



Alumni Association
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Arkansas Tech University Alumni Association
Alumni Board Organizational Document

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Table of Contents

Association Overview

Mission Statement, Vision Statement, Goals, & Membership	2
Arkansas Tech Alumni Office Contact Information	3
Alumni Board Membership and Officers.....	3

Alumni Board

Duties of the President.....	4
Duties of the President-Elect.....	4
Duties of the Immediate Past-President.....	4
Meetings	4
Expectations and Responsibilities.....	5
Committees	6
Standing Committee.....	7
Procedures for Nomination	7
Board Selection Committee.....	8

Association Overview

Arkansas Tech Mission Statement

Arkansas Tech University is dedicated to student success, access, and excellence as a responsive campus community providing opportunities for progressive intellectual development and civic engagement. Embracing and expanding upon its technological traditions, Tech inspires and empowers members of the community to achieve their goals while striving for the betterment of Arkansas, the nation, and the world.

Arkansas Tech Advancement Office Mission Statement – The Advancement Division is dedicated to fostering informed, engaged, and enthusiastic supporters, advocates, and volunteers, as well as pursuing financial resources to enhance Arkansas Tech University and its mission.

Arkansas Tech Vision Statement

Arkansas Tech University: where students succeed, innovation thrives, and communities flourish.

Arkansas Tech Advancement Division Vision Statement - The Advancement Division is committed to student success, alumni engagement, securing financial and voluntary resources, and strengthening Tech's presence in every community we touch.

Alumni Association Goals

The goals of the Arkansas Tech Alumni Association and the Alumni Board are to 1) Promote the university in such a way that meets the current and future philanthropic and voluntary needs of both the Association and University and 2) Provide avenues for Board members to serve as ambassadors for the University to support the core values (student success, innovation, and community support) thereby engaging all alumni and friends. These goals will be supported through the efforts of the Association and the Board to support the efforts in successfully meeting the mission and vision of the University.

Membership

All graduates and former students of Arkansas Tech University shall be considered members of the Association.

Arkansas Tech Office of Alumni

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Alumni Board

The Alumni Board during any given year can consist of 24 regular members, 15 young alumni (having graduated 10 years or less upon application), and 3 alumni board officers. These members can be a representative of any of the ATU campuses. Alumni Board Officers are the president, president-elect, and immediate past-president. The Alumni Board will be comprised of Association members representing various class years, majors, professions, and geographic areas. Board members will be selected based on support, involvement, and commitment to Arkansas Tech University.

The term of service for all Board members shall be three years. Any Board member in good standing with the University and Board (meeting the Board's expectations and responsibilities) shall be considered eligible if re-nominated for second consecutive three-year term of service. A Board member may be asked to step down after missing two consecutive Board meetings during a year.

Officers

The officers of the Alumni Board shall be President, President-Elect, and Immediate Past-President. All three positions serve on the standing committee.

Before the first meeting of every year, the standing committee will meet and select a nominee for president-elect. This selection will be based on the leadership requirements needed for the position. Upon selection, the nominee will be presented to the Alumni Board during the first regular board meeting of that year. The nominee must meet these minimum requirements:

- Fulfilling the expectations and responsibilities as a regular Board member.
- Must have completed one full year on the Alumni Board, but cannot be in the final year of a second term.

Duties of the President

- Preside over Alumni Board meetings.
- Attend as many alumni sponsored events as possible.
- Set a positive and enthusiastic tone for philanthropy among alumni.
- Work with the Director of Alumni Relations to evaluate existing activities, programs, and to make recommendations for future events.
- Welcome graduates into the Alumni Association at the May, August, and December graduations.
- Serve as an ex-officio member of the Arkansas Tech Foundation Board for the calendar year they serve as Alumni Board President.
- Serve on the Alumni Association Scholarship Committee.
- Assist in selecting members for Board committees.

Duties of the President-Elect

- Serve on the standing committee
- Preside over Alumni Board meeting in the absence of the Board president.
- Attend as many alumni sponsored events as possible.
- Set a positive and enthusiastic tone for philanthropy among alumni.
- Assist the Alumni Board President as needed.

Duties of the Immediate Past-President

- Serve on the standing committee.
- Attend as many alumni sponsored events as possible.
- Set a positive and enthusiastic tone for philanthropy among alumni.

Meetings

The Alumni Board President (or president-elect if the president is unable to attend) will preside over Board meetings. A quorum, for voting purposes, shall be one-half of the Regular Board and Young Alumni Council members, plus one.

The meeting agenda will be coordinated with the Arkansas Tech University Director of Alumni Relations. Board meetings will be determined by the Director of Alumni Relations and will occur four times per year. Board members will be responsible for making their own travel and accommodation arrangements for meetings.

Past-Presidents are invited to all Board meetings with only current Board members having voting privileges. Past-Presidents are always encouraged to participate in all alumni events, activities, and committees.

The Office of Alumni will support the Board by:

- Making judicious use of each Board member's time
- Providing all necessary support materials and information when requesting assistance with events and activities.

Alumni Board Expectations and Responsibilities

By accepting this appointment, an individual agrees to fulfill the expectations and meet the responsibilities associated with Board membership. Board members are expected to:

- Support and advance the mission, vision, and interests of the University and the Association keeping alumni connected and thereby strengthening Arkansas Tech.
- All Board members are asked to contribute annually at a level appropriate to their capacity as donors. It is important for the Alumni Board to set the example for all other alumni. The goal of the Board is 100% participation.
- Volunteer to serve during alumni sponsored events.
- Attend and participate in all scheduled Board meetings.
- Maintain confidentiality of University information.
- Become a positive and enthusiastic representative and spokesperson in their community for Tech and the Association. This task may involve:
 - Promoting Arkansas Tech
 - Recruiting students
 - Serving as a mentor
 - Encouraging alumni, prospective and current students, and their parents to attend events/activities both locally and on campus whenever possible.
- Assist the Office of Alumni in identifying, cultivating, and involving alumni in areas such as recruitment, volunteer leadership, financial support, and mentorship. Seek and encourage talented alumni for volunteer roles, alumni activities, and alumni awards.
- Be familiar with and attend programs and activities sponsored, organized, or coordinated by the Office of Alumni or on behalf of the Association.
- Share ideas for new initiatives, provide advice on alumni programs and activities, and accept leadership and participatory roles for the enhancement and development of Association programming.
- Encourage eligible students to apply for Alumni and Foundation Scholarships.

By fulfilling these expectations and responsibilities, Board members are entitled to the assurance that their time and talent will be effectively used.

Committees

Each Board member will be asked to participate on at least one committee, but members may be on more than one. The committees will range in scope and are subject to change each year. Past-Presidents are welcome to serve as ex-officio members of these committees if openings are available. These committees are, but not limited to:

- *Scholarship Committee* – Work with the Director of Alumni Relations and the Advancement Office scholarship representative to oversee the best practices and procedures that can be used in selecting recipients, tracking progress, and encouraging these students to obtain a degree. This committee generally only meets once but it does require some research before this meeting in selecting students we will offer scholarships.
- *Programs and Events Committee* – Work with the alumni office and staff in planning, implementing, and attending programs and events during the year that are sponsored by either the Office of Alumni or University. Examples include, but are not limited to Homecoming, Reunions, Breakfast During Finals, Day at Races, Baseball Games, Time Out For Tech, etc.
- *Nominations Committee* – Work with the Director of Alumni Relations and staff in identifying, researching, promoting, and nominating candidates for the Alumni Board, Young Alumni Council, Hall of Distinction, and any other campus initiatives that may be established.
- *Marketing Committee* – Work with the Coordinator of Alumni Engagement in promoting the efforts of the Office of Alumni by encouraging our alumni and friends to stay connected and involved using their time, talents, volunteerism, and philanthropic giving. Examples include, but are not limited to license plate program, scholarships, chapters, current events, new events, assisting campus faculty and staff.
- *Development Committee* – Work with the Office of Advancement and Development Officers in ways to promote annual giving, gift planning, and major gifts. Support the University by identifying potential donors through networking efforts either individually or through University initiatives.
- *Mentoring Committee* – Work with the Office of Norman Career Services in ways to promote and support the alumni-to-student mentoring program.

Standing Committee

The standing committee of the Alumni Board shall consist of the President, President-Elect, Immediate Past-President, Director of Alumni Relations, and the Chair of the Nominations Committee. This committee will have the responsibility of selecting the President-Elect. In the event an officer of the Alumni Board cannot fulfill their duties or term, this committee will be charged with filling any such vacancies. All selections made will be presented to the VP for Advancement for final approval.

Procedure for Alumni Board and Young Alumni Council Nominations

Nominations may be made by alumni, faculty members, or staff members of Arkansas Tech University.

Nominations are due in the Office of Alumni no later than October 1 each year. Any alumni, faculty member, or staff member wishing to submit a nomination for an individual or any alumni wishing to nominate themselves, may contact the Office of Alumni prior to the by phone (479-968-0242) or email (alumni@atu.edu). Information will also be available on the Alumni website (www.atualumni.com) prior to the deadline.

The Director of Alumni Relations will be the official custodian of all nominations, records, and supporting materials. Because these items will contain personal information, they shall become the property of Arkansas Tech University and will be subject to all of the laws, regulations, and safeguards that govern Personnel Records at Arkansas Tech University.

Board Selection Committee

In October, the Director of Alumni Relations will appoint an Alumni Board Selection Committee to be composed of five (5) members representing the association, faculty and/or administration of the University. The Director of Alumni Relations shall be an ex officio (non-voting) member of the Selection Committee. The five voting members of the Alumni Board Selection Committee shall remain anonymous.

This committee will meet, select, and forward to the Vice President for Advancement eight (8) Regular Board nominees and up to four (4) alternates for consideration for the Alumni Board. During the same meeting, the committee will also select and submit five (5) Young Alumni Council member nominees and three (3) alternates for consideration.

The Vice President for Advancement will review these recommendations and all materials, and in collaboration with the President of the University, certify the new Alumni Board members. The Director of Alumni Relations will notify the new appointees.