

## **NVC Procedure for NVC Student Alumni Ambassador**

### **Purpose**

*Mission:* The Northwest Vista College (NVC) Wildcats Alumni will inform, involve, and serve members of the NVC family throughout their lifelong relationship with the College.

*Vision:* The Northwest Vista College (NVC) Alumni strives to be a vital partner in the continued success of NVC by providing opportunities for meaningful engagement, awareness, pride, participation, volunteer involvement, and philanthropic commitment to the College.

The purpose of The NVC Wildcats Alumni is to provide continuing service to the Institution and its alumni by facilitating communication and relations between alumni and the community, and by managing the direction and progress of all alumni projects, events and programs. Through its programs, the Alumni shall promote a spirit of fellowship and loyalty among current and future students, faculty and staff, alumni and the greater global community.

**Powers:** As provided by the Constitution of the NVC Wildcats Alumni, the Board of Directors shall be empowered to act on behalf of the Institution in all matters and adopt rules governing all members of the organization, insofar as such rules are not inconsistent with the provisions of the Constitution and Bylaws of the NVC Wildcats Alumni.

**Conditions of Membership:** Every member of the Board of Directors shall contribute a mandatory minimum of \$500.00 to the NVC Wildcats Alumni fund during each year that the member serves on the Board of Directors of the Association. Students, staff, and faculty representatives shall be exempt from this requirement. Except when represented by an alternate in accordance with Article IV, Section 1, any member who misses four consecutive meetings of the Board of Directors will be deemed to have resigned.

**Composition:** The administration and operation of this Alumni shall be vested in a Board of Directors consisting of:

- A. Officers: President, Vice President, Historian, Treasurer, NVC Student Ambassador
- B. Directors-at-large: (9)
- C. NVC College President, NVC Director of Community Collaborations, or NVC designee
- D. NVC Student Ambassador

- a. **The President** shall preside at all meetings of the Board of Directors and the Executive Committee. He or she shall be the Chief Executive Officer of the Association and shall appoint committees. The President shall have all powers and duties incident to such office and

shall conduct and have charge of the affairs of the Association subject to the approval of the Board of Directors. He or she shall be a member ex officio of all committees of the Association.

- b. **The Vice President**, in the absence or disability of the President, shall perform the duties of the President. He/she shall chair one of the major committees and such other duties as the Board may from time to time prescribe.
- c. **The Historian** keeps the minutes of meetings of the Association, the Board, and the Executive Committee, and submits them to the Alumni Association President and the head of Community Collaborations within thirty (30) days of the meeting. He/she shall chair one of the major committees and such other duties as the Board may from time to time prescribe.
- d. **The Treasurer** shall have receipt and transfer of funds and securities of the Association as per the Alamo Colleges Foundations 501(c) (3) bylaws and regulations. The Treasurer shall have the authority to disburse funds in payment of all ordinary expenses of the Association and such special expenses as may be duly authorized by the Executive Committee. The Treasurer shall be responsible for keeping accounts of receipts and expenditures as well as the assets of the Association.
- e. **The Director of Community Collaborations** the Director of Community Collaborations shall act as a liaison between the Alumni and the Institution. They shall assist with the management of the organizational functions and programs of the Alumni.
- f. **NVC Student Ambassador:** The Student Ambassador shall be seated and recognized as the Student Ambassador, member of the Board of Directors at Board meetings, excluding any non-public executive session. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for executive session materials). The Student Ambassador is a voting member and may move or second a measure. The responsibilities of the Student Ambassador are to:
  - 1. Take all required Ambassador training and participate in Board meetings, events, and conferences.
  - 2. Study documents presented to the Board of Directors for board committee meetings and regular board meetings, excluding any non-public executive session materials.
  - 3. Propose any items to be placed on the Board agenda to the Director of Community Collaborations.

## NVC Board of Directors Roles, Responsibilities, & Election Process

3.30.2022

4. Review the upcoming Board of Directors' agenda with other students and/or student clubs and organizations including the NVC Student Government Association (SGA) President and the Student Leadership Institute (SLI) President, and the NVC Phi Theta Kappa- Beta Lambda Upsilon (PTK) President and seek student input on the issues/agenda items.

6. Serve on any committee appointed by the President or Director of Community Collaborations.

7. Create an NVC Wildcats Alumni portal in AlamoEXPERIENCE and include the Board of Directors as members.

8. Input all NVC Wildcats Alumni Events and Fundraisers in AlamoEXPERIENCE at least 2 weeks before any event.

9. Track all students whom attend events and fundraisers and upload that data, so students will receive credit on their co-curricular transcript.

10. Create one student Alumni Mixer event per semester to donate to the Alumni Scholarship Fund.

11. Create flyers for NVC Wildcats Alumni Events and Fundraisers.

12. Attend commencement in May, and hand out Alumni cards to graduates. Option to sit on the stage.

13. Create a cord, stole, or medallion for the NVC Wildcats Alumni for Commencement or formal ceremonies

14. Responsible for training the Alternate and providing documents, processes, and passwords for the next Student Ambassador.

15. Be able to respond to Alumni emails within two business days (48 hours)

The Student Ambassador will be held to the same standards of performance and behavior/accountability of an elected Board Member in recognition of the trust and importance of the office.

Transportation allowance/reimbursement for travel necessary to attend official NVC Alumni business as authorized by the Board President, shall be provided for the Student Ambassador at the same rate as that established for other Board Members. The Student Ambassador may, upon prior approval by the Board President, attend conferences pre-approved for Alumni attendance and be reimbursed for expenses associated with the approved conferences pursuant to Board Policy.

## Duties and Responsibilities

A. Meet 12 times per year

B. Elects Officers and Directors-at-Large; selects any un-elected members of the Executive Committee in accordance with these bylaws.

C. Approves all bylaw changes, by a majority vote.

D. Addresses such other matters as may be presented by the Executive Committee, Director of Community Collaborations, or other appropriate representatives of NVC.

The membership of the Board of Directors shall be representative of the Alumni and of the campus community and shall include the following:

- Ex-officio members may include: A member of the Alamo Colleges Board of Trustees; NVC Vice Presidents or Deans; the President of the Student Government Association and equivalent members of student body organizations; and each of the staff members of the Office of Community Collaborations.
- The president shall be empowered to appoint three people to the Board of Directors for the period not to exceed one year. He/she may reappoint any or all for additional terms, if he/she deems appropriate.
- Board Representation: The goal is to ensure a balanced representation of the alumni body, based on representation by decades and each of NVC's Institutes.

### **Section VI**

**Vacancies:** When membership vacancies occur and organizations entitled to representation are left without representation on the Board, the Executive Committee of the Board may appoint an interim representative.

Consistent meeting absence over a year without a reasonable excuse, as determined by the Executive Committee, will be grounds for replacing a member.

### **Section VII**

Quorum: A majority of the members of the Board of Directors shall constitute a quorum.

## Term and Selection Process

**Terms of Service:** The Officers and Directors-at-Large shall be elected at an annual meeting of the Board of Directors. The term of each Board member shall be two years commencing on September 1 of the election year. A Director may be elected to serve on the Board for a total of three consecutive two-year terms (a six-year maximum), after which the member must have a mandated hiatus from service of at least two years. After the two-year hiatus the former member would be eligible for re-election as if to a first two-year term; there is no limit

to the rotations off and back onto the Board. Even when on hiatus from the Board, an individual may remain a member of a working committee. The six-year maximum term before hiatus applies to non-Officers only. Once elected an Officer, that person's six-year eligibility starts anew. The Executive Committee (if applicable) shall fill vacancies of Officers or elected members of the Board for the unexpired terms. Unexpired terms for other Board members (voting, non-voting and ex officio) shall be filled in accordance with Article IV, Section 1.

### **Selection Process**

The 20-person Alumni Taskforce will score applicants based on his/her application. Top candidates will move forward and the committee will vote on each finalist. The majority vote will win. Please view rubric below.

### **Timeline**

**April 19-May 3** Open for applications online

**May 4** Voting

**May 4** Recommendation sent to NVC Executive Team

**May 6** Top applicants are contacted and a meeting is scheduled

**May 6** Board of Directors is announced to the college, social media, La reVista, and Alumni Newsletter

**May 10** Board of Directors begins term and serves two years (May 10, 2022 – April 30, 2024)

**May 15** Board of Directors attends Commencement