

Alumni Network Board of Directors of the Ontario Student Trustees' Association

Policy Manual

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# Alumni Network Board of Directors of the Ontario Student Trustees' Association

Governance Policy Title: Decisions

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1. The Board at all times will act with unity. Outside of their established roles and responsibilities Directors will only undertake initiatives on behalf of the Board with consent of the Board. The Board at all time will move forward based upon its' collective wisdom: expressed through resolution.
2. All decisions made by the Board shall be made at a meeting by means of resolution, and minuted as such.
3. The Board will encourage amongst itself to carry or defeat resolutions by means of consensus.
4. When the Board is unable to meet a resolution may be passed by the following means, the Board should uses these means with restraint.
  - 4.1. A resolution in writing signed by all of the Directors entitled to vote on that resolution at a meeting of the Board is as valid as if it had been passed at a meeting of the Board.
    - 4.1.1. This resolution will be kept in the same manner as any set of Board minutes
  - 4.2. A resolution that is called to question via email by the Chairperson and carried by majority vote of Directors entitled to vote on that resolution at a meeting of the Board is as valid as if it had been passed at a meeting of the Board.
    - 4.2.1. Should the Chairperson call a resolution to question via email a closing date and time for that vote must be outlined in the same email
      - 4.2.1.1. The closing date and time must be no less that three from the date that the email was sent
    - 4.2.2. The resolution must be voted on by no less that 50% plus one of voting members lest the resolution be considered defeated
      - 4.2.2.1. Each Director will submit their vote in an email to the entire Board
    - 4.2.3. The Chairperson will declare via email to all the Board within 24 hours of the closing date and time if the resolution has carried or been defeated
    - 4.2.4. This resolution will be documented by a letter from the Chairperson without proof of the number or proportion of votes recorded in favour or against such resolution; and kept in the same manner as any set of Board minutes
    - 4.2.5. Any Director Wishing to question the results must do so within seven days of the closing date, and an addition will be made to the next meetings agenda.

Approved 03/09

# Alumni Network Board of Directors of the Ontario Student Trustees' Association

Governance Policy Title: Meetings

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1. All meetings shall be conducted and documented according to Robert's Rules of Order
2. Organizational Meetings
  - 2.1. The first meeting of a Board's two year term will be an organizational meeting.
  - 2.2. Organizational meetings of the Board of Directors may be held in person, via teleconference or video conference
    - 2.2.1. In person meetings will be held within the province of Ontario
  - 2.3. The Board shall be convened and chaired by the ex-Officio
  - 2.4. Minutes will be taken by the ex-Officio
  - 2.5. Quorum will be 75%
  - 2.6. Every effort will be made for 100% attendance
3. Regular Meetings
  - 3.1. Regular meetings of the Board of Directors may be held in person, via teleconference or video conference
    - 3.1.1. In person meetings will be held within the province of Ontario
  - 3.2. The Board shall be convened by the Chairperson at least once a month
4. Special Meetings
  - 4.1. Special meetings of the Board of Directors may be held in person, via teleconference or video conference
    - 4.1.1. In person meetings will be held within the province of Ontario
  - 4.2. The Board shall be convened by the Chairperson; or upon the written request of three Directors, the Secretary shall convene the Board
    - 4.2.1. Request will be submitted to the Secretary by regular mail, facsimile, or email
    - 4.2.2. A special meeting must be convened within four days of receiving the final request
  - 4.3. If quorum cannot be achieved within four days of receiving the requests. The requesting Directors may choose by majority to extend the four day deadline or postpone the topic(s) until the next scheduled meeting
5. Notice
  - 5.1. Directors will be given notice of an organizational meeting no less than 14 days prior to that meeting
  - 5.2. Directors will be given notice of a regular meeting no less than seven days prior to that meeting
  - 5.3. Directors will be given notice of a special meeting as soon as a time and place can be determined by the Secretary
6. Agenda
  - 6.1. The agenda for an organizational meeting will be set by the ex-Officio
  - 6.2. The agenda for regular and special meetings will be set by the Secretary, and approved by the Board at the beginning of each meeting
  - 6.3. The agenda will be distributed along with all appendices three days prior to a scheduled meeting
    - 6.3.1. The agenda of a special meeting will be distributed along with appendices at the same time notice is given
    - 6.3.2. All Directors are encouraged to prepare appendices for reports scheduled to be delivered
  - 6.4. Any Director may add items the agenda by notifying the Secretary no less than four days before the scheduled meeting
    - 6.4.1. For any items requiring an appendix, the Secretary must receive that appendix no less than four days prior to the scheduled meeting.
7. Attendance
  - 7.1. General attendance shall be all members of the Board
  - 7.2. Past Student Trustees may attend meetings upon prior notice to the Chairperson
  - 7.3. Non Board members may speak with consent of the Board

7.4. Other guests may attend at the discretion of a Director, that Director having given prior notice to the Chairperson

8. Voting of Directors

8.1. Each Director is authorized to exercise one vote. Questions arising at any meeting of the Board shall be decided by a majority of votes. In the case of an equality of votes the Chairperson of the meeting shall have a casting vote. Votes shall be taken by open declaration of 'yay' or 'nay'. A declaration by the chairperson that a resolution has been carried and an entry to that effect in the minutes shall be made without proof of the number or proportion of votes recorded in favour or against such resolution.

8.1.1. Any call for a recorded vote will be honoured

9. Minutes

9.1. Minutes of meetings will be distributed to all Board members within 48 hours of adjournment

9.2. All reports presented to the Board will be accepted by resolution and attached as an appendix

Approved 03/09

# Alumni Network Board of Directors of the Ontario Student Trustees' Association

Governance Policy Title: Roles and Responsibilities

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The Board in all matters shall consider a Commissioner of the Alumni Network Board of Directors to be the same as a Director

1. Directors
  - 1.1. Shall link with Alumni
  - 1.2. Shall represent the interests and concerns of all Alumni, not necessarily those specific to the year they represent
  - 1.3. Shall work for the benefit of the Alumni Network and OSTA-AECO as a whole
  - 1.4. Shall demonstrate leadership
  - 1.5. Shall monitor Board performance
  - 1.6. Shall monitor officer's performance
  - 1.7. Shall actively participate in all Board endeavors
  - 1.8. Will carry out other duties as assigned by the Board
2. Chairperson
  - 2.1. Shall be the spokesperson of the Board and Alumni Network
  - 2.2. Shall be the primary liaison of the Board to the Executive Council
  - 2.3. Shall chair all Board meetings
  - 2.4. Shall deal with non-performance of the Board and its members
3. Vice-Chairperson
  - 3.1. Shall assume the role of Chairperson in the cases of absence, vacancy, or refusal to act, until such a time as the Board Chairperson returns or a new Chairperson is elected
  - 3.2. Shall act as parliamentarian and be responsible for interpretation of Board policies
  - 3.3. Shall keep and maintain critical path
4. Treasurer
  - 4.1. Shall generate and monitor budget
  - 4.2. Shall deliver a financial report at each meeting of the Board
  - 4.3. Shall keep and protect all financial documents of the Board
5. Secretary
  - 5.1. Shall prepare and distribute all Board meeting agendas
  - 5.2. Shall prepare and distribute all Board meeting minutes
  - 5.3. Shall keep and protect all Board documents
    - 5.3.1. With the exception of financial documents
  - 5.4. Shall keep and maintain the Alumni Network's contact list

Approved 04/09

# Alumni Network Board of Directors of the Ontario Student Trustees' Association

Governance Policy Title: Finance

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1. The Alumni Network's financial year shall be September 1 to August 31, of the following year.
2. The Board of Directors shall approve a balanced budget prior to September 1
  - 2.1. The budget shall be prepared by a finance committee
    - 2.1.1. The finance committee shall be chaired by the Treasurer and consist of no less than three (3) directors
    - 2.2. The Treasurer will present the budget to the Board no later than August 1
3. The finances of the Alumni Network Board of Directors can only be used for Alumni Network initiatives and operations.
  - 3.1. The Chair and the Treasurer may jointly approve individual expenditures that are less than \$1000 and that are within the budget as approved by the Board of Directors
  - 3.2. All expenditures outside of the budget must be approved by the Board of Directors
  - 3.3. All expenditures greater than \$1000 must be approved by the Board of Directors, even if they are within the budget
  - 3.4. All expenditures must be verified by official receipts
4. A bank account shall be established and maintained by the Treasurer. The Chairperson and the Treasurer shall act as joint signing officers of the account.
5. The Alumni Network may not engage in borrowing.
6. The Treasurer shall prepare an Annual Report of the finances of the Alumni Network before September 30 of each year. The Treasurer shall also report monthly to the Board of Directors on the state of the Alumni Network's finances.
7. The Treasurer shall maintain and archive all Alumni Network financial documents over a ten-year period.
8. In the absence of the Treasurer, the Vice-Chairperson shall assume the Treasurer's responsibilities outlined in this policy.

Approved 06/09

## Alumni Network Board of Directors of the Ontario Student Trustees' Association

Governance Policy Title: Registrar

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1. Reporting to the secretary to the board the registrar shall be responsible to develop and maintain a database of all persons who once held or currently hold the position of student trustee/representative, as defined by Ontario's Education Quality Improvement Act.
  - 1.1. The database will be kept in accordance with Ontario's Freedom of Information and Protection of Privacy Act
  - 1.2. All information collected by the registrar on behalf of the Alumni Network shall be and remain the sole property of the Alumni Network
2. The registrar shall be appointed by resolution of the board, for a term ending June 1, 2010
  - 2.1. The board shall review the position of the registrar, and corresponding policy, at the completion of this term
3. The registrar shall be a volunteer position
4. The registrar shall not be a member of the board, Executive Council, or be a sitting student trustee.
5. The registrar shall attend board meetings at the request of the board, or any of its' directors
6. The registrar will liaise with the regional social coordinators with the purpose of gathering information, and developing regional list-serves as needed

Approved 12/09

## Alumni Network Board of Directors of the Ontario Student Trustees' Association

Governance Policy Title: Regional Social Coordinators

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1. Regional Social Coordinators shall:
  - 1.1. Plan and promote social events throughout the year (ideally, at least once every four months)
    - 1.2. Work with the Registrar to contact those Alumni in their region and ensure contact information remains accurate
  - 1.3. Report to the Director with responsibility to oversee activities of the Regional Social Coordinators as to their social events
2. Regional Social Coordinators shall be chosen by the Director responsible for one year terms beginning September 1. Additional Regional Social Coordinators may be appointed throughout the year as necessary.
3. Regional Social Coordinators will be chosen in areas where Alumni currently live. There will be no fixed locations.
4. Regional Social Coordinators shall be volunteers of the Alumni Network Board of Directors.
5. Regional Social Coordinators shall not be a sitting Student Trustee or a member of the Board, although members of the Board may complete these duties in the absence of a Regional Social Coordinator.

Approved 07/09

## Alumni Network Board of Directors of the Ontario Student Trustees' Association

Ends Policy Title: Mission Statement

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The mission of the OSTA-AECO Alumni is to create and facilitate opportunities for former members to keep in contact and to celebrate their place in OSTA-AECO's history.

Approved March 13, 2005

## Alumni Network Board of Directors of the Ontario Student Trustees' Association

Ends Policy Title: Goals

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The goal of the Alumni Network is to:

- maximize fundraising potential through grants, donations and other sources, to ensure the alumni network can independently achieve its other goals.
- foster a capacity for educational advocacy, including establishing partnerships with other educational stakeholders, at the provincial level, as well as in national and international affairs
- cultivate an environment that encourages and provides opportunities for networking and professional development while at the same time providing to members targeted and comprehensive benefits
- sustain an advisory relationship with both the executive council and Student Trustees and promote the Alumni Network as a formal and informal resource. Encourage and support OSTA-AECO in fulfilling its mandate. Create formal resources to support the work of both the current executive council and current Student Trustees.
- communicate strategically and regularly to past student trustees to support the Alumni network's other goals and objectives. All communications will encourage and facilitate the participation of past student trustees in all Alumni events and undertakings.
- maintain a complete database of all past student trustees

Approved 04/09