



**CONSTITUTION OF THE
FACTOR-INWENTASH FACULTY OF SOCIAL WORK
ALUMNI ASSOCIATION
OF THE
UNIVERSITY OF TORONTO**

May 29, 2013

ARTICLE 1 – NAME

The name of the organization shall be the “**Factor-Inwentash Faculty of Social Work Alumni Association of the University of Toronto,**” which shall be referred to in this Constitution as “the Association”.

ARTICLE 2 – PURPOSE

2.1 The purpose of the Association shall be:

2.1.1 to maintain the interest of the alumni in the Faculty of Social Work and to assist the Faculty in achieving its mission;

2.1.2 to meet the professional needs of the alumni for continuing education and for association with others in the profession;

2.1.3 to advance the interests of social work education and to advocate on behalf of the Faculty of Social Work and the profession;

2.1.4 to encourage the enrolment of students with the potential for excellence in social work practice and to support the Graduate Students Association of the Faculty of Social Work in its activities for students;

2.1.5 to strengthen the links of the Faculty of Social Work in the community;

2.1.6 to assist in the governance of the University and the Faculty of Social work;

2.1.7 to assist in raising funds for the Faculty and the University;

2.1.8 to support the aims and objectives of the University of Toronto Alumni Association (UTAA) as established by the Governing Council.



ARTICLE 3 – MEMBERSHIP

The membership of the Association shall include all persons who have received degrees or graduate diplomas from the Factor-Inwentash Faculty of Social Work or its predecessor, the Faculty of Social Work of the University of Toronto.

ARTICLE 4 - BOARD OF THE ASSOCIATION

4.1 The Association shall be governed by a Board of Directors consisting of the elected Executive Officers, appointed Members at Large, appointed Chairs of the Standing and Ad Hoc Committees of the Board, and the ex-officio members.

4.2 All members of the Board except the ex-officio members shall have voting privileges.

4.3 A quorum for Board meetings shall be no fewer than five voting members, who are present in person or by arranged telecommunication.

ARTICLE 5 – EXECUTIVE OFFICERS

The Executive Officers must be members of the Association and, with the exception of the Immediate Past President shall be elected by the members at the Annual Meeting.

5.1 The Executive Officers of the Association shall be:

- a) President
- b) First Vice President
- c) Second Vice President
- d) Treasurer
- e) Secretary
- f) Immediate Past President

5.2 The duties of the Executive Officers shall be:

5.2.1 President

The President shall preside at all meetings of the Association, Executive Committee and Board of Directors. He/She shall be the chief Executive Officer of the Association, and shall represent the Association on the Council of Presidents of the University of Toronto Alumni Association and perform such other duties as may be assigned to him/her by the Board of Directors.



5.2.2 First Vice President

The First Vice President shall preside in the absence of the President and shall perform such other duties as are assigned to him/her by the President and/or Board. S/He shall normally be nominated to succeed the President upon the expiry of her/his term.

5.2.3 Second Vice President

The Second Vice President shall perform such duties as assigned to him/her by the President and/or Board. S/He shall normally be nominated to succeed the First Vice President upon the expiry of her/his term.

5.2.4 Treasurer

The Treasurer shall be the chief fiscal officer of the Association and directly responsible to the Board acting on behalf of the membership.

The Treasurer shall:

5.2.3.1 account for all funds received by the Association and oversee all finance-related functions;

5.2.3.2 present regular statements of revenue and expenditures, as provided by the Faculty, to the Board of Directors for information;

5.2.3.3 pay all legitimate expenses incurred by the Association;

5.2.3.4 no later than the last meeting before the end of each fiscal year, submit to the Board of Directors for approval a budget for submission to the Faculty, detailing anticipated expenditures for the next fiscal year;

5.2.3.5 at the Annual General Meeting of Members, present a written statement of revenues and expenditures for the previous fiscal year, from information provided by the Faculty.

5.2.5 Secretary

The Secretary of the Association shall:

5.2.5.1 supervise the maintenance of the mailing and membership lists of the Association;

5.2.5.2 take minutes of the meetings of the Executive Committee, the Board of Directors and the Annual Meeting and/or ensure that the records of these meetings are kept;

5.2.5.3 perform such other duties as may be assigned to him/her by the Board.

5.2.6 Immediate Past President

The Immediate Past President shall:



5.2.6.1 normally serve as the Chairperson of the Nominating Committee and present the slate of Executive Officers at the Annual Meeting;

5.2.6.2 normally serve as the Association's representative on the College of Alumni Electors of the University;

5.2.6.3 assist the President and perform such duties as may be assigned by him/her.

ARTICLE 6 - APPOINTED MEMBERS OF THE BOARD

6.1 Board Members at Large

6.1.1 The Board shall appoint a minimum of three members of the Association to as Board Members at Large.

6.2 Committee Chairpersons

The Board may appoint Officers, Board Members at Large or other members to serve as Chairpersons of Standing and Ad Hoc Committees. Such Chairpersons who are not Board Members at Large shall be members of the Board with full voting privileges for two years, renewable for a further two years.

ARTICLE 7 - EX-OFFICIO MEMBERS OF THE BOARD

7.1 The Ex-officio Members of the Board shall be:

- (a) The Dean of the Faculty and her/his alternate
- (b) The Faculty Liaison Representative
- (c) The First Year M.S.W., Second Year M.S.W. and Ph.D. Student Representatives.

7.2. Ex-officio members do not have voting privileges.

ARTICLE 8 - ELECTION OF OFFICERS

8.1 Term of Office

8.1.1 Executive Officers shall be elected for a two-year terms, and shall hold the same office for no more than two consecutive terms

8.1.2 In the event that an elected Officer of the Association resigns or is otherwise unable to perform her/his duties, the Board may appoint a member of the Association to serve for the remainder of his/her term.



8.2 Nominating Committee

8.2.1 The Chairperson of the Nominating Committee shall be the Immediate Past-President of the Association or if unavailable, a member appointed by the Board.

8.2.2 Members of the Nominating Committee may not be nominated for any elected position of the Association while serving on the Committee.

8.3. Nominations and Elections

8.3.1 All members of the Association shall be eligible to be nominated for any vacant Office of the Association.

8.3.2 A call for nominations shall be sent to the members of the Association by post or electronic mail at least sixty days prior to the Annual Meeting.

8.3.3 Members of Nominating Committee or any member of the Association may nominate members for vacant elected positions, with the consent of the nominee.

8.3.4 Additional nominations shall be accepted from the floor at the Annual Meeting with the verbal or written consent of the nominee.

8.3.5 Elections of Officers shall be held as required at the Annual Meeting of the Association.

ARTICLE 9 – COMMITTEES

9.1 Standing Committees

9.1.1 The Board shall establish such Standing Committees as they deem it advisable.

9.1.2 Each of the Standing Committees shall consist of a Chairperson, who shall be a member of the Association, and as many additional members as the Chairperson deems appropriate.

9.1.3 The Chairperson of each Committee shall be appointed by the Board. The Chairperson may appoint other members, who may not necessarily be members of the Association.

9.2 Ad Hoc Committees

9.2.1 Ad Hoc Committees may be appointed by the Board as they deem advisable, for



an initial term of one year.

9.2.2 The activities of each Ad Hoc Committee shall be reviewed annually by the Board, who shall make a decision as to its continuation or otherwise.

ARTICLE 10 – MEETINGS

10.1 The Executive Officers shall meet at the call of the President.

10.2 The Board shall meet at least six times during the fiscal year.

10.3 The Annual Meeting shall normally be held within two months after the end of the fiscal year. A quorum shall be a no fewer than twenty-one members.

ARTICLE 11 – FINANCES

11.1 The fiscal year of the Association shall be from May 1 to April 30.

11.2 The signing officers of the Association shall be the Treasurer, the President, the First Vice-President and the Secretary. The signatures of two officers shall be required on all financial documents.

11.3 There shall be no requirement for the payment of any membership dues or fees

ARTICLE 12 - AMENDMENTS TO THE CONSTITUTION

12.1 The Board or a minimum of five members of the Association may propose amendments to the Constitution. Proposed amendments shall be submitted to the President not less than sixty days prior to the Annual Meeting.

12.2 The Board shall present all proposed amendments, which are not contrary to the UTAA Constitution, to the members of the Association at the Annual Meeting or at a special general meeting called for that purpose.

12.3 Proposed amendments to the Constitution shall be sent to the members of the Association by post or electronic mail, at least thirty days prior to the meeting at which they are to be presented to the members.

12.4 Amendments to the Constitution shall require a two-thirds majority of no fewer than twenty-one members.

12.5 Amendments shall take effect at the time they are passed or at the time provided in the amendment.