

LCSC ALUMNI ASSOCIATION, INC.
Policies and Procedures Manual

I.

INTRODUCTION

This policies and procedures manual is intended for use by the Directors and Officers of the Lewis-Clark State College Alumni Association, Inc. (hereinafter “LCSC Alumni Association” or “Association”) and others who may be interested in learning about the LCSC Alumni Association.

This manual is reviewed by the Executive Director and Board of Directors on a regular basis and is designed as a working reference for the Directors and Officers of the Association.

The foregoing policies and procedures are to be adhered to by all Directors and Officers of the Association. Any questions or concerns regarding these policies and procedures shall be addressed directly with the Executive Director and Board of Directors for clarification, instruction or guidance.

II.

BOARD OF DIRECTORS

The governing authority of this Association shall be a Board of Directors. The Board of Directors shall manage and promote the affairs of the Association as more fully set forth in the Association’s Bylaws.

III.

OFFICERS

The Officers of the Lewis-Clark State College Alumni Association shall consist of, but are not limited to, a President; Vice-President; Immediate Past President; Executive Director and Acting Secretary. All Officers must be members in good standing and shall perform the usual duties of such offices as set forth in the Association’s Bylaws. These Officers shall form the “Executive Committee” of the Association.

IV.

CODE OF ETHICS

Directors and Officers of this Association represent LCSC and its Alumni Association, and have a responsibility to conduct themselves in such a manner as to give a positive impression of LCSC to the public, students, and fellow graduates. Directors and Officers of the LCSC Alumni Association pledge to accept the following ethical guidelines:

1. Accountability: Faithfully abide by the Articles of Incorporation, Bylaws and policies of the LCSC Alumni Association, and exercise reasonable care, faith and due diligence in organizational affairs.
2. Professional Excellence: Maintain a professional level of courtesy, respect and objectivity in all Association activities.
3. Professional Gain: Exercise the powers invested for the good of all members of the organization rather than for his/her personal benefit.
4. Confidential Information: Respect the confidentiality of sensitive information known due to service.
5. Collaboration and Cooperation: Respect the diversity of opinions as expressed or acted upon by the Association board, committees and membership, and promote collaboration, cooperation and partnership among Association members.

V.

CONFLICT RESOLUTION

The LCSC Alumni Association and LCSC Office of Alumni Relations are responsible for ensuring that there is fair treatment of its Directors, Officers, Members, and volunteers, and will respond to said concerns in a timely manner.

In the event there is a conflict between Directors, Officers, Members or volunteers of the Association, an individual is encouraged to first raise concern with the person directly when possible and appropriate. If this step is not successful or effective, an individual must raise their concern with the Executive Director of the Association. The Executive Director shall mediate a resolution, and may, in his/her sole discretion, involve the Director of College Advancement to mediate any concern. If a Director, Officer, Member or volunteer of the Association wishes to initiate a formal complaint, he/she must submit their complaint in writing directly to the President of the LCSC Alumni Association.

VI.

REMOVAL OF DIRECTOR OR OFFICER

In the event it becomes necessary to remove a person from the Board of Directors or as an Officer of this Association, there must be a formal vote of the entire Board. The Executive Director/Acting Secretary shall be responsible for the vote, including proper notice of the vote to all Board members. All Board members are required to vote and the vote will be counted and recorded by the Acting Secretary. Reasons for removing a person from the Board of Directors or as an Officer of this Association include, but are not limited to:

- a. Misuse of Association funds.
- b. Misuse of Association name.
- c. Signing of contracts on behalf of the Association that obligate it to pay monies or perform activities without Board approval.
- d. Intentionally going against this Manual, Association Bylaws or Code of Ethics.

VII.

INFORMATION RELEASE POLICY

It is the policy of Lewis-Clark State College Alumni Association not to release alumni records, information regarding individuals, or lists of names of alumni or former students, unless the request is for an Institute-related activity or Institute-approved functions, e.g., alumni chapters, reunions, directory projects.

Further, no records or information regarding alumni or lists of alumni names including any such information will be released regarding any individual who has requested such information be kept confidential, i.e., has requested "no contact."

Access to information on former classmates or other alumni is not permitted. However, the Office of Alumni Relations operates a free alumni locator service. If a valid address on the alumnus/a in question is available, the Office of Alumni Relations will contact them notifying them that a fellow alumnus/a is looking to contact them. The Office of Alumni Relations will provide the alumnus/a with the name, contact information, and the reason for inquiry.

Alumni are encouraged to utilize the Association's social media networking to locate and connect with fellow alumni. The Association is active on [Facebook](#), [LinkedIn](#) and [Twitter](#).

VIII.

ASSOCIATION WEBSITE AND “JOURNEY MAGAZINE”

The Association’s website (<http://www.lcsc.edu/alumni/>) and Journey Magazine shall be maintained by the Executive Director and Officers of this Association to facilitate communication and education between LCSC alumni and the general public.

The purposes of these forms of communication are for informational purposes only. Release of alumni information on the website and Journey Magazine are subject to the Information Release policy described above.

IX.

PROMOTING NON-LCSC EVENTS OR SPONSORSHIPS

Periodically, alumni and friends of the LCSC Alumni Association may contact the Association to request it promote or sponsor non-LCSC events. It is the Association’s policy to deny all non-LCSC events or sponsorship requests, unless it is for charitable causes which have an LCSC alumni connection. In such a case, the LCSC Alumni Association will support said event or sponsorship with a gift donation only. Support of a non-LCSC event or sponsorship with a gift donation is and can only be made at the sole discretion of the Board and its Officers.

X.

BULK EMAIL DISTRIBUTION

The LCSC Alumni Association and Office of Alumni Relations generally do not approve requests for bulk email distributions for non-LCSC alumni events.

Requests for bulk email distributions or objections to this policy are, however, subject to review and approval by the Office of Alumni Relations. Exceptions to this policy are in the sole discretion of the Executive Director of the Association.

Restriction of bulk email distribution and this policy is made due to the more frequent and unwelcomed messages that may result in alumni asking to be removed from Association distribution lists, which would prohibit communication of events, notifications and other important notices to Association alumni.

XI.

ALUMNI CHAPTERS

Alumni chapters can be established by the LCSC Alumni Association in conjunction with the Office of Alumni Relations where numbers and interest are warranted.

XII.

CHAPTER DEVELOPMENT/LEADERSHIP CHANGES

Change in leadership at appropriate intervals as set forth in the Bylaws is healthy for chapter development and gives more leadership opportunities within the Association. The Executive Director and the Office of Alumni Relations shall assist in the process of any leadership transition.

XIII.

ASSOCIATION ANNUAL MEETING/ALUMNI EVENT

The President of the LCSC Alumni Association is responsible for organizing at least one annual meeting with an open invitation to all alumni members and ensuring one LCSC Alumni Association event each year.

XIV.

ANNUAL GIFT TO ASSOCIATION

Each Director and Officer of the LCSC Alumni Association is expected to make an annual gift to LCSC to be received between July 1 and June 30 of each fiscal year. The Board of Directors will, by resolution, determine a minimum amount to be given on a year-by-year basis. The Chairperson of the Development Committee shall ensure that each Director and Officer of the Association has complied with this policy. This annual gift may be made to any program at LCSC.

A Director's or Officer's responsibility to adhere to this policy may be reduced or waived in its entirety if, in the opinion of the majority of the Executive Committee and the Executive Director, it is an undue hardship or burden for that Director or Officer. Said waiver will be considered on a case-by-case basis.

XV.

AMENDMENTS TO POLICIES AND PROCEDURES

These policies and procedures may be amended by a vote of the Board of Directors.

(Adopted: September 18, 2013)