

CONSTITUTION of the ASSOCIATED ALUMNI

Article 1: Name

1:01

- a) The name of the Association is the Associated Alumni, Dalhousie School of Information Management;
- b) The Associated Alumni is affiliated with and carries membership in the Dalhousie Alumni Association;
- c) The office of the Associated Alumni is in Halifax, Nova Scotia.

Article 2: Objectives

2:01 The objectives of the Associated Alumni are:

- a) to advance the interests of the library profession, particularly education for librarianship;
- b) to promote the best interests of the Dalhousie School of Information Management;
- c) to promote the professional objectives and interests of the individual members of the Associated Alumni.

Article 3: Membership

3:01 It is the desire of the Associated Alumni to be as open as possible to participation in its activities by all persons connected with the educational mission of the School of Information Management. Therefore, membership is available in two categories:

- a) Members who have voting rights and can hold office in the Association;
- b) Associated members who do not have voting rights and can not hold office.

3:02 Any person who has received a Master of Library Services, Master of Library and Information Studies, Master of Information, or a Master in Information Management degree from Dalhousie University is automatically a member of the Associated Alumni with all of the rights of full membership.

3:03 Associate membership shall be granted to:

- a) any person who has been registered for one year or more as a full time student at the Dalhousie School of Information Management and is not in regular attendance as a full time or part-time student of the school;
- b) any person who, in recognition of contributions to the library profession, has received an honorary degree from Dalhousie University;
- c) any person currently employed on the faculty of the Dalhousie School of Information Management;
- d) any other person so designated by a majority vote of the Associated Alumni.

3:04 Annual dues may be fixed from time to time by the Dalhousie Alumni Association's Board of Directors.

Article 4: Executive Officers

4:01 There shall be an executive consisting of the Chair, the Vice-Chair, the Secretary, the Program Committee Convenor, the Past-Chair, and a Member-at-Large.

4.02: Duties of Officers:

a) The Chair shall:

- i) conduct the general business of the Associated Alumni;
- ii) execute the wishes of the membership;
- iii) chair executive and general meetings;
- iv) serve as the Associated Alumni's representative on the School Council.

b) The Vice-Chair shall:

- i) act in the absence of the Chair;
- ii) chair the Nominations Committee;
- iii) be nominated Chair at the Annual General Meeting. It is not mandatory for the Vice Chair to assume the position of Chair following his or her one year term as Vice-chair but they must notify the nominations committee of their decision at least 3 months prior to the AGM.

c) The Secretary shall:

- i) record the proceedings of all general and executive meetings;
- ii) conduct the correspondence of the Associated Alumni;
- iii) coordinate the operation of the DalSIM-GRAD mailing list (listserv) in the absence of the Member-at-Large.

d) The Program Committee Convenor shall:

- i) make arrangements for the Associated Alumni's functions;
- ii) act as a liaison between the Associated Alumni and the Dalhousie School of Information Management Students' Association;
- iii) this person shall be a member of the most recent graduating class.

e) The Past-Chair shall:

- i) act in an advisory capacity to the Associated Alumni's executive;
- ii) assist the Vice-Chair in the work of the Nominations Committee.

f) The Member-at-Large shall:

- i) provide assistance in conducting Associated Alumni affairs;
- ii) coordinate the operation of and member subscriptions for the DalSIM-GRAD mailing list (Listserv);
- iii) maintain contact with Dalhousie's Computer Facilities and Operations, University Computing and Information Services in the event of technical problems with the mailing list.
- iv) whenever possible, be elected or appointed from among the alumni representatives outside the area of Halifax Regional Municipality.

4:03 Apart from those progressing through the positions of Vice-Chair, Chair, Past-Chair, no officer will be eligible for more than two consecutive terms on the Executive

4:04 The executive hold office until the end of the Annual General Meeting following their installation. If a member of the executive is unable to complete his/her term, a successor may be elected or appointed to complete the remainder of the term.

Article 5: Meetings

5:01 The executive must meet at least twice during their term in office.

5:02 A meeting of the executive may be called at any time, by any member of the executive, provided that two days prior notice of the meeting is given.

5:03 Two members of the executive shall constitute a quorum at an executive meeting.

5:04 There shall be an annual general membership meeting of the Association at such place and time as may be determined by the Executive officers. The location and time of the Atlantic Provinces Library Association conference will be given first consideration by the executive for this meeting.

5:05

- i) For the Annual General Meeting the quorum shall be all those DalSIM alumni present.
- ii) Notice of the Meeting will be posted to the Associated Alumni web page and to the DalSIMGRAD mailing list.

5:06 The Chair is responsible for calling any other general meetings on advice from the executive. Notice of the time, place, and purpose of the meeting shall be posted to the Associated Alumni web page and to the DalSIM-GRAD mailing list by the Secretary seven days prior to the date of such a meeting.

5:07 Special meetings may be called by the executive or by general petition containing the names of at least twelve voting Members, to be presented to the Chair at least twenty-four hours before the meeting is to be held. The specified agenda should be circulated and only those items specified therein may be dealt with.

5:08 Associated Alumni have the option of appointing a proxy in writing to vote on their behalf if they are unable to attend the Annual General Meeting AGM in person or any other meeting of the Association aside from Executive meetings.

Article 6: Nomination and Election of Officers

6:01

- a) Any member of the Associated Alumni can nominate any other voting Member for office;
- b) A nominated person must be willing to accept the responsibilities of the office;
- c) Nominations must be submitted to the Vice-Chair at least two months prior to the Annual General Meeting, although late nominations will be accepted by the executive at their discretion.

6:02

- a) Nominations are submitted as a report of the Nominations Committee for approval at the Annual General Meeting;
- b) Once the Nominations Committee report is adopted, the new executive takes office at the end of that Annual General Meeting;
- c) In the event that there is more than one nominee for any position, subject to the exception stated in 6:02 d), the representative will be selected by a majority vote at the Annual General Meeting;
- d) There shall be at least two nominees for the position of Representative on the School's Appointments, Promotion, and Tenure Committee. Nominations will be approved by members during the Annual General Meeting, and the list of nominees will be forwarded to the Appointments, Promotion, and Tenure Committee. The Committee will consider the list of nominees in order to elect one nominee to the Committee.

e) There shall be two nominees for the Petitions and Grievances Committee. Nominations will be approved by members during the Annual General Meeting, and the list of nominees will be forwarded to the Petitions and Grievances Committee. The names of the nominees will be added to the pool of individuals available for service as Committee members. They may be called upon by the Petitions and Grievances Committee as the need arises.

6:03 Any vacancies in executive or committee positions may be filled by the executive for the unexpired period.

Article 7: Constitutional Amendment

7:01 The executive or ten Members of the Associated Alumni may propose amendments to the constitution.

7:02 Proposed amendments must be submitted to the Secretary.

7:03 Notice of the proposed amendments must be posted on the Associated Alumni's web page and to the DalSIM- GRAD mailing list at least one month prior to the date of the Annual General Meeting.

7:04 Amendments to the constitution must be approved by a majority of two-thirds of the votes cast at the Annual General Meeting.

Article 8: Committees

8:01

a) There are three Standing Committees of the Associated Alumni, the Nominations Committee, the Program Committee and the Outstanding Alumni Award Selection Committee. The Nominations Committee is chaired by the Vice-Chair, assisted by the Past-Chair. One other member is chosen for this Committee. The Program Committee Convenor chairs the Program Committee and chooses any number of other members. The Outstanding Alumni Award Selection Committee is Chaired by one of its continuing members, chosen by these members in accordance with the OAA Guidelines.

b) In addition to the Standing Committees, the only committees shall be ad hoc working committees formed in response to specific needs of the membership. The executive is responsible for appointing such committees;

c) The Chair is charged with the responsibility to discontinue any committee which has not functioned during a given year.

8:02 By arrangement with the Dalhousie School of Information Management, there will be alumni representatives on each of the following School committees, to include both the Master of Information (MI) and Master of information Management (MIM), the representatives to be appointed by the procedures outlined in Article 6:02 :

a) MI Admissions Committee -one alumni representative who serves a 2 year term;

b) Appointments, Promotion, and Tenure Committee -nominate at least two candidates each year, from which the Committee selects one alumni representative to serve a 1 year term;

c) MI Curriculum and MIM Committee -two alumni representatives who each serve a 2 year term;

8:03 These representatives/nominees will assume their responsibilities at the beginning of the academic year, and will serve their respective terms as outlined in article 8:02. If a representative/nominee is unable to complete his/her term, a successor may be elected or appointed to complete the remainder of the term.

8:04 No representatives will be eligible to serve consecutive terms on a committee, unless there are no other members willing to serve.

8:05 The conditions and Article 6:01 (b) and 6:03 will apply to these members serving on the Dalhousie School of Information Management Committees.

8:06 These committee representatives will be invited to two meetings of the executive and may attend meetings as outlined in article 5.

8:07 The executive will respect guidelines of the committees and will not ask representatives to report on any confidential matters.

Article 9: Parliamentary authority

9.01 Alice Sturgis' Standard Code for Parliamentary Procedure, in the latest edition, shall govern the Association in all cases to which it can be applied, and in which it is not inconsistent with the Constitution of the Association.

Article 10: Review

10.01 This constitution shall be reviewed at least once every 5 years.

As revised and approved July 31, 2019; housekeeping changes June 19, 2020