

**POLICIES AND PROCEDURES**

<b>SECTION TITLE:</b> BOARD OF DIRECTORS	<b>SECTION REFERENCE:</b> BD
<b>POLICY TITLE:</b> APPOINTMENT PROCEEDURES FOR ALUMNUS	<b>POLICY NUMBER:</b> BD-021

**POLICY STATEMENT:**

THE STUDENT CENTRE IS COMMITTED TO THE ESTABLISHMENT OF A BOARD OF DIRECTORS THAT IS REPRESENTATIVE AND REFLECTIVE OF THE DIVERSE STUDENT BODY AT YORK UNIVERSITY, INCLUDING REPRESENTATION FROM YORK ALUMNI.

**PURPOSE:** TO OUTLINE THE PROCESS AND PROCEDURES CONCERNING THE APPOINTMENT TO THE BOARD OF DIRECTORS OF AN ALUMNUS.

**1. APPOINTMENTS**

In accordance with Article 4.1(vi) of By-law No. 1 “One (1) alumnus of the University who previously was a director in good standing of the Corporation shall be appointed by the Board”.

**2. NOTICE**

The Chairperson shall give notice, by April 1 in each year, or appropriate date reflecting a current vacancy in the position, to the University alumni who previously were directors in good standing:

- a) That the position is available;
- b) That nominations, including self-nominations, must be received by the date established by the Executive Committee;
- c) That Executive has identified skill sets for the position that are being sought from applicants to complement the current management team and Board composition; and
- d) That the Executive shall review all applicants and submit to the Board either a short list of candidate from which the Board will select the successful candidate, or shall submit to the Board a single candidate for the Board’s approval.

**3. FAILURE TO APPOINT**

In accordance with Article 4.8 of By-Law Number One, should the Board fail to appoint an alumnus representative, quorum requirements for Board meetings shall be reduced accordingly.

**4. VACANCIES**

- a) The Chairperson shall ensure that YUSC staff maintain an ongoing Alumni List, comprised of all past YUSC Directors and the most currently available mailing address.

- b) Should the alumnus seat be declared vacant for any reason' the Chairperson of the Board shall take all reasonable measures to notify the Alumni List and to follow the appointment procedures outlined in this policy.

<b>Contact Person (title):</b>	Chairperson / Secretary / Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board Minutes
<b>Relevant Forms:</b>	N/A

<b>Board Approval Date:</b>	29 November 2000
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	Updated with respect to By-Law Number One amendment dated 29 November 2001