

BYLAWS

OF

THE WYCLIFFE COLLEGE ALUMNI/AE ASSOCIATION

ARTICLE ONE: THE NAME

The name of the Association shall be “the Wycliffe College Alumni/ae Association,” hereinafter called “the Association.”

ARTICLE TWO: THE PURPOSES

The purposes of the Association shall be:

- 1) to affirm and promote the Six Principles of Wycliffe College and its evangelical and ecumenical emphasis;
- 2) to unite the alumni/ae in Christian fellowship and to support them in their ministries;
- 3) to assist and encourage the trustees, the principal, the faculty and staff of Wycliffe College in furthering the goals and objectives of the college;
- 4) to work with and receive support from the Development Office.

ARTICLE THREE: MEMBERSHIP

SECTION A: Categories of Membership

There shall be two categories of membership:

- 1) **Graduate Membership.** Those who have been awarded by Wycliffe College, or conjointly with the University of Toronto; a Degree, Licentiate or Diploma shall be considered Graduate Members of the Association.
- 2) **Honorary Membership.** This designation shall be granted to those who support the Principles and Mission of Wycliffe College and who:
 - (a) are, or have been, members of the Faculty of the College or
 - (b) on being nominated by the membership committee and approved by the Executive Committee, have been ratified by majority vote at an Annual General Meeting of the Association.

SECTION B: Membership Dues

- 1) The Executive Committee may set annual dues for the fiscal year from time to time.
- 2) If annual dues have been set for the current fiscal year, eligible members may be reminded in June of the dues for the current year.

ARTICLE FOUR: OFFICERS

SECTION A:

The officers of the Association shall be the President, the Vice-President, the Past-President, the Recording Secretary and the Treasurer. These officers shall perform the duties outlined in Article Five: "Duties of Officers."

SECTION B:

Any member of the Association shall be eligible to hold office.

SECTION C:

The officers shall be elected to serve for a) one year or b) until their successors are elected. Their term of office shall begin at the close of the Annual General Meeting at which they are elected.

SECTION D:

No member shall hold more than one office at a time and, with the exception of section C (b) above applying, the President and Vice President shall not be eligible to serve more than two consecutive terms in their respective offices.

SECTION E:

In the case of a vacancy occurring in an office in mid-term, the Executive Committee shall appoint any member of the Association or of the Executive Committee to fill the office until the next Annual General Meeting of the Association.

ARTICLE FIVE: DUTIES OF OFFICERS

SECTION A:

The President shall:

- 1) preside at the Annual General Meeting of the Association and at all meetings of the Executive Committee; and
- 2) be responsible for the observance of these bylaws; and
- 3) notify all members of the Annual General Meeting and any special meetings, and all members of the Executive Committee of the meetings of that committee, in accordance with the bylaws; and
- 4) have authority to sign cheques on behalf of the Association.

SECTION B:

The Vice-President shall:

- 1) carry out the duties of the President as delegated to him/her either by the President or, in the absence of the President, by the Executive Committee; and
- 2) have authority to sign cheques on behalf of the Association; and
- 3) assist with the organization of an annual conference

SECTION C:

The Recording Secretary shall:

- 1) record and distribute an account of the proceedings of the Annual General Meeting and any special meetings of the Association and all meetings of the Executive Committee; and
- 2) keep on file all committee reports and records; and
- 3) make the minutes and records of the Association available to members upon request.

SECTION D:

The Treasurer shall:

- 1) keep an accurate record of account of all moneys paid to and by the Association;
- 2) pay out, by cheque, and on order of the Executive Committee, any accounts payable by the Association;
- 3) prepare a full financial report in writing to the Annual General Meeting of the Association;
- 4) prepare an interim financial report to the Executive Committee for presentation at regular meetings of that committee;
- 5) collect the annual dues, if any, from members and, in cooperation with the College, issue receipts to the members;
- 6) have authority to transfer money to Wycliffe College for activities designated by the Executive Committee;
- 7) have authority to sign cheques on behalf of the Association;
- 8) at the close of the fiscal year, present the accounts of the Association or review according to Article Eight; and
- 9) within two months of the Association's year end, make available to the person appointed by the Executive Committee to carry out the financial review, the books and records for the fiscal year, in accordance with Article Eight.

ARTICLE SIX: THE EXECUTIVE COMMITTEE

SECTION A:

The Executive Committee shall consist of:

- 1) the officers of the Association as outlined in Article Four, Section A: the President, the Vice-President, the Past-President, the Recording Secretary, the Treasurer; and
- 2) the Corresponding Secretary; and
- 3) the Principal of Wycliffe College; and
- 4) the Director of Development of Wycliffe College; and
- 5) eight members at large elected at the Annual General Meeting,
 - a) at least three of whom reside outside the Diocese of Toronto,
 - b) one of whom represents the Advanced Degree program,
 - c) one of whom represents the Diploma in Lay Ministry program or another program specific to lay ministry.

- 6) The quorum for the Executive Committee is five members of that committee.
- 7) Executive Committee members are expected to attend a majority of meetings throughout the year.

SECTION B:

The Executive Committee shall meet at least quarterly; one meeting shall be held no later than sixty days following the Annual General Meeting of the Association, and another meeting shall be held no later than thirty days before the next Annual General Meeting. Other meetings of the Executive Committee may be called by the President or upon the written request of five members of the Executive Committee.

Except in case of emergency, the President shall provide at least thirty days' notice of meetings of the Executive Committee.

SECTION C:

At any regular or called meeting of the Executive Committee, if both the President and the Vice-President are absent, those members present shall elect a temporary chairperson who shall relinquish the chair upon the appearance of either the President or Vice-President.

SECTION D:

The Corresponding Secretary shall be responsible for coordinating and sharing news of Alumni/ae and corresponding with them as requested.

ARTICLE SEVEN: REGIONAL REPRESENTATIVES

Regional representatives may be appointed by the Executive Committee in consultation with the Development Office in order to further the purposes of the Association. Standing rules may be established for Regional Representatives to reflect practices which would be appropriate to their role.

ARTICLE EIGHT: ANNUAL REVIEW OF ACCOUNTS

SECTION A:

Within two months of the Association's fiscal year end, the Treasurer shall make available to the person appointed by the Executive Committee the books and records for the fiscal year then ended for the purpose of undertaking a review of such accounts.

SECTION B:

Within three months of the Association's year end, the person appointed by the Executive Committee shall complete the review of accounting records as set out in Standing Rule One of the Executive Committee.

ARTICLE NINE: BANKING ARRANGEMENTS

SECTION A:

All moneys paid to the Association shall be promptly placed on deposit by the Treasurer with one or more deposit-taking institutions who are members of the Canada Deposit Insurance Corporation.

SECTION B:

The funds of the Association shall be used in accordance with these bylaws for such purposes as approved by the Executive Committee.

SECTION C:

Cheques shall be signed by two authorized officers, one of whom shall be the President or Vice President as outlined in Article Five of the bylaws.

ARTICLE TEN: MEETINGS

SECTION A:

The Annual General Meeting of the Association shall take place at Wycliffe College, or other suitable location, on a day and at a time decided by the Executive Committee. The President shall provide all eligible members at least sixty (60) days' notice either by E-mail or letter of the Annual General Meeting.

SECTION B:

Special meetings may be called for any purpose by the President or by the Executive Committee and may also be called upon the written request, either by E-mail or letter, of ten (10) members of the Association. The purpose of a special meeting shall be stated in the notice. Except in the cases of emergency, at least thirty (30) days' notice shall be provided for a special meeting, held at the College or some other mutually acceptable location.

SECTION C:

The presence of twenty-five (25) members in good standing at an Annual General Meeting or ten (10) members in good standing at a special meeting shall constitute a quorum.

SECTION D:

At any regular or special meeting of the Association, if neither the President nor the Vice-President is present, the chair shall be taken by the next ranking officer present in the order listed in Article Four, Section A of these bylaws: the President, the Vice-President, the Past-President, the Recording Secretary, the Treasurer. The presiding officer shall relinquish the chair upon the appearance of either the President or the Vice-President.

SECTION E:

Meetings may be held by electronic means in cases where there is simultaneous and instantaneous communication.

ARTICLE ELEVEN: EXECUTIVE SUB-COMMITTEES

SECTION A:

The Executive Committee shall appoint the following committees at its first meeting following the Annual General Meeting.

A.1 Annual Conference

The Vice-President and other appointed members to assist with the organization of an annual conference in conjunction with the Annual General Meeting, Article 10, Section A for the purposes of learning, fellowship and worship. The Executive Committee shall approve a budget for the annual conference.

A.2 Membership Committee

It shall be the duty of this committee to:

- 1) review the current state of membership;
- 2) investigate and report to the Executive Committee on the eligibility of Honorary Members;
- 3) ascertain those members deserving special recognition and honour, and convey this information to the Executive Committee;
- 4) report to the Executive Committee the names of any members who are in particular need of prayer, encouragement, financial or spiritual support;
- 5) fulfill other duties pertaining to membership as may be assigned by the Executive Committee from time to time.

A.3 Nominating Committee

The Nominating Committee shall consist of at least three members, one of whom shall be the President.

It shall be the duty of this committee to work in association with the Membership Committee, and to present a slate of nominations to the next Annual General Meeting of the Association, as follows:

- 1) the Officers of the Association;
- 2) the other members of the Executive Committee eligible for election;
- 3) any names previously approved by the Executive Committee to be considered for Honorary Membership in accordance with Article Three Section A.

At the Annual General Meeting additional nominations from the floor shall be received.

SECTION B: Other Committees

Other committees, standing or special, may be appointed by the President or the Executive Committee as deemed necessary to carry on the work of the Association.

ARTICLE TWELVE: AUTHORITY

Robert's Rules of Order [latest edition] shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE THIRTEEN: AMENDMENT OF BYLAWS

- 1) These bylaws may be amended at any Annual General Meeting of the Association, providing that the amendment has been submitted in writing to the Executive Committee at least ninety days (90) before the meeting. When such an amendment has been submitted, the President shall cause a copy of it to be available to all eligible members at least thirty days before the Annual General Meeting of the Association.
- 2) The Executive Committee has the authority to establish and revise, as required, standing rules that reflect its business practices and procedures.