

# **ATLANTIC SCHOOL OF THEOLOGY INTEGRATED ALUMNI ASSOCIATION**

## **CONSTITUTION AND BYLAWS**

### **A. THE ASSOCIATION**

1. a. The name of the Association is:  
**ATLANTIC SCHOOL OF THEOLOGY INTEGRATED  
ALUMNI ASSOCIATION**
- b. For purposes of the Constitution and Bylaws the use of the term “Association” refers to the **Atlantic School of Theology Integrated Alumni Association**
- c. The Association may also be referred to as **ASTIAA**.
2. In accordance with its Constitution and Bylaws, the Association serves and represents all Alumni of Atlantic School of Theology, and its predecessor schools, Holy Heart Roman Catholic Seminary, Anglican School of Divinity of the University of King’s College and Pine Hill Divinity Hall of The United Church of Canada.
3. The Constitution and Bylaws of the Association may be amended from time to Time as approved by the membership at a Biennial General Meeting or a Special General Meeting

### **B. AIMS AND OBJECTIVES**

1. To provide fellowship throughout Atlantic Canada and beyond, communications and continuing education opportunities for and amongst its members.
2. To support the mission of the Atlantic School of Theology.
3. To provide encouragement and support for the Atlantic School of Theology student body.
4. To foster a good working relationship between Association members and Atlantic School of Theology for the benefit of Association members and the School.
5. In all of this to be mindful of our responsibility to care for creation, and of our commitment to be an inclusive Association.

## **C. MEMBERSHIP**

1. All alumni of any degree, diploma, or certificate program of Atlantic School of Theology, Pine Hill Divinity Hall, Holy Heart Seminary and the School of Divinity of the University of King's College shall be full and equal members with all rights as ascribed in this Constitution and Bylaws.
2. All clergy and those serving in ministry serving in Atlantic Canada and beyond who are not already members of the Association may apply for associate Membership. This class of membership permits participation in social and continuing education activities but does not confer voting privileges or eligibility to be appointed to functions related to the governance of Atlantic School of Theology.
3. All former staff members and faculty, full and part time, of Atlantic School of Theology for at least the equivalent of a full academic year, are members.
4. All persons who have been conferred an honorary degree from Atlantic School of Theology and its antecedent schools or designated an "Associate of Atlantic School of Theology" are members.
5. The persons who hold the position of Director of Advancement and Public Relations and Development Officer are members.
6. All Honorary and Life Members as recognized and elected from time to time at a Biennial General Meeting are members.
7. The person appointed by the Board of Directors of the Association to the office of Treasurer during his/her term holding that office is a member.

## **D. VOTING**

1. All business meetings are to be conducted according to standard parliamentary rules of order.
2. At all Biennial General Meetings and Special General Meetings members present at the meeting are entitled to cast one vote. Proxy ballots are not permitted.
3. The Chair of a Biennial General Meeting or a Special General Meeting shall cast his/her vote only in the case of a tie.
4. At all Board of Director meetings all officers are entitled to cast one vote.

## **E. BOARD OF DIRECTORS**

1. There shall be a Board of Directors consisting of the following officers:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Immediate past President
  - f. Director of Advancement of Atlantic School of Theology
  - g. Up to five (5) Members-at-Large.
2. Officers listed as a., b., c., and g. of Section E.1. must be chosen by election at a Biennial General Meeting.
3. The officers of the Board of Directors are to appoint a person to the office of Treasurer.
4. The Board of Directors shall meet on a regular basis to conduct the business of the Association.
5. The quorum required to conduct a meeting of the Board of Directors shall be fifty percent plus one member.
6. The duties of each officer are to be determined from time to time by the Board of Directors. The prevailing description of duties is attached to the Constitution and Bylaws as an addendum and is not part of the Constitution and Bylaws.
7. Terms of offices:
  - a. The term for all offices, excepting that of the Immediate Past President, the Director of Advancement of Atlantic School of Theology, and the Treasurer is to be a period of four years beginning and ending at the nearest Biennial General Meeting.
  - b. Attempts are to be made to stagger the terms of the officers so that no more than two members of the Board of Directors shall retire at the same time.
  - c. Where possible, membership in the Board of Directors should reflect the three founding denominations, Holy Heart Roman Catholic Seminary, Anglican School of Divinity of the University of King's College and the Pine Hill Divinity Hall of The United Church of Canada, as well as representation from Atlantic School of Theology.

- d. The term of office for the Director of Advancement of Atlantic School of Theology is to be for the duration of his/her term holding that position with Atlantic School of Theology.
- e. The term of office for the Treasurer will be at the discretion of the Board of Directors.
- f. An elected officer can re-offer for election to the same office for a further term but must retire from that office at the end of the second term for at least one full term.
- g. On resignation of an elected officer in the midst of a term, the Board of Directors may appoint a person for the remainder of the term of the resigning officer to perform the duties of that office until the next Biennial General Meeting.
- h. The membership present at a Biennial General Meeting, or at a Special General Meeting called for such purpose, may present a motion to dismiss an elected officer of the Association prior to the end of his/her term. Such a vote of non-confidence requires the assent of sixty-six percent of the members present to be carried.

**F. COMMITTEES AND TASK GROUPS**

- 1. The Board of Directors may form committees and task groups as they deem necessary to effectively carry out the aims and objectives of the Association.
- 2. Committees and/or task groups must include at least one member of the Association. A member of the Association shall be the chair of the committee task groups.
- 3. Committees and task groups are responsible and accountable to the Board of Directors of the Association according to their terms of reference.

**G. BIENNIAL GENERAL MEETING**

- 1. A Biennial General Meeting shall be convened around the time of convocation at Atlantic School of Theology.
- 2. The date, time and location of the Biennial General Meeting are to be determined by the Board of Directors. Notice of the meeting shall be widely advertised (i.e. AST Magazine, email blasts, AST web site and denominational media) at least 30 days prior to the meeting date.

3. The quorum required to conduct a Biennial General Meeting shall be twenty members inclusive of a majority of the members of the Board of Directors of the Association.
4. Business to be conducted at the Biennial General Meeting:
  - a. Acceptance of minutes from preceding Biennial General Meeting.
  - b. Consideration of reports from the President of the Association, Director of Advancement of Atlantic School of Theology, and any current standing committees.
  - c. Consideration of the financial report from the previous two fiscal years Presentation and approval of a proposed budget for the next two fiscal years.
  - d. Election of officers, as required.
  - e. Business that the Board of Directors wishes to bring before the membership, as well as business by members present at the Biennial General Meeting.
5. In the occurrence of there not being a quorum at the location, date, and time of an advertised Biennial General Meeting, the current officers of the Board of Directors shall continue uninterrupted in their office as if declared elected by acclamation at the scheduled meeting. The preceding two years are not to be counted in the calculation of the four year term of office in respect of Section E.7.

#### **H. SPECIAL GENERAL MEETING**

1. The Board of Directors may call a Special General Meeting to conduct such business as they feel so necessary that it could not wait until the next Biennial General Meeting. Notice for such a Special General Meeting shall be as described for a Biennial General Meeting.
2. The membership may petition the Board of Directors to call a Special General Meeting. The written petition must contain the names and signatures of members equal to the quorum required to conduct such a meeting and the nature of the business that they wish to have conducted. The notice of such a meeting will be as described for a Biennial General Meeting.
3. The Quorum required to conduct a Special General Meeting shall be as for a Biennial General Meeting.

**I. MEMBERSHIP FEES AND FUND RAISING**

1. There are no compulsory fees or dues for acceptance into membership.
2. The Board of Directors may suggest a free-will offering to the Association's members. Offerings can be made at any time.
3. The association may conduct fund raising events in keeping with the good image and reputation of the association and Atlantic School of Theology

**J. FINANCES**

1. All monies belonging to the association are to be expended to provide administrative support to or on programs to meet the aims and objectives of the Association. The office of Director of Advancement for Atlantic School of Theology may from time to time financially assist the Association in the fulfillment of its aims and objectives.
2. The Board of Directors is to have the authority and power to acquire, expend, invest, disperse and divest any funds and assets of or for the Association.
3. The Board of Directors is to maintain records of all transactions made and monies and assets held. These records are to be made available for viewing to any member of the Association at a convenient place and at a reasonable time.
4. A financial report showing all transactions of the Association for the previous two fiscal years, and including a proposed budget for the current two fiscal years, is to be made available at every Biennial General Meeting.
5. All transactions made on behalf of the Association will require two signatures of Board of Directors officers.
6. The fiscal year of the Association is to be from April 1 in a calendar year to March 31 of the succeeding Calendar year.
7. The financial records of the Association are to be reviewed and/or audited by an independent body engaged by the Board of Directors on a biannual basis, following the end of the last fiscal year and prior to the presentation of the financial report at the next Biennial General Meeting.

**K. ALUMNI NOMINATIONS TO THE SENATE OF ATLANTIC SCHOOL OF THEOLOGY AND THE PINE HILL ADVISORY COMMITTEE AND GOVERNING BOARD**

1. The Association may nominate a candidate from its members for the Atlantic School of Theology Senate and/or to the Pine Hill Advisory Committee and Governing Board, by election at a Biennial General Meeting or by consensus of the Board of Directors if the invitation to nominate does not occur at the time of a Biennial General Meeting. The appointment(s) shall be in accordance with the constitutions, bylaws, and guidelines of these two institutions.



## **APPENDIX 1**

### **ATLANTIC SCHOOL OF THEOLOGY INTEGRATED ALUMNI ASSOCIATION**

#### **Duties of Officers**

The description of duties is prepared in respect of the Constitution and Bylaws of the Atlantic School of Theology Integrated Alumni Association.

It is acknowledged that all people are different and each brings to the association the gifts she/he has received from God through the Holy Spirit. Each person is expected only to perform duties that he/she is comfortable in performing to the best of her/his ability. We are all expected to uphold our baptismal covenant and minister to God's people in the name of, and to the glory of, our Lord, Jesus Christ.

#### **A. PRESIDENT**

1. To provide guidance to the membership and the officers of the Association.
2. To be responsible for the orderly conduct of all Association Biennial General, Special General and Board of Directors meetings.
3. To ensure in conjunction with the Secretary that an agenda is prepared for all Association Biennial General, Special General and Board of Directors meetings.
4. To represent the Association and its members at events and functions as requested by the membership or Board of Directors.
5. To communicate with Atlantic School of Theology, its officers, faculty and staff as required.
6. To facilitate in any reasonable way the continuance and promotion of the Association.

**B. VICE-PRESIDENT**

1. To assist the President in the performance of his/her duties.
2. To perform the duties of the President when the President is incapacitated or temporarily unavailable.
3. To facilitate in any reasonable way the continuance and promotion of the Association.

**C. SECRETARY**

1. To ensure accurate minutes are recorded and maintained for all Association meetings.
2. To ensure all Association correspondence is dealt with.
3. To ensure all printed materials and reports required for Association meetings are prepared and circulated as necessary.
4. To ensure the appropriate and required notice is given for all meetings of the Association.
5. To facilitate in any reasonable way the continuance and promotion of the Association.

**D. TREASURER**

1. To oversee all monetary and assets transactions for the Association.
2. To ensure a financial report is made available at all association Biennial General, Special General and Board of Directors meetings.
3. To ensure accurate financial records are maintained and made available when required.
4. To ensure the financial records are audited and/or reviewed by an independent body according to the Association's Constitution and Bylaws.
5. To ensure the preparation of a biennial budget to be presented by the Board of Directors at the Biennial General Meeting.

6. To facilitate in any reasonable way the continuance and promotion of the association.

**E. IMMEDIATE PAST PRESIDENT**

1. To provide continuity for and act as a resource person to the Board of Directors.
2. To perform the duties of the Vice-President when the Vice-President is incapacitated or temporarily unavailable.
3. To facilitate in any reasonable way the continuance and promotion of the Association.

**F. DIRECTOR OF ADVANCEMENT OF ATLANTIC SCHOOL OF THEOLOGY**

1. To act as a liaison between the Association and the officers, faculty, and staff of Atlantic School of Theology.
2. To provide guidance and support to the Board of Directors.
3. Through his/her department, to provide reasonable financial and logistical support for the activities of the association as needed in fulfilling the aims and objectives of the Association.
4. To facilitate in any reasonable way the continuance and promotion of the Association.

**G. MEMBERS-AT-LARGE, BOARD OF DIRECTORS**

1. To facilitate in any reasonable way the continuance and promotion of the Association.