POLICIES AND PROCEDURES

Board of Directors
Approved
August 17, 2002
(Revised June, 2004)
(Revised January, 2007)
(Revised May, 2011)
(Revised May, 2012)
(Revised May, 2013)
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INTRODUCTION

This Policies and Procedures Manual is intended for use by the members of the UNCG Alumni Board of Directors and others who may be interested in learning about how the Board functions. The manual is divided into four sections: the first outlines each of the officer positions and their respective qualifications and responsibilities; the second highlights the responsibilities of the directors; the third delineates those groups that are affiliated with or sponsored by the UNCG Alumni Association; and the fourth covers the standing committees of the Board, outlining the membership qualifications and responsibilities for each committee. Where appropriate, additional policy information that has been developed by a particular committee is included for reference.

This manual is designed as a “working” reference for board members. Items marked with an asterisk denote a direct reference to information contained in the Association bylaws.

The Policies and Procedures Manual is reviewed and revised by the Executive Committee of the Board on a regular basis. The date noted on the cover page of the manual indicates the approval date of the latest revisions.

(Revised June, 2004)
(Revised January, 2007)
(Revised May, 2011)
(Revised May, 2013)

OFFICERS

The seven officer positions of the Board and executive director position are outlined below. Officers and directors, except the Executive Director, are elected by the membership at the annual meeting of the Association. The Nomination and Awards Committee shall prepare a slate of candidates for election as Officers and Directors and shall secure the consent of its nominees to serve if elected. The membership shall be notified by electronic mail of nominations at least 30 days prior to the annual meeting. Nominations from the floor at the annual meeting will also be accepted with the consent of the nominee. The Executive Director is elected biennially by the Board of Directors.

CHAIR OF THE BOARD OF DIRECTORS/PAST PRESIDENT

Qualifications
1. Member of the Association.
2. Previous participation in Association activities.
3. Immediate Past President of the Association
4. If a vacancy occurs in the office of the Chair of the Board of Directors, the Board may elect a past president or current sitting member of the Board of Directors

Responsibilities
1. Serves as Chief Executive Officer of the Association
2. Serves one year term as Chair of the Board of Directors
3. Chairs Past Presidents Cabinet and hosts past presidents’ annual luncheon
4. Represents Association as designated by the President. This may include but is not limited to attending meetings and events, and serving on special and ad hoc committees.
5. Responsible for the accountability of the Executive Director
6. Chairs Nominations and Awards Committee
7. Presides at all meetings of Board of Directors, and Executive Committee of the Board. Prepares agenda for each meeting in cooperation with Executive Director and other officers.
8. Appoints standing committees, special committees, task forces, councils, boards and fills vacancies on same
9. Appoints chairs of all committees
10. Serves as chair of Executive Committee
11. Serves as chair of Board of Directors

(Revised May, 2013)

VICE CHAIR OF THE BOARD OF DIRECTORS

Qualifications
1. Member of the Association.
2. Previous participation in Association activities
3. Past President of the Association or current member of the Board of Directors
4. Previous participation in Association activities
5. Proven leadership ability
6. If a vacancy occurs in the office of the Chair of the Board of Directors, the Vice Chair shall assume the responsibilities of the Chair of the Board of Directors

Responsibilities
1. If a vacancy occurs in the office of Chair of the Board of Directors, the Vice Chair of the Board of Directors shall become Chair of the Board of Directors
2. The Vice Chair shall serve on at least one committee in addition to the Executive Committee
3. The Vice Chair of the Board of Directors shall administer the meetings of the Board of Directors and Executive Committee in the absence of the Chair of the Board of Directors

PRESIDENT

Qualifications
1. Member of the Association.
2. Previous participation in Association activities.
3. Proven leadership ability
4. Willing acceptance of the responsibilities of the office

Responsibilities
1. Serves one year as President and one year as Chair of the Board/Past President.
2. Presides at all meetings of the Association.
3. In coordination with the Office of the Chancellor, review, amend, approve and sign the operating agreement between the UNCG Alumni Association and the University every five years. The most recently signed agreement is dated July, 2009.

4. Appoints special committees, task forces, councils, boards and fills vacancies on same

5. Represents the Association on University committees and at University functions

6. Serves as ex officio member with voice and vote of all Association boards, councils and committees, except the Nominations and Awards Committee

7. Acts as liaison between the Association and the University

8. Reports to the Board at each meeting and to the Association annually

9. Serves as ex officio member of Weatherspoon Museum Board

10. Attends UNCG Board of Trustees Meetings

11. Serves as a director of the UNCG Investment Fund or appoints a designee to serve as director.

12. Serves as member of Chancellor’s Budget Sounding Board and as member of Chancellor’s ad hoc committees as appointed

13. Determines appropriate memorials and acknowledgments on behalf of the Association in consultation with the Executive Director

14. Authorized to sign checks of the Association

15. Attends the Excellence Foundation Board Meetings

16. Attends the Board of Visitors Meetings

17. Attends Alumni Club functions as necessary and practical

18. Represents the Association at Association functions

19. At the end of the term reviews committee chair appointments for the following fiscal year

(Revised June, 2004)
(Revised January, 2007)
(Revised May, 2011)
(Revised May, 2013)

President Elect

Qualifications
1. Member of Association
2. Previous participation in Association
3. Served as Vice President
4. Serves as President if a vacancy occurs in the Office of The President

Responsibilities
1. Serves one-year term
2. Attends meetings of the Board of Directors, and the Executive Committee
3. Serves as President in absence of President
4. In preparation for presidency, attends meetings of all committees (except the Nominations and Awards Committee to familiarize with the working of each committee)
5. Represents Association as designated by the President. This may include, but is not limited to, attending meetings and events, and serving on special and ad hoc committees
6. Serves on the Alumni Teaching Excellence Award Committee
7. Regularly attends Alumni Association events and functions

(Revised June, 2004)
(Revised January, 2007)
(Revised May, 2011)
(Revised May, 2013)

**VICE PRESIDENT**

**Qualifications**
1. Member of the Association.
2. Previous participation in Association activities.
3. Serves as President Elect if a vacancy occurs in the Office of President Elect
4. Serves as Parliamentarian of the Alumni Association Board.

**Responsibilities**
1. Serves one-year term
2. Represents Association as designated by the President. This may include, but is not limited to attending meetings and events, and serving on special and ad hoc committees
3. Serves as chair of a standing committee
4. Serves on Executive Committee
5. Chairs Audit Sub-Committee

(Revised June, 2004)
(Revised January, 2007)
(Revised May, 2011)
(Revised May, 2013)

**RECORDING SECRETARY**

**Qualifications**
1. Member of the Association.
2. Previous participation in Association activities.

**Responsibilities**
1. Serves one-year term
2. Responsible for minutes of meetings of Association, Board of Directors, and Executive Committee
3. Ensures minutes are kept on file and distributed within fourteen days of each meeting
4. Serves on Executive Committee
TREASURER

Qualifications
1. Member of the Association.
2. Previous participation in Association activities.
3. To be available to regularly sign checks and fulfill other financial responsibilities
4. Qualifies for bonding

Responsibilities
1. Serves one-year term
2. Chairs Finance Committee
3. Arranges for annual audit
4. Serves on Executive Committee
5. Reports to Board at each meeting
6. Reports to Executive Committee at each meeting
7. Authorized to sign checks of Association
8. Monitors and reviews accounting procedures
9. Reviews financial reports for distribution to Board
10. Reviews bank statements

EXECUTIVE DIRECTOR

Qualifications
1. Elected biennially in odd numbered years by Board
2. Qualifies for bonding
3. University’s Director of Alumni Relations is not prohibited from serving as Executive Director if appointed by the Board of Directors

Responsibilities
1. Ex officio member, without vote, of Board of Directors and all boards, councils, and committees except Nomination and Awards Committee
2. Prepares and distributes notices of all meetings
3. Maintains minutes of meetings of Association, Board of Directors, Executive Committee, and Past Presidents’ Cabinet and ensures distribution within fourteen days of meetings
4. Authorized to sign checks of the Association
5. Reports to the Chair of the Board of Directors
BOARD OF DIRECTORS

The Board of Directors is comprised of the officers, directors, and ex officio members. The officers and directors are elected on a rotating basis according to the schedule set forth under Responsibilities of the Nomination and Awards Committee in this document. Terms of office are on a fiscal year basis (July – June). All board members must be members of the Alumni Association. The Board of Directors meets at least four times per year. An orientation session for newly elected members is held prior to the first board meeting of the fiscal year, which is designated as the opening retreat.

Membership
1. Member of Association
2. Twenty-one Directors elected on a rotating basis for three-year terms, 15 from within North Carolina and three from out of state
3. Officers of the Association
4. Representatives of alumni affinity groups and regional alumni clubs and networks may be invited to serve as ex officio members of the Board without vote.
5. Certified Public Accountant Member of the Finance Committee, ex officio without vote
6. Executive Director of the Alumni Association, Vice Chancellor for Advancement, Director of the Spartan Club, and Editor of Alumni Publications, ex officio without vote
7. Directors, having served a full term, may succeed themselves to same position for one additional term.

Responsibilities – Board
1. Meets at least four times per year
2. Acts as liaison between association and alumni relations staff and has authority and responsibility to appoint staff member for association assistance
3. Administers the affairs of the Association between meetings of the Association
4. Fills vacancies occurring among officers and Directors for remainder of term
5. Elects Executive Director biennially
6. Elects members of Executive Committee
7. In addition to votes cast by officers and directors in attendance at regular board meetings, proxy votes by elected officers and directors not in attendance may be cast by telephone, electronic or mailed proxy
8. If items are presented for vote by the Executive Committee between regularly scheduled meetings, proxy votes by elected officers and directors may be cast by electronic or mailed proxy
9. Creates additional standing committees as necessary
10. Approves annual budget
11. Selects recipients of Distinguished Service Awards and Young Alumni Award
12. Selects recipients of Alumni Excellence Award
13. Work to enhance membership amenities, offerings and opportunities

Responsibilities - Board Members
1. Each director serves on at least one standing committee
2. Attends at least three of the four annual Board meetings and must notify Chair of the Board or Executive Director of absence
3. Is subject to removal from Board for failure to attend meetings and events
4. Attends Annual meeting of the Alumni Association and at least one Alumni sponsored event each year

(Revised May, 2013)

TRAVEL AND EXPENSE REIMBURSEMENT POLICY FOR MEMBERS OF THE UNCG ALUMNI ASSOCIATION
BOARD OF DIRECTORS

Statement of Purpose and Responsibilities

This section establishes policies governing the reimbursement of travel, entertainment and other business expenses incurred during the conduct of business for the UNCG Alumni Association (Association). It is the Association’s policy to reimburse board members for ordinary, necessary and reasonable expenses when directly related to the transaction of Association business.

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the Association, the board member is actively engaged in a business meeting or activity necessary to the performance of the board members responsibilities, or, in the case of entertainment, there is a clear business purpose.

Board members are expected to exercise prudent business judgment regarding expenses covered by this Policy.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the Chairman of the Board of Directors.

Board members are responsible for complying with this Policy. Board members submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement. Board members living a round trip driving distance greater than 200 miles from the University are eligible for reimbursement under this policy when attending board meetings or Alumni Association sponsored or co-sponsored events.

Officers of the Association (President, Vice President, President-Elect, Past President, Treasurer, and Secretary) are eligible for reimbursement under this policy when attending board meetings, Alumni Association events, or official University business. Board members traveling on Association business may be reimbursed under this policy if approved in advance by the Chairman of the Board of Directors.

Documentation

Requests for reimbursement of business expenses must be submitted on the appropriate expense reimbursement request form. Each expense shall be separately identified. Forms shall be dated and signed by the board member.

While original receipts are recommended for all expenses submitted for reimbursement, they are required for all expenses greater than $25.00. Requests for exceptions to this policy should document extenuating circumstances and be approved by the Chairman of the Board of Directors.
The Association complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

1. the amount of the expenditure;
2. the time and place of the expenditure;
3. the business purpose of the expenditure; and
4. the names and the business relationships of individuals other than the board member for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting individual.

Reimbursement requests shall be promptly submitted, and in no event more than thirty (30) days after the expense. Reimbursement requests more than thirty (30) days old may be rejected.

Approvals
Expense reimbursement forms, together with required documentation, must be submitted to the Chairman of the Board of Directors or Treasurer. The President may approve expense reimbursement in the absence of the Chairman of the Board or Treasurer.

Individuals approving expense reports are responsible for ensuring that the expenses reported are proper and reimbursable under this Policy, the expense report has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.

Reimbursable Expenses
The following are reimbursable expenses, as long as they are in compliance with the applicable provisions of this Policy, and are for business purposes:

1. Hotel or motel charges and related tips
2. Airfare, train fare, bus fare, taxicabs, and related tips
3. Meals, including tips between 15% and 20%
4. Business telephone calls
5. Charges for internet connectivity at the hotel or motel
6. If the individual does not have a mobile phone, once daily calls home of a reasonable length while traveling on Association business
7. Car rental expenses
8. Personal mileage, if using own vehicle
9. Toll and parking charges
10. Conference and convention fees
11. Business center costs (i.e., copying, faxing, etc.)
12. Reasonable business entertainment expenses
13. Other reasonable and necessary business expenses, not specifically excluded by this section

The following expenses are not reimbursable:

1. Airline club dues
2. First class airfare
3. In-flight movies/refreshments
4. Hotel room movies and other forms of personal entertainment
5. Child care costs
6. Barbers/hairstylists
7. Traffic fines
8. Tips in excess of 20% and/or tips in addition to pre-applied gratuity
9. Luggage or briefcases
10. Alcohol, unless consumed during legitimate business-related entertainment activities
11. Meals including only Association directors, unless traveling on Association business or approved in advance by the Chairman of the Board of Directors
12. Parties and gifts for Association employees
13. Reimbursement for personal miles in excess of the cost of airfare to the same destination

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each board member and individual approving expenses must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this Policy.

**Air Travel**

All board members are expected to travel coach class, and are encouraged to search for the lowest available restricted but changeable fare, rather than the fully-refundable fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.

The cost of canceling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). All unused airline tickets are to be returned to the Association promptly. Board members must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

**Lodging**

Prudent judgment should be used when selecting a hotel or motel. A single room with a private bath in a moderately priced business class hotel or motel is the Association’s standard. For all lodging expenditures, hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation. The Association will not reimburse a board member for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between a board member and his/her spouse or partner for purposes of this Policy.

**Rental Cars**

It is expected that reservations will be made for a compact vehicle, depending on the type of travel. Occasionally a mid-size vehicle may be appropriate when more than one board member will be using the vehicle. The cost of premium, luxury or four-wheel drive vehicles will be charged to the board member renting the vehicle and reimbursement will be made at the compact or mid-sized rate as appropriate.
Board members are expected to accept “Loss Damage Waiver” coverage so that any damage to the rental car is covered with no deductible. Board members driving rental cars for business purposes will have liability coverage under the Association’s business liability policy.

**Personal Vehicles**
Board members who utilize personal vehicles for business purposes are required to have a valid driver’s license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the currently allowable IRS rate. Miles submitted for reimbursement should be net of any normal commuting miles.

Primary insurance for board members who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy, and will be responsible for any damage to the vehicle, as well as for liability. The expenses related to gasoline consumed by personal vehicles are the responsibility of the board member. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

**Policy Exceptions**
Generally, any exception to this policy must have the prior written approval of the Chairman of the Board of Directors. Requests for exception should document extenuating circumstances or proposed overall savings to the Association.

(Revised May, 2013)

**TRAVEL AND EXPENSE REIMBURSEMENT POLICY FOR UNCG ALUMNI RELATIONS EMPLOYEES**

**Statement of Purpose and Responsibilities**
This section establishes policies governing the reimbursement of travel, entertainment and other business expenses incurred during the conduct of Alumni Association business. It is the Alumni Association’s policy to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of Association business.

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the Association, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee’s job duties, or, in the case of entertainment, there is a clear business purpose.

Employees are expected to exercise prudent business judgment regarding expenses covered by this Policy. Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the Association’s Treasurer.

UNCG Alumni Relations employees are responsible for complying with this Policy. Employees submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

**Documentation**
Requests for reimbursement of business expenses must be submitted on the appropriate expense reimbursement request form. Each expense shall be separately identified. Forms shall be dated and signed by the employee.
While original receipts are recommended for all expenses submitted for reimbursement, they are required for all expenses greater than $25.00. Requests for exceptions to this policy should document extenuating circumstances and be approved by the Treasurer of the Alumni Association.

The Association complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:
1. the amount of the expenditure;
2. the time and place of the expenditure;
3. the business purpose of the expenditure; and
4. the names and the business relationships of individuals other than the employee for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting employee.

Reimbursement requests shall be promptly submitted, and in no event more than thirty (30) days after the expense. Reimbursement requests more than thirty (30) days old may be rejected.

Approval
Expense reimbursement forms, together with required documentation, must be submitted to the employee’s immediate supervisor for review and signature approval. The Treasurer may approve expense reimbursement in the absence of the employee’s supervisor.

Supervisors approving expense reports are responsible for ensuring that the expenses reported are proper and reimbursable under this Policy, the expense report has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.

Reimbursable Expenses
The following are reimbursable expenses, as long as they are in compliance with the applicable provisions of this Policy, and are for business purposes:

1. Hotel or motel charges and related tips
2. Airfare, train fare, bus fare, taxicabs, and related tips
3. Meals, including tips between 15% and 20%
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5. Charges for internet connectivity at the hotel or motel
6. If the employee does not have a mobile phone, once daily calls home of a reasonable length while traveling on Association business
7. Car rental expenses
8. Personal mileage, if using own vehicle
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12. Reasonable business entertainment expenses
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4. Hotel room movies and other forms of personal entertainment
5. Child care costs
6. Barbers/hairstylists
7. Traffic fines
8. Tips in excess of 20% and/or tips in addition to pre-applied gratuity
9. Luggage or briefcases
10. Alcohol, unless consumed during legitimate business-related entertainment activities
11. Meals including only employees, unless traveling on Association business or approved in advance by the Treasurer or the employee’s immediate supervisor
12. Parties and gifts for Alumni Relations employees
13. Reimbursement for personal miles in excess of the cost of airfare to the same destination

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each employee and supervisor must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this Policy.

**Air Travel**

All employees are expected to travel coach class, and are encouraged to search for the lowest available restricted but changeable fare, rather than the fully-refundable fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.

The cost of canceling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). All unused airline tickets are to be returned to the Treasurer promptly. Employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

**Lodging**

Prudent judgment should be used when selecting a hotel or motel. A single room with a private bath in a moderately priced business class hotel or motel is the Association’s standard.

For all lodging expenditures, hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation.

The Alumni Association will not reimburse an employee for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between an employee and his/her spouse or partner for purposes of this Policy.

**Rental Cars**

It is expected that reservations will be made for a compact vehicle, depending on the type of travel. Occasionally a mid-size vehicle may be appropriate when more than one employee will be using the
vehicle. The cost of premium, luxury or four-wheel drive vehicles will be charged to the employee renting the vehicle and reimbursement will be made at the compact or mid-sized rate as appropriate. Employees are expected to accept “Loss Damage Waiver” coverage so that any damage to the rental car is covered with no deductible. Employees driving rental cars for business purposes will have liability coverage under the Association’s and/or University’s business liability policy.

**Personal Vehicles**

Employees who utilize personal vehicles for business purposes are required to have a valid driver’s license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the currently allowable IRS rate. Miles submitted for reimbursement should be net of any normal commuting miles.

Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy, and will be responsible for any damage to the vehicle, as well as for liability. The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

**Policy Exceptions**

Generally, any exception to this policy must have the prior written approval of the employee’s supervisor and the Treasurer. Requests for exception should document extenuating circumstances or proposed overall savings to the Association.

*(Adopted October 9, 2012)*

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**CONFLICT OF INTEREST – BOARD MEMBERS**

1. Board members shall adhere to the Conflict of Interest statements in Article XIX of the by-laws of the Association.

2. Board members shall review and sign The University of North Carolina Alumni Association Code of Ethics and Conflict of Interest Policy on an annual basis, at the beginning of their term.

*(Revised June, 2004)*
*(Revised January, 2007)*
*(Revised May, 2011)*

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**BOARD COMMITMENT PLEDGE**

[SEE APPENDIX I](#)

*(Adopted May 2013)*
PRACTICE IF THERE IS A COMPLAINT ABOUT A UNCG ALUMNI ASSOCIATION BOARD DIRECTOR:

1. Any serious complaints, either personal or which jeopardize the progress of the Association, should be reported initially to either the president or chair of the board.
2. The president and board chair will discuss and determine if the complaint is valid and warrants investigation.
3. The president and/or chair will discuss valid complaints with the director about whom the complaint was lodged. Corrective action steps will be identified and a process for resolving the complaint will be explained.
4. If the issue is not resolved in the time period identified through the corrective action plan, the president or chair will inform the executive committee, which may make a recommendation to resolve the situation. A vote (according to the bylaws of the Association) to ask for the offending director’s resignation may be appropriate.
5. If the board member opts to resign on his/her own, the executive committee will work with the nominating committee to appoint an individual to fulfill the rest of the open term.
6. If the director is asked by the executive committee to resign and refuses to do so, then the entire matter will be brought to the whole board at the next closed session for final determination, up to and including a vote to remove the director from office.

Please note: these procedures may be bypassed if a director is found to be in violation of ethical standards of the Board.

(Adopted May, 2013)

CONSTITUENT MANAGEMENT GUIDE

ALUMNI SOCIETIES

Alumni societies are built around a group of UNCG alumni who share a central purpose, mission, background or activity that is not limited to geographic proximity.

Alumni societies, based on affiliations such as occupation, major, scholarship, ethnicity or class year, meet for reunions and other activities to network, socialize and mentor current students.

Alumni societies are open to any member of the UNCG community, including alumni, parents, friends, Spartan fans and students. The Alumni Association does not sponsor alumni societies based on political affiliation, religion or ideology.

Sanctioned Alumni Societies:

Greek Alumni Society
Political Science Alumni Society
LGBTQA Alumni Society
Rugby Alumni Society
Neo Black Society Alumni Society
Aubrey Lee Brooks Scholars Alumni Society
UNCG Native American Society
Residential Community Society
Vanguard Society
GOLD Council

Governance:

1. Alumni Societies should be grown organically by volunteers.
2. The recognition of an Alumni Society requires the approval of The UNCG Alumni Association Board of Directors.
3. Sanctioned Societies are invited to participate in Alumni Association events.
4. Sanctioned Societies are invited to participate in reunions and homecoming.
5. Sanctioned Societies may be featured on the Association’s website.
6. Sanctioned Societies may be linked on the Association’s Facebook page.
7. Sanctioned Societies may receive limited support for special events in conjunction with official Alumni Association events. (Pursuant to board policy)
8. 

FUNDING GUIDELINES
UNCG ALUMNI ASSOCIATION

The UNCG Alumni Association is working hard to meet the needs of our constituent groups. In so doing, we have made it a priority to fund organizations that align with the UNCG Alumni Association and its mission and strategic priorities. Funding priority will be made on programming focused on enhancing the stated mission of the organization and in tandem with the board’s approved strategic objectives.

UNCG-affiliated organizations seeking funding must be recognized by one of the “recognizing” bodies on campus: Office of Student Affairs, Associated Student Government, University Housing Office or the UNCG Alumni Association.

The UNCG Alumni Association does not fund requests from individuals, parties or social gatherings that do not meet the criteria stated above.

Entitlements:

In order to advance the UNCG Alumni Association brand, certain entitlements shall be sought, where appropriate, in return for the sponsorship or grant. These include, but are not limited to:

- UNCG Alumni Association banner and/or signage at the event
- UNCG Alumni Association logo in all advertising and or promotional materials
- UNCG Alumni Association table at event
- UNCG Alumni Association speaking role at the event
- Complimentary ad in program booklet
- Recognition (verbal or written) of UNCG Alumni Association involvement at the event
Procedure:

All requests shall be submitted in writing no later than 30 days prior to the event. Requests should include the following information:

- Mission or purpose of the event
- Date/time/location of the event
- Target audience for event
- Brief history of the event
- List of other sponsors of the event
- Budget summary of the event
- Publicity plan on how the group plans to advance the UNCG brand at the event
- Dollar amount requested

Email Funding Requests

Complete the Campus Partnerships funding request form found on the Alumni Association website at alumni@uncg.edu.

Include any supporting materials (i.e. budget, previous programs and other pertinent information to your request.

Please send your funding requests to alumni@uncg.edu or mail to UNCG Alumni Association, 404 College, Greensboro, N.C. 27402.

For specific questions please email maryglanders@uncg.edu.

UNCG ALUMNI ASSOCIATION
FUNDING REQUEST FORM

Office/Organization: ____________________________________________________________
Contact Person: _______________________ Title: ____________________________
Campus Address: ____________________________________________________________
Phone: ___________________ Email Address: _________________________________
Title of Event: ______________________________________________________________
Date and Time of Event: ______________________________________________________
Location of the Event: _________________________________________________________
Amount Requested: $_____________
Please check the box that best describes the category that your event falls into:

☐ Activities that bring alumni back to campus for classroom visits, career seminars, and alumni performances.

☐ Mini-alumni reunions for specific alumni constituents.

☐ Academic enrichment opportunities for students, such as attending a national conference or a class trip to visit alumni in a professional setting.

Please explain:
__________________________________________________________________________
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__________________________________________________________________________

*Signature of Contact Person/ Date

*Signature of Department Head/Advisor /Date

*Signature of Dean/Vice Chancellor/ Date

Alumni Clubs

Alumni Clubs connect graduates and friends to UNCG by engaging them through events that foster pride and create a lifelong connection to the university. The Alumni Association supports six regional networks within the state and across the country. Alumni Clubs provide a community where relationships can grow into strong common bonds. Alumni Clubs are open to UNCG alumni, parents, friends, fans and students.

The purpose of an alumni club is to:
1. Help promote UNCG pride and traditions in local communities.
2. Support the mission of both UNCG and the Alumni Association.
3. Organize events and programs to bring alumni together for social and intellectual enrichment.
4. Increase membership in the Alumni Association.

What Alumni Clubs Offer:

Alumni Clubs connect alumni to one another based on geographic location. Many Clubs offer a wide range of programming that includes cultural, academic, athletic and recreational activities.

Each club offers unique events in its area.

Examples of activities in which Clubs may participate:

- National Spartan Service Day: Alumni across the country volunteer in their communities on National Spartan Service Day.
- Game Watches: Cheer on the Spartans in your area with local alumni and friends!
- Student Recruitment: Spartan Recruiters are alumni volunteers who participate in various activities to help recruit undergraduate students.
- Spartan Freshmen Send-Off/Welcome: Welcome incoming freshmen from your area to UNCG.
- New Grad Welcome: Welcome new Spartan Grads to your area after graduation.
- Volunteer Opportunities: Join UNCG alumni in your area to better the community through a service project.

Governance:

1. Alumni Clubs may grow organically by volunteers or by support from Alumni Association staff.
2. Recognition of an Alumni Club requires approval by the UNCG Alumni Association Board of Directors.
3. Alumni Clubs are invited to participate in Alumni Association events.
4. Alumni Clubs are invited to participate in reunions and homecoming.
5. Alumni Clubs will be featured on the Association’s website.
6. Alumni Clubs will be linked on the Association’s Facebook page.
7. Alumni Clubs will receive monetary support for programming and special events.
8. Alumni Clubs will receive staff support in programming and promotion.

Alumni Association Affiliates

An Alumni Associations of UNCG Schools, Colleges, or Departments may be recognized as an Alumni Association affiliate.

Currently the UNCG Alumni Association recognizes the following as Alumni Association Affiliates:

1. UNCG Joseph M. Bryan School of Business and Economics Alumni Association
2. UNCG School of Nursing Alumni Association
3. UNCG School of Health and Human Sciences Alumni Association

**Governance:**

1. Recognition of an Alumni Association Affiliate requires approval by the UNCG Alumni Association Board of Directors.
2. Alumni Association Affiliates are invited to participate in Alumni Association events.
3. Alumni Association Affiliates are invited to participate in reunions and homecoming.
4. Alumni Association Affiliates will be featured on the Association’s website.
5. Alumni Association Affiliates will be linked on the Association’s Facebook page.
6. Alumni Association Affiliates may receive monetary support for programming and events.
7. Alumni Association Affiliates may receive staff support in programming and promotion.
8. Alumni Association Affiliates may have a representative serve on the UNCG Alumni Association’s Board of Directors as an ex-officio member.

**Alumni Association Alliance Partners**

UNCG Alumni Association Alliance Partners are members of the business community which the Alumni Association maintains a partnership. Partners may provide a monetary or in kind contribution to the Alumni Association.

Current Alliance Partners include:

1. Bank of America
2. Collegiate Insurance Resources
3. DiplomaDisplay
4. Go Next Travel
5. Collette Travel
6. Play It Forward
7. The Cardinal Club/Club Corp

**Governance:**

1. Alliance Partners should be approved by The Alumni Association Board of Directors
2. Alliance Partners will be evaluated annually by the Board’s finance committee. The finance committee will make a recommendation to the board to renew or discontinue the partnership annually.
3. Alliance Partners will be recognized on the Association’s website.
4. Alliance Partners will be promoted quarterly on the Association’s Facebook page.

(Revised June, 2004)
(Revised January, 2007)
(Revised May, 2011)
(Revised May, 2013)

**Past Presidents’ Cabinet**

Membership
1. Comprised of all Past Presidents of the Association
2. Chaired by Immediate Past President

Responsibilities
1. Meets on the call of the chairperson or at the request of the incumbent president.
2. Receives information on current Association affairs, including the minutes of the Board of Directors meetings
3. Serves in advisory capacity to Association

COMMITTEES

There are six (6) standing committees of the Alumni Association as established in Article 8 of the bylaws. Ad hoc committees may be established by the Board of Directors as needed. Committee appointments, unless otherwise noted, are for a one year term. Outlined below are general guidelines for all committees.

1. The chair of each committee shall be appointed not less than thirty days after the beginning of each fiscal year for a one-year term.
2. The chair of each committee shall call meetings, prepare the agenda, and preside at all meetings of the committee. Committee meetings shall be called as necessary to deal with committee business.
3. The chair is responsible for seeing that minutes are taken at each meeting and sent to the Alumni Office for distribution and filing. Copies of minutes are sent to all committee members, the Executive Director and the President.
4. Committee chairs report to the Board of Directors at the scheduled board meetings and may make recommendations for action. An annual report in writing must be submitted to the President by the end of the fiscal year.
5. Committee members may be members of the Association, Association staff, University faculty and staff, or University students.
6. Members of each committee serve for a one-year term. Committee members should be appointed so as to serve overlapping terms. Committee membership should be in place within thirty days after the start of each fiscal year.
7. Committee members may be reappointed for additional terms.
8. Each committee shall submit a request for budget to the Finance Committee by the appointed time each year. Interim requests for funding not included in the budget are to be submitted to the Treasurer for presentation to the Finance Committee.

ALUMNI HOUSE COMMITTEE

Membership
1. Chair appointed by President and must be a member of the Board of Directors.
2. Comprised of at least three members of the Association

Responsibilities
1. Develops general policy and procedures for operation and use of House for Association, its members, and University purposes and function.

2. Determines furnishings and interior decoration in consultation with Board

3. Determines space use in House, in consultation with the Board.

4. Develops budget requests for upkeep and maintenance of House to be submitted to University

5. Develops and periodically reviews long range plan for House renovations, in consultation with University

6. Chair shall file annual report of activities

7. Establishes rates for Alumni House usage for approval by the Board and University

8. Intra committee spending limit is $2500 with post factor reporting to the Board of Directors

9. Spending amounts of $2501 - $5000 require approval of the Executive Committee

10. Spending amounts over $5000 require approval of the Board of Directors.

(Revised May, 2013)

ALUMNI HOUSE USAGE

The following are eligible to use the UNCG Alumni House. Rental rates, equipment rental, and staff overtime charges apply unless otherwise noted:

1. Members of the Alumni Association of The University of North Carolina at Greensboro. (In case of weddings/receptions the alumna/alumnus must be one of the following: the bride, the groom, the mother or father of either the bride or the groom or the step parent of either the bride or the groom.)

2. Members of the Board of Trustees of the University.

3. Non-Alumni who are members of the UNCG Alumni Association, the University Associates or Chancellor’s Society.

4. UNCG academic units, departments and recognized student organizations. (There is no rental charge for University-sponsored events, except in the case of staff overtime when applicable and equipment usage fees.)

5. UNCG faculty, staff and currently-enrolled students.

6. Subject to availability, the reception areas may be reserved by organizations external to the University as provided for in the University Facilities Use Policy.

Rental Policies:

1. A completed contract must be signed and a deposit rendered in accordance with the contract in order for a reservation to be considered confirmed.

2. Users are billed for rent beyond the deposit, custodial costs, breakage and damage. Full payment is due upon receipt of an invoice.

3. See Appendix I and II.

ALUMNI HOUSE RATES

See Appendix IV

COMMUNICATIONS COMMITTEE
Membership
1. Chair appointed by Chair of the Board and must be a member of Board of Directors
2. Comprised of at least five Association members, including at least one additional elected member of the Board of Directors
3. Editor of alumni publications ex officio, without vote.

Responsibilities
1. Develops strategies for effective communication between the Association and its members
2. Presents quarterly reports to the Board of Directors
3. Chair shall file annual report of activities

(Revised May, 2011)
(Revised May, 2013)

EXECUTIVE COMMITTEE

Membership
1. Chair of the Board serves as chair
2. President, Vice President, Recording Secretary, Treasurer, President-Elect, Vice Chair
3. Three Directors elected by Board annually – two from third year class of Directors, one from second year class
4. Elected at last Board meeting of fiscal year for following year
5. Executive Director, ex officio without vote

Responsibilities
1. Administers affairs of board between Board meetings through meetings, telephone conferences, emailed and/or mailed communications
2. Serves as Human Resources Committee for the Association
3. Completes an Annual Evaluation of the Executive Director
   a. Develops evaluation instrument for Executive Director (See Appendix IV for current evaluation tool.)
   b. The Executive Director completes a self-evaluation using the same tool
   c. Discusses appraisal as a committee, reviews Executive Director’s self-evaluation and presents evaluation based on consensus.
   d. Report of evaluation is delivered to the full Board without Office of Alumni Relations staff present. Comments from full Board of Directors are noted.
   e. Selected Executive Committee Members (e.g., Chair of the Board, President, President-Elect,) conduct the annual evaluation of Executive Director as interactive review that includes goal setting for the next year.
   f. Recommendation is made to the Board as to the appointment of the Executive Director.
5. Conducts a review of the bylaws as necessary but at least once every five years and makes recommendations to the Board
6. Consults with Executive Director on employment of staff members funded by the Alumni Association
7. Makes recommendations to Board on the election of Executive Director
8. Appoints ex officio members of the board of directors as needed
9. Determines if items need to be presented to the elected officers and directors for proxy vote between regularly scheduled meetings.

(Revised June, 2004)
(Revised January, 2007)
(Revised May, 2011)
(Revised May, 2013)

FINANCE COMMITTEE

Membership
1. Chaired by Treasurer
2. Comprised of at least four members of the Association, including at least one additional elected member of the Board of Directors
3. A Certified Public Accountant appointed by the Board as an ex officio member to the Finance Committee for the express purpose of reviewing the quarterly financial reports of the Alumni Association for completeness and accuracy.

Responsibilities
1. Receives budget and special expenditures requests from committees, councils and officers
2. Prepares and submits the Association budget for next fiscal year to the Board at the spring board meeting.
3. Reviews special expenditure requests and makes recommendations to the Board for action.
4. Reviews current year expenditures and investments and prepared quarterly reports for Board
5. Determines investment and banking policies for the Association
6. Reviews accounting policies and procedures
7. Reviews annual audit with the internal & external auditor and makes recommendations concerning the audit to the Board
8. Every five years, conduct a “request for proposal” for external auditing firms, evaluate proposals and select external auditing firm. The last RFP and selection process was performed in May, 2010.
9. There will be a separate audit subcommittee chaired by the Vice President non-check signing member. This committee will consist of at least 3 members, including a member of the finance committee and an independent CPA.

(Revised May, 2011)
(Revised May, 2013)

LEGISLATIVE COMMITTEE

Membership
1. Chair appointed by Chair of the Board and must be a member of Board of Directors
2. Comprised of at least five Association members, including at least one additional elected member of the Board of Directors

Responsibilities
1. Maintain a two year strategic plan for the SLN
2. Annually develop and propose to the BOD a legislative agenda
3. Chair of SLN shall serve as a voting member of the legislative committee
4. Regularly ensure communication is being delivered to SLN members
5. In conjunction with the office of government relations respond to legislative issues effecting UNCG and higher ed
6. In the event of a rapid response communication, the committee should vote within two hours to authorize the communication
7. In the event less than 50% of committee members respond to the electronic vote the Chair of the Committee, Chair of the Board, and the Director of Government relations shall make the call.

**Nomination and Awards Committee**

**Membership**
1. Chair is Chair of the Board/Immediate Past President of the Alumni Association.
2. Comprised of at least five members of the Association, a majority of which must be board members representing a cross-section of districts.
3. Members of the committee are not eligible for nomination to any office
4. Usually comprised of five additional alumni
5. Immediate past award recipients (3); serve for one-year term (for awards selection only)

**Responsibilities (Awards)**
1. Recommends not more than two nominees for Alumni Distinguished Service Award, not more than one nominee for the Young Alumni Award and nominees for the UNCG Alumni Excellence Award, when appropriate, to the Alumni Board of Directors for the annual Alumni Awards
2. Develops and periodically reviews criteria for nomination
3. Develops and periodically reviews nomination form
4. Solicits nominees from alumni through Association publications and elsewhere
5. Develops and periodically reviews time-line for nominations
6. Chair shall file annual report of activities

**Responsibilities (Nominations)**
1. Works with staff to develop viable list of qualified candidates
2. Prepares slate of nominees based on the following schedule for each office/directorship and submits slate to Board by the 3rd quarter (February) board of directors meeting:
   a. President-Elect
   b. Vice President
   c. Recording Secretary
   d. Treasurer
   e. Two directors from each North Carolina district (Eastern, Central, Western) for election every year
   f. One director from outside North Carolina for election every year
   g. Replacement directors to fulfill any vacated director positions
3. Makes recommendation to Chair of the Board for membership on standing committees.
4. Ensures diversity of officers and directors so that the Board is reflective of the general alumni population in age, gender, race, ethnicity and geography.
5. In years ending in “2” or “7” reviews the makeup of the districts and recommends to the Board changes in configuration of districts and number of Directors allocated to each district.
ALUMNI AWARDS CRITERIA

The Alumni Lifetime Service Award

1. Description
   a. The Alumni Lifetime Service Award must be given to a UNCG alumnus/a who, over the
course of their lives or through a singular achievement, has made significant
contributions to the university’s long standing tradition of service and brought honor
and distinction to UNCG. Distinctive service may have been rendered on global,
national, state, and/or local levels
   b. The recipient’s lifelong service or singular achievement must exemplify creative and
continuous personal growth and a willingness to embrace our changing world. This
award also recognizes outstanding achievement and service to the recipient's profession
or community/society or university.
   c. The award recognizes unique levels of service and achievement and may not be awarded
every year. The award may only be given once during a calendar year. The awards and
nominations committee will make the final determination from among all nominees.
Preference will be given to past winners of the Alumni Distinguished Service Award.

2. Criteria
   a. The Alumni Lifetime Service Award is presented to alumni of the University of North
Carolina at Greensboro. Nominees must have received a degree (undergraduate or
graduate) from UNCG.
   b. The Award honors alumni who, over the course of their lives or through a singular
achievement, have made significant contributions to the liberal arts ideal. Distinctive
service may have been rendered on global, national, state, and/or local levels. Their
achievements exemplify the spirit of the university’s motto of service and have brought
great credit upon themselves and the university.
   c. The award recognizes distinctive service rendered on the global, national, state, and/or
local levels. It honors outstanding lifelong achievement and service to the recipient’s
profession and/or community/society/university. It recognizes alumni who exemplify
creative and continuous personal growth and a willingness to embrace our changing
world.
   d. Preference will be given to past recipients of the Alumni Distinguished Service Award.
   e. Current members of the Alumni Association Board of Directors and the awards and
nominating committee are not eligible for consideration.

3. Nomination Process
   a. Complete the two-page nomination form available on the association’s website, or
contact the association office at (336) 334-5696 or alumni@uncg.edu.
   b. In no more than 2 pages, please detail in a Nominator’s Statement the nominee’s
qualifications for this award, based on the expanded criteria listed below.
   c. On the nomination form, you may list the names of three to five individuals who will be
submitting letters of support for the nomination. Each letter should be no more than 2
pages in length and should address different areas of the expanded criteria listed on the
nomination form. Supporting letters may be included in this packet or arrive under
separate cover. You may submit no more than 5 supporting letters.
   d. You may also submit newspaper articles, clippings, photographs and additional
materials as part of the nomination packet. Please do not send originals as these materials
will not be returned.
e. Nominations may be made by anyone except the nominee and must be submitted on forms provided by the UNCG Alumni Office.

f. The selection of the recipient is made by the Alumni Awards Committee and approved by the Alumni Association Board of Directors. Only one award may be presented each year and, at discretion of the Awards Committee, there may not be an award presented in a given year.

g. The selection of the recipient is made by the Alumni Awards Committee and approved by the Alumni Association Board of Directors. Only one award may be presented each year and, at discretion of the Awards Committee, there may not be an award presented in a given year.

h. The record of a nominee shall be maintained in a carry-over file and considered for three years, after which a person must be re-nominated to be considered.

4. Submission Deadline
   a. Nominations may be made by individuals or groups and the deadline for submitting a nomination is January 5. All forms and materials should be sent by January 5.
   b. All nominations materials should be submitted to the association’s awards and nominations committee on or before the deadline via electronic mail or hard copy.

The Alumni Distinguished Service Award
1. Description
   a. The Alumni Distinguished Service Award must be given to a UNCG alumnus/a who has made significant contributions to exemplify the university’s long standing tradition of service. Distinctive service may have been rendered on global, national, state, and/or local levels.
   b. The recipient must exemplify creative and continuous personal growth and a willingness to embrace our changing world. This award also recognizes outstanding achievement and service to the recipient’s profession or community/society or university.
   c. A maximum of two awards may be given annually.

2. Criteria
   a. The Alumni Distinguished Service Award is presented to alumni of the University of North Carolina at Greensboro. Nominees must have received a degree (undergraduate or graduate) from UNCG.
   b. The Award honors alumni who have made significant contributions in the spirit of the university’s motto of service.
   c. The award recognizes distinctive service rendered on the global, national, state, and/or local levels. It honors outstanding achievement and service to the recipient’s profession and/or community/society/university. It recognizes alumni who exemplify creative and continuous personal growth and a willingness to embrace our changing world.
   d. Current members of the Alumni Association Board of Directors, the awards and nominating committee and current employees of UNCG may not be considered for the award.

3. Nomination Process
   a. Complete the two-page nomination form available on the association’s website, or contact the association office at (336) 334-5696 or alumni@uncg.edu.
   b. In no more than 2 pages, please detail in a Nominator’s Statement the nominee’s qualifications for this award, based on the expanded criteria listed below.
   c. On the nomination form, you may list the names of three to five individuals who will be submitting letters of support for the nomination. Each letter should be no more than 2
pages in length and should address different areas of the expanded criteria listed on the nomination form. Supporting letters may be included in this packet or arrive under separate cover. You may submit no more than 5 supporting letters.

d. You may also submit newspaper articles, clippings, photographs and additional materials as part of the nomination packet. Please do not send originals as these materials will not be returned.

e. Nominations may be made by anyone except the nominee and must be submitted on forms provided by the UNCG Alumni Office.

f. The selection of the recipient is made by the Alumni Awards Committee and approved by the Alumni Association Board of Directors. A maximum of two awards may be presented annually.

g. The Award recipient and nominators will be notified by February and will be recognized at the annual alumni awards dinner.

h. The record of a nominee shall be maintained in a carry-over file and considered for five years, after which a person must be re-nominated to be considered.

4. Submission Deadline

a. Nominations may be made by individuals or groups and the deadline for submitting a nomination is January 5. All forms and materials should be sent by January 5.

b. All nominations materials should be submitted to the association’s awards and nominations committee on or before the deadline via electronic mail or hard copy.

The Alumni Excellence Award

1. Description

a. The Alumni Excellence Award focuses specifically on service directly to the university and/or the Alumni Association. The award must be given to an alumnus/a who has made significant contributions to advancing the University’s mission of improving the community by providing outstanding education opportunities and/or assisting the Alumni Association in advancing the ties which bind alumni to the University.

b. The recipient must exemplify a selfless commitment to advancing the goals of the university and/or Alumni Association.

2. Criteria

a. The Excellence Award is presented to alumni of the University of North Carolina at Greensboro. Nominees must have received a degree (undergraduate or graduate) from UNCG.

b. The Award honors alumni who have made significant contributions to advancing the university’s mission of improving the community by providing outstanding education opportunities and/or assisting the Alumni Association in advancing the ties which bind alumni to the university.

c. Current members of the Alumni Association Board of Directors and the awards and nominating committee are not eligible for consideration.

3. Nomination Process

a. Complete the two-page nomination form available on the association’s website, or contact the association office at (336) 334-5696 or alumni@uncg.edu.

b. In no more than 2 pages, please detail in a Nominator’s Statement the nominee’s qualifications for this award, based on the expanded criteria listed below.

c. On the nomination form, you may list the names of other individuals who will be submitting letters of support for the nomination. Each letter should be no more than 2 pages in length and should address different areas of the expanded criteria listed on the
nomination form. Supporting letters may be included in this packet or arrive under separate cover. You may submit no more than 5 supporting letters.

d. You may also submit newspaper articles, clippings, photographs and additional materials as part of the nomination packet. Please do not send originals as these materials will not be returned.

e. Nominations may be made by anyone except the nominee and must be submitted on forms provided by the UNCG Alumni Office.

f. The selection of the recipient is made by the Alumni Awards Committee and approved by the Alumni Association Board of Directors. A maximum of two awards may be presented annually.

g. The Award recipient and nominators will be notified by February and will be recognized at alumni awards dinner.

h. The record of a nominee shall be maintained in a carry-over file and considered for five years, after which a person must be re-nominated to be considered

4. Submission Deadline

a. Nominations may be made by individuals or groups and the deadline for submitting a nomination is January 5. All forms and materials should be sent by January 5.

b. All nominations materials should be submitted to the association’s awards and nominations committee on or before the deadline via electronic mail or hard copy.

The Young Alumni Award

1. Description

a. The Young Alumni Award is presented to a UNCG alumnus/a and honors alumni who are 44 years of age or younger when nominated. It recognizes exceptional achievement and significant contribution to the recipient’s profession or community/society or university.

b. The recipient must exemplify outstanding professional and personal development either through traditional channels or innovative approaches. A maximum of one award may be given annually.

2. Criteria

a. The Young Alumni Award is presented to alumni of the University of North Carolina at Greensboro. Nominees must have received a degree (undergraduate or graduate) from UNCG.

b. The Award honors individuals who are 44 years of age or younger at the time of nomination.

c. The award recognizes exceptional achievement and significant contribution to the recipient’s profession or community/society or university. The recipient must exemplify outstanding professional and personal development either through traditional channels or innovative approaches.

d. Current members of the Alumni Association Board of Directors, the awards and nominating committee and current employees of UNCG may not be considered for the award.

e. Professional Achievement: career movement and development, professional recognition, professional accomplishments, and significant contributions to nominee’s profession.

f. Personal and Professional Development: use of traditional or innovative approaches in enhancing personal and professional growth.
g. Personal Achievement: personal recognition received, the balance between personal and professional roles, the achievement of personal goals, the dedication to continual betterment of himself/herself.

h. Community (local, state, or national) Service: scope and breadth of service nominee has provided, the impact of his/her actions on the community, and involvement in a variety of service initiatives.

i. University Service: nominee’s support of University initiatives, involvement in University programs and/or service on University boards or committees or project teams.

3. Nomination Process
   a. Complete the two-page nomination form available on the association’s website, or contact the association office at (336) 334-5696 or alumni@uncg.edu.
   b. In no more than 2 pages, please detail in a Nominator’s Statement the nominee’s qualifications for this award, based on the criteria.
   c. On the nomination form, you may list the names of three to five individuals who will be submitting letters of support for the nomination. Each letter should be no more than 2 pages in length and should address different areas of the expanded criteria listed below. Supporting letters may be included in this packet or arrive under separate cover. You may submit no more than 5 supporting letters.
   d. You may also submit newspaper articles, clippings, photographs and additional materials as part of the nomination packet. Please do not send originals as these materials will not be returned.
   e. Nominations may be made by anyone except the nominee and must be submitted on forms provided by the UNCG Alumni Office.
   f. The selection of the recipient is made by the Alumni Awards Committee and approved by the Alumni Association Board of Directors. One award may be presented annually.
   g. The Award recipient and nominators will be notified by February and the Award is presented at the alumni awards dinner.
   h. The record of a nominee shall be maintained in a carry-over file and considered for two years, after which a person must be re-nominated to be considered.

4. Submission Deadline
   a. Nominations may be made by individuals or groups and the deadline for submitting a nomination is January 5. All forms and materials should be sent by January 5.
   b. All nominations materials should be submitted to the association’s awards and nominations committee on or before the deadline via electronic mail or hard copy.

The WC Legacy Award will be given to an alumna/nus from either Woman’s College or U who has made significant contributions in their lifetime that exemplify value, character and high integrity. Recipients will represent the ideals and values that were characteristic of the Woman’s College era. The WC Legacy Award may be bestowed posthumously.

A maximum of ten WC Legacy recipients can be recognized annually.

The Mr. or Ms. Homecoming Award is designated to a UNCG employee (faculty, staff or administrator) who demonstrate the following criteria:
- Consistently performs above job requirements.
- Leads by example. Serves as mentor and helper to others.
- Exhibits a strong sense of UNCG pride. Can be described as a supporter of all things UNCG – e.g. support of UNCG athletics and student programs, going above and beyond the call of duty to help students, or making financial contributions.
- A commitment to providing quality service to all UNCG constituents.

The nomination of a candidate for this award should be in the form of a nomination letter and should cite specific examples of how the candidate has met or exceeded the criteria listed above. The Mr. or Ms. Homecoming recipient is chosen each year by the Nominating Committee of the UNCG Alumni Association Board of Directors.

UNCG Alumni Association North Carolina Representational Districts

<table>
<thead>
<tr>
<th>East</th>
<th>Orange</th>
<th>Central</th>
<th>West</th>
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<tr>
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<td>Guilford</td>
<td>Alexander</td>
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APPENDIX I

UNCG Alumni Association Board of Directors Commitment

As a member of the Board of Directors of the University of North Carolina at Greensboro (UNCG) Alumni Association I understand my duties and responsibilities as follows:

I will:

- Attend at least three of every four consecutive board meetings. This is a requirement as described in the by-laws of the Association and will result in my removal from the board should I fail to meet this requirement. Attendance by phone is acceptable, although in person is preferred.
- Accept my assignment to a committee and participate in meetings of that committee, which may require participation by phone or meetings at designated locations, outside of the quarterly meetings of the full board.
- Participate in board or university activities outside of the quarterly board meetings.
- Be fiscally responsible, with other board members, for this organization. I will be aware of what our budget is and will review financial documents presented to the board for approval.
- Be legally responsible, with other board members, for this organization. I will exercise oversight of its policies and programs and oversee their implementation.
- Be ethically responsible for the health and well-being of this organization. As a member of the board, I have pledged myself to carry out this organization’s mission of engaging alumni and inspiring pride in our university. I am fully committed and dedicated to this mission.
- Support the association financially through donations each year. (The board’s recommended minimum contribution is $250 per fiscal year; however, the directors are encouraged to give more to reflect their interest in the continued growth and advancement of both the association and the university.)
- Understand there are no rigid standards of measurement and achievement attached to my membership. As a board, we will trust each other to carry out the above agreements to the best of our ability, each in our own way, with knowledge, support and approval of all. If I fail to act in good faith, I will resign, or may be asked to resign with or without cause.

In addition, as a board member I will perform my duties in an ethical manner by:

- Listening carefully and respectfully to the view of others.
- Respecting and supporting the majority decisions of the board.
- Participating actively in board meetings and actions.
- Recognizing we serve a diverse community of alumni and treating all persons I interact with in my capacity as a board member with dignity and respect.
- Bringing to the attention of the board any issues I believe will have an adverse effect on the UNCG Alumni Association or those we serve.
- Referring complaints to the proper level of the organization.
- Recognizing my duty as a board member is to ensure the association is well-managed, rather than attempting to directly manage the organization myself.
- Representing all the people this organization serves and not a particular geographic area or interest group.

In turn, the UNCG Alumni Association has responsibilities to its board members:

- Members of the executive committee of the board of directors are available and accessible to discuss programs and policies, goals and objectives, as appropriate.
• Fellow board members and professional staff are available to respond in a straightforward and thorough manner to any questions necessary to carry out board members’ fiscal, legal and ethical responsibilities to this organization.
• The board will conduct all business of the Association in strict accordance to the bylaws.
• The board will provide indemnification to its board members as outlined in the Association bylaws.
Appendix I

UNCG ALUMNI HOUSE: EVENT CONTRACT SAMPLE

Event Name: ________________________________ Reservation #: xxxxx

Client Name: ____________________________________________

Event Date: Day of Week and Date Event Time: Time Beginning to Time Ending

Caterer: ________________________________ Supervisor on Duty: __________________________

The UNCG Alumni House (herein after called “House”) authorizes the use of the following designated areas of the Alumni House for the terms stated below:

Type of Event: Describe event (Wedding, Wedding Reception, Party, etc)
Room(s): Alumni House First Floor (Virginia Dare, Byrd Parlor, Parrish Library) & Pecky Cypress
Time House Open for client to use: Friday, July 2 10:30 am until 5 p.m. (EXAMPLE)
Saturday, July 3 2:30 p.m. until 9:30 p.m. (EXAMPLE)
(Includes time for caterers, setup, & cleanup-the early time and length is due to the wedding happening on a regular business day)

Total Fees: $ AMOUNT TOTAL
  ½ of the total amount due is required as the deposit.
  The deposit of $___ is due on DATE. The balance of $___ will be due by DATE.

CLIENT agrees to all terms concerning rental, payment, catering, and use of HOUSE. CLIENT agrees to abide by UNCG Campus Regulations, including Alcoholic Beverages Policy, as per enclosed. CLIENT is responsible for breakage or damage to any furnishings by caterers or guests.

HOUSE agrees to provide: Set up of room(s), as arranged in advance with House Manager; equipment as requested by caterer and client; and standard supplies as necessary for clean up and maintenance. 
House Attendant will: assist caterer in locating equipment; keep restrooms supplied and clean; break down rooms (including final cleaning and reset); provide security, emergency assistance, and lock-up of HOUSE. **Time HOUSE open, # hours for rental, and # of staff hours are the time contracted and paid in initial balance.

CLIENT may cancel this event up to 30 days before contracted date for refund of deposit, less $50.00 processing fee, and CLIENT will have no further responsibility under this agreement. For cancellation 29-7 days prior to the event, the HOUSE will retain all deposits paid. If cancellation occurs less than 7 days before the event, CLIENT is responsible for the entire RENTAL fee.

HOUSE will not be liable for failure to perform this agreement as a result of fire, failure of electricity, heat or air, or any other cause beyond the reasonable control of HOUSE.

______________________________  ________________________________
UNCG ALUMNI HOUSE                   CLIENT
Appendix III

ALUMNI HOUSE CATERING POLICY/CONTRACT

1. Alumni House Client is responsible for hiring his/her own caterer and for sharing these policies with said caterer.

2. All caterers must be licensed and insured. Caterer must provide a copy of their license, certificate of insurance and sign this document regarding the policies and regulations.

3. Caterers may use, at no additional cost to the client, the Alumni House equipment. Some quantities are limited, and needs for supplemental equipment should be discussed with the Alumni House Manager.

4. If caterers chose to use the Alumni House china, then the caterers must provide personnel for washing dishes as the dishwasher capacity is limited and may require additional personnel to have dishes washed and restored before events end time. Replacement or repair costs for broken or damaged dishes/equipment will be assessed to the client/caterer.

5. Caterer is responsible for checking the Alumni House (hallways, restrooms and grounds) to bus dishes, trash, etc.

6. Caterer is responsible for all kitchen cleanup and proper storage area of all equipment.

7. Caterer is responsible for emptying garbage into the outside dumpsters. Please note that bins are provided for recycling of glass bottles, jars and aluminum items. Check with the house attendant for questions concerning recyclability.

8. Caterer/client is responsible for removing all food, beverages and supplemental equipment from the Alumni House at the close of the event. (This includes additional tables, chairs, linens, decorations or dishes which may be supplied by rental companies.)

9. Caterer is responsible for mopping the kitchen floors following the overall cleanup of the kitchen.

Failure by caterer to comply with these policies will result in forfeiture of privileges to cater in the UNCG Alumni House.

__________________________________________________________  _______________________
Catering Supervisor's Signature  Date: ______________

__________________________________________________________  _______________________
Client Signature  Date: ______________
Appendix IV

UNCG ALUMNI HOUSE WEDDING PACKAGES PRICES

Wedding Ceremony Only (No food)
Includes:
- Entire First Floor, Pecky Cypress room and downstairs bathroom
- Equipment: Chairs, wood lecture, one 6 foot table and white linen cloth
- (There is no discount for not using these items)
- House Hours- 6 hours
- Personnel (open house, help with set-up, security, close house)
PRICE: $400.00

Reception Only
Includes:
- Entire First floor
- Equipment: Chairs, tables (6-8 foot tables and rounds)
- On-site attendant (opens, locks up the house)
- House Hours- 6-10
- Personnel (open house, help with set-up, security, close house)
PRICE: $850.00

Combination Wedding Ceremony and Reception
Includes:
- Entire First Floor and Pecky Cypress Room
- Can do half and half: Left rug wedding- right rug reception set up or outside/inside set up
- Same equipment as wedding and reception- chairs, tables, etc.
- House Hours: Up to 12 total
- Personnel (open house, help with set-up, security, close house)
PRICE: $950.00

Adopted May 31, 2003, with an Effective Date of July 1, 2003
Adapted September 29, 2009, with effective date January 1, 2010
Appendix IV

Executive Director's Annual Assessment

Please rate your assessment of each category of performance as Outstanding, Satisfactory, Improvement Needed, Unsatisfactory, No Opportunity to Demonstrate.

Agency Wide: Program Development and Delivery

(Circle one)

a. Ensures that the Association has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.

b. Provides leadership in developing program and organizational plans with the Board of Directors and staff

c. Meets or exceeds program goals in quantity and quality

d. Evaluates how well goals and objectives have been met

e. Demonstrates quality of analysis and judgment in program planning, implementation, and evaluation

f. Shows creativity and initiative in creating new programs

g. Maintains and utilizes a working knowledge of significant developments and trends in the field

Comments:

Administration and Human Resource Management

a. Divides and assigns work effectively, delegating appropriate levels of freedom and authority

b. Establishes and makes use of an effective management team

c. Maintains appropriate balance between administration and programs (programs in-house vs. university wide, e.g. Fall Fest, Reunion)

d. Ensures that job descriptions are developed, and that regular performance evaluations are held and documented
e. Ensures compliance with personnel policies and state and federal regulations on workplaces and employment

g. Recruits and retains a diverse staff

h. Ensures that policies and procedures are in place to maximize volunteer involvement

i. Encourages staff development and education, and assists program staff in relating their specialized work to the total program of the organization.

j. Maintains a climate which attracts, keeps, and motivates a diverse staff of top quality people

2a. ORAL COMMUNICATION: Effectively communicates orally with individuals and groups, including public presentations; presents ideas in an organized, clear and concise manner, employs tact and discretion; listens well; offers appropriate feedback.

2b. WRITTEN COMMUNICATION: Prepares organized, clear, concise, accurate and informative letters, memos, reports and other documents which effectively fulfill content and timeliness requirements.

Comments:

University & Community Relations

a. Serves as an effective spokesperson for the agency; represents the programs and point of view of the organization to agencies, organizations, and the general public.

b. Establishes sound working relationships and cooperative arrangements with university, community groups and organizations.

Comments:

Financial Management and Legal Compliance

a. Assures adequate control and accounting of all funds, including developing and maintaining sound financial practices

b. Works with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
c. Maintains official records and documents, and ensures compliance with federal, state and local regulations and reporting requirements (such as annual information returns; payroll withholding and reporting, etc.)

d. Executes legal documents appropriately

e. Assures that funds are disbursed in accordance with contract requirements and donor designations

Comments:

**Fundraising**

a. Develops realistic, ambitious fundraising plans

b. Meets or exceeds revenue goals, ensuring that adequate funds are available to permit the organization to carry out its work

c. Successfully involves others in fundraising

d. Establishes positive relationships with government, foundation and corporate funders

e. Establishes positive relationships with individual donors

Comments:

**Board of Directors**

a. Works well with board officers

b. Provides appropriate, adequate, and timely information to the board

c. Provides support to board committees

d. Sees that the board is kept informed on the condition of the organization and all important factors influencing it.

e. Works effectively with the board as a whole

Comments:
Are there specific performance objectives, either for the executive director or for the agency as a whole, which you would suggest we add for the coming year?

Are there any other comments you would like to make?