



Schulich School of Engineering Alumni Chapter (SSEAC)

Terms of Reference

Mission:

To become the prime source for Schulich Alumni engagement and correspondence by providing desired services and opportunities, running relevant and engaging events, and by increasing active membership to at least 20% by 2018

Vision:

To provide an avenue for Schulich Alumni to correspond with each other and the University of Calgary, by actively engaging members and growing our organization

Purpose:

The alumni chapter provides ways for alumni to stay connected with the University and with one another. This connection is built and strengthened via the following engagement activities:

- Events
 - Includes annual events, and “special events”
- Communication
 - Vehicles to allow alumni to communicate with each other
 - Regular communication between the Schulich School of Engineering and alumni
- Professional Development
 - Opportunities for Alumni to develop their own professional skills
- Investment
 - Financial support opportunities
 - Mentorship opportunities
 - Opportunities to offer guidance to the Schulich School of Engineering

Committee Structure:

- Executive Committee:
 - Chair
 - Vice Chair
 - Past Chair
 - University of Calgary Alumni Association Representative
 - Senate Representative

- ESS Representative
- GSA Representative
- Manager, Alumni Relations, Schulich School of Engineering
- Dean (or designate)
- Sub-Committee Chairs:
 - Programs and Services
 - Marketing and Communications
 - Partnerships and Recruitment
- Sub-Committees:
 - Contain additional members as designated by those sub-committees

Executive Requirements:

- Executive Members must sit on minimum one sub-committee
 - with the exception of the following representatives:
 - U of C Alumni Association Representative
 - Senate Representative
 - Dean (or designate)
 - ESS Representative

Schedule of Meetings:

- Executive Committee – meets at least four times per year
- Sub-Committees – meet as often as needed, as determined by the sub-committee Chair (usually once per month)
- We will host an annual general meeting to which all members are invited
 - All committee members are expected to attend the annual general meeting
- The executive committee has the option to call additional general meetings as needed

Terms of Office:

- Executive positions - 2 year terms, with the option to stand for election for a second term in the same role for maximum 2 consecutive terms
 - Executive members who move to a different executive role will begin a new term even if they previously served in that role
- Sub-Committee members may sit indefinitely
- In the case that an executive resigns or is removed from his position, the vice chair will assume that role until the next AGM, at which point an election for the position will occur.

Target Audience:

The SSEAC executive committee recognizes and engages the following audiences:

- Students (both undergraduate and graduate students)
- Alumni and their families
- Faculty

Membership:

Membership in the chapter shall consist of 'members', and 'associate members'.

All Schulich School of Engineering Alumni shall be considered members.

Any Schulich School of Engineering Student or Faculty who has participated in any event, attended any chapter meeting, or requested to be considered an associate member shall be considered an associate member.

Annual General Meeting (AGM):

The annual general meeting will occur once per year, and be open to all members and executive committee members of the chapter. This meeting will be organized by the Executive Chair, and will serve as a forum to review the year's activities, events, members, and goals. In the event that any executive elections are to occur, this meeting will also include those nominations and elections.

The SSEAC shall notify all members of the chapter at least 1 month prior to the annual general meeting of its intended date, time, and location. In this same notification, the SSEAC will provide information pertaining to all elected positions to be elected during the AGM, if applicable.

Nominations and Elections:

Any active member of the chapter may be nominated for any of the following executive positions:

- Chair
- Vice Chair
- Marketing and Communications Subcommittee Chair
- Partnerships and Recruitment Subcommittee Chair
- Programs and Services Subcommittee Chair

The only exception, as stated under Terms of Office, is that a member may not hold the same executive position for more than two consecutive terms.

Nomination is to be done at the AGM. An interested party must nominate themselves, and have another active member second the motion. Once all nominees are determined, election will proceed for the position in contention.

All active members are entitled to one vote for each position elected.

Voting shall be done by show of hands, with the Executive Chair taking the position of 'Counter', tallying the votes, and abstaining from the vote. In the case that the Executive Chair is nominated for the position in question, the chapter must choose another member to be the 'Counter'. The nominee receiving the most affirmative votes shall be elected into the position, while a tie will be decided first by re-voting on only the tied candidates, and if still tied, by having the Counter cast the deciding vote.

In the event that a position is uncontested, the nominated party must achieve at least a 50% approval from active members attending the AGM.

A member who was nominated for a position and was not elected may choose to nominate themselves for a different position, if others remain. Positions are elected in this order: Executive Chair, Vice Chair, Marketing and Communications Chair, Partnerships and Recruitment Chair, Programs and Services Chair.

Dues:

Membership in the SSEAC is free for all members.

Removal:

Any executive committee member, elected or appointed, may be removed from office by two-thirds vote of all members of the executive committee whenever, in the executive committee's judgment, the best interest of the SSEAC would be served thereby.

Amendments:

The terms of reference may be amended at any general meeting by a two-thirds vote of those members entitled to vote. Notice of a change in terms of reference will be reported to the University of Calgary Alumni Association, Schulich School of Engineering alumni office and the SSEAC members.