



AVONDALE COLLEGE ALUMNI ASSOCIATION

CONSTITUTION

(voted 31/7/07)

Name

The name of the organization shall be Avondale College Alumni Association (the Association).

Purpose

The purpose of the Association shall be to maintain and encourage contact among members, to foster and encourage interest in Avondale College (the College) and to work for the development and strengthening of Christian education at the College.

Membership

All past students, present and past staff members of the College, present and past Council members and other such persons as recommended by the College administration are entitled to be and are deemed to be members of the Association. No formal application is needed to become a member of the Association.

Fees

No fees shall be charged with relation to membership in the Association.

Officers

The officers of the Association shall be:

President - elected annually by members of the Association at the Annual General Meeting.

Secretary/Treasurer - Appointed by the Avondale College President.

Responsibilities of the Officers

President

The Association President shall chair all Association meetings. If the President is absent, the Secretary/Treasurer shall chair meetings. The College President or designee will chair the Annual General Meeting (AGM).

Secretary/Treasurer

The Secretary/Treasurer shall:

- Maintain a database of Association members;
- Liaise between the College and the Association;

- Keep minutes of all Association meetings, assisted by a recording secretary nominated by the Avondale College President;
- Maintain accurate financial records of the income, expenditure and assets of the Association and donations by alumni to the College or the Association; and reconcile these records each month with the accounts of the Association prepared by Avondale's Office of Financial and Business Services;
- Acknowledge, receipt and deposit in the Avondale Office of Financial and Business Services all donations to the Heritage Walk Trust Fund;
- Regularly inform donors of the use of their donated funds.

Association Committee

The Association Committee shall comprise:

The President of the Association (*ex officio*)

The Secretary/Treasurer of the Association (*ex officio*)

The Director of Advancement of Avondale College (*ex officio*) - *if not appointed as Secretary/Treasurer*

The Public Relations Officer of Avondale College (*ex officio*)

At least five other committee members elected annually by the members of the Association at the AGM.

The committee shall meet at monthly intervals or as otherwise agreed by the Committee with a minimum of six meetings per year. Five Committee members present at a Committee meeting shall constitute a quorum.

Responsibilities

The Committee shall:

1. Be responsible for conducting the affairs of the Association in the period between each AGM.
2. Facilitate and maintain contact among the Avondale alumni.
3. Foster interest in and support of the College by its alumni.
4. Encourage alumni to work for the development and strengthening of Christian education at Avondale, fostering in alumni a spirit of philanthropy and service to the College.
5. Coordinate the planning and organization of the annual Homecoming weekend. This function shall be delegated to the Homecoming Committee, which shall be appointed annually by the Alumni Association Committee, to which it shall be responsible. The Alumni Association Committee in consultation with the College President shall designate annually the persons to function as Chairperson and as Secretary/Treasurer of the Homecoming Committee. The College Advancement Officer shall be an *ex officio* member of the Homecoming Committee.
6. Plan and organize the Annual General Meeting and luncheon held on the Homecoming weekend.
7. Nominate recipients for the annual Outstanding Alumni Award and Young Alumni Award.
8. Promote and maintain the Alumni Heritage Walk.
9. Invite alumni to provide financial support to Avondale.

10. Initiate other functions / events that support the College eg. organize volunteers to assist on campus (painting, gardening etc); conduct tours on campus for alumni and visiting groups.

Term of Office

The term of office of the officers and the committee members is one year from AGM to AGM. Retiring Committee members shall be eligible for re-election each year.

Resignation of Officers or Committee Members

If resignation of officers or Committee members is received in the period between AGMs, the Committee shall have the authority to appoint new personnel to the vacant position/s.

Annual General Meeting

An AGM shall be conducted each year at an appropriate time such as the Annual Homecoming.

The AGM shall be advertised in RECORD, REFLECTIONS and / or in a newsletter to be received at least 21 days before an AGM.

The AGM shall:

- Elect the President of the Association for the next year.

- Elect at least five Alumni Association Committee members for the next year.

- Hear reports on the Association and the College.

- Conduct such business as is brought to the AGM.

Four Committee members (including officers) and five other Association members present at an AGM shall constitute a quorum.

Special Meetings

The Committee as required shall call Special Meetings of the Association. A Special Meeting shall be advertised in *Record, Reflections*, in a newsletter or by email, sent at least 21 days before a Special Meeting. Four Committee members (including officers) and five other Association members present at a Special Meeting shall constitute a quorum.

Finance

Finance to operate the Association shall be provided by the College as part of the Advancement budget. All Heritage Walk Trust Funds shall be held in trust by the College. Avondale's Office of Financial and Business Services will maintain a separate cost centre for other Association funds and will send to the Secretary/Treasurer of the Association a monthly operating report for the Association and a copy of the Heritage Walk Trust Fund accounts.

Fundraising by the Association

The Association shall, as it deems appropriate, conduct projects to raise funds to assist the College, students and/or staff. The Secretary/Treasurer shall acknowledge, receipt and deposit in the College Office of Financial and Business Services all donations to the College by alumni, and regularly inform donors of the use of their donated funds.

Publications

The official alumni magazine *Reflections* shall be funded and published at least twice a year by the College. The Advancement office will edit and publish the magazine.

Amendments to the Constitution

Amendments of the Constitution shall require a two-thirds majority of the Association members present at an AGM or Special Meeting. Members shall be advised of proposed amendments in a newsletter or in *Reflections* or by email. Notification shall be sent to Association members at least 21 days before the meeting.

Parliamentary Procedure

Unless specified in this document, the usual rules of Parliamentary Procedure will be followed for all meetings of the Association and its committees.

The above Constitution was last revised at the Annual General Meeting on 24/08/07.