

ATTACHMENT I

Saint Mary's Alumnae Association Board of Directors

Standing Operating Procedures

1. In the event of a conflict between a standard operating procedure and the Association's By-laws, the By-laws prevail.
2. The standard operating procedures may be amended by majority vote of the Board of Directors of the Association.
3. All standing committees created by the By-laws, except the nominating committee, shall meet during the semi-annual board meetings and other times deemed necessary by the committee chair. Additional meetings may be conducted electronically.
4. Minutes shall be taken of all standing committee meetings and promptly delivered in writing to the Board Secretary.
5. **Standing Committee Chairs**, in addition to other duties prescribed by the By-laws or standard operating procedures shall have the following duties:
 - a. Preside over the meetings of the committees;
 - b. At least one month prior to a committee meeting at the semi-annual Board meeting, prepare an agenda for the meeting and provide it to the Director of the Alumnae Relations Office for distribution to other committee members;
 - c. Work with the Alumnae Relations Office staff on an ongoing basis;
 - d. Report on the committee's actions and activities to the Board at the semi-annual Board meetings;
 - e. Invite college personnel and other guests to committee meetings as needed;
 - f. Deliver all files and relevant material to successor committee chairs;
 - g. Delegate to other members of the committee other responsibilities.
6. **Standing Committee Vice-Chairs**, in addition to other duties prescribed by the By-laws or standard operating procedures, shall have the following duties:
 - a. Take the minutes of the committee meetings;
 - b. Preside over the committee meeting in the event the chair is unable to do so and so notify the Board Chair and Director of the Alumnae Relations Office.
7. The **Executive Committee** facilitates the work of the Board of Directors and conducts the business of the Board in the interim of its meetings. The committee should also engage in an ongoing consideration of the future needs and trends of the Board.

- a. The committee consists of the officers of the Board and at least two other Board members selected by the president. The president acts as the chair of the committee.
 - b. The committee must obtain approval of all Executive Committee actions at the next regular Board meeting.
 - c. The committee chair appoints veteran Board members to serve as mentors to new Board members.
8. The purpose of the **Board Selection and Awards Committee** is to identify alumnae who may be Board candidates, or who may be of other service to the Alumnae Association of the College, and to select recipients of alumnae, student, and alumnae club awards given by the Association. The committee is comprised of the chair, vice chair, and other Board members appointed by the president.
- a. The committee shall
 - i. Develop means to increase the number of Alumnae Board candidates and Alumnae Award nominees. The Alumnae Office will retain Candidate Profiles Forms, CV's and personal statements submitted by alumnae interested in Board service for decades and geographic areas needed.
 - ii. Prepare and present, during the fall meeting of the Board, candidates and alternates to be approved by the Board of Directors for upcoming Board vacancies. (See Procedures for the Nomination and Selection to the Board of Directors of the Alumnae Association, Article IV, Section 4, page 3.)
 - iii. Select, during the fall meeting of the Board, the recipient of the "Club of the Year" Award to be approved by the full Board. (See Attachment II for award description and criteria.)
 - iv. Select, during the spring meeting of the Board, recipients of the following Alumnae Association awards, subject to the approval by the full Board:
 1. Distinguished Alumna Award
 2. Alumna Achievement Award
 3. Humanitas Award
 4. Outstanding Young Alumna Award
 5. Outstanding Senior Award(See Attachment II for award criteria)
 - b. The committee chair shall present the names of those selected for Board service or alumnae awards to the Board for approval.
 - c. As part of the Board selection process the Alumnae Office shall
 - i. Publish decade and geographic needs in *Courier* (winter and spring before the fall meeting.)
 - ii. Contact Club presidents with decade and geographic needs.
 - iii. Send a blast e-mail to all alumnae of decades needed.
 - iv. Determine, from those alumnae that apply for Board service, if they meet the criteria for Board service.
 - v. From those who meet criteria, prepare the final list of candidates for the annual review by the full Board.

- vi. Send candidate profile materials of Board candidates and evaluation forms to Board members by first to mid-August and request the evaluation forms be returned to BS&A chair by designated date.
- vii. Ensure the announcement of the newly appointed Board members be included in the appropriate edition of the *Courier* and on the website
- d. As part of the Board selection process the committee chair shall:
 - i. Determine at the end of the fall Board meeting, the number of vacancies on the Board for the term under consideration and the decade and geographic area needed.
 - ii. Review the evaluation forms, tabulate the rankings and prepare a summary report to be distributed to committee members at the fall meeting.
 - iii. Present to the full Board for affirmation, the candidates for decades and geographic needs.
 - iv. Telephone the candidates selected to inform them of their selection, review with them the duties and responsibilities of a Board member and request that they verify, by a letter to the president of the Board, their consent to serve. E-mail, or mail, a copy of the Duties and Responsibilities of a Board Member to the candidate for their perusal.
 - v. Send a congratulatory letter to the newly appointed Board members, confirming details of service discussed in the telephone call.
 - vi. Send a letter to all candidates not chosen, thanking them for their application and interest in serving on the Board and encouraging them to continue their involvement with the College, their Club, and to apply again when their decade and geographic area are needed.
- e. As part of the awards selection process, the Alumnae Office shall:
 - i. Ensure that descriptions of the alumnae award and nomination form are included in the fall and/or winter edition of the *Courier*. (Descriptions are noted in Attachment II.)
 - ii. Ensure that a nomination form for the Outstanding Senior Award is distributed to the College community in February. (Description is noted in Attachment II.)
 - iii. Consult with Student Activities Office prior to the spring Board meeting regarding candidates for the Lumen Christi Award so that the two senior awards will not be given to the same person.
 - iv. Review the nominations for current alumnae awards as well as past nominations and prepare information for the committee's review.
 - v. Extend written notification to Association award recipients and/or other special nominees.
 - vi. Ensure the announcement of the alumnae award recipients is included in the appropriate edition of the *Courier and on the website*.
- f. As part of the awards selection process, the committee chair shall:
 - i. Present a slate of nominees for Club of the Year award to the committee at the fall meeting and alumnae awards nominees at the spring meeting.
 - ii. Present to the full Board for their approval the recipients selected by the committee for the various alumnae awards.

9. The **Clubs and Resources Committee** will foster communication between the alumnae clubs and contact areas and the College and explore methods of encouraging alumnae and club leadership. The committee is comprised of the chair, vice chair, and other Board members appointed by the Board president.
- a. The committee shall
 - i. Encourage all Board members to be active in their local alumnae clubs or contact areas;
 - ii. Support and assist with the planning and implementation of alumnae and club leadership and leadership exchange programs undertaken by the Board or College;
 - iii. Assist the Alumnae Relations Office in developing, assessing, and coordinating communications with and providing information and assistance to alumnae clubs and contact areas through a liaison contact mechanism;
 - iv. Work with the Alumnae Relations Office to identify and, if appropriate, implement new programs to educate, communicate, and connect with alumnae clubs and contact areas and to strengthen the relationship among club leaders and between club leaders and the College;
 - v. Create and publish such communication modules as a “Club Connections” newsletter on a regular basis to connect clubs and club leaders with the College;
 - vi. Explore with other College departments such as Admissions and Career Crossings opportunities to implement information exchange between the department, Board, and alumnae clubs and contact areas to enhance the objectives of the departments and the College;
 - vii. Assist with other tasks that relate to the committee’s purpose.

The committee chair shall work with the Director of the Alumnae Relations Office and the Executive Committee of the Board to determine other committee goals and objectives to support the strategic goals of the College and the Board.

10. The **Alumnae Engagement Committee** plans, promotes and assists with implementing programs for alumnae focused on enriching alumnae’s social, intellectual, and financial engagement with the College. The committee is comprised of the chair, vice chair and other Board Members appointed by the President.

- a. The Committee shall:
 - i. Assist the Development Office with the solicitation of Board members, and former Board members if appropriate, for their financial commitment to Saint Mary’s College.
 - ii. Work with the Alumnae Office to identify and implement new programs to educate, communicate and connect the alumnae with Saint Mary’s College.

- iii. Assure that all Board members actively participate in Alumnae Association programs and Alumnae Board and college fundraising programs.
- iv. Work with committees of the Board, former Board members and Alumnae to implement programs.

b. The Committee shall:

- i. Work with the Director of Alumnae Relations and the Development Office liaison to provide appropriate fundraising training and related materials as related to fundraising programs that are Board-related initiatives.
- ii. The Committee chair will work with the Director and the Board, former Board members and Alumnae to determine committee goals and objectives to support Alumnae Association programming.

11. **The Nominating Committee** identifies and secures candidates for Board officer positions. The committee is comprised of the vice president of the Board who serves as committee chair, the Director of Alumnae Relations, and three at-large members of the Association—current members who are not eligible for office, or past members who have retired from the Board within three years—appointed by the president.

b. The committee shall:

- i. Collect nominations and prepare a slate of one candidate for each of the three officer positions—president, vice president, and secretary.
- ii. Prepare a short biography of each candidate’s board involvement, which will be distributed with the slate.
- iii. Deliver a copy of the slate and the board biographies to each Board member no later than three weeks prior to the date of the election.
- iv. Supervise the balloting and count the votes.

c. With regard to nominations, prior to the spring meeting during which elections will take place, each Board member eligible for election will be asked to respond to a notice from the chair of the committee. The notice will consist of the following prompts:

- i. Is there someone you think would make a good board officer? Please enter her name here: _____
Please indicate which office: _____

Using this notice, board members may nominate members eligible for board office, or self nominate if eligible for service. From those nominations the Committee will select one nomination for each office and contact those individuals to confirm their willingness to serve. If anyone chooses not to have their name appear on the intended slate, the Nominating Committee will continue with its work of securing names for the slate.

- ii. With regard to elections, the nominating committee shall insure that:
 - 1. Three weeks prior to the date of election in the spring, each Board member will receive a sample copy of the slate ballot and short biographies of the candidates’ board involvement.

2. A proxy ballot will be mailed to any Board member who will not be present for the election. The ballot must be received by the Alumnae Office prior to the actual vote, and will remain sealed until all votes are counted.
3. Election of officers will be done by checking a “yay” or “nay” box next to each of the three names up for consideration for president, vice president and secretary.
4. Prior to the actual vote, nominations may also be made verbally from the floor. Once those individuals are confirmed eligible and willing to serve, their names may be entered by supporters into provided write-in slots on the ballot.
5. The nominating committee will collect the ballots and tally the votes. If a tie exists between a slate nominee and a write-in nominee, a second vote will be taken after announcing the addition of the write-in nominee. Absentee members will not be permitted to participate in a tiebreaking vote. If a tie still exists after a second vote, the result will be decided by coin toss.
6. Unopposed slate individuals will need to receive two-thirds approval (“yay” votes”) to be elected to office.
7. If two-thirds of the vote is not obtained for an unopposed slate individual, the nominating committee will be responsible for compiling a new slate of candidates for that office, and a special election will be conducted by the nominating committee within one month of the meeting.

12. The **Student Alumnae Committee** will foster interaction between students and alumnae and support graduates as they make the transition from students to alumnae. The committee is comprised of the chair, vice chair, and other Board members appointed by the president.

- a. The committee will:
 - i. Work with students, Alumnae Relations staff and administration of the College to plan, implement, and conduct events that will foster interaction between students and alumnae.
 - ii. Work with the Alumnae Office to provide a forum for communication between the Alumnae Association, student body and student organizations.
 - iii. Assist with other College projects that related to the committee’s purpose.
 - iv. Act as a resource to all College departments responsible for the implementation of alumnae associated sponsored programs.
 - v. Encourage the development of additional programs to facilitate student-to-alumnae professional and personal networking.
- b. The committee chair will communicate with student leaders to ascertain needs that might be met by the Alumnae Association.

13. The **Student Board Member positions** authorized by the By-laws shall consist of one current Saint Mary’s senior who shall be a voting member, and a second junior student who is a non-voting member. The person holding the non-voting member position shall assume

the voting member position during her senior year. The student member must maintain a 3.0 cumulative grade point average and campus residency during the course of her term.

- a. Applications for the Student Board Member positions shall be submitted to the Student Affairs Committee of the College. An applicant must provide a letter of application, a resume, an official transcript, a letter of recommendation from a faculty member and a letter of recommendation from a non-faculty member. The applicant must be a rising junior, have a minimum cumulative grade point average of 3.0, and be a campus resident. Applications shall be submitted at the same time the Board of Governance requires submission of applications for other student government positions.
- b. The Student Affairs Committee will select no more than three candidates for the Student Board Member position and forward those recommendations to the Board Selection and Awards Committee. The recommended candidates will be interviewed by the Board Selection and Awards Committee, the Chair and Vice Chair of the Student Alumnae Committee, and the current Senior Student Member should she choose to participate. One candidate will be recommended to the Board for approval during the Spring Board meeting.
- d. In the event either the voting or non-voting student member of the Board becomes ineligible or unable to serve, the Chair of the Alumnae Board, in consultation with the Chairs of the Board Selection and Awards Committee and the Student Alumnae Committee, shall establish a procedure to fill the vacancy.
- e. Transition provision – the first selection of the Student Board Member positions shall include both a voting and non-voting member. Applications shall be received from rising seniors for the voting position and from rising juniors for the non-voting position.

ATTACHMENT II

Awards and Award Criteria

CLUB OF THE YEAR

There are no specific requirements a club must meet to be considered for this award. All of the clubs are different and distinguish themselves in varying ways. When considering a club's successes over the year or years, here are some questions to ask:

- Did it try something new that increased participation?
- Has the club taken a new direction or given it a new focus?
- Has the club revived recently with success?
- How is it reaching its members? Has it changed its method of communicating to alumnae and seen improvement?
- Has it been successful in recruiting new members or younger graduates and getting them active with the club?
- Did it provide alumnae with opportunities to gather a couple times a year to reconnect with each other?

DISTINGUISHED ALUMNA

The nominee should exemplify the standards, ideals and mission of Saint Mary's in her particular vocation, and be of outstanding service to Saint Mary's through ongoing work for the Alumnae Association, either with a local club or with the Association directly. That service should also be demonstrated through yearly benefaction and other consistently devoted support and friendship to the College. Graduate and non-graduate alumnae are eligible for the award. Class year is not a consideration.

ALUMNA ACHIEVEMENT

The nominee should be outstanding in her personal and professional accomplishments. As a recognized leader in her field of endeavor, she should exemplify the quality of a Christian liberal arts education and uphold the standards, ideals and mission of Saint Mary's College. Graduate and non-graduate alumnae are eligible for the award. Class year is not a consideration.

HUMANITAS AWARD

The nominee should be outstanding in her personal and volunteer accomplishments and recognized for her concern for the interests and welfare of her fellow human beings. She should exemplify the qualities of personal dedication, compassion, selflessness and sacrifice, through social action, education and reform within the community, church or world.

OUTSTANDING YOUNG ALUMNA AWARD

The nominee should be outstanding in her personal, professional or volunteer accomplishments and should exemplify the standards, ideals and mission of Saint Mary's College and the Alumnae Association. She must also demonstrate service to Saint Mary's through ongoing work for the Alumnae.

OUTSTANDING SENIOR AWARD

The nominee should exemplify the spirit and values of Saint Mary's College and be distinguished by scholarship. She must display outstanding dedication to Saint Mary's through curricular and extracurricular activities and carry out the beliefs of her faith in daily living. As the valedictorian represents the mind, and the Lumen Christi Award recipient reflects the soul, the Outstanding Senior Award recipient embodies the *heart* of Saint Mary's College.