Board of Directors Membership Expectations

There are three parts to serving on any board: Following the Leadership Pledge, Job Description, and Bylaws. All three are important components to serving on the Chapman Alumni Association Board of Directors, and these expectations are noted below:

**Leadership Pledge**
Members are expected to lead by example and serve as an ambassador of the Chapman University Alumni Association. They are to plan and actively participate in association meetings, programs, giving and events and identify alumni and recruit for association membership, board leadership and volunteer opportunities. Board members are to also contribute to the best of their ability to support the Chapman University Alumni Association and its programs and scholarships to set an example to other volunteers and donors.

**Job Description**
Members shall promote engagement and participation through involvement and participation. Members will attend specialized opportunities to recruit new board leaders and volunteers and attend all meetings and special activities of the alumni board. Members shall serve on at least one alumni board committee and function as a goodwill ambassador and spokesperson for the Alumni Association and its programs and provide engagement to the entire Chapman Family. They must assist in the recruitment of volunteers and committee members to augment the alumni board. Board members will serve as an example for the alumni board by contributing to fundraising projects and events through personal contributions and by generating support from friends and other contacts.

**Bylaws**
Members shall serve a three-year term and may reapply for another three years term, for a total of two terms for six consecutive years. Board members are required to attend the quarterly meetings and retreat. Performance evaluations can be conducted by the Executive Committee at any time. Board members can be dismissed or asked to resign due to unfulfilled position expectations through a majority, quorum vote. Elected board members are required to financially contribute to the university’s annual fund at a level appropriate to their personal economic circumstances.

**Acceptance of Membership on Board of Directors**
By signing and returning this form, you are acknowledging the expectations of board membership and agreeing to participate to the best of your ability. If you feel at any point in your term that you are unable to fulfill these responsibilities, please notify the president and senior director so that another alumna/us may have this opportunity to serve Chapman University.

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Date
Board of Directors Leadership Pledge

1. **Lead** by example.

2. Have a **passion** for the role the members have in the success of its students and alumni.


4. Plan and actively **participate** in association meetings, programs, giving and events.

5. Identify alumni and **recruit** for association membership, board leadership and volunteer opportunities.

6. Serve in an association **leadership** position that brings together your talents and interests of alumni.

7. **Contribute** to the best of your ability to support the Chapman University Alumni Association and its programs and scholarships to set an example to other volunteers and donors.
Board of Directors Job Description

Date: September 30, 2013

Position: Board Member

Summary: A board member of the Chapman University Alumni Association will bring a unique perspective and a passion to provide strong leadership for association programs and activities in collaboration with the university and the Chapman Family. Board members will promote engagement and participation through involvement and provide opportunities to recruit new board leaders and volunteers, members and supporters.

Term: A Board member shall serve a three-year term and may reapply for another three years team, for a total of two terms for six consecutive years.

Responsibilities: Attend meetings of the Alumni Association Board of Directors. Board members must advise the Vice President of Operations if unable to attend a meeting. If a board member is absent for three consecutive meetings, he or she may be removed.

Attend all special activities of the alumni board, including retreats, fundraising events, and other events planned by the board.

Serve on at least one alumni board committee.

Function as a goodwill ambassador and spokesperson for the Alumni Association and its programs and provide engagement to the entire Chapman Family.

Assist in the recruitment of volunteers and committee members to augment the alumni board.

Set an example for the alumni board by contribute to fundraising projects and events through personal contributions and/or by generating support from friends and other contacts.

Stay well informed about Alumni Association matters, be prepared for meetings, and review and comment on minutes and reports.

Be familiar with the bylaws and keep personal board files up-to-date by adding new material as they are received.
Board of Directors Bylaws

Bylaw I. MEMBERSHIP

A. The Alumni Association Board of Directors “Board” comprises 25 members, including committee chairs.

B. Additional members with no voting power can be appointed by the Executive Committee.

C. New members are selected at the first meeting of each fiscal year (June 1 to May 31).

D. Board members serve a 3 year term and may reapply for another 3 year term immediately after their first term has ended, for a total term of six consecutive years. Board members may reapply for another 2 - 3 year terms after not being on the board for at least 1 year.
   a. Membership can only be extended beyond 6 years if a member is fulfilling an Executive Committee position.
   b. Rolling admission is permitted if there are board vacancies, in which case a new board member can be appointed to fill the remaining portion of a vacant position’s 3 year term.

E. Eligibility to serve on the Chapman University Alumni Association Board of Directors is determined by the Executive Committee.
   a. Members must meet at least one of the following criteria: hold an undergraduate, graduate or professional degree (such as a credential) from Chapman University; have completed at least 28 credit hours of undergraduate study; have completed at least 12 credit hours of graduate or professional program study.
   b. In order to build a board that represents a wide variety of the Chapman alumni network, criteria including graduation year/decade, major and honorary degrees will be taken into consideration by the Executive Committee when appointing new board members.

F. Board members may request a leave of absence from board responsibilities. A leave may be granted by the Executive Committee for up to six months. A member on leave will be considered a member in good standing. One (1) leave of absence may be granted within a three-year term.

G. Performance evaluations can be conducted by the Executive Committee at any time. Board members can be dismissed or asked to resign due to unfulfilled position expectations through a majority, quorum vote (in which two-thirds of the board must be present).

H. Board Requirements
a. Board members will be given a job description outlining the roles, responsibilities and expectations of their position on the board at the beginning of their term.
b. Board members are required to attend the quarterly meetings and retreat. If a board member is not able to attend a meeting, he or she must notify the Vice President of Operations at least 24 hours in advance.
c. Elected board members are required to financially contribute to the university’s annual fund at a level appropriate to their personal economic circumstances.
d. Each voting board member shall serve on at least one committee, as listed in Bylaw III, section B.

Bylaw II. MEETINGS

A. The Alumni Association Board of Directors
   a. The Board of Directors meets 4 times annually. Meeting dates for the year are provided at the first meeting of each fiscal year.
   b. New member orientation and training are held prior to the first meeting of the fiscal year.
   c. The Board of Directors has a retreat each year, which is scheduled prior to the first meeting of the fiscal year.
   d. A quorum (2/3) of all board of directors must be present to perform any business and/or hold a regular meeting.

Bylaw III. GOVERNANCE

A. Executive Committee
   a. Executive Committee members will serve a 1 year term, except for the president, who will serve a 2 year term.
   b. Elections for Executive Committee positions will take place at the final meeting of each fiscal year.
   c. The Executive Committee comprises:
      i. President
      ii. President-Elect or Past President
      iii. Vice President Communications
      iv. Vice President Operations
      v. Elected Members at Large (3)
   d. Executive Committee members can be dismissed or asked to resign due to unfulfilled position expectations through a majority, quorum vote.
      i. Board members will be given a job description outlining the roles, responsibilities and expectations of their position on the board at the beginning of their term.

B. Committees
   a. All committee chairs will be appointed by the Executive Committee prior to the retreat.
b. Committee Chairs
   i. Committee chair positions will be held by board members who are appointed by the Executive Committee.
   ii. Committee chairs are to report to an executive member of the board listed in the Executive Committee job descriptions.
   iii. Committee chairs will serve at least a one year term.
   iv. The chair has the responsibility to dismiss any members from the committee who do not meet their job expectations.

c. Committee Membership
   i. Committee members are appointed by the committee chair and do not have a term limit.
   ii. Membership on committees is open to all members of the Chapman Family, including alumni, students, staff, faculty, families and friends of the university.
   iii. There is no limit to how many members can be on a committee.

d. Committees
   i. Membership and Nomination Committee
      1. The Membership and Nomination Committee is chaired by the Vice President of Operations.
      2. The Vice President of Operations is charged with the design and implementation of recruitment, membership documentation, orientation, training, deadlines, and scheduling dates.
   ii. Communications Committee
      1. The Communications Committee is chaired by the Vice President of Communications.
      2. The Vice President of Communications is charged with developing key messaging to increase alumni engagement and disseminating relevant information to alumni through all available communications vehicles.
   iii. Chapman University Young Alumni Committee
      1. The Chapman University Young Alumni (CUYA) Committee is chaired by a board member who is appointed by the Executive Committee.
      2. The Chapman University Young Alumni (CUYA) Committee is charged with engaging young alumni (those who graduated within the past 10 years).
   iv. Development Committee
      1. The Development Committee is chaired by a board member who is appointed by the Executive Committee.
      2. The Development Committee is charged with assisting in growing the alumni participation rate.
   v. Career Committee
      1. The Career Committee is chaired by a board member who is appointed by the Executive Committee.
2. The Career Committee is charged with assisting alumni with career development, networking and services.

vi. Ad hoc Committee

1. The Executive Committee will appoint board members to ad hoc committees to assist with special projects and events such as homecoming, alumni benefits, etc.

2. Ad hoc committees can be formed at any time by the Executive Committee.

vii. Ambassador Committee

1. The Ambassador Committee is chaired by a board member who is appointed by the Executive Committee.

2. The Ambassador Committee is charged with ensuring that there is an alumni presence at significant campus events.

e. Liaisons

i. Chapman University Affiliated Liaison positions are appointed and approved by the Executive Committee.

ii. The liaison member serves on the board as a non-voting member for a one year term.

Bylaw IV. BYLAWS ADOPTION AND AMENDMENT

A. Amendments to the Bylaws

a. Amendments may be proposed by:

i. Executive Committee

ii. A majority vote of the board at any regular or special meeting

iii. Any member of the board

b. Amendment Procedures

i. Proposed amendments may be introduced and acted upon at any meeting of the board.

ii. New Bylaws may be adopted and/or amended by a concurring vote of not less than a majority of the board present and voting may take place at any board meeting.

c. Effective Date

i. The effective date of these Bylaws shall be November 25, 2013.

B. Bylaws

a. Bylaws are available on the Alumni Board Google Shared Drive and alumni website.