



# ALUMNI ASSOCIATION

## ST. FRANCIS XAVIER UNIVERSITY

### BYLAWS

Approved at the Association AGM on September 29, 2018

Amended on:

- February 26, 2019, to add Regional Committees to Bylaw 6
- December 8, 2021, to add Bylaw 11, Bylaw 12, and general revisions and updates.

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**TITLE:** Definitions  
**BYLAW NUMBER:** 1  
**DATE APPROVED:** September 28, 2018  
**REVISIONS & DATE:** December 8, 2021

“**AGM**” means the Annual General Meeting of the StFX Alumni Association;

"**Association**" means StFX Alumni Association;

“**Conflict**” means a conflict of interest which arises when a Councillor or their immediate Relative or business, stands to gain a financial benefit from any decision taken by the Council or has another interest that impairs, or could be seen to impair, their independence or objectivity in discharging their duties to the Association;

"**Council**" means Alumni Council of the StFX Alumni Association;

“**Constitution**” means the Constitution of the StFX Alumni Association;

“**Councillor**” means a member of the Alumni Council;

“**Relative**” means a parent, sibling, life-partner, or child of a Councillor;

"**University**" means St. Francis Xavier University at Antigonish, Nova Scotia;

**TITLE:** Membership



**BYLAW NUMBER:** 2  
**DATE APPROVED:** September 28, 2018  
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#### 1.0 Regular Members shall include:

- a) All holders of degrees and diplomas of StFX University, Mount Saint Bernard College and the Coady International Institute, except for Honourary members,
- b) Any person who is eligible for or has received an X-Ring, except for Honourary members.
- c) Any person who attended StFX University for at least two years, has left the University in good standing and who has made application to the Association for membership that receives approval of Alumni Council.

#### 2.0 Associate Members shall include:

- a) Members of the Board of Governors who are not otherwise entitled to membership in the Association;
- b) Faculty and staff of the University, including retirees, who are not otherwise entitled to membership in the Association; and
- c) Any other individual upon application and approval of the Alumni Council.

#### 3.0 Honourary Members shall include:

- a) Any person, other than a regular member, who receives an Honourary Degree or Honourary X-Ring from StFX University, and who are not otherwise entitled to membership in the Association;
- b) Recipients of the Friend of StFX and Xaverian Spirit Awards, who are not otherwise entitled to membership in the Association; and
- c) Any person who merits special recognition as determined by the Alumni Council or by resolution at the Association's AGM.

#### 4.0 Resignation / Withdrawal

Any member wishing to resign or withdraw from the Association is entitled to do so upon notification of the Secretary. The resignation is effective upon receipt by the Secretary.

#### 5.0 Membership Privileges

All members enjoy the following privileges:

- a) To speak, vote and introduce motions at the AGM;
- b) To introduce petitions and suggestions to the Alumni Council; and
- c) To propose and advocate any measure meant to advance or promote the best interests of the University and to submit such proposals to the Association at the AGM or the Alumni Council for approval.

**TITLE:** Alumni Council



**BYLAW NUMBER: 3**  
**DATE APPROVED: September 28, 2018**  
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1.0 Only Regular Members of the Association are eligible to sit on the Alumni Council

2.0 The Council shall be comprised of:

2.1 Up to twenty-one (21) councillors who shall be elected for up to a three-year term and may be re-elected for a successive term not to exceed a total of six years.

2.2 To facilitate diverse representation and effective governance, Council membership shall be based as follows:

Atlantic Canada (NS, NB, PEI & NL)	5
Central Canada (ON & PQ)	3
Northwestern Canada (MB, SK, AB, BC & Territories)	3
International	2
At-Large	7
Past-President	1
TOTAL	21

2.3 Whenever possible the Council will attempt to align its members with active Chapter representatives and include diverse representation of membership.

3.0 Terms of office commence on January 1. A “year” for the purposes of Article 4.6 of the Constitution shall be a calendar year.

4.0 In the event of a vacancy before the expiration of a term, the Nomination & Governance Committee, in consultation with the Director of Alumni Affairs & the Executive Committee, may recommend nominees to fill the position(s) and the persons shall serve to the end of the unexpired term, or up to a 3-year term as determined by Council. The Council shall make this mid-term appointment.

5.0 A Councillor may resign their position with written notice to the Secretary. The Secretary shall immediately notify the President and the Director of Alumni Affairs of receipt of a resignation.

6.0 A Councillor who does not attend three consecutive Council meetings or does not attend at least half of the Council and Committee meetings, counted together, within a calendar year,



without an approved absence from the Council, shall be determined to have forfeited their seat on Alumni Council and removed immediately.

6.1 In an instance where a Councillor is determined to have forfeited their seat due to attendance, they are ineligible for reappointment for five years.



**TITLE:** Officers of the Association  
**BYLAW NUMBER:** 4  
**DATE APPROVED:** September 28, 2018  
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1.0 Only regular members of the Association may hold office as an Officer.

2.0 Officers shall be elected annually and shall be eligible for re-election for no more than three successive terms in the same position.

3.0 If a vacancy occurs in any office, such vacancy may be filled by the Executive Committee upon recommendation from the Nominating & Governance Committee from among sitting Council members. Any person so elected shall hold office until the next Annual General Meeting.

4.0 Duties of the Officers of the Association shall be as follows:

4.1 THE PAST PRESIDENT SHALL:

- a) be a member of Council and a member of Council Executive;
- b) be Chair of the Nomination & Governance Committee;
- c) carry out such other duties as the President and Council from time to time request; and
- d) perform all duties incidental to the office.

4.2 THE PRESIDENT SHALL:

- a) be an ambassador and spokesperson for the Association;
- b) be the official representative of the Association at the University and shall sit on University committees;
- c) communicate with Council members and the Alumni Affairs Director to ensure ongoing communication with Association members. In particular, the President shall provide semi-annual reports and ensure minutes of meetings are available to all members;
- d) carry on the usual duties of a President, presiding at meetings, exercising general supervision and overseeing the interests of the Association and shall oversee the carrying out of duties by the Alumni Council and the Executive Committee;
- e) assign appropriate executive members or Council members to act in their stead when the President is unavailable;
- f) represent the Association on the StFX Board of Governors;
- g) sit as *ex officio* member of all Council committees;
- h) perform all duties incidental to the office; and
- i) assume the role of Past President at the conclusion of their term.

4.3 THE VICE-PRESIDENT SHALL:

- a) act for and discharge the duties of the office of President in the President's absence or inability to perform those duties;



- b) assume the office of President should it become vacant and hold office until the Annual General Meeting;
- c) as required by Bylaw 7, on an annual basis, assess the measures taken by the Council and their effectiveness to maintain and improve the accessibility of the Association and report their findings to Council and members. The Vice-President may request and seek outside and expert assistance in fulfilling this responsibility; and
- d) perform all duties incidental for the office.

#### 4.4 THE SECRETARY SHALL:

- a) ensure delivery of notice of all meetings of the Council, Executive Committee and Association;
- b) attend all Council and Executive meetings and have oversight for minutes;
- c) attend the Annual General Meeting of the Association, ensure accurate minutes and ensure their distribution to Council within four weeks;
- d) oversee correspondence on behalf of the Association;
- e) perform all duties incidental to the office;
- f) work with the Alumni Affairs Director in planning and arranging meetings; and
- g) if any of the tasks assigned hereunder are performed by the Director of Alumni Affairs or another employee within the Alumni Office, account for the delivery of those tasks to the Executive Committee.

#### 4.5 THE TREASURER SHALL:

- a) not be responsible for the day-to-day administration of funds or assets of the Association. This is the responsibility of the Director of Alumni Affairs or such other individual(s) assigned by Council;
- b) oversee all funds of the Association;
- c) oversee the financial records and reporting of the Association;
- d) report or ensure reporting on the finances at each meeting of the Executive Committee and at the Annual General Meeting;
- e) generally oversee Bylaw 11 – Risk & Financial Management;
- f) coordinate their responsibilities with the activities of the Director of Alumni Affairs; and
- g) perform all duties incidental to the office.



**TITLE:** Nominations & Elections  
**BYLAW NUMBER:** 5  
**DATE APPROVED:** September 28, 2018  
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## 1.0 Nomination & Election of Alumni Council

- 1.1 The Nominating & Governance Committee shall, on an ongoing basis, oversee the selection of committed and interested alumni to serve on the Council and shall present nominees to the Executive Committee & Council to fill available positions on the Council, as well as chairpersons and members of standing and ad hoc committees.
- 1.2 The Council shall establish a means of continuous intake of nominations for member of Alumni Council. Any nomination received for Council shall be provided in writing to the Chair of the Nominating & Governance Committee.
- 1.2.1 On behalf of the Council, the Alumni Office shall use its means of communication, specifically the Alumni News, social media platforms and the Alumni website, to advertise the intake of nominations on an ongoing basis, and at a minimum of six times annually.
- 1.2.2 A standard form approved from time-to-time by the Nomination & Governance Committee shall be used to accept and consider nominations. Nominations shall not be considered unless the approved nomination form is complete.
- 1.3 Alumni Council members may, in addition to nominations presented by the Nominating and Governance Committee, present additional alumni members for consideration to fill vacant positions on Alumni Council or committees. Members shall be elected by a majority vote of Alumni Council.
- 1.4 Final decision as to vacant positions on the Alumni Council remains with the Alumni Council. The decision of the Alumni Council is final.

## 2.0 Nomination & Election of Officers

- 2.1 Officers must be selected from the Alumni Council membership and are elected at the Annual General Meeting.
- 2.2 The Nominating & Governance Committee shall, on an ongoing basis, oversee the selection of committed and interested alumni councillors to serve as Officers of the Association and shall present to the Executive Committee & Council nominees to fill these positions.



- 2.3 By the end of July each year, nominations and expressions of interest shall be solicited from all Alumni Council members for interest in serving as an Officer.
- 2.4 It is the expressed intention of the Council and the Nominating & Governance Committee to produce a slate of candidates best positioned to lead the Association while respecting the abilities and ambitions of members of Council. When more than one nomination / expression of interest is received for any one Officer position, the following process shall be used:
- 2.4.1 All prospective nominees shall be kept confidential from everyone but the Nominating & Governance Committee. Confidentiality and respect for everyone involved shall be of the highest importance.
  - 2.4.2 All prospective nominees shall be informed of the number of prospective nominees. They shall be asked to confirm their interest in standing for that office.
  - 2.4.3 If another Office open for nominations received no nominations / expressions of interest by the stated deadline an opportunity to switch to that other office shall be extended to all prospective nominees.
  - 2.4.4 If multiple prospective nominations for any one office remain, all prospective nominees shall be interviewed by the Nominating & Governance Committee to determine who shall be the recommended nominee. The nature of the interview shall be at the discretion of the Committee, however, the questions and nature of the interview shall be the same for all prospective nominees.
  - 2.4.5 At the end of this process the Committee shall recommend one person to stand as the nominee for each Office.
- 2.5 Alumni Council shall be asked to recommend to the AGM this slate of nominees by resolution.
- 2.6 At the AGM, the Chair of the Nominations Committee shall, subject to the requirement that Officers come from the Alumni Council, call for further nominations from the floor for Officers.
- 2.7 In the event there are no further nominations, the Chair will move for adoption of Council's recommended slate of nominees, and once seconded and adopted, shall declare the new Officers elected.
- 2.8 In the event there are further nominations for any Officer position, a separate vote shall take place for each position for which there is more than one nominee. Any position without further nominations shall be acclaimed, subject to the nominees be moved, seconded and adopted. The following provisions shall govern a vote, where necessary:



- 2.8.1 The vote shall be presided over by the Past-President.
- 2.8.2 Each person standing for a contested position shall be provided with three minutes to address the meeting.
- 2.8.3 A vote shall be taken by a show of hands immediately after all candidates have had an opportunity to speak. Election by ballot may only occur if a motion is passed to do so. In either instance the Past-President shall refrain from voting unless there is a tie.
- 2.8.4 No other person shall be provided an opportunity to address the meeting other than those standing for a contested position and the Past-President.



**TITLE:** Committees  
**BYLAW NUMBER:** 6  
**DATE APPROVED:** September 28, 2018  
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## 1.0 Committees

- 1.1 Subject to the provisions of the Constitution and the By-Laws, all Council members are eligible to serve on Committees.
- 1.2 Membership on Committees shall be for a period of two years, or such shorter term as Council may designate.
- 1.3 All Committees shall submit to Council an annual report. Reports shall be presented to the membership at the AGM.
- 1.4 The President and Alumni Affairs Director (or designate) shall be a non-voting member of all Committees.

## 2.0 Executive Committee

- 2.1 The Executive Committee is comprised of all Officers of the Association.
- 2.2 The Chair of the Committee is the President.
- 2.3 The Executive Committee shall meet at least four times annually and may call special meetings from time to time as the Committee deems necessary.
- 2.4 Meetings shall be called by the President, or by any three members of the Committee.
- 2.5 In the absence of the President and Vice-President any member present and chosen by the meeting shall chair.
- 2.6 The Committee may meet in person by teleconference or video conference.
- 2.7 A quorum of 50% + 1 members is required to conduct business.
- 2.8 Duties of the Executive Committee include:
- 2.8.1 Discharge of all rights, powers, privileges and functions of the Council in the intervals between meetings of the Council.
  - 2.8.2 Reporting activities to the Council and membership; and



2.8.3 General conduct of the affairs of the Association and shall be accountable for such conduct to the membership.

### **3.0 Nomination & Governance Committee**

3.1 On an ongoing basis the Nomination & Governance Committee shall recruit members for committees, Council, Officers and StFX University Board of Governors;

3.11 In discharging its duties the committee may receive advice from the Alumni Affairs Director and Council members in relation to active and committed Association & Chapter members.

3.2 Present an annual report to Alumni Council advising on nomination of Officers and any Council, committee or Board of Governors vacancies.

3.3 Present an annual report at the Annual General Meeting advising on nomination of Officers and any Council, committee or Board of Governors vacancies.

3.3 On an annual basis the Committee shall review the Constitution and the By-Laws and make recommendations to the Alumni Council. The Committee may also:

3.31 Draft amendments to the Constitution or By-Laws upon request from the President or Council; and

3.32 Address constitutional issues that may arise and draft resolutions to be brought to the general membership.

3.4 The Committee shall be comprised of five members including the Past President, who will serve as chair, two Council members and two Association members not on Council. Other than the Past-President, members of the Committee are not eligible to stand as Officers.

### **4.0 Chapter Development Committee**

4.1 The Chapter Development Committee may:

- Develop a strategic plan for Chapter development,
- Oversee the maintenance and annually recommend amendments to the Chapter Handbook and other Chapter resources,
- Make recommendations to Council concerning initiatives or activities that support Chapters; and,
- Maintain a presence at the Zone and Chapter level to the extent resources allow.

4.2 The Committee shall be comprised of at least three members and may include Council and Association members. The Chair shall be appointed from Council.



4.3 The Committee chair shall report committee activities to the President at least twice a year and provide an annual report to Council.

## **5.0 Enrolment Advisory Committee**

5.1 The Enrolment Advisory Committee may:

- 5.11 Liaise between the StFX Recruitment Office and Alumni Council;
- 5.12 Develop a strategy in cooperation with the Recruitment Office that identifies specific and value-added roles that alumni can plan within the University's Enrolment Strategy.
- 5.13 Provide counsel on any University Enrolment & Recruitment strategies, initiatives, and programs specifically, but not limited to alumni participation, and
- 5.14 Oversee the maintenance and recommend amendments to the Association's recruitment resources.

5.2 The Committee shall be comprised of at least three members and may include Council and Association members. The Chair shall be appointed from Council.

5.3 The Committee chair shall report committee activities to the President at least twice a year and provide an annual report to Council.

## **6.0 Advancement Advisory Committee**

6.1 The Advancement Advisory Committee may:

- 6.11 Provide counsel on all mediums of Association communication,
- 6.12 Provide counsel on any University Advancement initiatives, specifically, but not limited to alumni participation in fundraising,
- 6.13 Provide counsel on initiatives that address the needs of Association members, and
- 6.14 Provide counsel on initiatives to locate and connect with lost alumni.

6.2 The Committee shall be comprised of at least three members and may include Council and Association members. The Chair shall be appointed from Council.

6.3 The Committee chair shall report committee activities to the President at least twice a year and provide an annual report to Council.

## **7.0 Alumni Recognition Committee**

7.1 The Alumni Recognition Committee is responsible for the Hall of Honour, Alumni Recognition Awards, and Alumni Awards of Excellence in accordance with the terms of reference.

7.2 The Committee shall encourage nominations, review & evaluate submissions and participate in the selection of honourees.



7.3 The Director of Alumni Affairs shall coordinate the administration of the Committee and the awards.

7.4 The Committee shall be comprised of five members and may include Council and Association members. The Chair shall be appointed from Council. Committee members should be selected based on their interest and ability to participate in 'on-campus' interviews.

7.5 The Committee chair shall report committee activities to the President at least twice a year and provide an annual report to Council.

## **8.0 Regional Committees**

8.1 Four Regional Committees shall be comprised as follows:

- 8.1.1 Atlantic Canada Committee. Comprised of Atlantic Canada representatives appointed to Council and each President of the Association's Chapters in the Atlantic Provinces.
- 8.1.2 Central Canada Committee. Comprised of the Central Canada representatives appointed to Council and each President of the Association's Chapters in Ontario and Quebec.
- 8.1.3 Northwestern Canada Committee. Comprised of the Northwestern Canada representatives appointed to Council and each President of the Association's Chapters in Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, Northwest Territories and Nunavut.
- 8.1.4 International Committee. Comprised of the International representatives appointed to Council and each President of the Association's Chapters outside Canada.

8.2 Each Committee chair shall be appointed from among the Alumni Councillors.

8.3 Each Committee shall meet no less than twice yearly.

8.4 Each Committee shall report on its activities to the President at least once a year and provide an annual report to Council. Such reports will include details on Chapter initiatives, attendance and opportunities.

8.5 Regional Committees may:

- 8.5.1 Share best practices and information between Council and Chapters.
- 8.5.2 Encourage collaboration between Chapters.
- 8.5.3 Undertake efforts to ensure consistency in the quality of service and events provided by the Association and its Chapters.
- 8.5.4 Act as a facilitator between Council, Chapters and the Alumni Affairs Director.
- 8.5.5 Engage across Chapters to ensure sustainability, leadership development, accountability, and identification of opportunities and future leaders of Chapters and Association endeavours.



8.5.6 Provide information and insights into the initiatives undertaken by any other Committee.

8.5.7 Invite other Chapter leaders to join the Regional Committee.

8.6 Regional Committees do not make recommendations to Council unless invited to do so.

## 9.0 Scholarship Committee

8.1 The Alumni Scholarship Committee is responsible for the oversight, consideration and selection of alumni funded scholarships and awards, specifically, the Alumni Association Scholarship, the Accessibility Bursary and the Endowed Scholarship.

8.2 The Committee shall work with the University Awards Office and the Alumni Office to encourage nominations, evaluate submissions, and participate in the selection of award recipients.

8.3 A rubric as determined by the Committee shall be established in consultation with the University Awards Office and confirmed annually prior to evaluation of applications.

8.3 The Committee shall be comprised of five members and may include Council and Association members. The Chair shall be appointed from Council. Committee members should be selected based on their interest.

8.4 The Committee chair shall report committee activities to the President at least twice a year and provide an annual report to Council. This report may include recommendations on how the process and awards may be improved.

## 9.0 Saving Provision

If there are vacancies on Council or the Executive, or any standing or ad hoc committee of the Association, the Executive, on the advice of the Nominating/Recruitment Committee, shall take reasonable steps to fill the position. In the interim, the Association shall be deemed to be a fully constituted Council carrying on the business of the Association.



**TITLE:** Meetings  
**BYLAW NUMBER:** 7  
**DATE APPROVED:** September 28, 2018  
**REVISIONS & DATE:** December 8, 2021

## 1.0 Rules of Order

All meetings of the Alumni Association shall be conducted using Roberts Rules of Order.

## 2.0 Meetings of Alumni Council

### Land Acknowledgement

Acknowledging territory shows recognition of and respect for Indigenous Peoples. It is recognition of their presence both in the past and the present. Recognition and respect are essential elements of establishing healthy, reciprocal relations. These relationships are key to reconciliation, a process to which our Association is committed.

All meetings of Alumni Council shall begin with a territorial acknowledgement, which is consistent with that offered by the University.

This territorial acknowledgement should be adjusted as appropriate to reflect the territorial traditions of respect and friendship in the area in which the meeting is being conducted.

### Meeting Number, Dates and Notice

The Council shall hold at least four meetings in each year, such meetings to be held generally in the months of February, June, September and December.

Each year the Alumni Council shall hold in-person meetings on the Thursday and Friday immediately preceding Homecoming and the Friday and Saturday immediately preceding the President's Reception in June on the campus of StFX University. The timing of these meetings may be changed by decision of the Alumni Council.

At any meeting of the Council, the President, or in the absence of the President, the Vice-President shall preside. In the absence of the President and the Vice-President, the members of the Council present shall appoint one of its members to act as Chair.

In accordance with the Constitution and the By-Laws, the President shall call meetings and shall ensure there is appropriate notice given for the meeting of at least seven days.

### Accessibility

Subject to the exceptions in the Constitution or by-laws, meetings of Council and meetings of all committees may be via electronic means or in person.



All reasonable measures shall be taken to ensure Council meetings and activities are accessible to all participants. On an annual basis the Vice-President shall assess the measures taken by the Council and their effectiveness, to maintain and improve the accessibility of the Association and report their findings to Council and members. The Vice-President may request and seek outside and expert assistance in fulfilling this responsibility.

### **Meeting Attendance**

Councillors are expected to attend all meetings of Council and of Committees to which they are appointed. If a Councillor cannot attend a meeting for which the required notice has been provided, they are expected to send regrets to the Secretary at a minimum of two days prior to the meeting. Councillors who miss meetings may be subject to removal if absences reach the threshold outlined in Bylaw 3 – Alumni Council.

Council may grant temporary absences from meetings based on health, family and other extraordinary circumstances. A leave granted by Council has no effect on the Councillor's term.

### **2.0 Annual General Meeting**

The Annual General Meeting shall be a face-to-face meeting on campus of the University during Homecoming. Notice of the date and time shall be provided to all members by the Alumni Office with at least 60 days' notice. The members present represent a quorum.

The order of business at the Annual General Meeting shall be:

- (1) Call to Order
- (2) Land Acknowledgement
- (3) Opening Prayer
- (4) Approval of the Agenda
- (5) Review & approval of the Minutes of the last Annual General Meeting
- (5) Business arising therefrom
- (6) Presentations & Special Guests
- (7) Report of the President of the Alumni Association
- (8) Report of the Director of Alumni Affairs
- (9) Financial reports
- 10) Notice and review of approved, amended and/or repealed bylaw(s)
- (11) New business
- (12) Election of officers
- (13) Additions to the Agenda
- (14) Adjournment



A special general meeting of members may be held at such time and place as the Council Executive may determine, with appropriate notice of at least 30 days given to members of the Association.



**TITLE:** Alumni Chapters  
**BYLAW NUMBER:** 8  
**DATE APPROVED:** September 28, 2018  
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Alumni chapters are established by the StFX Alumni Association in conjunction with StFX Alumni Affairs where numbers and interest warrant.

Chapter presidents are either elected at an annual meeting of the chapter with an open invitation to all local alumni or are appointed by the executive committee of the Alumni Association where necessary.

A change in leadership at appropriate intervals is healthy for chapter development and gives more alumni leadership opportunities within the Association. Chapter presidents are asked to serve a term of at least one year up to a maximum of three years. Alumni Affairs and the Alumni Association will assist in the process of leadership transition.

Chapter Presidents are responsible for recruiting and supporting a volunteer chapter executive. A total of at least three executive members is recommended for successful chapter activity. Alumni Affairs can assist with this process.

The Chapter President is responsible for organizing at least one annual meeting (can be informal) with an open invitation to all local alumni (via email and Alumni Affairs communications tools) at which a new (or renewed) executive will be elected.

The Chapter President is responsible for ensuring at least one StFX alumni event is held for local alumni each year, such as a Feast of St. Francis Xavier (StFX Day) gathering.



**TITLE:** Code of Conduct & Conflict Management  
**BYLAW NUMBER:** 9  
**DATE APPROVED:** September 28, 2018  
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Chapter leaders and council members are ambassadors of the StFX Alumni Association & the University. As such, their actions reflect on the Association and University and they carry a responsibility to contributing to the positive reputation of the university.

Chapter leaders and council members are required to:

- Understand and commit to the mission and objectives of the StFX Alumni Association;
- Recognize that volunteer commitment is an important responsibility;
- Take responsibility for the achievement of the Association's goals and objectives;
- Contribute to a welcoming and safe volunteering environment;
- Treat all others with respect;
- Maintain meeting decorum that fosters teamwork and encourages all to participate;
- Uphold the letter and spirit of the Nova Scotia Human Rights Act and/or any applicable human rights laws in the province / jurisdiction where the chapter conducts its affairs;
- Respect the confidentiality of sensitive information;
- Commit to learning, innovation and improvement through continuous study and thoughtful, measured experimentation;
- Listen, empathize and cooperate to resolve challenges or conflicts;
- Refrain from promoting any commercial interests related to alumni activities and communications, except for Affinity Partners and event sponsors, as may be appropriate.
- Understand and follow the Association's Constitution & Bylaws;
- Constructively intervene when the behaviour of a colleague does not align with this code.

### **Conflict resolution**

The Association is committed to the fair and equitable treatment of its volunteers and will respond to concerns in a timely manner. When conflict between volunteers or a volunteer and University official occurs, the parties are encouraged to first discuss the matter and come to a mutually acceptable outcome. If this is not possible or effective, the volunteer will raise the concern with the Director of Alumni Affairs. The Director will inform the President, oversee the mediation of a solution, and involve the Executive Committee as appropriate. If the volunteer wishes to initiate a formal complaint, they must submit it in writing directly to the President of the Association.

### **Progressive Discipline**

Chapter leaders and council members who violate the code of conduct, fail to adhere to the constitution & bylaws of the organization, or who fail to satisfactorily perform their agreed upon volunteer assignments, may be subject to progressive discipline.



## **Removal of a Volunteer**

The final stage of progressive discipline is removal of a volunteer. Grounds for immediate removal include: physical, mental or emotional abuse or mistreatment of volunteers or partners, theft of property or deliberate misuse of organization equipment or materials, and behaving in a way that is detrimental to the reputation of the university. The President, in consultation with the Director of Alumni Affairs and/or Executive Committee, has jurisdiction to administer progressive discipline.



**TITLE:** Policies & Procedures  
**BYLAW NUMBER:** 10  
**DATE APPROVED:** September 28, 2018  
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### **Alumni Council Attendance at Homecoming**

Council members are expected to attend the annual council meeting, AGM and the Hall of Honour ceremony, as well as other events as may be necessary, taking place during Homecoming. Members should also make themselves available to assist at various class reunions during Homecoming, as may be required.

### **Bylaw Amendments**

These by-laws may be repealed or amended by a majority vote at any meeting of the Alumni Council, with fourteen days' written notice. With the notice calling such a meeting, there shall be enclosed a copy of the proposed repeal or amendment. Notice of an opportunity to comment on any approval, repeal or amendment shall be provided to the membership at the subsequent AGM.

### **Confidentiality**

Chapter Presidents and Alumni Council members will be required to sign a confidentiality agreement. Volunteers are responsible for maintaining the confidentiality of all information they are exposed to while serving as a volunteer, whether this information involves a staff person, volunteer, customer, student, donor or alumnus or involves the overall business of the StFX Alumni Association and StFX Alumni Affairs. Breach of confidentiality will be cause for termination of the volunteer assignment.

### **Email distribution**

The Alumni Association generally does not approve requests for bulk email distributions for non-alumni events. There are few exceptions, subject to the approval of the Director of Alumni Affairs in consultation with the President. Candidates for possible exception to this policy should be forwarded to Alumni Affairs for consideration.

### **Event sponsorships**

The StFX Alumni Association does not provide sponsorship for non-alumni events. In some cases the Association and/or Alumni Affairs will support a non-alumni event (in particular those with alumni connections and for charitable causes) with a gift donation.



**TITLE:** Financial & Risk Management  
**BYLAW NUMBER:** 11  
**DATE APPROVED:** December 8, 2021  
**REVISIONS & DATE:**

## 1. Fiscal Year

The Fiscal year of the Association shall be April 1 to March 31 each year.

## 2. Annual Operating Budget

- 2.1. On an annual basis, the Treasurer shall oversee the development of an annual operating budget for the Association that shall plan for and identify all expected revenue sources and their amounts, and all expected expenses and their amounts.
- 2.2. In consultation with the Director of Alumni Affairs, the Treasurer shall monitor revenues and expenses throughout the fiscal year and maintain a budget-to-actual report to be shared with Alumni Council at least twice each year.
- 2.3. The Association's operating budget shall be subject to Council approval and sought prior to March 31 each year.

## 3. Multi-Year Expenses

Alumni Council shall approve all expenses that commit the Association beyond a single fiscal year by a separate resolution from the operating budget, which identifies the recipient, reason for the expenditure, total amount, and the subject fiscal years including the amount in each fiscal year.

## 4. Signing Officers

The Association shall have four signing officers: the President, Vice-President, Treasurer and Director of Alumni Affairs. Two signatures are required for any transaction, one of whom must be either the President or Director of Alumni Affairs.

## 5. Insurance Coverage

Alumni Council shall ensure the Association maintains adequate insurance that, at a minimum, covers appropriate and foreseeable activities of the association, including Board of Directors general liability insurance. The Treasurer shall report to the Council on an annual basis the parameters of coverage, any notable changes in coverage and that the Association's premiums have been paid.

## 6. Records Management

The Association shall adopt the Records Management Policies of the University. The Alumni Office is designated by the Council as the official agent responsible for the proper creation, management, and destruction of files. All files created (final and drafts) by any Officer or member of Council in the discharge of their duties shall be shared with the Director of Alumni Affairs or their designate at their earliest opportunity.



A file sharing system shall be established and managed by the Alumni Office for the purpose of sharing Association records and meeting materials. All Councillors shall have access to this file sharing system.



**TITLE:** Conflict of Interest  
**BYLAW NUMBER:** 12  
**DATE APPROVED:** December 8, 2021  
**REVISIONS & DATE:**

**Definition:**

- 1) A Conflict of Interest (“Conflict”) arises when a Councillor or their immediate Relative or business, stands to gain a financial benefit from any decision taken by the Council or has another interest that impairs, or could be seen to impair, their independence or objectivity in discharging their duties to the Association.
- 2) “Relative” means parent, sibling, life-partner, or child.

**Disclosing a Conflict:**

- 3) It is the responsibility of the individual in Conflict to disclose the particulars of the Conflict to the meeting chair as soon as they become aware of the Conflict, and always before any decision involving the potential Conflict is taken.
- 4) A Councillor may disclose a Conflict by:
  - a. noting a point of order to the Chair and stating the specifics of the Conflict so they may be recorded in the minutes, or,
  - b. providing it in writing to the Chair in advance of the meeting, and the Chair will then note the Conflict to be recorded in the minutes.
- 5) Once disclosed, the Councillor shall not discuss or vote on the issue related thereto.

**Failure to Disclose a Conflict:**

- 6) If a Councillor fails to disclose a Conflict, it shall be investigated by the Nomination & Governance Committee.
- 7) When a matter involving a Conflict is referred to the Committee, it may seek information from the Councillor during its investigation. All findings of the investigation shall be presented to Alumni Council, which shall determine if a Conflict exists.
  - a. The individual who is subject to this investigation shall not be present during the discussion or vote on the matter and must not attempt to influence improperly the deliberation or vote.
- 8) If the Council determines a Conflict exists and was not declared, the Councillor has been deemed to violate the Code of Conduct and progressive discipline may be applied. Application of discipline shall also be determined by the Council.