

McDANIEL COLLEGE
McDaniel College Alumni Council
GOLD Committee

Standing Rules of Procedure

I. Purpose

- A. The McDaniel College GOLD Committee exists to support alumni who have graduated within the last ten years and encourage them to participate in the activities and operations of the college.
- B. The GOLD Committee shall be responsible for:
 - 1. Strengthening the bond between graduates of the last decade and McDaniel College by building a community among alumni, students, faculty and friends of the college while expanding awareness of and support for McDaniel College
 - 2. Acting as representatives for graduates of the last decade to the McDaniel College Alumni Association.

II. Officers

- A. The Officers of the committee are the Chairperson and the Vice-Chairperson.
- B. The Chairperson shall be appointed by the President of the Alumni Association for a term of two (2) years.
- C. The Chairperson shall be a member of the Alumni Association.
- D. The Chairperson shall have the following duties:
 - 1. In consultation with the Office of Alumni Relations staff liaison, schedule meeting dates, and times that are most convenient for the committee members;
 - 2. In consultation with the Office of Alumni Relations staff liaison, create meeting agenda and maintain minutes of meetings;
 - 3. Ensure that the conduct of the committee meetings, authority and actions are consistent with the Constitution and Bylaws of the Alumni Association;
 - 4. Preside over committee meetings;
 - 5. Delegate duties to committee members as appropriate;
 - 6. Represent the committee on the Alumni Council;
 - 7. Report recommendations and activities of the committee at Alumni Council meetings;

8. Consult with the President of the Alumni Association on matters relating to GOLD activities; and
 9. Represent the committee on the National Annual Fund Committee.
- E. The Chairperson, in consultation with the President of the Alumni Association, shall appoint a Vice-Chairperson from the membership of the committee.
- F. The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence.
- G. The Chairperson, in consultation with the President of the Alumni Association, may appoint appropriate subcommittees.

III. Members

A. Members of the committee shall:

1. Be recruited by the GOLD Committee Chairperson, Associate Director of Alumni Relations and current members of the committee.
2. Be Members of the Alumni Association, pursuant with rules established in Alumni Association bylaws; and
3. Have graduated from McDaniel College, founded as Western Maryland College, within the last decade.

B. The committee shall consist of at least ten (10) members.

C. Committee members shall have the following duties:

1. Attend at least half the meetings either in person or by conference call at the discretion of the Committee Chair;
2. Share information and express opinions on matters discussed by the committee;
3. Vote on matters presented before the committee;
4. Disseminate relevant information to fellow Young Alumni; and
5. Attend at least one (1) volunteer event throughout the year.

D. A member of the Executive Board of the Alumni Association shall serve as an ex-officio (voting) member of the committee.

IV. Meetings

- A. The committee shall meet at least four (4) times a year for general meetings and at least once prior to June 1 to make recommendations for the upcoming fiscal year.
- B. Meetings shall be held at a time and place most convenient for committee members.
- C. For the purpose of attendance and voting, there shall be no proxies allowed at a committee meeting.
- D. Fifty percent of the total number of voting members will constitute a quorum.
- E. Committee meetings shall be conducted pursuant to the current edition of *Robert's Rules of Order Newly Revised* as they relate to the conduct of committee meetings.

V. Planning

- A. In the course of its meetings, the committee is to work with the College staff liaison to develop ideas for programs and events to accomplish its mission.
- B. A majority vote is required for a program or event to be suggested by the committee to the Office of Alumni Relations.
- C. In making its suggestions the committee is to be mindful of the College's strategic plan and the resources of the Office of Alumni Relations.
- D. Committee members will rely upon reports of college staff and other alumni regarding the success of proposed programs and events.
- E. Committee members will be encouraged to support recommended programs and events whenever possible.

VI. Authority

The committee shall operate within the authority provided to it pursuant to the Constitution and Bylaws and as delegated by the President of the Association.