

# Saybrook University Alumni Council Charter

## I. Name

The Name of this organization shall be *Saybrook University Alumni Council*.

## II. Relationship to the University & Ratification of Charter

- A) This charter outlines the relationship between Saybrook University (University) and the Saybrook University Alumni Council (Council).
- B) Upon approval of this charter by the Saybrook University Board of Trustees (Board), the Council shall be recognized as the official advisory body of the Saybrook University alumni community, inclusive of alumni of each previous iteration of the University and its educational partners, including: the *Humanistic Psychology Institute*; the *Saybrook Graduate School and Research Center*; and the *Leadership Institute of Seattle*.
- C) In this capacity, the Council shall be the primary conduit between the University and Alumni of Saybrook (See **V. Membership** for definition). Working with the Director of University Advancement & Outreach or the Director's appointee, the Council shall serve as a conduit for communication between the University and the Alumni body, and will work to support robust intellectual and social engagement for all Alumni.
- D) To this end, the Council shall have representation on University-wide committees as deemed appropriate by the Saybrook University President's Cabinet (see **Section VI. Officers**).
- E) Any changes to this charter must be approved by the President's Cabinet of Saybrook University. Officers of the Alumni Council shall meet in March each year to review and revise this charter as necessary. Such changes must be submitted to the Saybrook University President's Cabinet no later than April 1<sup>st</sup>. Any changes made to this charter shall be effective on June 1 in the year of approval, coinciding with the start of the new fiscal year.
- F) It is understood that the Council does not have the authority to pass or alter policy on behalf of the University, and that this charter may be revoked at any time by the Board. The Council agrees to abide by all Saybrook University policies and procedures.

## III. Mission

*The Alumni Council offers a vehicle for intellectual and social engagement for all Saybrook University alumni. The structured support of the council allows for robust engagement opportunities, and the formalized relationship with the university ensures that alumni voices are represented on key committees. The council is inclusive of all alumni of the university, and encourages alumni to participate in, contribute to, and benefit from the work of the council towards the mutual benefit of the university and the alumni population.*

#### IV. Goals

- 1) Understand and uphold the mission of Saybrook University in all endeavors with Alumni
- 2) Serve as a conduit for communication between the University and Alumni
- 3) Provide opportunities for robust intellectual and social engagement for all Alumni
- 4) Integrate Alumni into the life of the University, providing opportunities to connect with prospective and current students, faculty, staff, and the Board of Trustees
- 5) Support the financial health of the University through prospective student referrals and philanthropy

#### V. Membership

- A) **Eligibility:** All Alumni of Saybrook University, as well as Alumni of previous iterations of the University and its educational partners, including: the *Humanistic Psychology Institute*; the *Saybrook Graduate School and Research Center*; and the *Leadership Institute of Seattle*, as defined by the University, who are in good standing with the University, are eligible to participate in the activities of the Council.
- B) **Voting Members:** Only Alumni shall have voting rights in matters of the Council. Elected and appointed officers shall have immediate voting rights upon assuming office. Other Alumni Council members shall have voting rights following attendance of their first Regular Meeting of the fiscal year.

#### VI. Officers

- A) **Co-Chairs:** The Council shall have an officer structure comprised of three (3) Co-Chairs. The Co-Chairs shall share the responsibilities of executing on this Charter, with administrative support from the Director of University Advancement & Outreach, or the Director's designee.
- B) **Class Representatives and Program Ambassadors:** Upon formation, the Co-Chairs shall identify, recruit, and install Class Representatives for each graduation year of Saybrook University, as well as Program Ambassadors for each previous iteration of the University and its educational partners, including: the *Humanistic Psychology Institute*; the *Saybrook Graduate School and Research Center*; and the *Leadership Institute of Seattle*. This list shall be reviewed regularly and updated as needed. Class Representatives and Program Ambassadors will have responsibilities for communicating with cohorts from their graduation years and degree programs, ensuring strong communication with those Alumni for engagement and philanthropic purposes.
- C) **Committee Liaisons:** The Co-Chairs shall work closely with the Director of University Advancement & Outreach, or the Director's designee, to identify appropriate University committees for Council representation. The Co-Chairs will identify a member of the Council to serve as a Liaison to appropriate bodies such as the Board of Trustees and University Leadership Council. Liaisons shall serve in non-voting capacities on University committees, and are subject to approval by the committees they seek to serve as liaisons to.
- D) **Resignation:** Any officer of the Council may resign their position at any time. In the event that an officer resigns from their position before completion of their term, or is found to be in noncompliance with the mission, goals, or expectations outlined in this charter, they shall be asked to resign from their position at the discretion of the Director of University Advancement & Outreach, or the Director's designee.

- E) **Terms:** Officers are elected or appointed to one (1) two (2) year term, and may serve a maximum of one (1) consecutive term. Officers are eligible for election or appointment to another officer role following the end of that term, however must observe a period of separation from previously held positions for at least one (1) year before being eligible for reelection or reappointment to the same position.
- F) **New Officer Roles:** Unless otherwise specified, term limits shall attach for any newly created officer position. Should a co-chair or former co-chair be eligible for re-election, they may be elected for any newly created officer position. Should a co-chair or former co-chair not be eligible for re-election, they must observe the specified separation period before being elected to any newly created officer position.

## VII. Elections

- A) **Nominations:** Co-Chair nominations are accepted at the first Regular Meeting in April each year. Any Voting Member of the Council may make a nomination, and names will be tracked by the Director of University Advancement & Outreach, or their designee. The Director, or their designee, will provide information about the nominations to all Voting Members two weeks prior to any election.
- B) **Elections:** Elections shall be held in May each year, with newly elected officers beginning their term on June 1, coinciding with the start of the new fiscal year. Nominated Council Members shall present their platform at the first Regular Meeting in May, and Elections shall be decided by simple majority through a survey sent out by email to the roster of all Voting Members. The survey shall be sent within 48 hours of completion of the meeting, and shall remain open for five (5) business days.
- C) **Mid-term Elections:** In the event that an officer resigns their position before the completion of their term, or should a position be found otherwise vacant prior to the next round of slated elections, a special election may be called to fill the vacant position. Nominations must be taken at a Regular Meeting of the Council, and made known to all Voting Members at least two (2) weeks prior to the election. Elections shall be decided by simple majority through a survey sent out by email to the roster of all Voting Members. The survey shall remain open for five (5) business days. Officers elected to a position via the Mid-Term Elections process shall serve through the end of the fiscal year in which they were elected, and term limits shall not attach.

## VIII. Budget

Co-chairs shall work with the Director of University Advancement & Outreach each year to set budget priorities for the Council. Proposals can be made against the Council's budget at any Regular Meeting of the Council. Approval of proposals shall be decided by simple majority through a survey sent out by email to the roster of all Voting Members. The survey shall be sent within 48 hours of the completion of the Regular Meeting at which the proposal(s) is made, and shall remain open for five (5) business days.

### **Proposal Process**

- 1) The Co-chairs shall report the current budget balance at the start of each Regular Meeting.
- 2) All individuals shall abide by the following criteria when requesting funding from the Council:

- a. Proposals must benefit the Saybrook Alumni community
- b. Proposals will only be allowed for events that have not yet taken place (retroactive proposals will not be considered)
- c. If a proposal is sponsored by Council, it must be open to all Saybrook Alumni and widely advertised
- d. Allotted money may be revoked by the Director of University Advancement & Outreach, or the Director's designee, if the proposal is materially altered or modified after it is approved
- e. Funding will not be approved for proposals that present a health and safety risk, or violate Saybrook policies and procedures, or any State, Federal, or Local laws
- f. All purchases by the Council, or by individuals utilizing Council funds, must follow the guidelines set forth by the Finance Office at Saybrook University
- g. All money spent must be accounted for with an original receipt for reimbursement or an invoice for payment
- h. Money remaining in the Council budget at the end of the fiscal year does not roll over

### **Inappropriate Use of Funds**

This section is intended to provide examples of inappropriate uses of Council funds, and the examples below are not exhaustive. Proposal approval may be revoked retroactively by the Director of University Advancement & Outreach if it is determined that the proposal will result in an inappropriate use of funds. Funds which are determined to have been spent inappropriately, regardless of proposal approval status, shall not be reimbursed by Saybrook University. It is the sole responsibility of the person organizing the event, utilizing funds, or seeking reimbursement, to be familiar with the policies and procedures of the University to ensure that expenditures are reimbursable.

### **Examples of Inappropriate Uses of Funds**

- Events which violate any of the policies and procedures outlined in this charter, the policies of Saybrook University, or any State, Federal, or Local Law
- Events, Activities, and Initiatives which benefit only a specific person, or small group of people, and are not otherwise accessible/advertised to the Alumni community, or the Alumni within a reasonable radius of the event for in-person activities
- Events, activities, or initiatives not previously approved by Council vote and the Office Advancement & Outreach (retroactive proposals will not be considered)

## **IX. Meetings**

- A) **Regular Meetings:** Monthly or Quarterly meetings shall be held on a regular schedule (for example, final Tuesday of the month at 5:30pm Pacific, etc.) in order to ensure that Alumni are aware of the meeting schedule and to encourage regular engagement. Meetings shall be hosted using GoToMeeting or a similar service to allow for virtual participation. The Co-Chairs shall determine and advertise the meeting schedule for the fiscal year in June of each year.