

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

Policies and Procedures

of the

**Mississippi University for Women
Alumni Association**

Originally adopted July 28, 2012
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**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

LIST OF APPENDICES

- A. MANNER OF ACTING
- B. FUNDS MANAGEMENT
- C. ALUMNI AWARDS
- D. SCHOLARSHIPS/GRANTS
- E. MUWAA NOMINATIONS AND ELECTIONS POLICIES AND PROCEDURES
- F. NAMING RIGHTS

I. INTRODUCTION

In accordance with Association Bylaws, the Board of Directors may from time to time establish Policies and Procedures, which shall be binding upon the membership. Policies and procedures may be amended or rescinded by a two-thirds margin of the Board of Directors' votes cast without previous notice or by a majority vote with such notice. Any policy and procedure, which restricts or imposes obligations or responsibilities on the membership, must be approved by a majority margin of votes cast by the membership.

II. POLICIES

- A. Terms of office. The Association President shall serve a one-year term.
- B. Resolution of Commendation. The board may issue a Resolution of Commendation to congratulate University Alumni upon unique personal or professional achievement. Nominations for the Resolution of Commendation may come from the Membership, with the approval authority being delegated to the Association President and Director of the Association. A report to the board is required for each issued Resolution of Commendation.
- C. Recognition of Departing Members. Members of the board whose terms have expired shall be presented with a token of gratitude for their service to the association.
- D. Alumni Awards. The Association has four approved Alumni Awards: Distinguished, Alumni Achievement Award, Distinguished Achievement Award, Alumni Service Award, and Outstanding Recent Graduate Award. See Appendix C, Alumni Awards.
- E. Scholarships/Grants. The Association has five approved Scholarships/Grants: Legacy Scholarship, Culinary Arts Advisory Board Scholarship, Southern Grace Scholarship, Faculty Enhancement Grants, and New Faculty Awards. See Appendix D, Scholarships/Grants.
- F. Definition of "Annual Contribution". "Annual Contribution" means a yearly monetary donation by a member to the Foundation in an amount that is to the best of the member's means and at a level that the member considers generous. An annual contribution is required for Active and Associate Memberships in the Association.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

III. PROCEDURES

A. Board of Directors Meetings. The following procedures apply

1. Manner of Acting. The Board of Directors shall operate with the customs and courtesies of a “small board” as defined by Robert’s Rules of Order Newly Revised. See Appendix A, Manner of Acting.
2. Roll Call Voting for Telephonic Participants. Members of the Board of Directors participating in board proceedings via telephonic means (conference call, etc.) will cast their voice vote via roll call to ensure that their vote is properly recorded.
3. Open Forum. At every regular board meeting, the Order of Business will include an Open Forum with the intent that Members of the Association may be allowed to address the board. If a Member plans to discuss a complex issue, the Member should notify either the President or MUW Director of Alumni Relations of their intent and topic at least 48 hours in advance, unless waived.
4. Posting of Order of Business. The Order of Business and supporting documents shall be posted online 14 days prior to Board of Directors meetings.
5. Posting of Minutes. Within 14 days following a Board of Directors meeting, a draft copy of the minutes shall be distributed to the Members of the Board for their feedback. Members shall have one week to respond. After recommended corrections are addressed, and upon affirmative response from a majority of the Board, a copy of the draft minutes shall be posted to the Association website. The draft minutes shall be marked as “draft”, and include the statement “These minutes are presented as a draft and may be changed, perhaps substantially, upon review at the next Board of Directors meeting.”
6. Oath of Office. The Oath of Office for the Members of the Board shall be:

I, (state your name) do solemnly promise, that I will support the bylaws and affiliation agreement and all other laws thereof, and the policies of the Mississippi University for Women Alumni Association and that I will faithfully discharge the duties of Director according to the best of my ability.

- B. Funds Management. The procedures used by the Association Office to manage funds are specified in Appendix B, Funds Management.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

- C. University Consent of Proposed By-Laws Changes. Proposed changes to the By-Laws shall be forwarded by the Association President to the University for its consent following preliminary approval by the board of directors. Any recommendations or feedback from the University other than consent to the proposed changes shall cause said changes to be returned to the By-Laws Committee for further consideration.
- D. Advocacy Procedures. Public action is defined as any official statement. The Association shall understand the following: i.) That action shall grow out of a careful study of the subject, which would be relevant to the Association's purpose, mission, and objectives in supporting the University, and shall not conflict with the Bylaws, Policies, or Affiliation Agreement of the Association; ii.) That action shall be the result of a study by the Association's Advocacy Committee, with review and approval by the Board, and should involve situations affecting the Association and its mission; iii.) That action shall not support or oppose candidates for public office; iv.) That the many aspects of an issue, both pro and con, be presented to the Association membership after careful study; v.) That the action shall be approved by two-thirds of votes cast by the voting members, and vi.) That the President of the Board or Board designee shall then serve as the spokesperson in advocating the action supported by the Association.

IV. Summary of Changes

Changes are listed in the order in which they occurred.

- Added Section II, F., Definition of "Minimum Annual Contribution", approved Nov. 16, 2011.
- Added Section II, E., and Appendix D, MUWAA Scholarships/Grants, approved July 28, 2012.
- Added Section III., A4, Posting of Order of Business, approved July 28, 2012.
- Added Section III, A3., Open Forum, approved July 28, 2012.
- Added Section III. A2., Roll Call Voting for Telephonic Participants, approved July 28, 2012.
- Added Section III. A1., Manner of Acting, approved July 28, 2012.
- Added Section II, C., Recognition of Departing Members, approved July 28, 2012
- Added Section II, B., Resolution of Commendation, approved July 28, 2012.
- Section III. C, Funds Management, approved January 21, 2012.
- Section II. A., Terms of Office, approved January 21, 2012.
- Section II. D., Alumni Awards Structure, written July 6, 2011, approved January 21, 2012.
- Section III. C. University Consent to Proposed By-Law Changes approved April 20 2013.
- Section III.A.5, Posting of Minutes, approved April 20, 2013.
- Section III.A.6, Oath of Office, approved April 20, 2013.
- Appendix D, MUWAA Legacy Scholarship Changes approved October 26, 2013.
- Appendix D, New Faculty Awards Changes, approved January 11, 2014
- Appendix D, added Culinary Arts Advisory Board Scholarship, approved January 11, 2014
- Appendix D, added Southern Grace Scholarship, approved January 11, 2014
- Added Section III.D. Advocacy Procedures, approved July 14, 2014
- Appendix D, Southern Grace Scholarship change, approved September 7, 2014

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

- Appendix C, Alumni Awards Amendments, approved October 24, 2014 (further by electronic vote November 19, 2014).
- Appendix C, amended notification procedure for Alumni Awards, approved January 28, 2017.
- Appendix E, added MUWAA Nominations and Elections Policies and Procedures, approved July 25, 2015.
- Appendix E, amended procedure for election by write-in candidacy, approved April 1, 2016 and July 1, 2016 (ratified by membership October 24, 2016).
- Appendix E, amended nominations procedure by clarifying notification process and adding format for emails and report, approved March 22, 2018.
- Section II. E., number of scholarships listed, approved October 20, 2018.
- Appendix C, Alumni Awards, nominations by inactive members, approved October 20, 2018.
- Appendix D, Scholarships/Grants, title of committee chair changes and MUW Foundation account number changes, approved October 20, 2018
- Appendix D, Faculty Enhancement Grant, award distribution change, approved October 20, 2018.
- Added Appendix F, Naming Rights for Special Events, approved February 2, 2019.
- Appendix C, change name of award, change name of intended award recipient pool, and add language regarding award process, approved October 24, 2020.
- Appendix D, add reference to “schools” throughout, approved October 24, 2020
- Appendix D, add October 1 deadline for faculty grant report, approved October 24, 2020.
- Appendix D, change of language to include library faculty, approved April 16, 2021.
- Throughout, change of language proposed by D&I committee, approved April 16, 2021
- Appendix E, amended language to revise the elections and nominations process, approved April 16, 2021

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

Appendix A: Manner of Acting

Procedure in Small Boards. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
- Motions need not be seconded.
- There is no limit to the number of times a member can speak to a debatable question.* Appeals, however, are debatable under the regular rules – that is, each member (except the chair) can speak only once in debate on them, while the chair may speak twice.
- Informal discussion of a subject is permitted while no motion is pending.
- When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by a vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings.
- The Chair need not rise while putting questions to a vote.
- If the Chair is a member, the Chair may, without leaving the seat, speak in informal discussions and in debate, and vote on all questions.**

*However, motions to close or limit debate, including motions to limit the number of times a member can speak to a question, are in order even in meetings of a small board (but not in meetings of a committee), although occasions where they are necessary or appropriate may be rarer than in larger assemblies.

**Informal discussion may be initiated by the Chair, which in effect, enables the Chair to submit proposals without formally making a motion (although the Chair has the right to make a motion if needed).

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

Appendix B: Funds Management

Procedures for Receiving Checks or Cash for the MUW Foundation

1. Mail is opened in the Office of Development and Alumni by an Office of Development and Alumni employee.
2. Checks or cash are presented by the Office of Development and Alumni employee who opened mail to the Office of Development and Alumni employee preparing checks or cash for delivery to the MUW Foundation.
3. Each check and/or the cash received is recorded in a log. The log includes the date, name of contributor, amount, source of funds (cash or check number), and designation (Foundation fund name). This log is kept on file in the Office of Development and Alumni.
4. Funds are secured for delivery to the MUW Foundation within one business day of receipt in the Office of Development and Alumni. If funds are received by an Office of Development and Alumni employee off-campus, funds should be delivered to the MUW Foundation within one business day of the employee's return to campus.
5. Funds are delivered to the MUW Foundation with the amount and designation of funds clearly noted.
6. A receipt of delivery is received from the MUW Foundation.
7. Contributions recorded in log are verified upon review of MUW Foundation fund reports.

Procedures for Requesting Disbursements from MUW Foundation Funds

1. Necessary documentation of expense such as an invoice or receipt is obtained and attached to the MUW Foundation's Check Request Form.
2. The MUW Foundation's Check Request Form is completed with all necessary information including the name of the Foundation fund from which disbursement is requested.
3. Appropriate approval(s) for MUW Foundation's Check Request Form is obtained as determined by the individual Foundation fund agreement. For example, if a board, club, or committee must approve expenditures according to the fund restrictions, documentation of the board, club, or committee action approving an expenditure must be attached to the MUW Foundation's Check Request Form.
4. Signature of the Foundation fund's designated signatory authority is obtained on Check Request Form.
5. A copy of the completed MUW Foundation Check Request Form, documentation of expense, and any additional required documentation is made and kept on file in the Office of Development and Alumni.
6. MUW Foundation's Check Request Form with all supporting documentation is submitted to the MUW Foundation for approval and payment.
7. Payments are verified upon review of MUW Foundation fund reports.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

Appendix C: Alumni Awards

Alumni Achievement Award

This award is extended to alumni and friends of the university who have achieved professional distinction and made significant community service contributions at the local, national and/or international level, bringing distinction and honor to the university.

Distinguished Achievement Award

This award is extended to faculty, staff, and friends of the university who have achieved professional distinction and made significant community service contributions at the local, national and/or international level, bringing distinction and honor to the university.

Alumni Service Award*

This award is presented to alumni of the university who have consistently demonstrated outstanding commitment, dedication, leadership, and service to the advancement of the university and alumni association.

Outstanding Recent Graduate Award*+

This award is presented to recognize recent graduates for outstanding service and contributions in their careers and to the university within 15 years following graduation.

**Nominees for Outstanding Recent Graduate Award and Alumni Service Award must have attended the university for a minimum of one semester and must be members of the MUW Alumni Association.*

+Outstanding Recent Graduate Award nominees will have graduated in the past 15 years.

An alumnus can only receive the Distinguished Achievement Award, Alumni Service Award and Outstanding Recent Graduate Award once in their lifetime.

Board Members are not eligible for an Alumni Award while serving on the MUWAA Board. However, the MUWAA President may award a board member an Outstanding Achievement Award if that board member has achieved professional distinction and/or made significant community service contributions at the local, national and/or international level, bringing distinction and honor to the university.

All active members of the MUW Alumni Association, the University Cabinet, and the University Deans may make nominations using the standard nomination form provided. Inactive members who wish to make a nomination may do so by joining the MUW Alumni Association at the time of nomination.

Selection is made by a vote of the MUW Alumni Association Board of Directors.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

Nominations will be submitted beginning in the first week of November, and the nominees will be notified via call and email by the MUWAA Recruitment and Retention Committee Chair. The board will vote via email ballot at the beginning of December, and the recipients will be notified by the MUWAA Recruitment and Retention Committee Chair on or before December 31.

For years in which the vote for a winner of any listed Alumni Award is either tied or within a three-vote margin, the MUWAA Board is authorized, but not required, to select up to three (3) nominees as winners of the Award for that year. Nominees who are not selected in their first year will automatically be considered nominated for the following two (2) years and will be given an opportunity to update their nomination forms.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

Appendix D: Scholarships/Grants

Mississippi University for Women Alumni Association Legacy Scholarship

Purpose: The Mississippi University for Women Alumni Association's Legacy Scholarship is awarded to one family member of an alum who has been admitted to MUW as a new, full-time student. The MUWAA Legacy Scholarship selection is based on the student's potential for academic and leadership success at MUW. Criteria should not include student's financial need.

Amount: The amount of the MUWAA Legacy Scholarship is \$2,500 (divided equally between fall and spring).

Criteria:

To be considered for this scholarship a student must be entering their first semester at MUW.

Those eligible for the MUWAA Legacy Scholarship will be considered in this order:

1. The child, grandchild, great-grandchild of an alum.*
2. The niece, nephew, great-niece/nephew, cousin, or sibling* of an alum.

* *Child includes step-children; sibling includes half or step-siblings.*

To maintain eligibility Legacy Scholars must maintain full-time enrollment and a MUW GPA of 3.0 or better.

Application Process: The priority deadline to submit applications to the MUWAA is April 1 for the following fall semester. Applications must be postmarked by that date. Applications should include:

1. Student's complete résumé, including academic achievements, extracurricular activities, and work and volunteer activities;
2. Statement describing why the student has decided to attend MUW; and
3. Letter of recommendation from a high school teacher or counselor.

Mail applications to: MUWAA Recruitment and Retention Committee Chair
Legacy Scholarship
1100 College Street
MUW Box 10
Columbus, MS 39701

Funds for this scholarship are held in a restricted account in the MUW Foundation for distribution to the winner's account with the Comptroller, upon receipt of a letter from the MUWAA President accompanied by the association minutes approving dispersal of funds. This letter and attachment should be kept on file in the Office of Development and Alumni, the Foundation office, and with the President of the MUWAA.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

MUWAA Recruitment and Retention Committee Chair's Responsibilities and Selection

Process: The MUWAA President notifies the MUW Director of Admissions of scholarship availability and its criteria in a letter or email accompanied by the association minutes approving dispersal of funds. The MUW Director of Admissions will notify eligible students and direct them to the on-line application form. Applications are mailed to the Office of Development and Alumni where they are checked for compliance. The MUWAA Recruitment and Retention Committee Chair selects a faculty member to lead a campus committee of four (4) faculty and/or staff members (with preference given to alumni) in the selection process. The MUW Director of Alumni Relations will serve as an ex-officio member of the committee. The committee reviews applications, ranks eligible applicants, and sends the list to the MUWAA Recruitment and Retention Committee Chair through the MUW Director of Alumni Relations. If the first student on the list declines the scholarship for any reason, the scholarship will be awarded to the next name on the list. If feasible, a representative from the MUWAA will make the presentation at the recipient's awards day. Appropriate publicity should be arranged through the Public Affairs office.

The MUW Alumni Association President will send a letter to the applicants that did not receive the scholarship.

The current year recipient will be announced each year at Homecoming.

MUW Foundation Account ID: 38051

Name: Mississippi University for Women Alumni Association Legacy Scholarship

Annual Statements: Copies to MUWAA President, MUWAA Treasurer and MUW Director of Alumni Relations.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

CULINARY ARTS ADVISORY BOARD SCHOLARSHIP

Purpose: The Culinary Arts Institute has two departmental scholarships which can be awarded each fall semester. The annual awards are supported by funds from two endowed scholarships funded by the MUW Alumni Association from the proceeds of the Southern Grace cookbook and through contributions to the scholarship.

Criteria:

1. Culinary Arts major enrolled full time as a freshman or sophomore GPA of 2.5 or above based on high school, transfer, or MUW grades (if applicable)
2. ACT of 21 or above

Application Process: For consideration, applicants should submit the following. The priority deadline is April 1 of each year.

1. MUWAA Scholarship Application
2. Student issued transcript and documentation of ACT score;
3. Student's complete résumé, including academic achievements, extracurricular activities, and work and volunteer activities;
4. A 250 word essay addressing "why you deserve the scholarship and overall career goals;"
5. Two faculty letters of recommendation, addressing the student's leadership and volunteerism

MUWAA Recruitment and Retention Committee Chair's Responsibilities and Selection

Process: The MUWAA President notifies the MUW Director of Admissions and the Director of the Culinary Arts Institute of scholarship availability and its criteria in a letter or email accompanied by the association minutes approving dispersal of funds. The MUW Director of Admissions and the Director of the Culinary Arts Institute will notify eligible students and direct them to the on-line application form. Applications are mailed to the Office of Development and Alumni where they are checked for compliance. The MUWAA Recruitment and Retention Committee Chair selects a faculty member to lead a campus committee of four (4) faculty and/or staff members (with preference given to alumni) in the selection process. The MUW Director of Alumni Relations will serve as an ex-officio member of the committee. The committee reviews applications, ranks eligible applicants, and sends the list to the MUWAA Recruitment and Retention Committee Chair through the MUW Director of Alumni Relations. If the first student on the list declines the scholarship for any reason, the scholarship will be awarded to the next name on the list. If the recipient is a freshman and it is feasible, a representative from the MUWAA will make the presentation at the recipient's awards day. Appropriate publicity should be arranged through the Public Affairs office.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

The MUW Alumni Association President will send a letter to the applicants that did not receive the scholarship.

The current year recipient will be announced each year at Homecoming.

MUW Foundation Account Number: 35287

Name: Culinary Arts Advisory Board Scholarship

Annual Statements: Copies to MUWAA President, MUWAA Treasurer and MUW Director of Alumni Relations.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

SOUTHERN GRACE SCHOLARSHIP

Purpose: The Culinary Arts Institute has two departmental scholarships which can be awarded each fall semester. The annual awards are supported by funds from two endowed scholarships funded by the MUW Alumni Association from the proceeds of the Southern Grace cookbook and through contributions to the scholarship.

Criteria:

1. Culinary Arts major enrolled full time with junior or senior standing
2. Overall 2.75 GPA
3. Culinary Arts course GPA of 3.0 or above

Application Process: For consideration, applicants should submit the following. The priority deadline is April 1 of each year.

1. MUWAA Scholarship Application
2. Student issued transcript;
3. Student's complete résumé, including academic achievements, extracurricular activities, and work and volunteer activities;
4. A 250 word essay addressing "why you deserve the scholarship and overall career goals;"
5. Two faculty letters of recommendation (address leadership and volunteerism)

MUWAA Recruitment and Retention Committee Chair's Responsibilities and Selection

Process: The MUWAA President notifies the MUW Director of Admissions and the Director of the Culinary Arts Institute of scholarship availability and its criteria in a letter or email accompanied by the association minutes approving dispersal of funds. The MUW Director of Admissions and the Director of the Culinary Arts Institute will notify eligible students and direct them to the on-line application form. Applications are mailed to the Office of Development and Alumni where they are checked for compliance. The MUWAA Recruitment and Retention Committee Chair selects a faculty member to lead a campus committee of four (4) faculty and/or staff members (with preference given to alumni) in the selection process. The MUW Director of Alumni Relations will serve as an ex-officio member of the committee. The committee reviews applications, ranks eligible applicants, and sends the list to the MUWAA Recruitment and Retention Committee Chair through the MUW Director of Alumni Relations. If the first student on the list declines the scholarship for any reason, the scholarship will be awarded to the next name on the list. Appropriate publicity should be arranged through the Public Affairs office.

The MUW Alumni Association President will send a letter to the applicants that did not receive the scholarship.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

The current year recipient will be announced each year at Homecoming.

MUW Foundation Account Number: 36062

Name: Southern Grace Scholarship

Annual Statements: Copies to MUWAA President, MUWAA Treasurer and MUW Director of Alumni Relations.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

**Mississippi University for Women Alumni Association
Grants/Awards for Mississippi University for Women (MUW) Faculty**

Faculty Enhancement Grants

(\$1000 to be split evenly among faculty representing each college, school, or the library)

Purpose: To enhance educational/professional activities of faculty members.

Eligibility: All tenured/tenure track faculty (includes deans and department chairs who teach).

Application: Interested faculty should submit to their deans a 1-2 page proposal detailing how the grant will enhance their activity in one or more of the following areas. Deadline: To be set by Provost.

1. Instruction: purchase of classroom materials, etc.
2. Educational programming: enable students to go on field trip, take part in off-campus programming (in person or on-line), etc.
3. Research: enable the collection of data or access to information (archives, etc.) for the purpose of furthering scholarly pursuits intended for publication.
4. Conferences: assist in defraying costs of travel to academic conferences for the purpose of presenting a paper/poster or taking part in workshops/panels for scholarly or pedagogical purposes, or presiding over the conference itself.

Selection: Deans of each college, school, or library will forward the submitted proposals to the Faculty Research Committee (FRC), which will notify applicant of receipt. A copy of each proposal will also be forwarded to the MUWAA Recruitment and Retention Committee Chair. The FRC will select no more than four winners and forward the winners' names to the MUWAA. Upon receipt, the MUWAA Recruitment and Retention Committee Chair will notify the nominees of their selection/non-selection. The grant awards will be made before the close of the Spring Semester. Funds for the grants are held in a restricted account in the MUW Foundation for distribution to winners upon receipt of a letter from the President of the MUWAA accompanied by the association minutes approving dispersal of funds.

Report: Each recipient is requested to submit to the FRC and MUWAA a one-page description (plus any supplementary materials attached, if one so wishes) of how the money was spent to fulfill the activity described in the proposal, and how the award supported the academic life of MUW overall. Deadline: October 1.

MUW Foundation Account Number: 28108

Name: Mississippi University for Women Alumni Association Faculty Enhancement Grant

Annual Statements: Copies to MUWAA President, MUWAA Treasurer and MUW Director of Alumni Relations.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

**New Faculty Award
(\$1,000 to one newer faculty member at the University)**

Purpose: To reward the hard work of a newer faculty member in supporting the academic mission of MUW.

Eligibility: Faculty members at the rank of Assistant Professor (tenure track) who have been at MUW for no more than five years.

Nomination: Each department chair may nominate no more than one faculty member. Nomination will be in the form of a letter (by the chair) detailing the nominee's contribution to MUW's academic mission. The letter will be submitted by the chair to their respective dean by the date set by the Provost.

Selection: Deans of each college, school, or library forward the nomination letters to the Faculty Research Committee (FRC), which will officially notify each applicant of his/her nomination. The MUWAA will also receive a copy of nominations. The FRC will select one winner and forward the name to the MUWAA. Upon receipt, the MUWAA Recruitment and Retention Committee Chair will notify the nominees of their selection/non-selection. The award will be made before the close of the Spring Semester. Funds for the award are held in a restricted account in the MUW Foundation for distribution to the winner upon receipt of a letter from the President of the MUWAA accompanied by the association minutes approving dispersal of funds.

Use: The grant will be used to enhance the recipient's activity in one or more of the following areas:

1. Instruction: purchase of classroom materials, etc.
2. Educational programming: enable students to go on field trip, take part in off-campus programming (in person or on-line), etc.
3. Research: enable the collection of data or access to information (archives, etc.) for the purpose of furthering scholarly pursuits intended for publication.
4. Conferences: assist in defraying costs of travel to academic conferences for the purpose of presenting a paper/poster, or taking part in workshops/panels for scholarly or pedagogical purposes, or presiding over the conference itself.

Report: The recipient is requested to submit to the FRC and MUWAA a one-page description (plus any supplementary materials attached, if one so wishes) of how the money was spent to fulfill the activity and how the award supported the academic life of MUW overall. Deadline: October 1.

MUW Foundation Account ID: 28109

Name: Mississippi University for Women Alumni Association Faculty Award Fund

Quarterly Statement: Copies to MUWAA President, MUWAA Treasurer and MUW Alumni Director.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

**Appendix E: MUWAA Nominations and Elections
Policies and Procedures**

1. Purpose and Use

These Policies and Procedures are intended to guide orderly, fair, and consistent conduct of the MUWAA Nominations and Elections Committee of the Mississippi University for Women Alumni Association. They are available to all members of the Association, and are in compliance with the MUWAA Bylaws, which take precedence.

2. Functions of the Nomination and Elections Committee

The Nominations and Elections Committee is responsible for:

- a. Identifying a slate of one or more qualified candidates for each open MUWAA office that is to be submitted to the voting members of the Association in an annual election (Open positions include President Elect and five (5) Directors)
- b. And compiling a slate of no more than 10 qualified candidates for the next year's Nominations and Elections Committee to be submitted to the MUWAA President for election by the Board of Directors.

The standards, composition, and chair of the Nominations and Elections Committee is detailed in the MUWAA Bylaws. The Nominations committee shall manage the nominations processes in a fair, consistent, and unbiased manner.

3. Recommended Timeline for the Nominations and Elections Committee Process

The timeline for generating a slate of candidates for President-Election and Directors is approximately as follows:

Nominations/ Elections Timeline

Before the End of the MUWAA Fiscal Year

“Last Call” for MUWAA Membership for the coming year.

Nominations and Elections Chair emails all current Board committee members a “Board Service Interest Survey” to help identify potential candidates interested in service as Director to the MUWAA Board of Directors/ MUWAA President Elect. This survey will be open for a period of one week with results presented to the Nominations and Elections Committee Chair after the end of that time-period.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

First week in January (Weeks 1 and 2)

Call for recommendations of alumni to serve as Directors and President- Elect. (See Dropbox for sample communication)

As recommendations are received by the Director of Alumni Relations, a “vetting” process immediately begins:

MUW Alumni Office confirms that alumni submitting names are active members of the MUWAA and the alumni recommended are eligible to serve according to eligibility criteria outlined in the MUWAA Bylaws.

Nominations and Elections Committee confirms those willing to accept nomination if selected by the Nominations and Elections Committee and to serve if elected. This is done by email/letter written by Nominations and Elections Chair and sent by the Director of Alumni Relations. (See Dropbox for sample communication)

All candidates determined to be eligible for consideration will be contacted and asked to complete a Candidate Information Form (See Dropbox for sample communication)

Third week in January (Weeks 3 & 4)

Submission Process Closes

Nominations and Elections Committee reviews all nominations, further vets the candidates as necessary, and deliberates. Upon completion of committee discussions and deliberations and upon a decision based on a majority vote, the slate of nominated candidates for the offices of President-Elect and Board of Directors will be conveyed in writing to the MUWAA President.

Timely and clear communication with all members participating in the nominations process is important. As recommendations are received and vetted by the Alumni Office, those not eligible for nomination will be notified via email of their ineligibility and the reason with an encouragement to become fully active so that they may be nominated for future service. (See Dropbox for sample communication)

Once the committee has chosen the slate, all candidates should be notified of the results as soon as possible. A phone call by Nominations and Elections Chair is recommended for each candidate, whether chosen or not. For those candidates not chosen, special encouragement should be given for them to consider a future nomination. (See Dropbox for sample communications)

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

First Week in February (Weeks 5 & 6)

The report of the Nominations and Elections Committee is prepared by the Nominations and Elections Chair, submitted to the MUWAA President, and copied to the elected members of the Nominations and Elections Committee and the MUW Director of Alumni Relations. (See Dropbox for sample communication)

Third Week of February (Weeks 7 & 8)

Election window opens via transmission of ballot to eligible voters. Two weeks after balloting opens, voting/tabulation closes at midnight and is conducted by the Director of Alumni Relations & staff.

First Week of March (Week 9)

The Nominations and Elections Committee reviews the election results to determine if any write-in candidate received a majority of the votes cast and needs to be determined eligible to serve. The Committee will send the name of any write-in candidate who received a majority of the votes cast to the Director of Alumni Relations. The Director of Alumni Relations will confirm whether the write-in candidate is eligible to serve. If an eligible candidate does not receive a majority of the votes cast, the eligible candidate with the next highest number of votes cast in the election will be selected.

The Report of Nominations and Elections Committee is then prepared by the Nominations and Elections Chair, submitted to the MUWAA President, and copied to the members of the Nominations and Elections Committee and the MUW Director of Alumni Relations.

Notify Nominees and MUWAA Board of results

Second Week of March (Week 10)

Inform Members of Election Results

End of March- Mid April (Dates to TBD and set by the University) -Homecoming/Annual Meeting

4. Recommended Timeline for Selection of Nominations and Elections Committee Members

The timeline for generating a slate of candidates for Nominations and Elections Committee Members is approximately as follows:

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

Six Weeks in Advance of First Meeting of New MUWAA Board

A submission survey sent out to all Incoming Board Members for the nomination of prospective candidates for the Incoming Nominations and Elections Committee. Submission survey is open for the period of one calendar week.

Five Weeks in Advance of First Meeting of New MUWAA Board

Prospective Nominations and Elections Committee Members are identified and determined eligible for consideration for MUWAA committee service. Candidates are contacted and requested to fill out a “Candidate Information Form” and return the form to the Office of Development and Alumni within one calendar week.

Three-Four Weeks in Advance of First Meeting of the New MUWAA Board

In the event more than 10 eligible potential candidates are submitted for nomination, the Nominations and Elections Committee will meet to determine the 10 who best fit the criteria for service as outlined by the MUWAA Bylaws and would ensure equitable representation of our diverse alumni base.

Two Weeks in Advance of First Meeting of the New MUWAA Board:

The Nominations and Elections Committee Receives all Candidate Information Forms and head shots and will compile no more than a 2 paragraph bio for each candidate that should include at minimum: MUW Class Year, City/State of Residence, Major areas of study while at MUW, current professional role(s) and a summary of previous MUWAA service (if applicable). The final Prospective Candidate Packet should be submitted to the Incoming MUWAA President for review and approval no later than 10-days before planned distribution

One Week in Advance of First Meeting of New MUWAA Board:

The Incoming MUWAA President will distribute the Prospective Candidate Information Packet including a head shot and short bio of each candidate to the Incoming MUWAA Board no later than seven days before the scheduled Board meeting.

At First Meeting of New MUWAA Board:

A formal Vote is held by the MUWAA Board of Directors to elect the 4 members of the Nominations and Elections Committee. The individual receiving the next highest number of votes will be the named alternate for committee service.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

5. Procedure for filling Board Vacancies

Nominations and Elections Committee should identify an alternate nominee or plus one (1) in addition to the slate of one or more qualified candidates for President Elect and five (5) Directors during the nominations cycle. The alternate nominee should be identified from within the most current pool of eligible nominees as vetted through the Office of Alumni Relations and deliberated on by the Nominations and Elections Committee in the most recent nominations cycle. This alternate nominee shall possess the next highest number of votes as determined by Nominations and Elections Committee members during the processes laid out in section 3 of this document. The alternate nominee shall be designated and called upon if/when a vacancy arises during the board year due to a vacated board director seat by way of resignation or through the election process (i.e., President-Elect) to fulfill the remaining term left on vacated position.

In the event an inadequate/insufficient number of eligible candidates is presented to the Nominations and Elections Committee for Board of Directors positions, the Nominations and Elections Committee may confer with a designated group of advisers to include the MUWAA President, MUWAA President-Elect and Director of Alumni Relations to determine eligible candidates for nomination. This/These candidate(s) shall be determined through use of a pool of eligible board committee members and/or association members. After approval from the Nominations and Elections Committee, the candidate will then be presented for approval to the Board of Directors.

6. Privacy in Confirmation of Candidates and Announcements of Results

All meetings of the Nominations and Elections Committee shall be held in Executive Session and the strictest confidentiality maintained by all members of the Committee. Committee deliberations and discussions are not to be shared outside the Nominations and Elections Committee and the Director of Alumni Relations. No public release of candidate names shall be made until the final slates are officially distributed for voting purposes.

**Mississippi University for Women
Alumni Association**

POLICIES AND PROCEDURES

Appendix F: NAMING RIGHTS

The Mississippi University for Women Alumni Association (MUWAA) shall maintain exclusive ownership of any and all designated naming rights for any and/or all special events for which it proposes, develops, promotes, and maintains on behalf of the benefactor, Mississippi University for Women, including but not limited to the following events: The MUWAA Long Blue Line Auction and the MUWAA BLUE Event.