ARTICLE I  COMMITTEES

Section I  Standing Committees

Communications Committee
Shall support efforts to increase awareness of the University of Redlands and Alumni Association activities to the Alumni Association, prospective students and the general public. Members of the Committee shall review and provide feedback to University officials on publications, general alumni correspondence and electronic media. From time-to-time, the Committee will solicit the Alumni Association Board of Directors for suggestions to enhance or improve the University's efforts to communicate with its constituencies.

Community Service Committee
Shall advise the Board and Director of Alumni Relations with respect to community service projects available for alumni, the University and Friends of the University. Shall provide assistance in the planning, selection, scheduling, presentation, monitoring and evaluation of chosen projects. Shall encourage participation of alumni, University and Friends of the University in chosen community service projects.

The Nominations and Awards Committee
Pursuant to Article III, Section II of the Constitution, this committee shall nominate the President-Elect and directors.

This committee shall promote the recognition of distinguished alumni service, distinguished career achievement, and distinguished faculty service to the Alumni Association by selecting eligible recipients, recommending them to the Board and the Director of Alumni Relations, and coordinating an annual Awards Dinner with Alumni Relations staff.

Nominations for award consideration may be generated by committee members, members of the Board, the alumni population, the Alumni Relations staff, and the University community.

Such other awards as may be judged by the committee to be timely and appropriate within the general mission of the Association, shall be recommended to the Board for consideration.

Special Events and Travel Committee
Shall provide advice and assistance to the Director and Alumni Relations staff in the planning, selection, scheduling, presentation, monitoring and evaluation of Homecoming, other alumni special events and the Alumni travel program in order to assure a reasonable balance of events between those which are educational, social, athletic, cultural and service oriented, and which, by their effectiveness, will increase the involvement of all alumni and promote the University of Redlands, its programs, its people and traditions. Chairs of the various alumni clubs will serve as ex officio members on the committee, bringing suggestions for events from their areas as well as assuring leadership from the clubs when events fall under their jurisdiction. The committee will encourage the Board members' responsibility for evaluating each event in the alumni program, encourage all Board members to help recruit new volunteers for all programs and develop a strong program to build event attendance and service involvement. The committee shall, in addition, be responsible for setting and monitoring policy for domestic and international travel tours for alumni members. (Please refer to Article IV, G, for alumni travel policy.)

Johnston Committee
Shall convey to the Director of Alumni Relations and the Board the perspective of the Johnston alumni population with regards to programming and will assist in the development and implementation of such programs. Committee membership includes the elected Board members who are Johnston Center alumni and other interested alumni.
School of Business Committee
Shall advise the Board and Director of Alumni Relations with respect to special programs and services for School of Business alumni. Committee membership includes the elected Board members who are School of Business alumni and other interested alumni. The committee will help design and implement opportunities for service, financial support, career networking and communication of and participation in events sponsored by the Association, the committee and the School of Business. The committee shall coordinate with other Committees as appropriate (e.g., the Career Services Network Committee) and advise the Board on ways to better integrate School of Business alumni into the activities and governance of the Association. The committee also is responsible for recommending to the Board the recipients of the Gordon Atkins Award. The committee shall establish such subcommittees as may be necessary to carry out its functions.

School of Education Committee
Shall advise the Board and Director of Alumni Relations with respect to special programs and services for School of Education alumni. Committee membership includes the elected Board members who are School of Education alumni and other interested Alumni Board Members. The committee will help design and implement opportunities for service, financial support, career networking, and communication of and participation in events sponsored by the Association, the committee, and the School of Education. The committee shall coordinate with other Committees as appropriate (e.g., the Career Services Network Committee) and advise the Board on ways to better integrate School of Education alumni into the activities and governance of the Association. The committee shall establish such subcommittees as may be necessary to carry out its functions.

Young Alumni Committee
Shall advise the Board and the Director of Alumni Relations with respect to special programs and services for residential alumni who have graduated in the most recent ten years. Committee membership includes the elected Board members who are CAS alumni from the most recent 10 years, other Board members and non-board alumni appointed by the President. The committee will help design and implement opportunities for service, financial support and participation in events sponsored by the Association and the committee. The committee also shall oversee the development of programs to involve residential students in appropriate programs and activities of the Association so that they will have an understanding of our mission and be inclined to be supportive alumni. The committee also is responsible for recommending to the Board the recipients of the Ray Whitmus Award. The committee shall establish such subcommittees as may be necessary to carry out its functions.

Section II      Ex Officio Membership of Standing Committees
The President of the Association, the President-Elect, the Past President, the Vice President for University Relations, the Director, and the administrative staff of the Office of Alumni Relations are, by virtue of their offices, ex officio members of all appropriate Standing Committees. The President of the Association may, with the Board's approval, appoint other ex officio members.

Section III      Ad Hoc Committees
The President, with the Board's approval, may establish and appoint members to such ad hoc committees as may be required to serve the interests of the Association.
2. To receive and to approve or reject periodic reports from the Director of Alumni Relations.
3. To receive and approve or reject reports from the Standing Committees.
4. To hold an annual retreat for all Board and staff members for the purpose of planning the events of the upcoming year, orienting newly elected Board members and such other purposes as may support the work of the Association.
5. Periodically review the programs and initiatives of the Office of Alumni Relations and the Association to evaluate the effectiveness of existing efforts.

B. Specifically, individual Board members are expected to:
   1. Serve on at least two Standing Committees during each year of office and attend Board meetings and the annual retreat.
   2. Donate to the University of Redlands and participate in fundraising activities.
   3. Support, by attendance, the various educational, social, athletic, cultural and service-oriented events sponsored by the Association and promote the attendance of other alumni.
   4. Propose such other events and programs that will add to and enhance the effectiveness of the Association.
   5. Attend University sponsored events whenever possible, and, particularly when called upon to do so.
   6. Serve as active recruiters of prospective students.

**ARTICLE III REGIONAL CLUBS AND PROMOTIONAL MAILINGS**

**Section I Alumni Clubs**

A. Establishment

In order to maximize the effectiveness of the Association and to better enable the Board to realize the goals of the Association, regional alumni clubs or chapters will be established. The location of alumni clubs will be dictated by alumni population in a given area, interest shown by local alumni, leadership potential among the local population and availability of staff and resources in the Office of Alumni Relations.

B. Alumni Clubs shall serve alumni by:
   1. Providing opportunities for alumni and friends to socialize and network through socials, service events and activities in their own communities.
   2. Helping alumni stay connected to their alma mater by keeping alumni informed about major events at the University of Redlands or simply by providing the opportunity for alumni to share their memories of their years at Redlands.
   3. Providing enrichment or educational programs that provide life-long learning opportunities for alumni.

C. Alumni Clubs shall serve the University of Redlands by:
   1. Helping alumni stay involved with their alma mater.
   2. Providing feedback to the University of Redlands through the Alumni Association Board.
   3. Serving as ambassadors of the University to their local communities.
   4. Cultivating leadership and financial support for the various programs undertaken by the University.

D. Alumni Club goals shall include:
1. Encourage alumni and friends of Redlands to continue an interest in the University.
2. Provide opportunities for social and professional networking among alumni and friends of the University.
3. Providing continuing education/enrichment experiences for alumni and friends of the University.
4. Cultivate leadership and financial support for the various programs undertaken by the University.
5. Inform alumni and friends of Redlands about challenges and opportunities facing the University.
6. Provide alumni and friends of Redlands with an opportunity to offer ideas back to the University.
7. Sponsor community service activities, especially Bulldogs in Service.
8. Work in concert with the Office of Development to increase giving participation percentage in the regional chapter.
9. To identify and develop candidates for leadership in the Association and the University.

Section II   Promotional Mailings
The Office of Alumni Relations will produce and finance promotional mailings for locally sponsored events (up to budgetary limitations) and will provide and/or arrange for faculty and staff support as required. The actual cost of local events over and above promotional and mailing costs, plus a small overcharge, will be borne by local participants, either charged individually, or as underwritten by others. Board policy dictates that clubs strive for self-sufficiency in researching appropriate programs and in meeting promotional deadlines.

ARTICLE IV   BOARD POLICIES
The following policies guiding Board action have been established:

Section I   Development
Since a fundamental function of the Board is to provide support to the University’s Development Office, time will be provided at every Board meeting for the Development Office to present updates on the University’s gifts programs and for the Development Office to seek input and support from the Board

Section II   Privacy
Release of alumni information will occur under the following guidelines. The Office of Advancement Services will maintain internal procedures to ensure compliance.

Alumni information will be released:

1. When requested by other alumni only for personal/non-business use and with the approval of the Director of Alumni Relations; the Director of Advancement Services; the Vice President for University Relations or another officer of the University;
2. To University employees and volunteer leaders performing official University business;
3. To non-alumni or for business purposes when the alumnus has authorized the release, e.g. when the alumnus has agreed to participate in career networking activities;
4. To other parties as approved by the Director of Alumni Relations, the Vice President for University Relations, or another officer of the University.
5. Requests for alumni information from non-alumni will be referred to the alumnus for action. Alumni will periodically be given the opportunity to request that their information not be released to anyone except University employees conducting official business.

Section III Publications and Promotions
Alumni Directories may be authorized for publication approximately every five years. The Board retains the right to authorize such Directories.

All merchandising promotions directed to alumni must be approved by the Board.

The alumni budget will fund two bulk mailings per year for each Greek organization (one page, two-sided). Additional charges will be borne by the requesting organization.

Section IV Programs and Events
The total alumni program will be designed to make available to all alumni a series of events both diverse in content and in price.

In general, the Alumni Association will support regional programs:

A. Twice a year, where 1,000 or more alumni reside within a 50 mile radius.
B. Once a year, where 200 to 1,000 alumni reside within a 50 mile radius.
C. Coordinate with other travel if fewer than 200 alumni live within a 50 mile radius.

With advice of the Special Events and Travel Committee, there will be an official Alumni Association travel program which will authorize occasional trips designed to advance the University of Redlands. These trips will be promoted as official trips through the Och Tamale and in alumni brochures. Unofficial trips, such as those led independently by professors, shall not be portrayed as being endorsed by the Alumni Association.

Section V Community Service
The Association and the Alumni Clubs are encouraged to participate in community service events and projects, e.g. Bulldogs in Service, Habitat for Humanity projects, Walk for Literacy, etc. Direct sponsorship or co-sponsorship of such events which involve participation of the general public, because of the liability assumed as a sponsoring organization, is outside the charter of the Association and the Clubs and is not to be undertaken.

Section VI Planning Document
Each year, at the annual retreat, the board will adopt a planning document containing measurable goals. The goals will be formulated by the committees and will be based on the Mission Statement of the constitution and the Vision Statement of the bylaws.

Article V Guiding Principles and Values

A. Higher education at the University of Redlands is the cause we serve, remembering our founders' challenge to educate both the head and the heart.
B. Alumni education, service and engagement are the focus of all we do.
C. We encourage alumni to support the University of Redlands through service and financial contributions.
D. Volunteer involvement is our way of life. Our volunteers are the source of our strength and all service is valued by the institution. While alumni comprise most of our volunteer force, faculty, administration, staff, students, parents and friends also serve our program with distinction and are to be cherished. The institution, in partnership with the alumni leadership, will focus on facilitating the success of volunteers in serving the University of Redlands.
E. We strive for quality and integrity in our events, publications, and service opportunities.
F. The alumni program reflects the components of one's education at or by the University of Redlands: academic, cultural, recreational, social, and with opportunities for service.

G. We strive to treat all alumni with a personal touch and to provide them with timely, honest, and complete information on the state of the University of Redlands.

**ARTICLE VI VISION STATEMENTS**

The University of Redlands Alumni Association represents all alumni (including the College of Arts and Sciences (CAS), Johnston Center, the School of Business and the School of Education) and will:

A. Encourage the involvement and participation of all alumni in an active relationship with the University of Redlands by offering activities of diverse appeal.

B. Engage alumni in volunteer service to the University of Redlands.

C. Encourage all alumni to give regular financial support to the University of Redlands.

D. Celebrate the excellence and accomplishments of alumni, faculty and others associated with the University of Redlands.

E. Promote and advocate the University of Redlands, the institution and its people, help preserve its history, and share its achievements with alumni and others.

F. Foster meaningful interactions among alumni and students and help them advance in their careers once they are alumni.