



## STANDING RULES ALUMNI BOARD OF DIRECTORS

Standing Rules are established to aid in the administration of the Alumni Board of Directors and to ensure 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 These Standing Rules may be rescinded or amended by two-thirds vote without previous notice or by a majority vote with thirty (30) days' previous notice.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:

- a. Onyx Anneau: Denotes the Saint Mary-of-the-Woods College publication distributed to the entire membership of the Alumni Association.
- b. Board: Denotes the Board of Directors of the Alumni Association of Saint Mary-of-the-Woods College.
- c. President, Vice President, Secretary: Denotes officers of the Board.
- d. ABOD Liaison: Denotes the ABOD representative from the Advancement office assigned to support the ABOD

### 2. Meetings:

- a. Scheduling
  - i. The first meeting of the governance year is to be held in July.
  - ii. The second meeting of the governance year is to be held in conjunction with Homecoming.
  - iii. The third meeting of the governance year is to be held in February.
  - iv. There shall be committee meetings held in conjunction with reunion.
  - v. Special meetings of the Board may be called by the president if necessary.
  - vi. The meetings could be a more collaborative space based on College Scheduling. The Agenda could provide flexibility for the ABOD Liaison and other college representatives to attend both the ABOD meetings and perform other duties.
- b. Notices and Agenda
  - i. 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 ABOD Liaison. The ABOD Liaison will have all supporting materials, name tags and name cards prepared for the meeting.
  - ii. The agenda of each meeting shall include a list 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

- iii. The order of business for the meeting shall be: Reports of officers and standing committees, unfinished business, and 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
    - i. 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
    - i. Board Members are expected to attend all Board meetings and actively participate in committee work and assist the Advancement team in the coordination of Homecoming and Reunion weekends. In addition, the Board will work with the ABOD Liaison on other duties as requested.
    - ii. Virtual meeting attendance of board members shall be determined at the discretion of the ABOD President.
  - e. Minutes
    - i. 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. (see ABOD timelines for exact due dates)

### **3. Duties of the 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:
  - i. 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 ABOD Liaison. The President may appoint additional directors if needed, as defined in the Bylaws. (See ABOD Bylaws for additional responsibilities.)
- b. Vice President:
  - i. 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. (See ABOD Bylaws for additional responsibilities.)
- c. Secretary:
  - i. The Secretary shall cooperate with the ABOD Liaison in the performance of the secretarial duties and shall forward to the ABOD Liaison the minutes for each meeting within twenty (20) days after the meeting. The

secretary will act as a liaison for the awards committee and document all annual award winners.

#### **4. Duties of the Board Members**

- a. Participate in full ABOD and assigned committee meetings.
- b. Participate at Homecoming and Reunion weekends until all ABOD duties conclude.
- c. Engaging with Alumni; Actively host and participate in local area alumni events.
- d. Actively recruit for board Nominations and Nominate alumni for awards.
- e. Contribute annually to The Woods Fund.
- f. Kuehn Fund is used for discretionary board activities. The president of the ABOD approves use of funds. Requests for use of funds should be made in writing to the president of the ABOD. The fund is replenished by current and past ABOD members contributions.

#### **5. Committees**

- a. Members:
  - i. The President shall appoint 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 or if deemed necessary. Members of the Alumni Association who are not members of the Board may be appointed to Board committees.
- b. Duties:
  - i. 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.
  - ii. The Board shall review the committee charges annually at the Winter Board meeting.
  - iii. 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).
  - iv. Each committee shall provide the members of the Board with its current procedures and timelines.

#### **6. Standing Committees**

- a. Advancement:
  - i. 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. Maintain and update records of Board Ambassadors to assist the College

with short-term, micro-volunteer projects throughout the year. Develop and maintain a sample packet of letters and notes sent from the committee to serve as examples and historical documentation.

- b. Special Projects and Campus Partnerships:
  - i. Increase awareness of the College with the Association and individual alumni clubs. Organize and host local service projects and utilize social media platforms to reach out to alumni.
- c. Alumni Engagement and Initiatives:
  - i. Leads outreach efforts in the community, coordinates alumni participation in on-campus events, and builds bridges among alumni, faculty, students, athletics, and campus organizations.
- d. Belonging:
  - i. Connect and engage with all alumni to the College through a variety of initiatives, including but not limited to: participation, events, and advancement initiatives, the Belonging Committee focuses on fostering emotional and relational connection; supporting alumni identity and pride; creating welcoming spaces for returning alumni; encouraging inclusivity and representation; building trust and community.

## **7. Ad Hoc Committees**

The ad hoc committees shall be Nomination, Awards, Officer Recruitment and Executive.

- a. New Board Member Nominations:
  - i. Assist and oversee the nomination and election process for new members to the Alumni Board of Directors. The committee will work in coordination with the Vice President to recruit potential members, solicit nominations and contact nominees for vetting purposes. The committee will consider board terms and succession planning throughout the nomination process. The ad hoc committee will vote on a ballot of potential new board members to be presented at the winter board meeting for vote by the full board.
- b. Awards:
  - i. Assist the ABOD Liaison with the award process for the Saint Mother Theodore Guerin Award, the Frances Murphy Rumely Award and the GOLDEN Oak Award. The Committee will encourage and solicit nominations from alumni in addition to the call out from the College. The Ad Hoc Committee will review nominations and recommend a recipient for the Saint Mother Theodore Guerin Award and the Frances Murphy Rumely Award to be presented to the full Alumni Board for approval. The potential alumni award recipients will be presented to the College for approval by the President of the College. Ad hoc committee members will also assist in award selection for the GOLDEN Oak Award, Alumni Leadership and Service Awards and the Alumni Faculty Leadership Award. Committee selections will be presented for approval by the

College President. The ABOD Liaison will advise on which awards are presented annually.

- c. Officer Recruitment Committee:
  - i. The committee is chaired by the President, consists of the outgoing board members and works in coordination with the ABOD Liaison to review self-nomination forms from eligible members of the Board. A candidate slate shall be set by the Officer Recruitment Committee members and the slate of candidates will be brought to the Board for a vote and election at the Winter Meeting.
- d. The Executive Committee:
  - i. Consists of the President, Vice President, Secretary and chairs of the standing committees. In addition ad hoc committee chairs may be invited to attend. The Executive Committee serves to address any new business to be presented to the Board or the Association as well as assisting with meeting planning and the tracking of progress of the board and committee goals throughout the year.
  - ii. The Executive Committee shall be empowered to act for the Board between regular meetings when necessary.

Amended April 2026