

CONSTITUTION

The Ontario Institute for Studies in Education Alumni Association (OISEAA)

Founding Constitution adopted November 28, 1983

VISION: To expand and develop our connections with our community by mobilizing all of our Alumni.

MISSION: To promote the former students of the Institute within the provincial, national and global contexts by strengthening bonds among Alumni, OISE and the University through our programs and services.

PREAMBLE

CONNECTING THE PAST – INSPIRING THE FUTURE

This Constitution supersedes the Constitutions of the former Ontario Institute of Studies in Education Alumni Association (OISEAA), Faculty of Education University of Toronto (FEUTAA), and Institute of Child Study Alumni Association (ISCAA). Each, in its own time, admirably and effectively served the needs and aspirations of its members through its individual programs and services. It is our hope that this Constitution will enable the OISEAA to accomplish its Mission and realize its Vision in a manner that will make its predecessors proud.

As equal partners with OISE Advancement, we work under the direction of the Dean. We also collaborate with the Department of University Advancement (DUA) and the University of Toronto Alumni Association (UTAA) to strengthen the bonds between our Alumni and the University.

As 'volunteer leaders' of OISE, the [Board](#) decides upon its own policies and implements these as they relate to our programs and services. We supervise our own expenses and act as the stewards of the Alumni Fund Account and the Operating Account which are used to fund student [awards](#) and programs designed for our Alumni.

We are dedicated to enhancing the lives of all our Alumni by providing quality programs and services. We strive to build an involved community of OISE Alumni worldwide. We are committed to celebrating and encouraging the success of our Alumni and the current students of OISE.

ARTICLE I: Name

1. The Association shall be known as THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION ALUMNI ASSOCIATION (OISEAA), hereinafter referred to as the Association.
2. The term "Alumni" shall be considered to include both Alumni and Alumnae.

ARTICLE II: Objectives

1. To promote and serve the best interests of the Alumni of OISE.
2. To encourage active participation by Alumni in the affairs of the Institute and the University.
3. To establish channels of communication between the Alumni and the Dean of OISE, and, among the various decision-making bodies at OISE and elsewhere.
4. To contribute to the advancement of education of Initial Teacher Education and Graduate Students.
5. To encourage and offer support to students.
6. To assist with special projects where appropriate.

ARTICLE III: Membership

1. All persons who have completed at least one year of full-time studies (or its equivalent) towards a degree, certificate or diploma through OISE;
2. All these persons are automatically members of the Association.
3. All alumni members of the Association are entitled to attend association meetings and to exercise their rights by voting in the affairs of the Association during these meetings.

ARTICLE IV: The OISE Alumni Board

The Board is the elected governing body of the OISE Alumni Association.

1. The Honorary Chair of the Board shall be the Dean of OISE (*ex officio*).
2. The Board shall include six Table Officers and a minimum of six Members-At-Large. The Table Officers are President, two Vice-Presidents, immediate Past President, Secretary and Treasurer. All Board members will have equal status but differing responsibilities.
3. Appointed non-voting members of the Board shall include:
 - i. Three ex-officio student representatives; one appointed by the Graduate Students' Association, and one appointed by the Master of Teaching Students' Association, and one appointed by the OISE Alumni Student Advisory Committee.
 - ii. Two ex-officio persons appointed by the Dean of OISE; one from OISE Advancement and one from the OISE Faculty.
4. There shall also be as many Members-At-Large as deemed necessary by the Board to carry out the responsibilities of the Association.
5. The quarterly meetings of the Board are to be attended by OISE alumni and guests by invitation
6. Responsibilities: The Board shall be the stewards of the Association's funds and shall manage the affairs of the Association in the interval between Biennial General Meetings. The Board shall be responsible for the transaction of all business of the Association and the control of all properties and monies.

7. Removal: Any member of **Board** may be removed from office by a petition of **20 members** of the Association submitted to the President (copy to the Secretary). Removal may also take place for any reason deemed valid by the **Board** or where a member fails to attend **two** consecutive meetings without acceptable cause.
8. Replacement, **Assignment of Deputy or Vacancy**: In the event of removal or vacancy, the **Board** may, by majority vote when a quorum is present, declare that a seat is vacant and appoint a replacement to complete the term.
9. Term of Office: The term of office for the Members of the **Board** shall be two years. Members of the **Board** may be elected for more than one term (**maximum of two terms**). **Members may seek additional terms after a 4-year hiatus.**

ARTICLE V: Meetings

1. The Biennial General Meeting of the Association will be held every two years and is held generally in June. Thirty **days'** notice of the meeting shall be given to the members of the **Board**, and to the Alumni through various platforms (e.g., website, email, newsletter).
2. **Board Meetings**: There shall be at least two **Board** per semester during the year. If need be a, **Board** meeting may be called by any member by giving notice to the President. Upon receiving such notice, the President is obligated to call a meeting within the next three weeks.
3. Special Meetings to discuss specific matters may be called by the **Board** or upon the request of members. A minimum of seven days' notice must be given prior to the date of the meeting.
4. Twelve members present shall constitute a quorum at the Biennial General Meeting and Seven members shall constitute a quorum at the **Board** meetings.
5. Robert's Rules of Order shall govern all meetings (latest edition).

ARTICLE VI: Voting

1. A simple majority vote shall decide any question or resolution put to the meeting except as provided in Article IX.
2. Voting may be done either by show of hands or by secret ballot if so requested by any member present.

ARTICLE VII: Nominations and Elections

1. The Past President and two members of the **Board** shall constitute the Nominating Committee.
2. At least two months prior to the Biennial General Meeting, the Past President shall establish a Nominating Committee to put forward a slate of Table Officers and **Board** Members-at-Large to serve for the following term. Ideally the slate will include at least one qualified candidate for each elective post.
3. All nominees must signify their willingness to serve.
4. Any additional nominations must be made by at least three Members in writing with the consent of the nominee. Such nominations are to be in the hands of the Secretary of the **Board** not later than one week prior to the Biennial General Meeting.
5. New Members of the **Board** will begin their term at the first regular meeting following the Biennial General Meeting.
6. **All members of the Board will serve as OISE ambassadors; and uphold the values and reputation of OISE and the University of Toronto.**

ARTICLE VIII: Committees of the Board

The Chairs of the following committees shall normally be appointed by the **Board** at the first regular meeting following the Biennial General Meeting. **The Board will appoint replacements in case of vacancy.**

- I. Standing Committees
- II. Ad Hoc Committees

ARTICLE IX: Amendments

- 1. Amendments to the Constitution shall:
 - i. be proposed by the Board or by the signatures of ten members, 60 days before being presented at the Biennial General Meeting of the Association;
 - ii. by two-thirds majority, and
 - iii. become effective on the day they are approved.

- 2. Amendments to the By-laws shall:
 - i. be amended at any regular meeting of the Board by a two-thirds majority of those present and voting provided the proposed amendment has been submitted in writing at the previous regular meeting of the Board, and
 - ii. become effective on the day they are approved.

Dated: June 30, 2020 in Toronto

President: Cindy Sinclair

Secretary: Amy Parker

Vice-President External: Matthew Stodolak

BY-LAWS

The Ontario Institute for Studies in Education Alumni Association (OISEAA)

Founding Constitution adopted November 28, 1983

BY-LAW I: Fees

1. No membership fee will be charged to members.

BY-LAW II: Fiscal Year

1. The Association's fiscal year shall be from May 1 to April 30.

BY-LAW III: Signing officers

1. The signing officer shall normally be the President or the President's designate, and one other member of the [Board](#) to be appointed.

BY-LAW IV: Control on expenditures

1. Income to the [Association's operating fund comes from interest on the principal from the alumni fund, donations, income](#) from credit card use (e.g., MBNA) and income from the Association's regular and special activities such as Spring Reunion, etc.
2. All expenditures must be approved by [motion in advance](#) by the [Board](#). All expenditures must have receipts and be submitted to the Treasurer with a copy to the President within two weeks of payment. In special circumstances permission of expenditures must be sought from the Treasurer and President.
3. Income to the Association's [Alumni Fund comes from donations and sponsorships to provide support for student awards and programs.](#)

BY-LAW V: Responsibilities of the Board

1. The President shall:
 - i. act as Chair of the Biennial General Meeting, Special General Meetings and Meetings of the Board;
 - ii. be a voting ex-officio member of all Committees with the exception of the Nominating Committee unless he/she does not intend to seek office the following term;
 - iii. act as an ex-officio member of OISE Faculty Council;
 - iv. serve on the Council of Presidents and the University of Toronto Alumni Association;
 - v. act as an ambassador for the OISE Alumni Association;
 - vi. ensure that all affairs of the OISE Alumni Association are in order, and
 - vii. perform such duties as customarily pertain to the office of the President.

2. The Vice-President (Administration) shall:
 - i. focus on internal matters;
 - ii. assume pro-tempore the duties of the President in the absence of the President;
 - iii. act as an ambassador for the OISE Alumni Association, and
 - iv. carry out such duties as may be assigned by the President.

3. The Vice-President (Development) shall:
 - i. focus on external matters;
 - ii. assume pro-tempore the duties of the President in the absence of the President;
 - iii. act as an ambassador for the OISE Alumni Association, and
 - iv. carry out such duties as may be assigned by the President.

4. The Secretary shall:
 - i. ensure that an accurate permanent record of proceedings is kept (e.g., minutes, procedures for fiscal events, etc.);
 - ii. be responsible for notifications of the time, date and place for meetings of the Board, and the Biennial, General and Special Meetings of the Association;

- iii. be responsible for maintaining the archival records of the Association;
 - iv. provide membership materials (e.g., digital welcome package) to new and existing members;
 - v. create and provide print and/or electronic copies of the minutes where necessary, and if requested, make such minutes available for public viewing;
 - vi. act as an ambassador for the OISE Alumni Association, and
 - vii. perform all other such duties as customarily pertain to the office of the Secretary.
5. The Treasurer shall:
- i. obtain status of the Association's financial affairs from OISE Finance and report to the Board at its meetings;
 - ii. monitor the Association's income and expenditures;
 - iii. advise the Board on the stewardship and management of the Association's funds;
 - iv. where discrepancies exist, the Treasurer shall request an audit;
 - v. act as an ambassador for the OISE Alumni Association, and
 - vi. perform all other such duties as customarily pertain to the office of the Treasurer.
6. The Immediate Past President shall:
- i. chair the Nomination Committee;
 - ii. perform the role of Parliamentarian;
 - iii. act as an ambassador for the OISE Alumni Association, and
 - iv. be a voting member of the Board.
7. The Members-at-Large shall:
- i. be voting members of the Board;
 - ii. attend a minimum of two meetings per year
 - iii. be appointed as Chairs/Members of Standing and Ad Hoc Committees;
 - iv. provide general leadership and act as ambassadors for the Association
8. The Table Officers/Executive shall:

- i. serve as volunteer leadership for the Board
- ii. set goals and objectives for the Board and ensure they are met
- iii. be familiar with the association's bylaws, policies and procedures, mission, etc.
- iv. monitor the association's financial activity
- v. maintain effective partnerships and communication with the OISE Advancement Office, Student Associations, etc.
- vi. plan for succession, recruitment and diversity of the Board

9. Auditor shall:

- i. be elected from the members of the Board as deemed necessary.

BY-LAW VI: Committees:

1. Standing Committees shall:

- i. have at least three members, one of whom is designated as chair, appointed by the Board;
- ii. report through its Chair to the Board at its regular meetings;
- iii. elect their own recorder where needed;
- iv. ensure that all expenditures adhere to the Association's By-laws;
- v. may co-opt with the permission of the Board, additional members from the general membership of the Alumni;
- vi. operate to enhance participation with the general membership of the Association, and
- vii. include the following Committees: Awards, Mentorship, Constitution, Nominating and Spring Reunion.
- viii. **Limiting the Chair appointments for committees

2. Ad Hoc Committees shall:

- i. have Chairs/Members appointed from the Board;
- ii. report through its Chair to the Board at its regular meetings;
- iii. elect their own recorder where needed;
- iv. ensure that all expenditures adhere to the Association's By-laws;
- v. may co-opt with the permission of the Board, additional members from the general membership of the Alumni;

- vi. operate to enhance participation with the general membership of the Association, and
- vii. be determined when needed.

BY-LAW VII: Review

- I. The June meeting of the non-BGM year is devoted to co-operative review of the prior year and planning for the future.

BY-LAW VII: Organization

- 1. As a formal organization of the University of Toronto, the OISE Alumni Association follows '*the order of rules --- framework for ranking*', adapted from the abridged version of Robert's Rules and Bourinot's Rules of Order.

BY-LAW VIII: Proxy

- 1. A voting member may carry a maximum of one proxy.
- 2. Proxies will be provided with the notice of meeting.

Dated: June 30, 2020 in Toronto

President: Cindy Sinclair

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