Alumni Association Guidelines and Board Member Expectations
UCCS Alumni and Friends Association

Article 1: Name and Membership
A. The name of this Association is the University of Colorado Colorado Springs (hereinafter referred to as “UCCS”) Alumni and Friends Association (hereinafter referred to as “the Association”).
B. The Association shall consist of the following:
   a. Graduates of UCCS (hereinafter referred to as “Alumni”)
   b. Other individuals who have an interest in the support of UCCS (hereinafter referred to as “Friends”)

Article 2: Mission
A. In the spirit of educational advancement, the Association strives to be the central link between UCCS and its alumni. The Association will promote and foster a lasting and mutually beneficial relationship between alumni, the University, its students, and the community to support the mission, goals, and traditions of UCCS.
B. In support of this mission, the Alumni Advisory Board (hereinafter referred to as “the Board”) and alumni staff work together to:
   a. Create, promote and preserve the traditions of UCCS
   b. Communicate the accomplishments of UCCS to alumni and other community members
   c. Encourage alumni and friends of UCCS to use their time, talents and energy for the advancement of the campus
   d. Promote financial support of UCCS.
   e. Develop and promote alumni/student relations
   f. Provide opportunities for alumni to network and interact with each other
   g. Develop and sustain communication between alumni, UCCS and the community.

Article 3: Director of Alumni Relations and Special Projects
A. The Director of Alumni Relations and Special Projects (hereinafter referred to as “the Director”) is an employee of the University and reports to the Vice Chancellor for University Advancement.
B. It is the duty of the Director to oversee all aspects of the Office of Alumni Relations. The Director serves as liaison between UCCS and its alumni. Fiduciary responsibility rests with the Director. The Director oversees the management of the Association and the Board.

Article 4: Alumni Advisory Board
A. The purpose of the Board is to engage in meaningful discussion, consider issues related to alumni relations, and make informed and thoughtful recommendations to UCCS. The Board assists the Director in the implementation of alumni programs.
B. The Board shall be comprised of at least six members, but should be no more than 25 members.
   a. Nominations for appointment will be solicited from several sources, including but not limited to the Board, the Director, Vice Chancellors, Deans and the Chancellor.
      i. The application process for board members will begin in April of each year and will consist of the following:
         1. Completion of Alumni Advisory Board Member Application.
2. Submission of resume and cover letter detailing interest in the Board.
3. Phone interview with current board member.
   ii. Decisions regarding applications will be made by June 15 of every year.
b. Appointments shall be for a term of three years. Board members will be required to take a one-year break between terms on the board and are not permitted to serve consecutive terms except in extraordinary circumstances.
   i. In some cases, the President of the Board may be permitted to serve a fourth year if his or her service as President occurs during the third year of the term.
c. Every attempt shall be made to adequately represent all of the colleges and schools that comprise UCCS. In addition, one representative from the CU Foundation and one representative from Students Today, Alumni Tomorrow (STAT) will serve as ex-officio members.
d. UCCS adheres to a nondiscrimination policy with respect to employment, enrollment and academic programs. UCCS does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, or marital status and has a firm commitment to promote the letter and spirit of all equal opportunity and civil rights laws.

C. The Board shall meet at a schedule determined by the Director and the President. The regular meeting schedule (subject to change) is as follows:
   a. The entire board (including all committee members) will meet five times per year: two meetings during the fall semester (September and November), two meetings during the spring semester (February and April), and once in July for the summer planning meeting.
   b. The Executive Committee will meet four times per year in addition to the five meetings above (August, October, March and May).
   c. Other board committees shall meet at the discretion of their individual chairs, but are expected to meet at least once per semester (such as in October and March, for example).

Article 5: Board Member Duties

A. All members of the board are expected to adhere to the following participation guidelines. Board members who do not meet the above requirements will be asked to leave the board.
   a. Attend annual summer planning meeting (held in July of each year)
   b. Attend at least four board meetings per year (out of five meetings total), except in exceptional circumstances.
      i. Executive Committee members are expected to attend seven meetings per year (out of nine meetings total), except in exceptional circumstances.
   c. Attend at a minimum of one alumni event per semester AND promote special events to other alumni. Members are strongly encouraged to bring other alumni with them to each event.
   d. Contribute financially on an annual basis at a level that is personally meaningful to the Alumni Association Scholarship Fund (or another UCCS department or program, if desired).
   e. Represent and be an advocate for UCCS and the Association in the community and at legislative events when appropriate.
B. In addition to the above participation guidelines, all board members will be asked to assist with the following throughout the year:
   a. Send thank you notes/emails to alumni who attend special events.
   b. Send congratulatory notes/emails to alumni who are featured in the news.
   c. Assist with the selection of the recipient of the annual Alumni and Friends Award.
   d. Assist with student recruitment by writing letters/emails to prospective UCCS students.
e. Thank donors for their generosity during the annual Thank-A-Thon.

Article 6: Alumni Board Officers

A. Officers of the board consist of a President, Vice President/President Elect, Secretary, Chair of the Communication Committee, Chair of the Events and Outreach Committee, and Chair of the Scholarship and Student Outreach Committee. An election for these positions will be conducted in April of each year, and decisions will be announced by June 15.

B. The duties of the board officers are as follows:
   a. President
      i. Serve a one year term. The term ends at the close of the Academic Year. The President can serve no more than two consecutive terms.
      ii. Preside over the board meetings and lead discussion throughout.
      iii. Present the Alumni and Friends Award at the annual Campus Awards Ceremony.
      iv. Give the Alumni Charge at the annual May and December Commencement Ceremonies.
      v. Meet with the Director as needed between regularly scheduled board meetings.
      vi. Remain on the board for one year after the President appointment, even if that extends the term of service to four years (see Article 4).
      vii. Manage any interpersonal or board member conflicts, including removal of members due to lack of participation.
   b. Vice President/President Elect
      i. Automatically ascend to the position of President.
      ii. In the absence, resignation or removal of the President, automatically assume the President role. In this case, the Vice President/President Elect is also responsible for all of the duties of Chair listed above.
   c. Secretary
      i. Take the minutes at each board meeting and prepare them for board review.
      ii. Review the minutes of each board meeting before the board approves them.

Article 7: Removal

A. Any member of the board may be removed from office:
   a. With previous written notice, and
   b. Upon the affirmative two-thirds (2/3) vote of the board whenever, in its opinion, the best interest of the Association is served.

B. In the event that a board member must be removed, the procedure for removal will be that specified in the most current version of Robert’s Rules of Order.

Article 8: Guidelines

A. The Guidelines will be reviewed annually at the summer planning meeting.