



Snow College Alumni Association and Council

Operating Procedures

Article I – Name and Status

1.1 Name

The name of this organization shall be the Snow College Alumni Association, hereafter referred to as the “Alumni Association”. The Snow College Alumni Council shall hereafter be referred to as the “Council”.

1.2 Status

The Alumni Association shall be an unincorporated organization of the alumni of Snow College, governed under the policies and procedures in this document, as well as applicable policies and procedures of Snow College and the Utah System of Higher Education. The Alumni Association does not constitute a department of or any other entity of the College but operates under the authority of Snow College. The Association shall not own property or hold funds in its own name; rather all property and funds contributed by the Association and its members for the benefit of Snow College shall be the property of Snow College. The Association may request support from the College to the extent possible in the form of supplies, staff support, and/or funds.

Article II – Membership

2.1 General Membership

All persons who are in good standing with Snow College and have completed credits, received certification, or have worked as a full-time or permanent part-time employee are members of the Alumni Association. This definition includes students and employees of Sevier Valley Applied Technology Center which merged with Snow College in 1998.

2.2 Honorary Membership

Honorary membership in the Alumni Association may be granted by a majority vote of the Council to any individual who displays a high level of commitment to the mission of Snow College and/or the Alumni Association.

Honorary members of the Alumni Association are ineligible to serve on the Council, but they are eligible to serve as members of a Council committee.

Article III – Mission and Purpose

The Alumni Council is an advisory council that meets a critical role at Snow College by mobilizing alumni to support and strengthen the College and the Alumni Association. Governance and oversight of the Alumni Council is through the Vice President for External Affairs or by college personnel appointed by the college President. Council members do, but are not limited to, the following:

- A. Serve as an ambassador for Snow College and the Alumni Association, during and after the term of service, by raising the visibility of and increasing the participation with our alma mater among classmates, friends, networks, and our local communities.
- B. Be a catalyst for student recruitment and take an active role in the College's enrollment initiatives.
- C. Provide advice and counsel regarding the programming, outreach, and benefits of the Snow College Alumni Association.
- D. Develop and maintain the process for approving and advertising alumni benefits.
- E. Serve as a dedicated and willing volunteer for College and Alumni events, programs, and initiatives.
- F. Preserve Snow College traditions and be a storyteller of our institution's history, mission, and values.
- G. Provide input to the Alumni Council President, our designated representative to the Snow College Board of Trustees, regarding Snow College policies and decisions to ensure that alumni interests and opinions are represented.
- H. Recommend and compile nominees for alumni awards; vet and send recommendations forward to the College Cabinet for final approval.
- I. Provide advice, expertise, and assistance to the Alumni Office as it strives to meet goals and objectives established in the College's strategic plan.
- J. Participate in charitable giving: Each Council member is encouraged to make an annual financial contribution to Snow College consistent with his/her means. The goal each year is to achieve 100 percent Council giving. This personal investment by members serves as an example of giving to others.

Working with the Alumni Relations Officer and the designated administrative college representative, the Alumni Council will submit an annual plan, annual goals, and annual budget by September 15.

Article IV – Governance

4.1 Composition

- A. The Council shall be composed of the President, Vice President, and 9-15 Alumni Council members.
- B. The Council shall be guided by the Alumni Relations Officer designated by the college President. The Alumni Relations Officer is an employee of Snow College and will be a non-voting meeting attendee, serving as staff to the Council. The Alumni Relations Officer shall serve as the liaison for communication between the Council and the college leadership and will also coordinate general communication to the Council. All Alumni Council communication for official meetings and notifications will be coordinated by the Alumni Relations Officer.
- C. The President, Vice President, and Alumni Relations Officer shall constitute the Executive Committee.
- D. Whenever feasible, every attempt shall be made to comprise the Council of members from various graduation years and geographical regions.

4.2 Council Dismissal

- A. In the event that a Council member does not fulfill his/her responsibilities, violates policies of the College, or demonstrates conduct in a manner deemed damaging to the College by the Council or the College President, the Council member shall be removed. The action taken by the Executive Committee and the College President shall be final.

4.3 Non-Council Participants

In a spirit of cooperation, the President of the College, members of the President’s Cabinet, and members of the Snow College Foundation Board are welcome to attend Council meetings.

4.4 Obtaining Positions on the Alumni Council

- A. Candidates for an Alumni Council position may complete an official interest form or be nominated by a member of the Council, Advancement Office, Vice President of External Affairs, or Snow College President to fill a vacant member-at-large position.
- B. The Alumni Council President, Vice President of External Affairs, and Alumni Relations Officer will then select qualified members to join the Alumni Council. Final approval will be obtained by the President of Snow College in consultation with the College Cabinet and the Board of Trustees Chair.

4.5 Meetings

- A. The Council shall hold regular monthly meetings on dates, times, and locations scheduled in advance as proposed by the Alumni Council President and agreed upon by the Council and Alumni Relations Officer. Meetings shall utilize, where feasible, technology that allows maximum participation by all Council members. Council members are encouraged to attend in person but may use virtual technology that allows synchronous participation as necessary.
- B. A proposed agenda for the meeting shall be sent seven days prior to the scheduled meeting, and a final agenda shall be sent at least 48 hours prior to the scheduled meeting.
- C. Minutes for all meetings shall be typed and distributed by the Alumni Relations Officer to Council members preferably no later than four weeks after each Council meeting.

4.6 Attendance

Active participation is vital to a productive and rewarding experience as a Council member and to the work of the Council. Therefore, regular attendance at Council meetings is expected of all members. Members who are unable to attend Council meetings should contact the Council President or Alumni Relations Officer prior to the scheduled meeting to be considered excused. Any Council member who is unexcused from two (2) consecutive regularly scheduled meetings or attends less than 50% of all meetings during a rolling 12-month time period, may be asked to resign his/her position on the Council.

4.7 Voting

- A. Voting will take place when action is required. A simple majority is required for motions to pass.
- B. Each Council member has one vote.
- C. Voting on measures shall take place in real time either in person or via acceptable synchronous electronic communication. The Alumni Relations Officer will announce the sum of the votes, for and against, cast electronically. If necessary to clarify the passage or defeat of a measure, any Council member may call for a vote by roll call.
- D. Any motions or decisions voted on by the Council are subject to the approval of the President of Snow College and/or the Vice President of External Affairs.

Article VI – Selection Process for President and Vice President and Council Member Terms of Office

6.1 Selection Process of President and Vice President

- A. Alumni Council Members may recommend nominees to fulfill the positions of President and Vice President.

- B. The Alumni Council President, Vice President of External Affairs, Alumni Relations Officer, and College President may also recommend nominees and will send a vetted list to the College President. In consultation with the Board of Trustees Chair, the President of Snow College makes the final selections of President and Vice President.

6.2 Council Member Term of Service

- A. The term of office of an Alumni Council member shall be two years, calculated from the first meeting following his/her appointment to the Snow College Alumni Association Council. With the declaration of the council member whose term is expiring and the approval the College President, a council member can serve up to three consecutive two-year terms for a maximum of six years. At the conclusion of his/her sixth year of service, a council member must vacate their position for a least one year before being considered again to serve on the council, but may serve on a committee.
- B. The only exceptions to the six-year maximum years of service shall be for the offices of the President and Vice President. If a currently serving Council member is appointed to the office of President or Vice President, his/her term of service may be extended until the conclusion of his/her service in this role.

Article V – Officers, Terms, Duties

The officers of the Council shall be the President and Vice President. These officers along with the Alumni Relations Officer will also constitute the Alumni Association’s Executive Committee.

5.1 President

- A. The President serves as the leader of the Alumni Association and shall exercise overall responsibility for the implementation of programs of the organization. The President will help prepare meeting agendas, preside, and conduct at all meetings of the Council and the Executive Committee in coordination with the Alumni Relations Officer.
- B. The President will lead the annual goal setting and planning process with Council members and be responsible for presenting the plan and regular progress updates to college leadership and the Board of Trustees.
- C. The President shall serve as a member of the Snow College Board of Trustees, as designated by the Utah Board of Higher Education.
- D. Current employees of Snow College will be ineligible for the role of President
- E. The President’s term shall be two years, beginning on the July 1 after being appointed, and will conclude on June 30, two years later.
- F. The Alumni Council President may have the option of renewing his or her term for an additional year. The continuation of service must be approved by the Vice President of External Affairs and President of Snow College, with consultation from the Board of Trustees Chair.

- G. In the event of the death, resignation, permanent incapacity, or removal of the President, the Vice President will succeed the office of the President until a new President is selected to fulfill the term through the approved process.

5.2 Vice President

- A. The Vice President shall be responsible for supporting the President in executing the annual plan and other duties as assigned.
- B. The Vice President shall conduct all meetings when the President is absent.
- C. The Vice President shall be appointed every two years following the selection process of officers outlined in this document.
- D. Current employees of Snow College will be ineligible for the role as Vice President due to the possibility the Vice President will assume the role of President if the President is unable to fulfill their tenure.
- E. In the event of the death, resignation, permanent incapacity, or removal of the Vice President, a new Vice President shall be appointed at the earliest convenience to finish the term.

Article VII – Committees

Committees may be established or modified as needed to fill the purposes and goals of the Alumni Association and Council as outlined in these articles or as determined by Council leadership.

Article VIII – Amendments and Effective Date

Section 8.1 Amendments

These Operating Procedures may be amended following recommendations by the Council and review by the Alumni Relations Officer, Vice President for External Affairs, or any other College personnel deemed necessary to ensure compliance with all College policies. If additional review by other College personnel, including legal counsel, is required, the Vice President for External Affairs will facilitate all appropriate reviews.

Section 8.2 Effective Date

These Operating Procedures shall be effective July 1, 2024, and upon acceptance by the Snow College Board of Trustees.

**CERTIFICATE OF ADOPTION OF OPERATING PROCEDURES
OF THE SNOW COLLEGE ALUMNI ASSOCIATION**

Executed the _____ Day of _____ 20____

Snow College Alumni Council President

Date

Snow College Vice President for External Affairs

Date

Snow College President

Date