

IBEI ALUMNI COUNCIL BY-LAWS

Name

The name of the organization shall be the IBEI Alumni Council

Purpose

The Council shall bring together IBEI alumni, representatives of the current student body, faculty and management to cooperate in promoting national and international awareness of the institute, as well as its goals and values.

The Council will facilitate the development of activities promoting continued contact with the alumni community through events, activities and fundraising opportunities.

The Council will provide current IBEI students with an opportunity to connect with the alumni in a variety of ways that enhance their experience at IBEI, as well as during their subsequent entry into the labour market. Additionally, it will provide alumni with a platform to contribute to the future direction of the institute.

Objectives

To realise the potential from the IBEI alumni community, the Council will:

- Identify opportunities for the alumni community to meaningfully engage with the promotion of IBEI's goals and values.
- Participate in the design, implementation, and evaluation of programmes for alumni involvement and engagement.
- Help cultivate and develop alumni relationships for fundraising purposes.

Expected Results

The Council will cultivate, consolidate and maintain a strong and meaningful relationship that benefits all stakeholders – the alumni community of former students of IBEI, current and future students of IBEI, as well as the institution's staff. The Council will take responsibility for initiating events and activities that serve these ends. The duties of the council shall be:

To transact necessary business,

To approve committees

To create or dissolve committees as necessary

To present a report at the general meetings,

Composition of the Alumni Council

The Alumni Council (the council) shall consist of three representatives of the Alumni Association up to three ex-officio members and a minimum of seven (7) other former IBEI students, and such

other members, would be appointed as the council deems necessary. Director of IBEI and the Head of Studies, as well as two IBEI staff members will join the Alumni Council meetings.

There shall be a minimum number of 7 (a quorum) and a maximum of 23 Members.

Meetings of the council will normally be held at least once an academic year, when school is in session, and as deemed necessary by the chair and members of the council. Subcommittees will meet regularly as needed to plan specific college events and activities.

The officers of the council shall be the chair and the vice-chair. Each officer shall be a member of the Alumni Council and will serve at least one two-year term. The secretary will be a IBEI staff member.

The chair shall:

- a. Preside at all meetings,
- b. Appoint chairs for standing and special committees upon approval of the council,
- c. Serve as a member ex-officio of all council committees,
- d. Provide a list of the standing and special committees and a description of their function,
- e. Create or dissolve committees as necessary, and
- f. Set the date and agenda for the general meetings with the advice and consent of the members of the council.
- g. Preside as ex-officio at Board of Trustees meetings

The vice-chair shall:

- a. In the absence of the chair, perform all the duties of the chair in Council and/or committees of the Council, and
- b. Assume the office of the chair if he/she is no longer able to fulfill his/her obligations

The secretary shall:

- a. Keep the minutes of the council meetings and send to all
- b. Keep roll at council and council meetings,
- c. Keep files of the council and council's papers,
- d. Keep the bylaws current,
- e. Keep the names, addresses, and telephone numbers of the members of the council, and
- f. Issue notices of all meetings.

All officers shall perform the duties outlined in these bylaws and those assigned to them. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to his or

her successor or the chair, without delay, all records, books, and other material pertaining to the office.

Election of officers shall be done during the last meeting of the school year before Graduation. Any person nominated for an office and not elected may be nominated from the floor for any other office on which voting has not taken place.

No members of the council shall profit financially from any activities associated with this council.

All policies developed and defined by the council and these bylaws as established or amended, shall be consistent with the mission of the IBEI as determined by its Board of Patrons

Governance and Committees

The term of a council member shall be three years. However, a member may succeed himself/herself as an office or council member once. If any member on the council cannot consistently fulfill his/her council obligations, they may be removed by majority vote of the council.

In case a vacancy occurs in the office of the chair, the vice-chair shall assume the office. The vice-chair shall also serve his/her elected term as chair. Vacancies in the council and/or other offices shall be filled by consensus of the remaining members of the council.

These bylaws may be amended by a two-thirds vote of the members present at the meeting at which the vote is taken, provided that the proposed amendment has been presented in writing to the council, and a minimum quorum is present.

The rules contained this document shall govern the council in all cases in which they are applicable and consistent with these bylaws.