

Fairleigh Dickinson University Alumni Association Constitution

Board of Governors Responsibilities of Board Members

1. **Term:** Board members will serve for a term as specified in the Constitution and By-Laws and will communicate with the Board President if member's ability to remain a Board member changes. The Executive Committee will notify individual Board members of the duration of their terms at the start of each term and will maintain a Board roster with term expiration dates. The roster will be provided to Board members at the first full Board meeting each fall and will be available in the Office of Alumni Relations thereafter.
2. **Meetings:** Board members shall attend in-person all meetings of the Board, all of which are customarily conducted on the University's NJ campuses in accordance with an annual calendar set by the Board in advance.

Declaration of Findings - It is the finding of the Board that in-person attendance at Board meetings is vital to the role of the Board in representing the greater Association. Open communication, unrestricted discourse, the free exchange of ideas and accessibility to fellow Board members and other members of the FDU community are important components of the Board's accountability to the University and the Association, particularly as to actions considered and information exchanged during Board meetings. Further, the Board also finds that in-person attendance (visual presence) at Board meetings is essential to the success of the Board's function as ambassadors of the University.

(A) Limited exceptions to the above requirement for in-person attendance at Board meetings are available under the following circumstances:

In furtherance of the above Findings, in order to qualify toward the quorum of the Board and vote on action transacted at a Board meeting, it is required that any non-present Board member participate in the meeting via technology that provides a two-way visual presence such as Skype, Facetime, Google Duo, What's App Messenger or an equivalent. Attendance by dial-in voice only technology does not provide the presence necessary for either quorum or voting purposes.

- (i) In-person attendance at the Board meetings is not expected of any Board member who graduated from an International campus (e.g. Vancouver) of the University and who also resides more than 75 miles from the physical location of the Board meeting. Such Board member may attend Board Meetings by use of the technology described above upon reasonable advance notice to the Office of Alumni Relations and assistance by the University; and
- (ii) Any other Board member having a known conflict, such as business trips or similar obligation, for a scheduled meeting may request attendance using the technology described above upon advance notice which must be received by the Board President and the Office of Alumni Relations in writing at least 10 days in

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advance of the Board meeting or at the earliest possible opportunity based upon the circumstances.

(B) All Board Members shall respond to notices of Board meetings as to attendance within the time frame and in the manner set forth in the communication. Unanticipated absences from a meeting due to unexpected illness or family emergency shall be communicated to the Office of Alumni Relations (Alumni Relations Designee, Administrative Assistant of Alumni Relations) and the President at the earliest possible opportunity based upon the circumstances.

3. **Participation:** Board members must be a member of a committee, should participate in at least one group or special project and attend all associated meetings.
4. **The Board and FDU:** Board members should have an awareness and understanding of the Association's mission, the Board's goals and objectives, and the role of the Board as it is related to the University.
5. **Representative:** Board members should understand their responsibility to represent the entire Alumni Association in an informed and professional manner.
6. **Ambassador:** Board members should understand their responsibility to represent the Board of Governors when interacting with the FDU community (faculty, students, staff and administration) as well as with prospective friends of FDU.
7. **Awareness:** Board members should be knowledgeable about University issues and supportive of the University and its mission.
8. **Financial Support of the University:** Each member should set an example for other alumni and show support for the University's mission and goals; it is expected that each member shall make an annual contribution to the University at a Leadership Level with a minimum donation of at least \$1,000.00.
9. **Events:** Board members shall attend Alumni Association-sponsored events and carry out such assignments as the Board may request. Events may include: campus reunions; alumni club events and alumni-sponsored events for students.

Note: Failure to comply with the Responsibilities of Board Members may be cause for removal from the Board.

Adopted by Resolution of the Board February 23, 2019

Appendix B
Fairleigh Dickinson University Alumni Association
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Board of Governors
Responsibilities and Expectations as Guidance for the Mentoring of
New Members to the Board

- The Mentor Program is intended to assist newly elected Board members move through orientation more smoothly, understand the Board processes and expectations, and have questions answered efficiently and effectively.
- Objective - By the end of the first year, a new Board member will be knowledgeable of Constitution, processes, and committees and be prepared to serve as a Mentor, if needed.
- The length of term for a mentor shall be one (1) year
- A mentor is selected to serve because of their experience on the Board, knowledge of the University and Board processes, and ability to communicate effectively.
- The Board President and Board Development committee will seek to assign an appropriate mentor to each new Board member; in order for the program to work effectively, the mentor will attend any orientation session with the new Board member.
- Mentor Best Practices: Upon selection as a mentor, the individual should introduce them self to the new Board member, explain the role of mentor and establish a communication process with a preferred method of contact; establish the communication process to best meet the needs (e.g. telephone conference, e-mail, meetings)
- The mentor should be available to the new member for questions and advice, support, and general care. The mentor should check in with the mentee at a minimum of bi monthly using their preferred method of contact.
- The mentor should reinforce the requirement and importance of participating and working on committees and reiterate Board responsibilities (i.e. meeting attendance, annual giving and attending/supporting alumni events).
- The mentor program should include highlighting the following areas: Alumni Association Mission Statement; Constitution and By-Laws; Member Directory and Committee Options/Assignments; Meeting Dates; Mentor Partner program; University Advancement Telephone Directory; Alumni Relations Calendar of Events; University's Mission Statement; University's Key Strategic Goals; List of University Staff, Officers and Board of Trustees; Brief history of the University; About University; University Global involvement; University Publications; Alumni Decal; Campus Maps and Parking Pass; Provide information on web-site MyFDU.net.

Fairleigh Dickinson University Alumni Association Constitution

Board of Governors

Guidelines and Procedures for Review of Candidates for Membership

- Any individual under consideration for membership on the Board of Governors should have a demonstrated track record of donating time and achieving results as a volunteer for the benefit of Fairleigh Dickinson University. Activities undertaken for compensation are excluded. Activities which should be counted include, but are not limited to: programs sponsored by faculty such as mentoring and the Sands of Time; programs sponsored by the staff such as Horizons; and activities sponsored by the Board of Governors such as leading a Club, forming a Club, and organizing an event.
- In order to expand the pool of viable candidates, the Chair of each committee, excluding the Board Development, Alumni Awards, and Nominating, should encourage involvement by non-board members in the committee work.
- If a committee includes non-board members, the chair is responsible to engage those members and monitor their involvement.
- Chairs of the appropriate committees should give special consideration to former student leaders as potential members of their committees.
- The Chair of Clubs and Chapters should identify a list of individuals who have participated in the formation of Clubs and, therefore, would make viable candidates for the Board.
- The Student Liaison should identify a list of former student leaders who would make viable candidates for the Board.
- The Faculty Liaison should identify a list of individuals who have volunteered for programming sponsored by the faculty.
- The Alumni Director should identify a list of individuals who have volunteered for items sponsored by the staff and therefore make viable candidates for the Board.
- The Board Development Committee should maintain, update, and review the master list of potential Board members.
- The Nominating Committee must convey to all candidates that they are expected to attend all meetings, attend at least one Board sponsored event per quarter, actively participate in a committee, produce results and contribute at a leadership level (at least \$1,000/year) to FDU. It is estimated that an average of at least 12 hours/month, excluding attendance at meetings and events, is required.
- With the assistance of the Alumni Director, the Nominating Committee should be involved with monitoring and notifying individuals about performance and recommending removal from the Board for those who do not meet these requirements for more than 6 months.

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Board of Governors Guidelines and Procedures for Succession Planning

In order to ensure the effectiveness of the Board of Governors and to maintain continuity of support for the University and Association, the Board Development Committee will manage the succession planning process for the Board.

During the Mentor Program and annually during Board membership, the suggested position path will be shared with new and experienced Board members.

New Board members will be guided to participate on and contribute to one of three committees best suited for introducing new members to the Board: alumni clubs/chapters, alumni events, and marketing.

Experienced Board members may continue participation on and contribution to these committees as personal interest and/or Board business needs allow.

However, experienced Board members will also be guided to rotate to other committees to gain a broader experience: board development, nominating, and awards.

Experienced Board members demonstrating commitment and making consistent, increasing contribution will be considered for leadership positions. These positions include Committee Chair, Vice President, Executive Vice President, and President.

Each year, the Board Development Committee will review and/or refresh the strategic succession plan and emergency plan, the latter for unexpected and immediate leadership changes, events, or situations.

Potential candidates for and experienced Board members in leadership positions will be evaluated annually using the following criteria for leadership positions:

- Proven track record of contribution and achievements
- Motivated, strong work ethic
- Personal commitment and loyalty to university, alumni association
- Demonstrated leadership qualities
- Willingness to assume increased responsibility and authority
- Initiative to seek and assume varied positions to enhance Board experience
- Interest in assuming increasing leadership responsibility

In addition, the Board Development Committee will identify two potential candidates for each leadership position for succession planning. Peer feedback and specific training for areas of development will also be provided.

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Board of Governors Alumni Awards: Categories and Criteria

The Elia G. Stratis CASTLE Award

The Elia G. Stratis CASTLE Award is the highest award the Alumni Association presents and is given to a graduate of the University who has demonstrated a lifetime of outstanding loyalty and service to Fairleigh Dickinson University. Recipients have made significant contributions to a specific college, school or program within the University or have served with distinction in organizations such as the Alumni Association Board of Governors or the University Board of Trustees.

This award bears the name of a distinguished alumnus and good friend to Fairleigh Dickinson University as well as pays homage to the the birthplace of this great University, our original campus in Rutherford with its stately castle. The acronym CASTLE represents Commitment, Allegiance, Support, Teamwork, Leadership and Enthusiasm, Previously two separate awards, the Elia G. Stratis Award and the CASTLE Award were combined to create the Elia G. Stratis CASTLE Award.

The Outstanding Young Alumni Award

The Outstanding Young Alumni Award is presented to a graduate who has achieved exceptional success in his or her profession and who has graduated in the past 15 years. Recipients are recognized for being emerging leaders in their fields or for service to the University and/or the Alumni Association.

The Volunteer of the Year Award

The Volunteer of the Year Award is given to an alumnus/a who has contributed significantly to one or more of the following areas: academic programs, admissions, athletics, career development, chapters, fundraising and student life.