

McDaniel College
McDaniel College Alumni Council
Outreach Committee

Standing Rules of Procedure

I. Purpose

- A. The Outreach Committee shall be responsible for:
1. Assisting in the direction of special programming for alumni and students in networking and career services;
 2. Assisting with the College admissions program;
 3. Establishing and sustaining regional clubs and chapters;
 4. Supporting the alumni travel program;
 5. Recommending approaches and events for alumni to connect with each other and with the campus community; and
 6. Recommending lifelong educational opportunities for alumni and others.

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 Association for a term of three (3) 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 Executive Secretary, establish meeting dates, and times that are most convenient for the committee members;
 2. In consultation with the Executive Secretary, establish meeting agenda and minutes of meetings;
 3. Ensure that the conduct of the committee meetings, authority and actions are consistent with the Constitution and Bylaws of the 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 Association on matters relating to outreach;

- E. The Chairperson, in consultation with the President of the 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 Association, may appoint appropriate subcommittees.

III. Members

- A. Members of the committee shall:
 - 1. Be appointed by the President of the Association; and
 - 2. Be members of the Association.
- B. The committee shall consist of at least seven (7) members. It is the intent for the committee to have an odd number of voting members serving at any given time, excluding ex-officio members.
- C. The membership should be configured in a manner that represents a broad spectrum of decades.
- D. The terms of the members shall be staggered in a manner to ensure the desired representation described in Subsection C of this Section.
- E. The term of a committee member shall be three (3) years or until a successor is appointed.
- F. Committee members shall have the following duties:
 - 1. Attend meetings;
 - 2. Share information and express opinions on matters discussed by the committee;
 - 3. Vote on matters presented before the committee; and
 - 4. Disseminate relevant information to alumni.
- G. A member of the Executive Board of the Alumni Association shall serve as an ex-officio (voting) member of the committee. The ex-officio member shall be the second-year President or the first-year President Emeritus, as appropriate.

IV. Meetings

- A. The committee shall meet at least two (2) times a 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. The presence of the Executive Board member appointed pursuant to Section III. G. shall count toward achieving 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 Office of Alumni Relations and Annual Giving 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 and Annual Giving.
- 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 and Annual Giving.
- 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 endeavor to attend recommended programs and events.

V. 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.