



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

July 15, 2020

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 VISION AND MISSION

- 2.1** The Vision of the Association is a social work community where all members of the Association are engaged, informed, and connected.
- 2.2** The Mission of the Association is to build an inclusive alumni community through meaningful initiatives while facilitating professional and personal growth.

ARTICLE 3 PURPOSE

- 3.1** The purpose of the Association shall be:
 - 3.1.1** to maintain and enhance the interest of the alumni of the Factor-Inwentash Faculty of Social Work (“the Faculty”) and to assist the Faculty in achieving its mission;
 - 3.1.2** to meet the professional needs of the alumni for continuing education and for association with others in social work professions;
 - 3.1.3** to advance the interests of social work education and to advocate on behalf of the Faculty and social work professions;
 - 3.1.4** to encourage the enrolment of students with the potential for excellence in social work practice and to support the Faculty’s Graduate Students’ Association in its activities;
 - 3.1.5** to strengthen the links between the Faculty and the broader community;
 - 3.1.6** to assist in the governance of the University and the Faculty;
 - 3.1.7** to assist in raising funds for the Faculty and the University;
 - 3.1.8** to support the aims and objectives of the University of Toronto Alumni Association (UTAA) as established by the Governing Council.

ARTICLE 4 MEMBERS

Members 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.

4.1 Members' Rights

All members shall be entitled to receive notice of, attend, speak and vote at all Meetings of the Association.

ARTICLE 5 BOARD OF THE ASSOCIATION

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

5.2 Term of Office

5.2.1 The term of office for elected and appointed members of the Board shall be two years, expiring at the second Annual General Meeting following election or appointment. If no successor is elected or appointed, the term of office expires when a successor is elected or appointed.

5.2.2 Elected and appointed members of the Board are eligible to be re-elected or re-appointed for two full consecutive terms.

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

5.4 Executive Officers

5.4.1 The Executive Officers of the Board shall be:

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

5.4.2 The duties of the Executive Officers shall be:

5.4.2.1 President.

The President shall:

5.4.2.1.1 be the Chief Executive Officer of the Association;

5.4.2.1.2 preside at all meetings of the Association, Executive Committee and Board;

5.4.2.1.3 represent the Association on the Council of Presidents of the University of Toronto Alumni Association;

5.4.2.1.4 support each and all Committees to develop a Terms of Reference for their operations;



5.4.2.1.5 perform such other duties as may be assigned to them by the Board.

5.4.2.2 First Vice-President

The First Vice-President shall:

5.4.2.2.1 preside in the absence of the President.

5.4.2.2.2 perform such other duties as are assigned to them by the President and/or Board.

5.4.2.2.3 normally be nominated to succeed the President upon the expiry of their term.

5.4.2.2 Second Vice-President

The Second Vice-President shall perform such duties as assigned to them by the President and/or Board. They shall normally be nominated to succeed the First Vice-President upon the expiry of their term.

5.4.2.4 Treasurer

The Treasurer shall:

5.4.2.4.1 be the chief fiscal officer of the Association and be directly responsible to the Board acting on behalf of the membership;

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

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

5.4.2.4.4 pay all authorized expenses incurred by the Association;

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

5.4.2.4.6 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.

5.4.2.5 Secretary

The Secretary shall:

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

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

5.4.2.5.3 perform such other duties as may be assigned to them by the Board.



5.4.2.6 Immediate Past-President

The Immediate Past-President shall:

- 5.4.2.6.1** normally serve as the Chairperson of the Nominating Committee and present the slate of Board Members at the Annual General Meeting;
- 5.4.2.6.2** normally serve as the Association's representative on the College of Alumni Electors of the University;
- 5.4.2.6.3** assist the President and perform such duties as may be assigned by them.

ARTICLE 6 ELECTION OF MEMBERS-AT-LARGE

The Association may elect up to three members of the Association as Board Members-at-Large at the Annual General Meeting.

ARTICLE 7 MEMBERS OF THE BOARD

7.1 Board Members-at-Large

- 7.1.1** The Board may appoint up to three members of the Association as Board Members-at-Large in addition to elected Members-at-Large.

7.2 Committee Chairpersons

The Board may appoint Officers, Board Members-at-Large or other members of the Association 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.

- 7.3** Each member of the Board shall also be a member of at least one Committee of their choosing.

ARTICLE 8 EX-OFFICIO MEMBERS OF THE BOARD

- 8.1** The Ex-officio members of the Board shall be:

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

- 8.2** Ex-officio members of the Board do not have voting privileges.

ARTICLE 9 ELECTION OF OFFICERS

9.1 Term of Office

- 9.1.1** Executive Officers shall be elected for a two-year term and shall hold the same office for no more than two consecutive terms.



9.1.2 In the event that an elected Officer of the Board resigns, or is otherwise unable to perform their duties, the Board may nominate a member of the Association to serve for the remainder of their term. This nomination shall be ratified by a vote of the Board.

9.1.3 All other positions elected or appointed shall serve under the same term conditions as Executive Officers.

9.2 Nominating Committee

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

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

9.3 Executive Committee

9.3.1 The Executive Committee shall include, but not be restricted to, the following:

- (a) President;
- (b) First Vice-President;
- (c) Second Vice-President;
- (d) Secretary;
- (e) Treasurer;
- (f) Immediate Past-President (Nominations Committee Chair/Board of Electors rep would be on the Executive Committee if positions not filled by Immediate Past-President);
- (g) Dean of the Faculty;
- (h) Communication Chair;
- (i) Outreach and Engagement Chair.

9.4 Nominations and Elections

9.4.1 All members of the Association shall be eligible to be nominated for

- (a) any vacant Office of the Board;
- (b) any vacant Member-at-Large position.

9.4.2 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 General Meeting.

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

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

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



ARTICLE 10 COMMITTEES

10.1 Standing Committees

- 10.1.1** The Board shall establish such Standing Committees as it deems it advisable.
- 10.1.2** 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.
- 10.1.3** The Chairperson of each Committee shall be nominated by the Board and ratified by a vote of the Board. The Chairperson may appoint other members, who may not necessarily be members of the Association based on the needs of the Committee.

10.2 Ad Hoc Committees

- 10.2.1** Ad Hoc Committees may be established by the Board as it deems advisable, for an initial term of one year.
- 10.2.2** The activities and Terms of Reference of each Ad Hoc Committee shall be reviewed annually by the Board, who shall make a decision as to its continuation or otherwise.

ARTICLE 11 MEETINGS OF THE BOARD

11.1 Executive Officer Meetings

- 11.1.1** The Executive Officers shall meet at the call of the President.
- 11.1.2** The Executive Officers shall meet in advance of each Board meeting.

11.2 Board Meetings

- 11.2.1** The Board shall meet at least six times during the fiscal year.
- 11.2.2** Meetings of the Board may be called by the President or President-Elect, the Secretary or on the direction in writing of two members of the Board and shall be held in the place specified in the notice.
- 11.2.3** Notice of the time, date, place, and the nature of the business to be conducted at the Board Meeting shall be given to each member of Board at least seven days before the meeting is to take place.
- 11.2.4** A quorum for Board meetings shall be no fewer than five voting members, who are present in person or by arranged telecommunication.
- 11.2.5** Members of the Board are expected to attend all Board Meetings.
- 11.2.6** Members of the Board may attend Board Meetings either in person or by teleconference.



- 11.2.7** Members of the Board who are absent from three consecutive Board Meetings may be subject to removal from their position by the Board.

ARTICLE 12 MEETINGS OF THE MEMBERS

- 12.1** A quorum for Annual General Meetings and Special Meetings shall be no fewer than eleven members.

12.2 Annual General Meetings

- 12.2.1** The Annual General Meeting shall normally be held within two months after the end of the fiscal year.
- 12.2.2** The place, time and date of the Annual General Meeting shall be determined by the Board.
- 12.2.3** If a quorum is not present at the start of an Annual General Meeting, the members present may adjourn the Meeting and set a time and date for a new Meeting.

12.3 Special Meetings

- 12.3.1** The Board may, at any time, call a Special Meeting of the Association for the transaction of any business specified in the notice calling the meeting. A Special Meeting may be held separately or together with an Annual General Meeting.
- 12.3.2** The Board shall call a Special Meeting on the written request of no fewer than eleven members of the Association.

12.4 Voting

- 12.4.1** Each member of the Association shall have one vote on each question raised during a meeting.
- 12.4.2** Voting shall take place by a show of hands unless a ballot is required by the chair or requested by any member of the Association.
- 12.4.3** Each member of the Association may, by means of a proxy, appoint a person to attend a Meeting and act on the member's behalf. The proxy shall be in writing and be presented to the secretary of the meeting before a vote.
- 12.4.4** Voting on Board matters may be held by email on the agreement of a majority of the Board members.

ARTICLE 13 FINANCES

- 13.1** The fiscal year of the Association shall be from May 1 to April 30.
- 13.2** 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.
- 13.3** There shall be no requirement for the payment of any membership dues or fees.



ARTICLE 14 AMENDMENTS TO THE CONSTITUTION

- 14.1** 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 General Meeting.
- 14.2** The Board shall present all proposed amendments, which are not contrary to the UTAA Constitution, to the members of the Association at the Annual General Meeting or at a special general meeting called for that purpose.
- 14.3** 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.
- 14.4** Amendments to the Constitution shall require a two-thirds majority of no fewer than eleven members.
- 14.5** Amendments shall take effect at the time they are passed or at the time provided in the amendment.