the area where their chapter exists.
5. To stand for nomination as an academic/affiliate chapter president, the alumna/alumnus must be a graduate of the respective program or must have participated in the respective activity while attending the university.
6. To stand for nomination as an athletics chapter president, the alumna/alumnus must have participated in the respective team or activity while attending the university.

#### 7.05 Resignation

With the exception of the president, the nominations committee may recommend individuals to executive council to serve the balance of unexpired terms due to resignation, death or other circumstances.

In the case of the president, the vice-president will assume the presidency for the balance of the unexpired term before beginning his/her two-year term.

#### 7.06 Volunteer termination

The executive council may, on the recommendation of the nominations committee, remove a volunteer from his/her position for not fulfilling volunteer responsibilities as outlined in the *CUAA Volunteer Handbook*.

## INDEMNIFICATION

#### 8.01 Indemnification

All members of the Association and the officers of the Association and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against:

1. all costs, charges and expenses whatsoever that such person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against such person for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by such person in or about the execution of the duties of the office; and
2. all other costs, charges and expenses that such person sustains or incurs in or about in relation to the affairs of the Association, except such costs, charges or expenses as are occasioned by such person's own willful neglect or default.

## ADMINISTRATION

#### 9.01 Contracts

Contracts in the ordinary course of the association's operations may be entered into on behalf of the association by representatives from the department of university advancement or any member authorized by the association upon approval by the chief advancement officer, department of university advancement, or her/his designate.

#### 9.02 Chapter Finances

A chapter of the association must have approval from the department of university advancement to open a bank account. If approved, the chapter shall notify university advancement of the location of such account and any details of respect to the operation thereof, which the department of university advancement may request from time to time.

#### 10.01 Fiscal Year

The fiscal year of the Association shall be the same as the fiscal year of the University.



## **NOTICE**

### 11.01 Notice

Whenever under the provisions of the by-laws notice is required to be given, unless otherwise provided herein, such notice shall be in writing. Any notice to the members of the Association may be given through the *Carleton University Magazine*.

### 11.02 Error or Omission in Notice

No error or omission in giving notice of any meeting or any adjourned meeting of the members of the Association shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member of the Association for any meeting or otherwise, the address of the member of the Association shall be at such person's last address recorded on the books of the Association.

## **OFFICIAL PUBLICATION**

### 12.01 Official Publication

The official publication of the Association is the Carleton University Magazine and shall be mailed to all regular members of the Association, or to such members of the Association as the Executive Council may from time to time determine.

## **BOOKS, RECORDS AND REPORTS**

### 13.01 Books, Records and Reports

The department of university advancement shall ensure that all necessary books and records of the Association required by the by-laws of the Association or any applicable statute or laws are regularly and properly kept.

## **AMENDMENT**

### 14.01 Amendment

The Association may, by resolution, amend, repeal or re-enact any of its by-laws.

## **EFFECTIVE DATE**

### 17.01 Effective Date

This by-law shall come into force without further formality upon its enactment.

Enacted as By-Law No. 1 by the Carleton University Alumni Association at a meeting duly called and regularly held at which a quorum was present on the 14th day of June 2008.

## 6.2 Carleton University Alumni Association Organizational Chart

