



MOUNT ROYAL UNIVERSITY ALUMNI ASSOCIATION CHARTER

1. The Mount Royal University Alumni Association

The Mount Royal University Alumni Association (the **Association**) is an unincorporated association recognized by Mount Royal University (the **University**) as the “alumni association” of the University for the purposes of the *Post-Secondary Learning Act* (Alberta).

2. Association Mandate

The mandate of the Association is to promote engagement between alumni and the University, and within the alumni community, for purposes of providing reciprocal benefits to alumni and the University.

In addition, the Association, represented by the Alumni Council (the **Council**), will

- a) Work with the University to develop the Guidelines to the Mount Royal University Alumni Association-Mount Royal University Relationship (the **Relationship Guidelines**) to bring forward to the Council and University for approval; and
- b) Develop the Alumni Association Terms of Reference (the **TOR**); and
- c) Bi-annually review the Relationship Guidelines to ensure it affords the conditions for the Association and University to fulfill its alumni mandate and its strategic priorities; and to recommend changes to the Council, if required, to be approved by both the Council and the University.
- d) Bi-annually review the TOR to ensure it affords the conditions for the Association to fulfill its mandate and to recommend changes to the Council, if required, to be approved by the Council.

3. Association Membership

- a) The following individuals are members of the Association:
 - i) all graduates of Mount Royal University, and its predecessors, as determined by the University, and
 - ii) other members as determined by the University and outlined in the Relationship Guidelines.
- b) Register of Members

Members' names and contact information shall be maintained in a register under the direction of the University and shall be used by the Association only for Association purposes.

c) **Removal from Membership**

A member may request

- i) they be unsubscribed from some or all communications from the Association; or
 - ii) they be removed from the membership of the Association,
- by submitting a written request to the Mount Royal University Office of Alumni Relations, or the department designated by the University as responsible for managing the relationship with the Association.

d) **Reinstatement of Membership**

A member may request

- i) they re-subscribe to some or all communications from the Association; or
 - ii) they be reinstated into the membership of the Association,
- by submitting a written request to the Mount Royal University Office of Alumni Relations, or the department designated by the University as responsible for managing the relationship with the Association.

4. Mount Royal Alumni Association Officers

The Association shall have a President and a Vice-President.

5. Selection of Association Officers

Officers of the Association shall be selected in the following manner:

- a) The President shall be appointed by the University, upon recommendation of the Alumni Council;
- b) The Vice-President shall be appointed by the University, upon recommendation of the Alumni Council;
- c) In each instance, should the University have a material objection to the recommendation of the Alumni Council, the Nominating and Appointments Committee will be tasked with recommending an alternate candidate.

6. Officer Terms

Each of the President and the Vice-President shall be appointed for a term of up to three years, which may be renewed for an additional term of up to three years. The President and Vice-President shall be appointed with staggered terms to prevent the concurrent expiry of their terms. The Vice-President shall not automatically be appointed as President upon the expiry of the President's term.

7. Roles of Association Officers

The President shall fulfill the following roles:

- a) Council Chair;
- b) spokesperson for the Association; and
- c) liaison between the Association and the University's President, University's Vice-President, Advancement and Director, Alumni Relations, and any other university roles, as appropriate.
- d) The President shall have those duties and responsibilities that are typical in the roles set out above, and such additional duties and responsibilities as are assigned by the Council.
- e) Additional responsibilities may be requested by the University.

The Vice-President shall carry out any or all of the President's roles and responsibilities at the request of the President or in the event that the President is absent or unable to carry out their responsibilities, and shall have those additional powers and duties assigned by the President.

8. Removal of Association Officer

An Officer of the Association may be removed from office, upon recommendation by the University to the Council, for

- a) Failure to fulfill the responsibilities of the office, including participation on a Council committee
- b) Failure to abide by the Alumni Volunteer Agreement, or
- a) Failure to abide by or a material breach of University policies.

9. Mount Royal University Alumni Council

The Association shall be overseen, managed and operated by an Alumni Council whose purpose and responsibilities are to:

- a) lead the Association;
- b) act as the official representative of the Association;
- c) foster an active alumni community to increase alumni engagement with the University;
- d) advise and support the University in the development and execution of the University's alumni engagement activities; and
- e) represent alumni interests in its alumni engagement activities and other matters of the University of material interest to alumni.

10. Mount Royal University Alumni Council Composition

- a) The Council is composed of the following members:
 - i) The President of the Association, who shall act as the Council Chair;
 - ii) The Vice-President of the Association;
 - iii) Nine members drawn from the membership of the Association; and
 - iv) the head of the alumni department, or designated official, of the University (ex-officio, non-voting).

At the Council's discretion, and to meet emerging needs of the Council, additional members may be added to the Council in accordance with its bylaws.

b) Ineligible Association Members

Excepting those individuals who hold their position in accordance with 10 a), members of the Alumni Association who are staff within, or contracted to, the University, or who are staff within or contracted to another university's department responsible for advancement activities are ineligible to serve on the Alumni Council.

c) The Council has two standing committees:

i) Nominating and Appointments Committee

ii) Governance Committee

To support its work, the Council may, by resolution, establish additional standing or *ad-hoc* committees with such responsibilities, authorities, membership and operational rules as it considers appropriate. The Council may also, by resolution, dissolve any such committee.

11. Responsibilities of the Alumni Council

As part of its responsibilities, the Council shall:

a) Deliberate, articulate, and support the ongoing strategic priorities of the Mount Royal Alumni Association;

b) Through its Nominating and Appointments Committee, and in collaboration with Mount Royal University, develop a transparent process to fulfill the its statutory responsibilities under the *Post-Secondary Learning Act*:

i) Nominate two individuals to the Minister designated responsible for advanced education by the Alberta Government for appointment to the University's Board of Governors;

ii) Appoint three members of the Association to any committee established by the University under section 7 of the *Post-Secondary Learning Act* for the selection of a University Chancellor.

c) Develop and implement a transparent process to select an individual to be put forward as candidate for the position of President of the Association and to select an individual to be put forward as candidate for the position of Vice-President.

d) Through its Nominating and Appointments Committee and in collaboration with the University, develop and implement a transparent process to appoint alumni to the Mount Royal Alumni Council, and to the various positions specified by the University as requiring alumni representation;

e) In collaboration with the University, develop, implement and maintain a transparent process for the nomination, review and selection of individuals for the Alumni Association's annual alumni awards;

f) Carry out other objectives as agreed upon from time to time by the University and the Council; and

- g) From time to time, make requests to the University's designated head of alumni operations for funding from the University to meet the shared objectives of the University and the Council.

12. Responsibilities of Council Members

Individual council members shall:

- a) Act in the best interest of the Mount Royal Alumni Association;
- b) Comply with the Alumni Volunteer Agreement and other applicable policies;
- c) Participate in orientation and ongoing education regarding role and responsibilities of the Council, the Council's strategic priorities, and individual responsibilities; and
- d) Diligently engage in Council and committee work to help the Council fulfill its mandate and strategic priorities.

13. Request to Remove Council Members

The University may request the removal of a Council Member for

- b) Failure to fulfill the responsibilities of the office;
- c) Failure to abide by the Alumni Volunteer Agreement, or
- d) Failure to abide by or a material breach of University policies.

14. Alumni Groups

Members of the Alumni Association can choose to form groups for the purposes of personal and professional enrichment in accordance with the criteria and procedures set out by the Office of Alumni Relations. By way of due process, the Office of Alumni Relations can withdraw recognition of an alumni group upon the advice of the Alumni Council.

15. Review and Termination

This Charter shall remain in effect until such time as either party fails to operate under the terms of the Association Charter, or until such time as the University dissolves the Charter.

Notwithstanding the above, the University and Association recognize the importance of ensuring the relationship continues to build alumni engagement and extend the University and Association's strategic objective. To support a successful operating relationship, and to ensure alignment throughout the Association's activities, this charter will be reviewed every five years by joint representation of the University and the Association.