

STANDING RULES ALUMNI BOARD OF DIRECTORS

Standing Rules are established to aid in the administration of the Alumni Board of Directors and to insure continuity in the work of the Board. These Standing Rules may be rescinded or amended by two-thirds vote without previous notice or by a majority vote with thirty (30) days' previous notice. These rules remain in effect until the Board rescinds them.

1. Definitions:

- Onyx: Denotes the Saint Mary-of-the-Woods College publication distributed to the entire membership of the Alumni Association.
- Board: Denotes the Board of Directors of the Alumni Association of Saint Mary-of-the-Woods College.
- President,
Vice President,
Secretary: Denotes officers of the Board.
- Alumni Director: Denotes the Director of Alumni Affairs of Saint Mary-of-the-Woods College.

2. Meetings:

A. Scheduling

- a. The Spring Meeting of the Board shall precede the start of Reunion weekend. Newly elected members may attend the Spring Meeting but shall not be entitled to vote.
- b. The Fall Meeting of the Board shall coincide with Homecoming weekend. The date of the Fall Meeting shall be announced at the Spring Board Meeting.
- c. The Winter Meeting of the Board shall be held in February of each year unless the President sets another date at the Fall Meeting. At this meeting, in the odd numbered years, the Board shall elect its officers. The newly elected officers shall commence their duties at the close of Reunion weekend. The outgoing officers shall preside at all official functions of Reunion weekend.
- d. Special Meetings may be called by the President when necessary.

B. Notices and Agenda

- a. Written notice of regular and special meetings, including an agenda, shall be distributed at least fifteen (15) days prior to the meeting. The agenda shall be prepared by the President in consultation with the Alumni Director. The

agenda and all supporting materials will be distributed by the Alumni Director.

- b. The agenda of each meeting shall include a listing of proposed actions to be voted upon at the coming meeting. The Board shall not take action on a matter not appearing on the agenda unless two-thirds (2/3) of the members present vote to waive the agenda requirement.
- c. The order of business for meetings shall be: Reports of officers and standing committees, unfinished business, new business. An action presented by an officer or a standing committee as a motion shall be voted upon at the time it is presented, subject to paragraph b., above.

C. Board Votes

Unless otherwise required by the *Bylaws*, Board decisions shall be by a majority vote of members present and voting. Votes may only be cast by those members present at the meeting.

D. Attendance

Board Members are expected to attend all Board meetings and actively participate in committee work.

E. Minutes

Minutes of each Board meeting shall be sent to the Board members within forty-five (45) days after each meeting. Committee chairpersons shall submit their committee reports to the Secretary within fifteen (15) days after each meeting for inclusion in the Board Minutes. The Secretary will submit the minutes for review to the Board and request all edits.

3. **Additional Duties of Officers**

The officers have the following particular duties in addition to the duties listed in the *Bylaws*, the applicable rule in the Parliamentary Authority, and any other duties assigned by the Association.

A. President:

The President shall be responsible for communication between the Board and the Board of Trustees of the College and shall also maintain communications with the College Administration. The President may appoint additional directors if needed, as defined in the Bylaws.

B. Vice President:

The Vice President shall be responsible for the orientation of new board members. The Vice President shall also be responsible for overseeing the Nomination Committee and the recommendations and selection process of new board candidates.

C. Secretary:

The Secretary shall cooperate with the Alumni Office in the performance of the secretarial duties and shall forward to the Alumni Office the minutes for each meeting within twenty (20) days after the meeting.

4. Committees

A. Members:

The President shall appoint all committees except the Executive Committee and shall be an *ex-officio* member of all committees, except the Awards Committee and the Nomination Committee. Committee members shall serve for one year but may be reappointed. Appointments and notification shall be completed by July 1st of each year. The President may appoint additional members after that date at the request of the committee chair. Members of the Alumni Association who are not members of the Board may be appointed to Board committees.

B. Duties:

- a. Each committee shall maintain documents to be passed on for succession purposes. Ordinarily these would include records of the committee's charges, procedures, membership, self-evaluations and any other pertinent information.
- b. The Board shall review the committee charges annually at the Winter Board meeting.
- c. The Board shall approve all committee actions prior to implementation (unless such actions are specifically authorized by the *Bylaws* or the Board's charge to the committee).
- d. Each committee shall provide the members of the Board with its current procedures and time-lines.

5. Standing Committees

A. The standing committees shall be **Advancement, Special Projects, and Young Alumni.**

- a. Areas of responsibility:
 - i. **Advancement:** Support College fundraising initiatives and assist in keeping alumni informed of College interests and projects. Identify ways and means to encourage philanthropic awareness among alumni and current students. Build the culture of class giving and provide support to class agents. Increase stewardship efforts by writing thank you notes to donors. Select certain fundraising initiatives to support throughout the board year. Develop/keep updated a sample packet of letters and notes sent from committee to serve as examples and historical documentation.
 - ii. **Special Projects:** Increase awareness of the College with the Association and individual alumni clubs. Work closely with the College to aid in student recruitment and networking efforts. Organize and lead events

including, but not limited to those associated with the Week of Service. Utilize social media venues to reach out to alumni, current, and potential students as a way to increase awareness of the College.

- iii. **Young Alumni:** Connect and engage young alumni to the College through a variety of initiatives, including but not limited to, organizing young alumni events (i.e. service, fundraiser), implementation and leadership of a “Student Gratitude Week”, and connecting current students with alumni of the College to establish a mentoring relationship (Woodsie to Woodsie Mentor Program).

6. *Ad Hoc* Committees

- A. The *ad hoc* committees shall be Nomination, Awards, Officer Recruitment and Executive.
 - a. Areas of responsibility:
 - i. Nominations: Assist and oversee the nomination and election process for new members to the National Alumni Board. Will work in coordination with the Vice President to recruit potential members, solicit nominations and contact nominees. Committee will consider board terms and succession planning throughout the nomination process.
 - ii. Awards: Assist the Alumni Affairs Office with the award process for the Saint Mother Theodore Guerin Award and the Frances Murphy Rumely Award. Committee will encourage and solicit nominations from alumni outside of the initial all call from the College. Members will also assist in award selection for the Alumni Leadership and Service Awards and the Alumni Faculty Leadership Award.
 - iii. Officer Recruitment: Consists of the outgoing board members. Works in coordination with the Alumni Affairs Office to identify interested and qualified members of the Board for officer leadership. An officer slate shall be set by the committee membership at the Fall Meeting and will be brought to the Board for a vote at the Winter Meeting.
 - iv. Executive: Consists of the president, vice president, secretary and chairs of each committee. Serves to address any new business to be presented to the board or the Association. Assists with board meeting planning and tracking progress of the board and committee goals throughout the year. Shall be empowered to act for the Board between regular meetings when necessary.