FACULTY OF INFORMATION ALUMNI ASSOCIATION
CONSTITUTION (as of 2007)

1. NAME

1.1. The organizational name shall be: The Faculty of Information Alumni Association of the University of Toronto (hereinafter referred to as FIAA).

2. OBJECTIVES

2.1. The objectives of FIAA are:

2.1.1. To support the aims and objectives of the University of Toronto Alumni Association (UTAA) as established by the Governing Council.

2.1.2. To act as liaison to the Faculty and to foster good relations and understanding between the Faculty and its communities.

2.1.3. To assist in the governance of the University and Faculty.

2.1.4. To encourage enrolment in the Faculty and to support students of the Faculty.

2.1.5. To assist in raising funds for the Faculty.

2.1.6. To encourage professionalism by offering special lectures, publications, etc.

2.1.7. To provide awards and grants to students and alumni recognizing and supporting professional and academic achievements.

3. MEMBERSHIP

3.1. Membership shall include automatically all persons who have received degrees, or certificates from the Faculty of Information of the University of Toronto or its predecessor, in library science or information science, or who have successfully completed at least four full-time equivalent courses of the Faculty program and are no longer registered at the Faculty.

3.2. All members are entitled to attend Executive Meetings.

4. EXECUTIVE COMMITTEE

4.1. Management of FIAA shall be vested in an Executive Committee.

4.2. The Executive Committee shall consist of the President, Vice-President (President-Elect), Past-President, Secretary, Treasurer, the representative(s) of the Faculty Student Council, and members at large who act as directors. Executive Committee members represent FIAA on the College of Electors, the Council of Presidents, The Faculty Council, and other committees and representations as required. The Executive
Committee shall be elected or appointed and shall hold office as provided for in the FIAA By-laws.

4.3. Advisory members (ex-officio) of the Executive Committee shall be the Dean of the Faculty, the Assistant Dean Academic and Program and/or a similar staff member as appointed by the Dean of the Faculty. Such advisory members are to be ineligible either to vote or to hold office.

4.4. The Executive Committee shall administer the affairs of FIAA in accordance with its Constitution and By-laws.

4.5. The Executive Committee shall be the FIAA legislative body. The Executive Committee decisions shall be binding on FIAA.

5. LOCATION

5.1. The administration of FIAA shall be located at the Faculty of Information and the place or places therein where the affairs of FIAA may be conducted.

6. FIAA YEAR

6.1. The year shall commence on a date fixed by the By-laws.

7. ANNUAL GENERAL MEETING

7.1. FIAA shall hold an Annual General Meeting on a date fixed by the By-laws and on such notice to members as required by the By-laws.

8. AMENDING THE CONSTITUTION

8.1. The Executive Committee or at least twenty-five members of FIAA may propose amendments to this Constitution. Proposed amendments shall be submitted to the President in writing not less than eight weeks before the Annual General Meeting.

8.2. The Executive Committee shall review all proposed amendments and submit to the Annual General Meeting all amendments that are not contrary to the UTAA Constitution.

8.3. All proposed amendments shall be considered legitimate unless they are found to be contrary to the UTAA Constitution in which case the sponsors of the amendments shall be duly notified in writing by the President.

8.4. Sponsors of an amendment who receive notification from the FIAA President that their amendment is contrary to the UTAA Constitution may appeal this ruling. This must be done in writing to the FIAA President and be supported by the signatures of all sponsors. The President will then present this appeal to the UTAA.
8.5. To be passed, an amendment of the Constitution shall require a two-thirds vote of the members present and voting at an Annual General Meeting. It shall take effect or be acted upon at the beginning of the FIAA year immediately following its passage.

8.6. Proposed amendments to the FIAA Constitution shall be communicated to the Alumni at least six weeks prior to the Annual General Meeting.

9. 9 AMENDING THE BY-LAWS

9.1. The Executive Committee or at least twenty-five members of the Association may propose new By-laws, the deletion of existing By-laws and/or changes to existing By-laws. Any such new By-law, amendment or deletion shall be known as a change to the By-laws. Proposed changes shall be submitted to the President in writing not less than eight weeks before the Annual General Meeting.

9.2. The Executive Committee shall review all proposed changes and shall submit all legitimate changes to the Annual General Meeting.

9.3. All proposed changes shall be considered legitimate unless they are found to be contrary to the FIAA Constitution, in which case the sponsors of the changes shall be duly notified in writing by the President.

9.4. Sponsors of a change who receive notification from the FIAA President that their change is not consistent with the FIAA By-laws may appeal this ruling. This must be done in writing to the President and be supported by the signatures of all sponsors. The President will then communicate the proposed changes to the Alumni at least six weeks prior to the Annual General Meeting.

9.5. To be passed, a change to the By-laws shall require a majority vote of the members present and voting at an Annual General Meeting, and shall take effect immediately unless otherwise specified in the motion.
1. OFFICERS OF THE EXECUTIVE COMMITTEE

1.1. The President shall be the Chief Executive Officer of FIAA and shall preside at all meetings of the Executive Committee and all general meetings. The President shall be an ex-officio member of all Committees of FIAA.

1.2. The Vice-President (President-Elect) shall serve two years after election as Vice-President and then as President. In the absence of the President, the Vice-President shall perform the duties and exercise the powers of the President, plus other duties the Executive Committee may assign.

1.3. The Secretary shall take minutes of all meetings of the Executive Committee and of all general meetings of FIAA and shall be responsible for FIAA correspondence and shall attend to such other duties as usually fall upon that office.

1.4. The Treasurer shall account to the Executive Committee and the membership for all financial transactions of FIAA. He/she shall submit, at the Annual General Meeting, a Financial Statement to be prepared by the Faculty's Finance Officer.

1.5. The Officers of the Executive Committee shall hold these positions for a two year term.

2. NOMINATIONS, ELECTIONS AND APPOINTMENTS

2.1. The elected positions on the Executive Committee shall be the Vice-President (President-Elect), the Secretary, and the Treasurer.

2.1.1. Nominations Committee shall be appointed at least eight weeks before the Annual General Meeting. The Nominations Committee or any FIAA member may nominate members for the Executive Committee, with the consent of the nominee.

2.1.2 A call for nominations will be communicated to the alumni at least six weeks prior to the Annual General Meeting.

2.1.3 Additional nominations will also be accepted from the floor at the Annual General Meeting.

2.1.4 Elections shall take place at the Annual General Meeting.

2.2. The President may enlarge the Executive Committee by appointments from the membership at large.

2.3. The Faculty's Student Council may send two representatives to the FIAA Executive Committee.

2.4. The positions of President and Past-President shall be automatic by right of office.
2.5. The office of a member of the Executive Committee shall be vacated if (1) he/she resigns his/her office by written notice delivered to the President; (2) the Executive committee passes a resolution at a meeting by a two-thirds vote removing him/her from office. If any vacancy arises among the elected officers, the Executive Committee must make every effort to fill the vacancy within four weeks. This is to be done by an appointment of any regular member of the Association. A vacancy occurring within eight weeks of an Annual General Meeting need not be filled.

3. **TERM OF OFFICE**

3.1. The FIAA year and term of office are from July 1 to June 30.

4. **MEETINGS OF THE EXECUTIVE COMMITTEE**

4.1. Other than the Annual General Meeting, there shall be not fewer than three meetings annually. Meetings may be held using telephone, video, or other electronic mechanisms at the Executive Committee's discretion.

4.2. Meetings may be held at any place and time upon the call of the President. A majority of Executive Committee members may petition a meeting, provided that written notification be sent to each Executive Committee member at least ten days in advance of such meeting, unless a majority of the Executive Committee members are already present or those absent waive the notice requirement. Lack of notice receipt for such a meeting shall not affect the validity of holding the meeting or any action taken thereat, provided a quorum is obtained.

4.3. All members of the Executive Committee, except advisory members (ex-officio), shall have the right to vote.

4.4. A quorum shall be a simple majority of the voting members. In the absence of a quorum, all decisions made must be ratified at the next meeting where a quorum is present.

4.5. The latest edition of Bourinot's Rules of Order shall govern proceedings and member conduct of all FIAA meetings and committees.

5. **COMMITTEES**

5.1. The Executive Committee has the power to appoint from time to time such committees as it deems fit and to establish their terms of reference. All FIAA Committees are responsible to the Executive Committee and are to make such reports to it as are deemed desirable by the Executive Committee.

6. **FINANCES**

6.1. FIAA is supported by the Faculty from monies received by the Faculty's Annual Fund.
6.2. The signing authority of FIAA shall be the Dean who may delegate the signing authority to the Faculty's Finance Officer.

7. **ANNUAL GENERAL MEETING**

7.1. The Annual General Meeting is held as close as possible to the Spring Reunion date.

7.2. Notice of the Annual General Meeting date and location will be given in at least one of: the Faculty's Newsletter, website or via email.