Policies of the Millersville University Alumni Association

ARTICLE ONE: ADVISORS TO THE BOARD OF DIRECTORS

Section 8. The following positions and officers shall serve as advisors to the MUAA Board of Directors:

A. Millersville University Alumni Association Committee Chairs.
B. The President of the Millersville University Student Senate.
C. The President of Millersville University.
D. The Vice President for Advancement.
E. The President of the Millersville University Student Alumni Association.
F. The Immediate Past President of the MUAA Board of Directors.
G. All Board Members Emeriti of the MUAA.
H. Millersville University Staff Liaisons as identified by the Director of Alumni Engagement.

Section 2. It shall be the duty of advisors to:

A. Attend meetings of the MUAA Board of Directors.
B. Report on issues of concern to the Association.
C. Provide advice and counsel to the Board of Directors in its deliberations.

Section 3. Advisors shall receive invitations to attend MUAA events and programs and shall receive all relevant Board of Directors correspondence.

Section 4. Board Members Emeriti

The Board of Directors may elect Board Members Emeriti to the Board from nominations submitted by the President of the Association. Nominations shall be limited to those alumni who, at the time of nomination, meet the following criteria:

A. The nominee has been a member of the Board of Directors for a minimum of three (3) terms.
B. The nominee has, in the opinion of the Association President, distinguished himself/herself in service to the Association.
C. The nominee has celebrated his/her fiftieth anniversary of graduation from Millersville University.
ARTICLE TWO: FIDUCIARY PRACTICES

Section 1. The Fiscal Year of the Millersville University Alumni Association shall be from July 1 to the following June 30.

Section 2. Funds shall be of two classifications:
   A. Those necessary for the operating expenses of the MUAA.
   B. Special funds as established by the Board of Directors and administered by the Financial Planning Committee.

Section 3. An independent certified public accounting firm shall audit the accounts of the MUAA annually. An annual audit report shall be distributed to the Board of Directors and the Accounting Office of Millersville University.

Section 4. The Treasurer may delegate clerical functions to the Director of Alumni Engagement. The Treasurer shall submit quarterly financial reports and periodic reports as requested by the President, Board of Directors or the Director of Alumni Engagement.

Section 5. Except as otherwise provided by law, checks, drafts, promissory notes, contracts, leases, orders for the payment of money and other evidences of indebtedness or obligation of the Association are to be signed by the Treasurer of the Association. In the absence of one of the required co-signers, another member of the Executive Committee of the Association has the authorization to co-sign.

Section 6. No other signatures shall be required unless otherwise directed to be affixed by resolution of the Board of Directors duly adopted.
ARTICLE THREE: FINANCIAL PLANNING COMMITTEE POLICIES

Section 1. Scope/Objective of Committee: The Financial Planning Committee of the Millersville University Alumni Association is responsible for the fiscal management of the Association's accounts including developing an annual budget to be adopted by the Alumni Board of Directors.

Section 2. Committee Membership

A. **Minimum 6 voting members** (max=15), who are alumni of the University and are appointed by the committee chairperson in consultation with the Director of Alumni Engagement and/or the Association President or President-Elect. The committee includes a chair (appointed by MUAA President for a two-year term) and a committee co-chair. The Treasurer serves as a permanent voting member of the Financial Planning Committee.

B. **Non-voting members** include the Director of Alumni Engagement or his/her designee and the MUAA President or his/her designee.

Section 3. Committee Terms

A. Voting members serve a two-year term (July 1 - June 30). A member may serve four (4) consecutive terms.

Section 4. Calendar/Meetings

A. **Regular meetings**: The committee will meet at least four (4) times annually.

B. **Special meetings**: The committee may conduct special meetings as necessary. Special meetings may be called by the committee chairperson or by a written request of four members of the committee in a letter to the Association President.

C. **Conducting business electronically**: When it is not possible for the committee, in whole or in part, to conduct an in-person meeting, the committee may use conference call, email, or other electronic means to hold the meeting and to conduct business.

Section 5. Committee Guidelines/Responsibilities

A. Review proposed annual spending plan (budget), prepared by the Director of Alumni Engagement, the MUAA President and MUAA Treasurer, for the MU Alumni Association and make a recommendation to the Alumni Board of Directors for their annual spring meeting.

B. To review proposals for affinity products and services that generate revenue to the MUAA, and make recommendations to the Board.
C. To periodically review all MUAA revenue enhancement programs and make recommendations for continuance or cancellation of service/benefit/program to the Board.

D. To make decisions regarding investments of assets for the MU Alumni Association up to $25,000. Investments over $25,000 will be made as recommendations to the Executive Committee and/or Board.

E. To periodically review all MUAA financial accounts (including quarterly reports prepared by the MUAA Treasurer and/or annual audit) of the MU Alumni Association.

F. To respond to requests of the Alumni Board of Directors.

G. Although the committee reports directly to the Alumni Board of Directors, business that requires Board action must first be submitted to the Executive Committee.

H. Matters requiring a vote are decided by a majority vote of those voting members present at said meeting.

I. Since this is a committee of the Alumni Board of Directors, no specific number is needed to conduct business. There is no quorum.

J. All regular committee meetings will be advertised in all Alumni related calendars and are open to all members of the Alumni Association.

Section 6. Members’ Responsibilities

A. Chair

1. Preside at all meetings of the Financial Planning Committee.

2. Select voting committee members in consultation with the Director of Alumni Engagement, Association President, and/or Association President-Elect.

3. Prepare speaking points on the activities of the committee, for the Alumni Board meetings and email them to the Board Secretary and Director of Alumni Engagement within 5 business days (should be present at Alumni Board meetings).

4. Submit an annual report for review to the Association President and Director of Alumni Engagement by June 1 to be included in the MUAA Annual Report.

5. Attend MU Foundation Board and Committee meetings as requested by MUAA Treasurer, President or Director of Alumni Engagement.

6. Send timely meeting and project reminders to committee members.

7. Verify attendance prior to each committee meeting.

8. Set an appropriate agenda prior to each committee meeting.

9. Submit an annual budget request in consultation with the Director of Alumni Engagement by February 1.

10. Financially support the University.

B. Co-Chairperson

1. Serve as secretary at all meetings, or appoint a secretary from the voting membership. Take committee meeting minutes and send copies to each committee member, the Director of Alumni Engagement and the
President of the Association. [The Alumni Engagement Office will assist in distribution of minutes.]

2. Preside at meetings in the absence of the chair.
3. Financially support the University.

C. Voting Members

1. Attend a minimum of three out of four of regularly scheduled meetings per year.
2. Participate and engage actively in committee.
3. Financially support the University.

Section 7. Removal and Resignation of Members

A. Any voting member of the committee may be removed for cause by the chairperson with the consenting vote of at least three fourths of the Alumni Association Executive Committee. The Executive Committee will notify the member in writing and provide the reason(s) for removal.

B. Any member may resign from the committee at any time.

ARTICLE FOUR: SCHOLARSHIPS, GRANTS AND AWARDS COMMITTEE POLICIES

Section 1. Scope/Objective of Committee: The Scholarships, Grants and Awards Committee of the Millersville University Alumni Association also is responsible for promoting and administering all Alumni awards, and reviews and recommends recipients to the Executive Committee for approval. It is responsible for overseeing Alumni-funded scholarships and grants including Neimeyer-Hodgson and Hazel Rork Schmuck. The Committee reviews and approves applications for aforementioned programs and seeks opportunities to promote recipients and scholarship availability.

Section 2. Committee Membership

A. Minimum 6 voting members (max=15), who are alumni of the University and are appointed by the committee chairperson in consultation with the Director of Alumni Engagement and/or the Association President or President-Elect. The committee includes a chair (appointed by MUAA President for a two-year term) and a committee co-chair.

B. Non-voting members include the Director of Alumni Engagement or his/her designee and the MUAA President or his/her designee.

Section 3. Committee Terms

A. Voting members serve a two-year term (July 1 - June 30). A member may serve four (4) consecutive terms.

Section 4. Calendar/Meetings

A. Regular meetings: The committee will meet at least three (3) times annually.

B. Special meetings: The committee may conduct special meetings as necessary. Special meetings may be called by the committee chairperson or by a written request of four members of the committee in a letter to the Association President.

C. Conducting business electronically: When it is not possible for the committee, in whole or in part, to conduct an in-person meeting, the
committee may use conference call, email, or other electronic means to hold the meeting and to conduct business.

Section 5. Committee Guidelines/Responsibilities

A. To set scholarship and award application deadlines annually.

B. To review all nominations for the Distinguished Alumni Award, the Honorary Alumni Award, Young Alumni Award the Association’s Outstanding Volunteer Service Award and other awards and makes recommendations to the Executive Committee for these annual awards.

C. To review criteria of existing awards, scholarships and grants, and create new or retire existing ones, as the need arises.

D. To review Alumni Board member history of MUAA involvement and make recommendations to the Executive Committee for Board emeritus status.

E. To review and make recommendations for awarding all undergraduate MU Alumni Association awards and grants, under the operation of this committee, including the Hazel Rork Schmuck Scholarship and the Neimeyer-Hodgson Research Grants. There are additional endowments, held by the MU Foundation, whose criteria and selection are made by other campus entities, including the Alumni Legacy Scholarship, the Alumni Athletic Scholarship and the Alumni Scholarship.

F. To respond to requests of the MU Alumni Board of Directors.

G. Although the committee reports directly to the Alumni Board of Directors, business that requires Board action must first be submitted to the Executive Committee for review.

H. Matters requiring a vote are decided by a majority vote of those voting members present at said meeting.

I. Since this is a committee of the Alumni Board of Directors, no specific number is needed to conduct business. There is no quorum.

J. All regular committee meetings will be advertised in all Alumni related calendars and are open to all members of the Alumni Association.

Section 6. Members’ Responsibilities

A. Chair

1. Preside at all meetings of the Scholarships, Grants and Awards Committee.

2. Select voting committee members in consultation with the Director of Alumni Engagement, Association President, and/or the Association President-Elect.

3. Prepare speaking points, on the activities of the committee, for the Alumni Board meetings and email them to the Board Secretary and Director of Engagement within 5 business days (should be present at Alumni Board meetings).

4. Submit an annual report for review to the Association President and Director of Alumni Engagement by June 1 to be included in the MUAA Annual Report.

5. Send timely meeting and project reminders to committee members.

6. Verify attendance prior to each committee meeting.
7. Set an appropriate agenda prior to each committee meeting.

8. Submit an annual budget request in consultation with the Director of Alumni Engagement by February 1.

9. Financially support the University.

B. Co-Chairperson

1. Serve as secretary at all meetings, or appoint a secretary from the voting membership. Take committee meeting minutes and send copies to each committee member, the Director of Alumni Engagement and the President of the Association. [The Alumni Engagement Office will assist in distribution of minutes.]

2. Preside at meetings in the absence of the chair.

3. Financially support the University.

C. Voting Members

1. Attend a minimum of two out of three regularly scheduled meetings per year.

2. Participate and engage actively in committee.

3. Financially support the University.

Section 7. Removal and Resignation of Members

A. Any voting member of the committee may be removed for cause by the chairperson with the consenting vote of three fourths of the Alumni Association Executive Committee. The Executive Committee will notify the member in writing and provide the reason(s) for removal.

B. Any member may resign from the committee at any time.

ARTICLE FIVE: BOARD MEMBERSHIP COMMITTEE POLICIES

Section 1. Scope/Objective of Committee: The Board Membership Committee of the Millersville University Alumni Association is responsible for establishing relevant deadlines and procedures for the election of officers and Directors-at-Large, promoting Board and Committee openings to the Alumni population, drafting a slate of nominees for each election; and ensuring the proper preparation of the ballot for each election.

Section 2. Committee Membership

A. Minimum 4 voting members (max=15), who are alumni of the University, serve on the MUAA Board of Directors and are appointed by the committee chairperson in consultation with the Director of Alumni Engagement and/or the Association President or President-Elect. The committee includes a chair (the Association President-elect) and a committee co-chair appointed by the Association President.

B. Non-voting members include the Director of Alumni Engagement or his/her designee and the MUAA President or his/her designee.

Section 3. Committee Terms

A. Voting members serve a two-year term (July 1 - June 30). A member may serve four (4) consecutive terms.
Section 4. Calendar/Meetings

A. **Regular meetings**: The committee will meet at least four (4) times annually.

B. **Special meetings**: The committee may conduct special meetings as necessary. Special meetings may be called by the committee chairperson or by a written request of four members of the committee in a letter to the Association President.

C. **Conducting business electronically**: When it is not possible for the committee, in whole or in part, to conduct an in-person meeting, the committee may use conference call, email, or other electronic means to hold the meeting and to conduct business.

Section 5. Committee Guidelines/Responsibilities

A. Create an annual plan to promote Board and Committee openings to the Alumni population.

B. Establish procedures for election of officers and Directors-at-Large, including the recommendation of a slate of nominees for Alumni Board elections.

C. Establish guidelines for Board vacancies.

D. Provide voting members of the Board information on candidates as requested in advance of the election.

E. Oversee new member onboarding and Board Buddy programs and match newly elected Board members with current members.

F. Develop and implement a plan to encourage Alumni not elected to join a Committee

G. Respond to requests of the MU Alumni Board of Directors.

H. Although the committee reports directly to the Alumni Board of Directors, business that requires Board action must first be submitted to the Executive Committee for review.

I. Matters requiring a vote are decided by a majority vote of those voting members present at said meeting.

J. Since this is a committee of the Alumni Board of Directors, no specific number is needed to conduct business. There is no quorum.

K. All regular committee meetings will be advertised in all Alumni related calendars and are open to all members of the Alumni Association.

Section 6. Members’ Responsibilities

A. Chair

1. Preside at all meetings of the Membership Committee.

2. Select voting committee members in consultation with the Director of Alumni Engagement, and/or the Association President.

3. Prepare speaking points, on the activities of the committee, for the Alumni Board meetings and email them to the Board Secretary and Director of Alumni Engagement within 5 business days (should be present at Alumni Board meetings).
4. Submit an annual report for review to the Association President and Director of Alumni Engagement by June 1 to be included in the MUAA Annual Report.

5. Send regular meeting and project reminders to committee members.

6. Verify attendance prior to each committee meeting.

7. Set an appropriate agenda prior to each committee meeting.

8. Submit an annual budget request in consultation with the Director of Alumni Engagement by February 1.

9. Financially support the University.

B. Co-Chairperson

1. Serve as secretary at all meetings, or appoint a secretary from the voting membership. Take committee meeting minutes and send copies to each committee member, the Director of Alumni Engagement and the President of the Association. [The Alumni Engagement Office will assist in distribution of minutes.]

2. Preside at meetings in the absence of the chair.

3. Financially support the University.

C. Voting Members

1. Attend a minimum of three out of four regularly scheduled meetings per year.

2. Participate and engage actively in committee.

3. Financially support the University.

Section 7. Removal and Resignation of Members

A. Any voting member of the committee may be removed for cause by the chairperson with the consenting vote of three fourths of the Alumni Association Executive Committee. The Executive Committee will notify the member in writing and provide the reason(s) for removal.

B. Any member may resign from the committee at any time.

ARTICLE SIX: ALUMNI ENGAGEMENT COMMITTEE POLICIES

Section 1. Scope/Objective of Committee: The Alumni Engagement Committee of the Millersville University Alumni Association assists the University with development, engagement, and recruitment efforts for alumni, as well as current and prospective students. The Committee works with the University's Admissions Office, Development Office, Experiential Learning/Career Management Office (ELCM), and the Student Alumni Association.

Section 2. Committee Membership

A. Minimum 6 voting members (max=15), who are alumni of the University and are appointed by the committee chairperson in consultation with the Director of Alumni Engagement and/or the Association President or President-Elect. The committee includes a chair (appointed by MUAA President for a two-year term) and a committee co-chair.
B. **Non-voting members** include the Director of Alumni Engagement or his/her designee and the MUAA President or his/her designee.

**Section 3. Committee Terms**

A. Voting members serve a two-year term (July 1 - June 30). A member may serve four (4) consecutive terms.

**Section 4. Calendar/Meetings**

A. **Regular meetings:** The committee will meet at least four (4) times annually.

B. **Special meetings:** The committee may conduct special meetings as necessary. Special meetings may be called by the committee chairperson or by a written request of four members of the committee in a letter to the Association President.

C. **Conducting business electronically:** When it is not possible for the committee, in whole or in part, to conduct an in-person meeting, the committee may use conference call, email, or other electronic means to hold the meeting and to conduct business.

**Section 5. Committee Guidelines/Responsibilities**

A. Develop and implement strategies for increasing alumni giving, including both donor participation and dollar amount.

B. Develop and facilitate alumni engagement career opportunities, both for individuals and as a collective body, through support of ELCM initiatives, including being actively involved in job and internship fairs, career panels, University mentorship programs and networking events.

C. Develop and facilitate alumni engagement opportunities, both for individuals and as a collective body, through support of and involvement in Admissions Office events, including Open Houses, Accepted Student events, and other recruitment initiatives.

D. Support alumni engagement efforts outside of Lancaster County, and assist in identifying individuals and groups regionally who may assist with these efforts.

E. To provide counsel, support, and guidance to the MU Student Alumni Association.

F. To respond to requests of the MU Alumni Board of Directors.

G. Although the committee reports directly to the Alumni Board of Directors, business that requires Board action must first be submitted to the Executive Committee.

H. Matters requiring a vote are decided by a majority vote of those voting members present at said meeting.

I. Since this is a committee of the Alumni Board of Directors, no specific number is needed to conduct business. There is no quorum.

J. All regular committee meetings will be advertised in all Alumni related calendars and are open to all members of the Alumni Association.

**Section 6. Members’ Responsibilities**
A. Chair
   1. Preside at all meetings of the Alumni Engagement Committee.
   2. Select voting committee members in consultation with the Director of Alumni Engagement, Association President, and/or Association President-Elect.
   3. Prepare speaking points on the activities of the committee, for the Alumni Board meetings and email them to the Board Secretary and Director of Alumni Engagement within 5 business days (should be present at Alumni Board meetings).
   4. Submit an annual report for review to the Association President and Director of Alumni Engagement by June 1 to be included in the MUAA Annual Report.
   5. Send regular meeting and project reminders to committee members.
   6. Verify attendance prior to each committee meeting.
   7. Set an appropriate agenda prior to each committee meeting.
   8. Submit an annual budget request in consultation with the Director of Alumni Engagement by February 1.
   9. Financially support the University.

B. Co-Chairperson
   1. Serve as secretary at all meetings, or appoint a secretary from the voting membership. Take committee meeting minutes and send copies to each committee member, the Director of Alumni Engagement and the President of the Association. [The Alumni Engagement Office will assist in distribution of minutes.]
   2. Preside at meetings in the absence of the chair.
   3. Financially support the University.

C. Voting Members
   1. Attend a minimum of three out of four regularly scheduled meetings per year.
   2. Participate and engage actively in committee.
   3. Financially support the University.

Section 7. Removal and Resignation of Members
A. Any voting member of the committee may be removed for cause by the chairperson with the consenting vote of three fourths of the Alumni Association Executive Committee. The Executive Committee will notify the member in writing and provide the reason(s) for removal.

B. Any member may resign from the committee at any time.

ARTICLE SIX: ALUMNI EVENTS COMMITTEE POLICIES

Section 1. Scope/Objective of Committee: The Alumni Events Committee of the Millersville Alumni Association reviews and approves activities for alumni programs submitted for consideration by the Millersville University Alumni Engagement Office, including events to encourage Alumni involvement in the
Association and its programs. Members assist with the implementation of programs and recommend ideas for increasing attendance and engagement at alumni events. They also assist with the development of activities for alumni affinity groups.

Section 2. Committee Membership

A. **Minimum 6 voting members** (max=15), who are alumni of the University and are appointed by the committee chairperson in consultation with the Director of Alumni Engagement and/or the Association President or President-Elect. The committee includes a chair (appointed by MUAA President for a two-year term) and a committee co-chair.

B. **Non-voting members** include the Director of Alumni Engagement or his/her designee and the MUAA President or his/her designee.

Section 3. Committee Terms

A. Voting members serve a two-year term (July 1 - June 30). A member may serve four (4) consecutive terms.

Section 4. Calendar/Meetings

A. **Regular meetings**: The committee will meet at least four (4) times annually.

B. **Special meetings**: The committee may conduct special meetings as necessary. Special meetings may be called by the committee chairperson or by a written request of four members of the committee in a letter to the Association President.

C. **Conducting business electronically**: When it is not possible for the committee, in whole or in part, to conduct an in-person meeting, the committee may use conference call, email, or other electronic means to hold the meeting and to conduct business.

Section 5. Committee Guidelines/Responsibilities

A. To plan, develop and coordinate a calendar of alumni events/activities.

B. To recruit volunteers to assist with alumni events, which include hosting, set-up, clean-up, etc., including Homecoming Weekend and Commencements.

C. To recommend initiatives that will strengthen alumni attendance and engagement at alumni events.

D. To assist with event planning needs relative to affinity group programs.

E. To develop, plan, implement and events aimed at attracting alumni back to campus or convening regional groups of alumni to allow for interaction and networking with fellow alumni.

F. To respond to requests of the MU Alumni Board of Directors.

G. Although the committee reports directly to the Alumni Board of Directors, business that requires Board action must first be submitted to the executive committee.

H. Matters requiring a vote are decided by a majority vote of those voting members present at said meeting.

I. Since this is a committee of the Alumni Board of Directors, no specific number is needed to conduct business. There is no quorum.
J. All regular committee meetings will be advertised all the Alumni related calendars and are open to all members of the Alumni Association.

Section 6. Members’ Responsibilities

A. Chair

1. Preside at all meetings of the Alumni Events Committee.
2. Select voting committee members in consultation with the Director of Alumni Engagement, Association President, and/or Association President-Elect.
3. Prepare speaking points on the activities of the committee, for the Alumni Board meetings and email them to the Board Secretary and Director of Alumni Engagement within 5 business days (should be present at Alumni Board meetings).
4. Submit an annual report for review to the Association President and Director of Alumni Engagement by June 1 to be included in the MUAA Annual Report.
5. Send regular meeting and project reminders to committee members.
6. Verify attendance prior to each committee meeting.
7. Set an appropriate agenda prior to each committee meeting.
8. Submit an annual budget request in consultation with the Director of Alumni Engagement by February 1.
9. Financially support the University.

B. Co-Chairperson

1. Serve as secretary at all meetings, or appoint a secretary from the voting membership. Take committee meeting minutes and send copies to each committee member, the Director of Alumni Engagement and the President of the Association. [The Alumni Engagement Office will assist in distribution of minutes.]
2. Preside at meetings in the absence of the chair.
3. Financially support the University.

C. Voting Members

1. Attend a minimum of three out of four regularly scheduled meetings per year.
2. Participate and engage actively in committee.
3. Financially support the University.

Section 7. Removal and Resignation of Members

A. Any voting member of the committee may be removed for cause by the chairperson with the consenting vote of three fourths of the Alumni Association Executive Committee. The Executive Committee will notify the member in writing and provide the reason(s) for removal.

B. Any member may resign from the committee at any time.
ARTICLE SEVEN: COMMUNICATIONS AND TECHNOLOGY COMMITTEE POLICIES

Section 1. Scope/Objective of Committee: The Millersville University Alumni Association is committed to increasing the engagement of its members through program development and support for the university. The Communications and Technology Committee assists with meeting this commitment by using technology, such as social networking, on-line services and e-communications to support other programs and committees of the MUAA. The committee works closely with the University's Alumni Engagement office.

Section 2. Committee Membership
A. Minimum 6 voting members (max=15), who are alumni of the University and are appointed by the committee chairperson in consultation with the Director of Alumni Engagement and/or the Association President or President-Elect. The committee includes a chair (appointed by MUAA President for a two-year term) and a committee co-chair.

B. Non-voting members include the Director of Alumni Engagement or his/her designee, the MUAA President or his/her designee, or Technology and Communications specialists from the University staff, as necessary.

Section 3. Committee Terms
A. Voting members serve a two-year term (July 1 - June 30). A member may serve four (4) consecutive terms.

Section 4. Calendar/Meetings
A. Regular meetings: The committee will meet at least four (4) times annually.

B. Special meetings: The committee may conduct special meetings as necessary. Special meetings may be called by the committee chairperson or by a written request of four members of the committee in a letter to the Association President.

C. Conducting business electronically: When it is not possible for the committee, in whole or in part, to conduct an in-person meeting, the committee may use conference call, email, or other electronic means to hold the meeting and to conduct business.

Section 5. Committee Guidelines/Responsibilities
A. To engage alumni in the development and/or implementation of programs that advance the goals of the Alumni Association. This may include campaigns conducted online or through social media, marketing efforts, surveys, and other communications-related activities.

B. The committee may consult with MU’s Communication and/or Marketing departments to advance/market the University and/or the Association.

C. To analyze available metrics to evaluate the effectiveness of its programs and campaigns.

D. To develop and recommend ways to increase the geographical diversity of the MUAA Board and Association committees. Evaluate methods to reach and actively involve Alumni in committee meetings or other Association functions.

E. To provide counsel to the MUAA Executive Committee on issues pertinent to the organization.
F. To respond to requests of the MU Alumni Board of Directors.

G. Although the committee reports directly to the Alumni Board of Directors, business that requires Board action must first be submitted to the Executive Committee for review.

H. Matters requiring a vote are decided by a majority vote of those voting members present at said meeting or by acceptable alternative communication methods.

I. Since this is a committee of the Alumni Board of Directors, no specific number is needed to conduct business. There is no quorum.

J. All regular committee meetings will be advertised in all Alumni related calendars and are open to all members of the Alumni Association.

Section 6. Members’ Responsibilities

A. Chair

1. Preside at all meetings of the Communications and Technology Committee.

2. Select voting committee members in consultation with the Director of Alumni Engagement, Association President, and/or Association President-Elect.

3. Prepare speaking points on the activities of the committee, for the Alumni Board meetings and email them to the Board Secretary and Director of Alumni Engagement within 5 business days (should be present at Alumni Board meetings).

4. Submit an annual report for review to the Association President and Director of Alumni Engagement by June 1 to be included in the MUAA Annual Report.

5. Send timely meeting and project reminders to committee members.

6. Verify attendance prior to each committee meeting.

7. Set an appropriate agenda prior to each committee meeting.

8. Submit an annual budget request in consultation with the Director of Alumni Engagement by February 1.

9. Financially support the University.

B. Co-Chairperson

1. Serve as secretary at all meetings, or appoint a secretary from the voting membership. Take committee meeting minutes and send copies to each committee member, the Director of Alumni Engagement and the President of the Association. [The Alumni Engagement Office will assist in distribution of minutes.]

2. Preside at meetings in the absence of the chair.

3. Financially support the University.

C. Voting Members

1. Attend a minimum of three out of four regularly scheduled meetings per year.
2. Participate and engage actively in committee.
3. Financially support the University.

Section 7. Removal and Resignation of Members

A. Any voting member of the committee may be removed for cause by the chairperson with the consent of three fourths of the Alumni Association Executive Committee. The Executive Committee will notify the member in writing and provide the reason(s) for removal.

B. Any member may resign from the committee at any time.

ARTICLE EIGHT: DOCUMENTS AND MEETINGS: PUBLIC ACCESS

Section 1. Meetings

A. All Alumni Board of Directors meetings are open to Millersville University alumni and will be announced via the alumni website and/or other means of communication as established by the currently seated Alumni Board. There are specific guidelines on protocol relative to presentations by guests.

B. All Alumni Association Committee Meetings are open to Millersville University alumni and will be announced via the alumni website and/or other means of communication as established by the currently seated Alumni Board. There are specific guidelines on protocol relative to presentations by guests.

Section 2. Documents

The following is a list of documents and/or issues and their availability to the public (NA=Not Applicable):

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<tr>
<th>Item</th>
<th>Made Public</th>
<th>Method of Distribution</th>
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<td>Alumni Board Meeting Agendas</td>
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<td>Alumni Board Meeting Minutes</td>
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<td>Alumni Assoc. Committee Minutes</td>
<td>Board &amp; Committee Only</td>
<td>NA</td>
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ARTICLE NINE: ELECTRONIC MEETING PROCEDURE

Section 1. Establishing a timeline

A proposed timeline for discussion and acting upon a motion shall be established by the Executive Committee and communicated to the Board of Directors. The established timeline shall include the following:

1. The original main motion shall be posted and discussion shall be held for at least 24 hours.
2. At a time specified by the Executive Committee in its timeline, discussion on the main motion shall cease; proposed secondary motions (i.e. those
motions that would alter the original main motion) shall be presented and discussed for at least 24 hours.

3. At a time specified by the Executive Committee in its timeline, discussion on the secondary motions shall cease and the secondary motions shall be voted upon. Voting shall continue for at least 12 hours.

4. After all secondary motions have been resolved, the main motion in its final form shall be posted for discussion for at least 24 hours. No additional secondary motions shall be allowed.

5. At a time specified by the Executive Committee in its timeline, discussion on the main motion in its final form shall cease and the motion voted upon.

Section 2. Secondary Motions

A. Proposed secondary motions must be submitted to the Director of Alumni Engagement of the Board of Directors within the required time limits. The Executive Committee is authorized to consolidate, reword, prioritize, and not present to the Board the secondary motions that are submitted. The Executive Committee may decide to prioritize and present to the Board more than one secondary motion at a time. Prioritization shall be based on parliamentary principles and efficient and effective conduct of Board business. The decision to not present a secondary motion to the Board can only be made after notification to the Board with opportunity for members to object. If seven (7) Board members object, the secondary motion shall be presented to the full Board of Directors.

B. The Executive Committee shall have the authority to postpone a motion to the next regular meeting of the Board of Directors based upon the following criteria:

1. The complexity and number of secondary motions applied to the main motion; or,

2. A determination by the Executive Committee that it is in the best interest of the MUAA Board of Directors to postpone taking action on the motion.

Section 3. Posting Messages

A. The President of the Board shall serve as the presiding officer of electronic meetings of the MUAA Board of Directors.

B. When posting an electronic message related to a motion, Board members shall use a format that includes:

1. A heading indicating the resolution/motion number, whether they are speaking for the motion (pro), in opposition to the motion (con), or asking for information (poi); and,

2. A closing for each message that includes the Board member’s name, phone number and email address.

C. Each message posted by a Board member shall be a message written by the Board member. The forwarding of a message from an individual outside of the Board of Directors is prohibited.

D. The President of the Board of Directors shall have the authority to rule that a message is out of order and notify the Board of the ruling.
E. For those motions that address issues related to specific MUAA Board or committees, the chairperson of that body, if not a member of the Board, shall be provided electronic copies of the discussion for the period of discussion of that motion. The chairperson shall be able to provide clarification and information to the Board through the President of the Board but may not enter into debate or vote.

F. Any appeal from the decision of the chair must be submitted to the Director of Alumni Engagement who shall forward it to the Executive Committee. The Executive Committee shall make the decision on the appeal within 48 hours and report its decision to the Board of Directors via electronic mail.

Section 4. Voting

A. Voting shall be tabulated only during the voting period, which shall be a minimum of 24 hours for main motions and 12 hours for secondary motions.

B. A quorum shall be determined by the casting of votes by more than half of the members of the Board of Directors that are eligible to vote. The decision of the majority of the Board members present and voting at a quorate electronic meeting shall be the decision of the Board of Directors.

ARTICLE TEN: AMENDMENTS

These policies may be amended by the Board of Directors with a majority vote at any duly called regular meeting of the Board of Directors. No prior notice is needed to propose an amendment.

Adopted September 18, 2004
Revised/Approved: September 10, 2008
Approved: September 25, 2008
Revised/Approved: April 17, 2010
Revised/Approved: April 14, 2012
Revised/Approved: September 27, 2014
Revised/Approved: April 16, 2015
Revised/Approved: November 16, 2019