

UNIVERSITY OF
NOTRE DAME

ALUMNI ASSOCIATION

Notre Dame Senior Alumni (NDSA)
Board of Directors

Procedures Manual

September, 2009

INDEX

		<u>PAGE NO</u>
Section 1	Purpose of Procedures Manual	3
Section 2	Procedures Relating to Directors	3
Section 3	Procedures Relating to Committees	4

Section 1 Purpose of Procedures Manual

Section 1.01. As a constituency group of the Notre Dame Alumni Association (AAssociation@), the Notre Dame Senior Alumni Association (NDSA) is managed and operated by its Board of Directors (ABoard@/Directors@) in accordance with the duly enacted Bylaws of the NDSA and in accordance with the documents which govern the operations of the University of Notre Dame and the Association. This Procedures Manual is designed to facilitate the operation of the NDSA by ensuring the application of the Bylaws so as to most effectively further the mission and goals of the NDSA as set forth in those Bylaws.

Section 1.02. Amendment. The provisions of this Procedures Manual may be amended by a majority vote of the Executive Committee of the Board or by majority vote of the full Board of Directors when it is in session.

Section 2 Procedures Relating to Directors

Section 2.01. Appointment of Directors. Using the **NDSA Board Nomination Form**, candidates desiring to serve on the Board shall submit, or allow a current Board member to submit on his or her behalf, a statement of qualifications to the Chair of the Administration, Finance, and Personnel (AFP) Committee. This statement shall include a chronological listing of leadership roles within the Association network, and highlight those roles pertinent to senior volunteer service. A letter written by the Board candidate, which illustrates his or her desire to serve and commitment to the document “**NDSA Regional Director Information and Responsibilities**” while further noting any personal expectations, shall accompany the statement of qualifications. Copies of the **NDSA Board Nomination Form** and the **NDSA Regional Director Information and Responsibilities** can be downloaded from the **NDSA Website** (www.ndsenioralumni.org) or requested from the Chair of the AFP Committee.

The Executive Committee shall authorize the AFP Committee to initiate a committee review of the Board positions which are open and/or which will be open at the end of the current term of office. After determining an appropriate schedule, soliciting and reviewing nominations, and then selecting and recommending candidates for each open Board position, the AFP Committee shall:

- A. Publish the schedule to all current members of the NDSA Board and all NDSA Class Coordinators and Class Secretaries while requesting nominations from them for the open Board positions.
- B. Verify the reception of all required nominating and supporting documents for each candidate.
- C. Review all documents and select a recommended candidate for each open Board position.
- D. Forward under complete confidentiality the names of all recommended candidates to the current members of the NDSA Board and to the Executive Director of the Notre Dame Alumni Association (NDAA) along with a deadline for non-supportive feedback which may arise for any candidate.
 1. The AFP Committee will remove from further consideration the name of any candidate receiving non-supportive feedback from the Executive Director, NDAA. If such action leaves no viable candidates for any open Board position, the AFP Committee will notify the NDSA Executive Committee and shall initiate an expedited call for new candidates.
 2. The AFP Committee shall review and resolve any non-supportive feedback received from NDSA Board members, conferring with the NDSA Executive Committee as needed.
- E. Forward to the NDSA Executive Committee the names of the recommended candidates for each open Board position along with copies of all nominating and supporting documents which have been received for all candidates. The NDSA Executive Committee shall determine a final roster of selected candidates for the open Board positions and shall notify all candidates, both selected and non-selected, of their status.

Section 2.02. Board Meetings. Transportation and Miscellaneous Expenses.

- A. **Meetings.** The Board shall hold three (3) regular meetings each year: one (1) in the Fall, one (1) in the Winter, and one (1) in the Spring. The Executive Committee shall develop a three-year schedule for future Board meetings. This schedule will be updated annually and presented during the Fall Board meeting. As a general rule, the Fall meeting will be held on the Notre Dame campus on the days immediately preceding or following a home football game. The location and timing of the Winter meeting will be determined by the Board at its Spring Meeting, or by the Executive Committee as soon as possible thereafter. The Spring meeting shall be on campus and shall coincide with, but may precede or follow, the Association's annual Alumni Senate in late April or early May.
1. The Board may choose to invite former Board members to selected sessions and social events during regularly scheduled Board meetings.
 2. The Administration, Finance and Personnel (AFP) Committee shall record and prepare all Board meeting minutes and summaries for approval by the Executive Committee and maintain all committee reports. Committee reports shall be submitted by each Committee Chair two weeks before the beginning of each Board Meeting. The AFP Committee Chair, in collaboration with the Vice-Chair, shall publish copies of the meeting minutes, meeting summaries, and committee reports for all Board members.
- B. **Transportation and Miscellaneous Expenses.** During designated times when transportation and miscellaneous expenses, as designated by University policy, are covered by the Association, Board members shall be required to submit an expense report. Expense report forms, as approved for University use, shall be distributed to all Board members during their meeting. Original receipts must accompany all expense reports. This is University policy and no exceptions will be allowed. The Association, in accordance with University policy, shall
1. cover Board member expenses for travel, lodging, and certain scheduled meals during the Fall and Spring meetings (spouse's travel expenses are not included);
 2. provide travel to any off-campus locations when necessary;
 3. reimburse members at the most current rate prescribed by the University for accrued mileage instances when Board members are asked to utilize their personal vehicles for local travel relating to Board responsibilities;
 4. reimburse members incurring transportation expenses to/from the South Bend Regional Airport (members should attach a receipt to the expense report);
 5. reimburse members utilizing their personal vehicle to travel back to campus for the Fall and Spring Board meetings at the most current rate prescribed by the University for accrued mileage.

Rental cars, secured locally for personal use by Board members and/or their spouse during regularly scheduled Board meetings, will not be reimbursed as a travel expense.

Section 2.03. Regional Information. Directors representing a Region shall forward a copy of the most recent Board meeting summary to the Senior Alumni Coordinator (SAC) for each club within his or her Region together with any other pertinent information. Where an SAC has not been appointed, this information shall be sent to the Club President. Copies of all regional information, including reports, minutes and announcements, shall be copied to the corresponding Regional Director on the Alumni Board.

All Directors are required to submit a report to the Chair of the Alumni Network and Events Committee on their communication efforts with the alumni club leaderships in their respective regions two weeks before each of the three NDSA Board meetings. As needed, an updated status report for each club in a Director's region shall also be submitted at this time.

Section 3 Procedures Relating to Committees

Section 3.01. Composition of Committees. The creation of and composition of Committees of the Board shall be as follows:

A. Executive Committee

1. Officers

- a. Chair (liaison with Initiatives, Communications and Public Relations Committees)
- b. Vice-Chair (liaison with Administration, Finance, and Personnel Committee)
- c. Past Chair (liaison with Alumni Network Committee)
- d. NDAA Board Representative (liaison between NDSA Board and NDAA Board)

2. Responsibilities

- a. Provide leadership and support for NDSA Board Members in achieving the Mission and Goals stated in the NDSA Bylaws
- b. Establish annual Strategic Goals and report to the NDAA Board and the NDAA Office on progress toward achieving them
- c. Coordinate with NDAA Board and NDAA Office to support their plans and program where possible
- d. Create an annual Budget and report to the NDSA Board and the NDAA Office on financial results and significant variances from Budget, if any
- e. Appoint Committee Chairs and work with the Chairs to populate their Committees
- f. Work with NDSA Directors to establish their Committee and Regional Goals and monitor progress toward them
- g. Determine NDSA Board needs for volunteer adjuncts who could provide skills and resources not resident among current Board Members
- h. Set Board Meeting agendas

B. Standing Committees

1. Administration, Finance, and Personnel

- a. The Controller is a member of the Committee
- b. Keep an updated personnel spreadsheet containing the skills, experiences, and resources of current Board members
- c. Solicit and evaluate new Board Members & Putz Award Winners
- d. Solicit volunteer Board adjunct members who possess specific skills, experiences, connections, and resources needed by the Board on an ongoing basis
- e. Record and publish minutes of Board Meetings
- f. Receive Committee Reports from each Committee Chair two weeks before each Board Meeting and compile a summary for Board Members' use during the meeting
- g. Receive and execute administrative tasks from the Executive Committee

2. Communications and Public Relations

- a. Expand and enhance the "Brand Awareness" of NDSA among all sectors of the Notre Dame population
- b. Create and distribute our NDSA message, including the Newsletter
- c. Update, expand the NDSA website and its capabilities
- d. Research the needs of Notre Dame Seniors and how best we can respond to those needs

- e. Research and develop the most effective means of maintaining communications with the entire Alumni population (Alums and Subway Alums of all ages), especially our Senior Alums
 - 1) Emails, Face Book, Twitter, blogs, Internet conferencing, personal contact
 - 2) NDSA website
 - 3) Printed Materials and their means of distribution
 - 4) Regional Meetings and/or Free Conference Calls, Identify, catalogue, and promote Best Practices examples from among the activities of Clubs, Classes, and individuals

3. Initiatives

- a. Examples of possible subcommittees: individual initiatives or groupings thereof
- b. Determine plans for existing Initiatives, including locations, timetables, and resources needed
- c. Continued involvement of former Board members
- d. Funding
- e. Solicit input from the field on outstanding local efforts which could/should be considered for support through our national network, perhaps becoming new national Initiatives
- f. Evaluate existing Initiatives for possible repositioning within the Alumni Association or removal from direct NDSA support

4. Alumni Network and Events

- a. Create, conduct, and participate in events designed to expand awareness of the existence, mission, and goals of NDSA such as (not intended to be an exhaustive list)
 - 1) Reunions
 - 2) Football Weekends
 - 3) Alumni Senate
 - 4) NDAA Board Meetings
 - 5) Regional Meetings
 - 6) Club UND events
 - 7) Regional Initiatives conferences
 - 8) Club Startup / Rejuvenation Mentoring
- b. Examples of possible subcommittees: Clubs, SACs, Classes
- c. Coordinate recruiting of, and two-way communication with, SACs in both Clubs and Classes including quarterly updating of SAC contact information
- d. Receive Regional Reports from each Director two weeks before each Board Meeting and compile a summary for Board Members' use during the meeting
- e. Receive feedback from our Alumni Network and distribute appropriately for quick and effective responses
- f. Identify possible NDSA Board candidates and volunteer adjuncts
- g. Suggest NDSA "game plans" specific to Clubs and Classes depending on their size, location, demographics, and other relevant parameters.

Section 3.02. Committee Chairs. There shall be four (4) committee chairs appointed by the Executive Committee on July 1 of each year to oversee the four (4) standing committees set forth in Section 3.01. All Committee Chairs shall be current members in good standing of the NDSA Board. The Executive Committee may, at its sole discretion, replace or reassign a Committee Chair at any time that it determines such an action to be in the best interests of the Board and NDSA.

Each committee chair shall exercise such powers and perform such other duties as the Board or the Chair may assign. Committee chairs may also be appointed to oversee ad hoc committees. These committees shall meet independently of regular scheduled meeting times, and report to the Executive Committee when requested. In some cases, at the discretion of the Executive Committee, an invitation may be extended to an outgoing or former NDSA board member to serve in a voluntary capacity as an ad hoc committee chair.

Section 3.03. Emergency Election Procedures. If a vacancy occurs within the Executive Committee; the Executive Committee shall authorize an emergency nomination and Board vote to fill the vacancy until the next regularly scheduled election.

Section 3.04. The Annual Reverend Louis J. Putz, CSC Award. The Reverend Louis J. Putz, CSC Award (“the Award”) is presented annually to an alumni club or individual (alumni or non-alumni) in recognition of the development and implementation of programs that have contributed to improving the lives of others. On or about April 15 of each year, the Chair, Administration, Finance, and Personnel (AFP) Committee in liaison with the Alumni Office shall request nominations for the Award from all members of the Notre Dame community. Deadline for accepting nominations for the Award will be August 1. By August 20, the AFP Committee shall:

- A. Verify the reception of all required nominating and supporting documents for each candidate.
- B. Review all documents and select two recommended candidates for the Award.
- C. Forward under complete confidentiality the names of the two recommended candidates to the current members of the NDSA Board and to the Executive Director of the Notre Dame Alumni Association (NDAA) along with a deadline for non-supportive feedback which may arise for any candidate.
 1. The AFP Committee will remove from further consideration the name of any candidate receiving non-supportive feedback from the Executive Director, NDAA. If such action leaves no viable candidates for any open Board position, the AFP Committee will notify the NDSA Executive Committee and shall initiate an expedited call for new candidates.
 2. The AFP Committee shall review and resolve any non-supportive feedback received from NDSA Board members, conferring with the NDSA Executive Committee as needed.
- D. Forward to the NDSA Executive Committee the names of two recommended candidates for the Award along with copies of all nominating and supporting documents which have been received for the candidates.

From the two candidates, the winner of the Award will be selected by the Executive Committee of the NDSA Board of Directors at its Fall Meeting with the name of the winner to be announced immediately thereafter. The Award shall be presented during the next April Board Meeting. Notification of the Award winner shall be made by the Alumni Office.