



Constitution
of the
Alumni Association
of the
Nova Scotia Teachers College

2017

ARTICLE I

Name

The name of this organization shall be **The Alumni Association of the Nova Scotia Teachers College**, hereafter called “the Association”. The name Nova Scotia Teachers College shall include its predecessors, namely, the Normal School, Nova Scotia Normal College, et al.

ARTICLE II

Objectives

The Association shall concern itself with the following objectives:

- A. the renewing and continuing of the association and fellowship with former classmates.
- B. the provision of an opportunity for members to keep abreast of curriculum change and innovations in teacher training.
- C. the examination, support and promotion of the educational program in the province of Nova Scotia
- D. the preservation of the history and memory of the Nova Scotia Teachers College and its predecessors.

ARTICLE III

Membership

Section I

Membership of the Association shall consist of Full members, Associate members and Honorary members.

Section II

Full membership shall be granted by the Association through the membership committee to graduates, former students, and former faculty members of the Nova Scotia Teachers College upon payment of an annual membership fee.

Section III

Associate Membership shall be granted by the Association through the Membership Committee, upon payment of an annual membership fee to:

- a) any person in close association with education in the province of Nova Scotia;
- b) husbands and wives of members of the Association.

Section IV

Honorary Membership may be granted by the Association through the Membership Committee upon the recommendation of the Membership Committee and approval of a majority of those members present at an Annual Meeting to any person who has made a significant contribution to education in the province of Nova Scotia.

Section V

The rights, privileges and responsibilities of the membership in the Association shall be extended as follows:

- a) to Full members the full rights, privileges and responsibilities of membership;
- b) to associate members and Honorary members the full rights, privileges and responsibilities of membership except in matters of voting and holding office.

ARTICLE IV

Officers

Section I

The Executive Officers of the Association, hereafter called The Executive, shall be the following: President, Vice-President, Secretary, Treasurer and Immediate Past President

Section II

An executive committee shall be elected, comprised of one representative from each of the following areas:

Kings Annapolis	Digby-Clare-Argyle-Yarmouth
Shelburne-Queens	Lunenburg-Hants West
Halifax Regional Municipality	Pictou-Antigonish-Guysborough
Cumberland-Colchester-East Hants	Northside Victoria-Cape Breton
Inverness-Richmond	Out of Province Atlantic
Out of Province Quebec and Ontario	Out of Province West

Section III

The Executive Officers and the executive committee together constitute The Executive Council, which is the governing body of the Association.

Section IV

The members of the Executive Council, with the exception of the Immediate Past President, shall be elected by ballot at the Annual Meeting from nominations received prior to or during the meeting:

The President, upon retiring, shall assume the office of Immediate Past President and shall hold that office until replaced by his/her successor.

The term of office of the President and Vice-President shall become vacant in even calendar years, and the term of office of Treasurer and Secretary become vacant in odd calendar years.

Section V

The members of the Executive Council shall hold office for a term of two (2) years and one half of the members of the Executive Committee elected in alternate years to ensure continuity.

Section VI

A Liaison person is to be appointed from the Little White School House Museum, recommended by its directors, subject to approval by the Alumni Association. This person is to provide liaison between the Alumni Association and the Little White School House Museum, to be known as Little White School House Museum Liaison Officer and will be a member of the Executive Committee, with full voting privileges.

Section VII

If it becomes necessary to replace a table officer of the alumni because of resignation, sickness, retirement, or death, the Executive has the power to place another person in that office.

ARTICLE V

Meetings

Section I

The Annual Meeting of the Association shall be held at the annual reunion

Section II

One Executive Council meeting shall be held on the last Saturday in April, or an alternate date as determined by the Executive, each fiscal year, other than meetings held during the Annual Reunion. Emergency meetings of the Council may be called by the Executive as deemed necessary.

Section III

For an Executive Council meeting, six members shall constitute a quorum. For an annual meeting, a quorum shall be 20 paid members.

Section IV

Meetings of the Executive shall be called by the President as deemed necessary.

ARTICLE VI

Membership Fees

Section I

Full, members and Associate members shall be assessed a membership fee as stipulated by the By-Laws of this constitution. Honorary members shall be exempt from payment of the Membership fee.

Section II

Full and Associate Membership In the Association shall terminate upon the member being two (2) years or more in default of payment of the Membership fee.

Section III

For the purpose of Membership In the Association, the membership year shall be the same as the fiscal year.

ARTICLE VII

Committees

Section I

The following standing committees shall be formed annually by the Executive Council:

- | | |
|------------|------------------|
| Membership | Constitution |
| Publicity | Special Projects |
| Reunion | Communications |
| Finance | Nominating |

Section II

The Chairman for each of the standing committees shall be appointed from the Executive Council by the President at the first Executive meeting following the annual meeting. Other members of the standing committees may be appointed from the membership at large as the chairman of each committee deems necessary.

Section III

Special committees shall be appointed by the Executive Council as deemed necessary.

Section IV

The President of the Association shall be an ex-officio member of all committees.

ARTICLE VIII

Finances

Section I

The Association shall be financed from annual membership fees, reunion fees and such donations and monies as may be received by the Association.

Section II

All monies expended on behalf of the Association shall be by cheque drawn on an account kept by the Association in a lawfully chartered bank in Canada over the signatures of both the Treasurer and either the President or Secretary of the Association.

Section III

Expenditures for Administrative purposes of the Association shall have the prior approval of the Executive before they are incurred or paid. All other expenditures on behalf of the Association shall have the prior approval of the Executive Council before they are incurred or paid.

Section IV

The Treasurer shall keep an accurate account of all monies received by or expended on behalf of the Association and shall present a duly audited account of the same at each Annual Meeting.

Section V

The accounts of the Association shall be audited by two (2) members of the Association appointed at the previous Annual Meeting.

Section VI

All financial matters of the Association shall come under the jurisdiction of the Standing Committee on Finance who shall present them to the Executive or Executive Council for appropriate approval.

ARTICLE IX

General

Section I

The By-Laws of the Association shall become a part of the Constitution and, may be amended by a two-thirds (2/3) majority of those members present at an Annual Meeting.

Section II

The fiscal year for all matters pertaining to the Association shall be the calendar year, January 1st to December 31st.

ARTICLE X

Amendments

This Constitution, with the exception of the By-Laws mentioned in Article IX, Section I shall be amended by a Notice of Motion being made known to the membership of the Alumni Association by being published in “The Voice of Our Alumni Newsletter” and motion carried by a majority vote at the Annual Meeting of the Alumni Association.

BY-LAWS

1. Membership Fees

a) The Association, through the Membership Committee, shall assess annual membership fees according to the following schedule:

- Full Member - Annual \$25.00
- Associate Member - Annual \$15.00
- Full Member – 5 Year \$100.00

b) The Executive Council has the right to stop or limit the issuance of 10 Year Memberships.

2. Duties of Officers -

- a) The President shall:
 - i) preside at all meetings of the Association, Executive Council, and Executive and shall have general oversight over the affairs of these bodies;
 - ii) be ex-officio member of all committees;
 - iii) perform such other duties as may be delegated by the Association.
- b) The Vice-President shall:
 - i) assist the President and fulfill the duties of that officer in his/her absence.
- c) The Secretary shall:
 - i) record and circulate the minutes of the Annual Meeting, Executive Council and Executive meetings;
 - ii) carry on the correspondence of the Association, Executive Council and Executive;
 - iii) perform such other secretarial duties as deemed necessary by the Association.
- d) The Treasurer shall:
 - i) receive and pay out all monies of the Association;
 - ii) record all business transactions of the Association as directed by the Finance Committee;
 - iii) present an audited record of all business transactions to the Association annually.
- e) The Immediate Past President shall:
 - i) act as an advisor to the incoming President and shall assist that officer in the performance of his/her duties.

3. Duties of Committees:

- a) The Membership Committee shall:
 - i) promote membership in the Association;
 - ii) keep an updated systematic record of membership;
 - iii) keep an updated list of members for the Association;
 - iv) receive and record membership fees and forward monies received to the treasurer;
 - v) notify members who are in default of payment of annual fees;
 - vi) recommend to the Association those members who qualify for Honorary Membership.
- b) The Publicity Committee shall:
 - i) have oversight of all matters pertaining to publicity of the Association.
- c) The Reunion Committee shall:
 - i) have oversight of all matters pertaining to the Annual Reunion of the Association.
- d) The Finance Committee shall:
 - i) have oversight of all financial matters of the Association and shall recommend to the Association any changes required in the transaction of its business;
 - ii) ensure that all records of all business transactions are kept in accordance with acceptable business practices.
- e) The Constitution Committee shall:
 - i) review and have oversight of all matters pertaining to the Constitution and By-Laws of the Association and shall recommend and bring before the Association any changes deemed necessary
- f) The Special Projects Committee shall:
 - i) promote and coordinate the collection, safe-keeping and exhibition of memorabilia and official records of the Association and College;
 - ii) carry out such other projects delegated by the Association deemed necessary.

- g) The Nominating Committee shall:
 - i) ensure that all offices of the Association are filled and shall secure nominations for any office that becomes vacant;
 - ii) be responsible for the conducting of all elections in the Association
- h) The Communications Committee shall:
 - i) have oversight of all publications on behalf of the Association.

4. Duties of Area Representatives:

- a) Area Representatives shall:
 - i) be elected from members residing in each of the designated area by the Association at an Annual Meeting;
 - ii) represent all members residing in their designated areas in matters regarding the Association;
 - iii) present an annual report to the Annual Meeting;
 - iv) attend all meetings of the Executive Council and Annual Meeting unless prevented by circumstances beyond their control;
 - v) promote membership in the Association to graduates of the College;
 - vi) hold a yearly meeting of members in their designated area if feasible.

5. Remuneration:

- a) An annual honorarium, the amount to be determined by the Executive and approved by an Annual Meeting, shall be given to the person performing the duties of executive secretary of the Association.

6. Awards:

The Association shall present the following awards at the Annual Reunion:

- a) Member traveling the greatest distance award.
- b) Oldest Graduate award.
- c) Largest Class Attendance award - a suitably engraved plate added to the Class Attendance plaque.
- d) Retiring President's award - a suitably engraved personal wall plaque.

7. Elections:

- a) Elections shall be held during the Annual Meeting under the direction of the Nominating Committee.
- b) The Nominating Committee shall make known prior to the Annual Meeting those offices which become vacant and shall secure nominations for these offices.
- c) The Nominating Committee shall prepare a ballot and conduct the elections for the vacant offices.
- d) The Nominating Committee shall count the ballots and shall make the results known to the Annual Meeting when called for by them.

8. Reunions:

- a) The Annual Reunion of the Association shall be held each year on a date announced by the Executive.
- b) At each Annual Reunion the graduates of 10, 20, 30, 40 and 50 years past and anyone who graduated 51 or more years ago shall be honoured.
- c) Complimentary tickets for Annual Reunion will be given to Association Founder R. Jordan and graduates of 70 or more years and Honourary Members.

- d) The guest speaker (when there is one) will receive a complimentary pass to the event at which they are speaking (i.e. Banquet, Breakfast, Lunch, etc.)

9. **Terms of Office:**

- a) The term of office of the President and Vice-President; and area representatives from Kings-Annapolis; Digby, Clare-Argyle, Yarmouth; Halifax Regional Municipality: Cumberland-Colchester-East Hants; Northside Victoria-Cape Breton, shall become vacant in even calendar years, namely 1984, '86,'88, etc.
- b) The terms of office of Treasurer and Secretary; and area representatives Shelburne-Queens; Lunenburg-Hants West; Pictou-Antigonish-Guysborough; Inverness-Richmond; Out-of-Province, shall become vacant in odd calendar years, namely, 19 85,'87,'89, etc.

10. **Nova Scotia Teachers College Educational Trust**

- a) Alumni Association of the Nova Scotia Teachers College shall encourage it's members to apply for membership to the Nova Scotia Teachers College Educational Trust

Adopted September 1971	Revised August 1992
Revised September 1974	Revised August 1993
Amended and Revised September 1975	Revised August 1994
Amended and Revised September 1976	Revised August 1995
Amended September 1977	Revised August 1997
Amended September 1978	Revised August 1998
Amended, September, 1980	Revised August 2002
Revised September 1982	Revised August 2003
Revised September 1983	Revised August 2004
Revised September 1984	Revised August 2005
Revised September 1985	Revised August 2007
Revised September 1986	Revised August 2008
Revised August 1987	Revised August 2010
Revised August 1988	Revised December 2014
Revised August 1989	Amended August 2015
Revised August 1990	Revised August 2017
Revised August 1991	