# Policies and Procedures of the Mississippi University for Women Alumni Association

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AMENDED November 16, 2026

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## 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

G. SPECIAL COMMITTEE DESCRIPTIONS

H. REPORTS TO BOARD TEMPLATES

## I. INTRODUCTION

Per the Association Bylaws, the Board of Directors may, from time to time, establish Policies and Procedures that 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 Policies and procedures may be amended or rescinded by a two-thirds margin of the Board of Directors' votes cast without previous notice or by a majority vote with such notice.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 or procedure that restricts or imposes obligations or responsibilities on the membership must be approved by a majority vote of the general 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 be submitted by the Membership, with approval authority delegated to the Association President and the Director of Alumni

Relations and Donor Engagement. A report to the board is required for each resolution of commendation issued.

C. Recognition of Departing Members. Board members whose terms have expired will receive a token of gratitude for their service to the association.

D. Alumni Awards. The Association has four approved Alumni Awards: the Alumni Achievement Award, the Distinguished Achievement Award, the Alumni Service Award, and the Outstanding Recent Graduate Award. See Appendix C, Alumni Awards.

E. Scholarships/Grants. The Association has seven approved scholarships/grants: the Legacy Scholarship, the Culinary Arts Advisory Board Scholarship, the Southern Grace Scholarship, Faculty Enhancement Grants and New Faculty Awards, the MUWAA First Generation College Student Scholarship, and the Long Blue Line Undergraduate Research Grant. See Appendix D, Scholarships/Grants.

F. Definition of "Annual Contribution". "Annual Contribution" means a monetary donation (July 1- June 30) by a member to the Foundation in an amount to the best of the member's means and at a level that the member considers generous. An annual contribution (made in the fiscal year for that fiscal year) is required for Active and Associate Memberships in the Association.

G. Exit Survey for Departing Board Directors. All departing Board Directors shall complete an exit survey regarding their board service. The survey will provide an opportunity for Directors to share feedback on board operations, engagement, effectiveness and their overall experience serving on the board. The survey shall be completed during the MUWAA Spring Meeting during Homecoming or by April 30 of the year their board service concludes.

## 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 electronic means (video or conference call, etc.) will cast their voice vote via roll call to ensure their vote is accurately recorded.

3. Open Forum. The Order of Business at every regular board meeting will include an Open Forum, with the intention that Members of the Association may address the board. If members plan to discuss a complex issue, they should notify the President or the 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 will be

posted online 14 days prior to the 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 Board members for their feedback. Members shall have one week to respond. After the recommended corrections are addressed and upon an affirmative response from a majority of the Board, a copy of the draft minutes shall be posted to the Association's 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.

C. University Consent of Proposed By-Laws Changes. Following preliminary approval by the board of directors, the association president shall forward proposed changes to the bylaws to the university for its consent. 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 or declaration. 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 result from 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). The many aspects of an issue, both pros and cons, should be presented to the association membership after careful study; v.) Two-thirds shall approve the action of votes cast by the voting members, and vi.) 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, A.4, Posting of Order of Business, approved July 28, 2012.
-Added Section III, A.3, Open Forum, approved July 28, 2012.

-Added Section III. A., Roll Call, Voting for Electronic 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.
-Appendix C., Alumni Awards Amendments, approved October 24, 2014 (further by electronic vote November 19, 2014).
-Appendix E., added MUWAA Nominations and Elections Policies and Procedures, approved July 25, 2015.
Appendix E., amended the procedure for election by write-in candidacy, approved April 1, 2016 and July 1, 2016 (ratified October 24, 2016).

-Appendix C., amended the notification procedure for Alumni Awards, approved January 28, 2017.
Appendix E., amended nominations procedure with clarified notifications and email/report formats, 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 chair-title and account-number changes, approved October 20, 2018.
-Appendix D., Faculty Enhancement Grant distribution change, approved October 20, 2018.
-Appendix F., Naming Rights for Special Events added, approved February 2, 2019.
-Appendix C., award name and recipient pool changes, approved October 24, 2020.
-Appendix D., added “schools” reference throughout, approved October 24, 2020.
-Appendix D., added October 1 faculty grant report deadline, approved October 24, 2020.
-Appendix D., library faculty language change, approved April 16, 2021.
-Appendix D., language changes proposed by D&I Committee, approved April 16, 2021.
-Appendix E., revised elections and nominations process language, approved April 16, 2021.
-Section II. E., scholarships number updated, approved April 16, 2021.
-Section II. E., scholarships number updated, approved January 21, 2023.
-Appendix G., added special committee descriptions (2023–2024), approved October 21, 2023.

-Appendix D., added MUWAA First Generation Scholarship description, approved January 20, 2024.
-Appendix D., added Long Blue Line Undergraduate Research Grant, approved June 25, 2024.
-Section II. E., scholarships number updated, approved June 30, 2024.
-Appendix C., Alumni Awards nomination/voting timeline updated, approved April 4, 2024.
-Appendix H., added three reporting templates, approved January 18, 2025.
-Appendix G., added One MUW Committee description replacing DEI, approved January 18, 2025.
-Appendix D., scholarship deadline moved to June 1 annually, approved March 21, 2025.
-Appendix E., amended Nominations/Elections timeline, approved May 27, 2025.
-P&P Document, wording and grammar corrections approved May 27, 2025.
-Appendix C., added The W G.U.I.L.D Award Program, approved May 27, 2025.
-Appendix C., amended wording for Alumni Awards and added headers for better flow, approved, April 9, 2026.
-Appendix C., amended wording for W G.U.I.L.D. Award Program
-Appendix F., added MUWAA Fundraisers and Events, approved April 9, 2026.
-Appendix H., updated three reporting templates to be ADA compliant, approved, April 9, 2026.
-Added Section II, G., Exit Survey for Departing Board Members, approved November 16, 2026

## 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 formalities that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that are held 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 motion 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 does not need to 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.

**The Chair may initiate an informal discussion, allowing the Chair to submit proposals without formally making a motion (although the Chair retains the right to make a motion if necessary). **

## 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 employee of the Office of Development and Alumni.

2. The Office of Development and Alumni employee who opened mail presents checks or cash to the Office of Development and Alumni employee, preparing them for delivery to the MUW Foundation.

3. Each check and/or cash received is recorded in a log. The log includes the date, contributor's name, amount, source of funds (cash or check number), and designation (Foundation fund name). The 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. When funds are delivered to the MUW Foundation, the amount and designation of the funds are clearly noted.

6. A delivery receipt has been received from the MUW Foundation.

7. Contributions recorded in the log are verified upon review of MUW Foundation fund reports

### Procedures for Requesting Disbursements from MUW Foundation Funds

1. The necessary documentation of expenses, 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 are 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. The signature of the Foundation's designated signatory authority is obtained on the Check Request Form.

5. A copy of the completed MUW Foundation Check Request Form, expense documentation, and any additional required documentation is made and kept on file in the Office of Development and Alumni.

6. The MUW Foundation's Check Request Form, along 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.

## Appendix C: Alumni Awards

Alumni Achievement Award

This award is presented to university alumni who have achieved professional distinction and made significant contributions to community service at the local, national, and/or international level, thereby bringing distinction and honor to the university. Alumni may receive this award more than once in a lifetime.

Distinguished Achievement Award

This award is presented to university faculty, staff, and friends who have achieved professional distinction and made significant contributions to community service at the local, national, and/or international level, thereby bringing distinction and honor to the university. A recipient may only receive this award once in a lifetime.

Alumni Service Award

This award is presented to university alumni who have consistently demonstrated outstanding commitment, dedication, leadership, and service to the advancement of the university and the alumni association. Nominees must have attended the university for at least one semester and be active members of the MUW Alumni Association. Alumni may only receive this award once in a lifetime.

Outstanding Recent Graduate Award

This award recognizes recent graduates for outstanding service and contributions in their careers and to the university within 15 years of graduation. Nominees must have attended the university for at least one semester and be active members of the MUW Alumni Association. Alumni may only receive this award once in a lifetime.

### Nominations

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.

Nominations will be submitted beginning in the first week of October and will remain open for three weeks. The nominees will be notified via call **and** email by the MUWAA Recruitment and Retention Committee by the first Sunday in November.

### Voting

A vote of the MUW Alumni Association Board of Directors makes the selection.

The board will vote via email ballot, beginning the third Monday of November and closing on the first Sunday of December. The MUWAA Recruitment and Retention Committee will notify the recipients and non-recipients on or before the second Monday of December.

The MUWAA Board of Directors may select up to 5 recipients for the Alumni Achievement Award.

### Additional Notes

Nominees not selected in their first year will automatically be considered nominated for the following two (2) years and will be allowed to update their nomination forms.

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

## The W G.U.I.L.D. Award Program

Graduates Upholding Innovation, Leadership, and Distinction

This award program will honor MUW graduates who have attained significant distinction through their professional achievements, civic engagement, and philanthropic contributions. The nominees demonstrate exceptional distinction in professional, civic, or philanthropic endeavors; they showcase achievement and dedication to personal and professional growth at the local, national, or international level.

Alumni may only receive this award once in a lifetime.

All members of the Mississippi University for Women Alumni Association (MUWAA) and the University Cabinet are eligible to submit nominations using the provided digital nomination form. Members of the MUW Alumni Association (MUWAA) may nominate any alum for this award program, regardless of membership status, and may submit self-nominations. Nominees must have graduated from The W **at least 5 years** prior to nomination.

The Mississippi University for Women Alumni Association (MUWAA) Board of Directors shall determine the annual selection for this program. Voting Board Members are not eligible for the W G.U.I.L.D. award while serving on the MUWAA Board.

Nominations will be submitted beginning the first Monday of July and will remain open for three weeks. The nominees will be notified via call, text or email within one week from the close of nominations by the Mississippi University for Women Alumni Association (MUWAA) One MUW Committee by either the last Sunday in July or first Sunday in August.

The board will vote via email beginning the last Monday of August and closing the second Sunday of September. The Mississippi University for Women Alumni Association (MUWAA) One MUW Committee will notify the cohort recipients and non-recipients during the second full week of September.

The Mississippi University for Women Alumni Association (MUWAA) Board of Directors will **select up to 15 recipients** for the W Guild award program annually. If there are less than 15 recipients, the board will confirm the slate as presented.

Any member of the Mississippi University for Women Alumni Association (MUWAA) accepting a nomination for The W G.U.I.L.D. program must maintain active membership in the Association to be eligible for the award. Nominations shall be deemed accepted upon the committee's receipt of a completed nominee packet from the nominee. Nominees are encouraged to make a financial contribution to The W Guild Fund to support fund awareness.

*The name Guild and acronym G.U.I.L.D. will be used interchangeably when referencing this program, depending on the context of the advertisement.

## 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 students' potential for academic and leadership success at MUW. Criteria should not include a student's financial need.

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

Criteria:

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

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

1. The child, grandchild, or great-grandchild of an alum.*

2. The niece, nephew, great-niece/nephew, cousin, or sibling* of an alum. *Child includes stepchildren; 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 for submitting applications is June 1 for the following fall semester. Applications should include:

1. Student's complete résumé, including academic achievements, extracurricular

activities, and work and volunteer activities;

2. A statement describing why the student has decided to attend MUW and

3. A letter of recommendation from a high school teacher or counselor.

Funds for this scholarship are held in a restricted account in the MUW Foundation for distribution to the student's account with the Comptroller upon receipt of a letter from the Director of Alumni Relations, accompanied by documentation approving the 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.

MUWAA Recruitment and Retention Committee Chair's Responsibilities and Selection Process: All MUWAA scholarships are listed and available for students to apply in the University student portal managed by the MUW Office of Admissions. 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 committee member. 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, it will be awarded to the next student on the list. If feasible, a representative from the MUWAA will participate in the University's Scholarship luncheon. Appropriate publicity should be arranged through the Public Affairs office.

The MUW Director of Alumni Relations will send a letter to the applicants who did not receive the scholarship.

The recipient for the current year 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.

## Culinary Arts Advisory Board Scholarship

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

Criteria:

1. Culinary Arts major enrolled full-time as a first- or second-year student with a GPA of 2.5 or above based on high school, transfer, or MUW grades (if applicable)

2. ACT of 21 or above

Application Process: Applicants should submit the following for consideration. The priority deadline is June 1 of each year.

1. Student-issued transcript and documentation of ACT score;

2. Student's complete résumé, including academic achievements, extracurricular activities, and work and volunteer activities;

3. A 250-word essay addressing "why you deserve the scholarship and overall career goals."

4. Two faculty letters of recommendation addressing the student's leadership and volunteerism

MUWAA Recruitment and Retention Committee Chair's Responsibilities and Selection Process: All MUWAA scholarships are listed and available for students to apply in the University student portal managed by the MUW Office of Admissions. 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 committee member. 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, it will be awarded to the next student on the list. If feasible, a representative from the MUWAA will participate in the University's Scholarship luncheon. Appropriate publicity should be arranged through the Public Affairs office.

The MUW Director of Alumni Relations will send a letter to the applicants who did not receive the scholarship.

The recipient for the current year 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.

## Southern Grace Scholarship

Purpose: The Culinary Arts Institute has two departmental scholarships that can be awarded each fall semester. The annual awards are supported by funds from two endowed scholarships, which the MUW Alumni Association funds through the proceeds of the Southern Grace cookbook and 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: Applicants should submit the following for consideration. The priority deadline is June 1 of each year.

1. Student-issued transcript;

2. Student's complete résumé, including academic achievements, extracurricular activities, and work and volunteer activities;

3. A 250-word essay addressing "why you deserve the scholarship and overall career goals."

4. Two faculty letters of recommendation (address leadership and volunteerism)

MUWAA Recruitment and Retention Committee Chair's Responsibilities and Selection Process: All MUWAA scholarships are listed and available for students to apply in the University student portal managed by the MUW Office of Admissions. 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 committee member. 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, it will be awarded to the next student on the list. If feasible, a representative from the MUWAA will participate in the University's Scholarship luncheon. Appropriate publicity should be arranged through the Public Affairs office.

The MUW Director of Alumni Relations will send a letter to the applicants who did not receive the scholarship.

The recipient for the current year 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

## MUWAA First Generation College Student Scholarship

Purpose: The Mississippi University for Women Alumni Association's First-Generation College Student Scholarship was established to support a first-generation college student and to help alleviate some of the financial concerns associated with furthering the student's education at MUW. The University recognizes a first-generation student by using a student's eligibility for the federal Pell Grant (meaning that if a student qualifies for Pell, that will equate to first-generation status) and/or having the student attest that neither of their parents has completed a 4-year degree.

Amount: $1,000 will be awarded annually for the MUWAA First Generation College Student Scholarship.

Criteria: To be considered for this scholarship, a student must be a first-generation college student enrolled full-time and have a GPA of 2.5 or higher, based on high school, transfer, or MUW grades (if applicable).

Application Process: For consideration, applicants should submit the following information by the deadline of June 1 each year:

1. High-resolution photo.

2. The most current version of the student-issued transcript(s).

3. The student's complete résumé, including academic achievements, extracurricular activities, and work and volunteer activities.

4. A statement that describes what being a first-generation college student means to the applicant and how this scholarship will impact the student's educational journey at MUW.

Funds for this scholarship are held in a restricted account in the MUW Foundation for distribution to the student's account with the Comptroller upon receipt of a letter from the Director of Alumni Relations, accompanied by documentation approving the 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.

MUWAA Recruitment and Retention Committee Chair's Responsibilities and Selection Process: All MUWAA scholarships are listed and available for students to apply in the University student portal managed by the MUW Office of Admissions. 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 committee member. 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, it will be awarded to the next student on the list. If feasible, a representative from the MUWAA will participate in the University's Scholarship luncheon. Appropriate publicity should be arranged through the Public Affairs office.

MUW Foundation Account Number: 28523

Name: MUWAA First-Generation College Student Scholarship

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

## 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 the educational/professional activities of faculty members.

Eligibility: All tenured/tenure-track faculty, including deans and department chairs, who teach.

Application: Interested faculty should submit a 1–2-page proposal detailing how the grant will enhance their activity in one or more of the following areas to their deans. The provost will set the deadline.

1. Instruction: purchase of classroom materials, etc.

2. Educational programming: Enable students to participate in field trips and off-campus programming (in-person or online), etc.

3. Research: Enable the collection of data or access to information (archives, etc.) to further scholarly pursuits intended for publication.

4. Conferences: Help defray the costs of travel to academic conferences to present a paper or poster, participate in workshops or panels for scholarly or pedagogical purposes, or preside over the conference itself.

Selection: The Deans of each college, school, or library will forward the submitted proposals to the Faculty Research Committee (FRC), which will notify the applicant of receipt. A copy of each proposal will also be sent to the MUWAA Recruitment and Retention Committee Chair. The FRC will select up to 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 the 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 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.

## 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. The nomination will be in the form of a letter (by the chair) detailing the nominee's contribution to MUW's academic mission. The chair will submit the letter 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 their nomination. The MUWAA will also receive a copy of the 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, and they will be distributed to the winner upon receipt of a letter from the MUWAA president accompanied by the association minutes approving the 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 participate in field trips and off-campus programming (in-person or online).

3. Research: Enable the collection of data or access to information (archives, etc.) to further scholarly pursuits intended for publication.

4. Conferences: Help defray the costs of travel to academic conferences to present a paper or poster, participate in workshops or panels for scholarly or pedagogical purposes, or preside 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 desired) 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.

## Long Blue Line Office of Undergraduate Research Grant

Purpose: The Mississippi University for Women Alumni Association's Long Blue Line Office of Undergraduate Research (OUR) Grant is established to support a student or students' research needs. This support can be utilized for presenting or conducting research with the intention of presenting. Research support for student presenters could fund expenses such as travel, lodging, meals, and/or conference registration. Research support for students in an ongoing project could cover expenses such as supplies, housing, and/or travel.

Amount: The Long Blue Line OUR Grant is up to $1,000.

Criteria: To be considered for this scholarship, you must be a full-time undergraduate student and be either currently engaged in or beginning the research process. This scholarship may be applied to more than one student, depending on the requests presented.

Application Process: Applicants should email their applications to our@muw.edu for consideration. There is no deadline to apply through the Office of Undergraduate Research.

MUWAA Research Grant Applicants should submit their interest with the following:

1. Name, Class, and Major

2. 300–500-word statement on a research project that requires funding

3. Faculty advisor's name and email

4. A 1-page letter of support from the faculty advisor for the project

5. An itemized budget for the request to include item(s), description(s), cost(s), and total amount.

MUWAA Recruitment and Retention Committee Chair's Responsibilities and Selection Process: The MUWAA President notifies the MUW Coordinator of Undergraduate Research of scholarship availability and its criteria in a letter or email, accompanied by the association minutes approving the dispersal of funds. The MUW Coordinator of Undergraduate Research will ensure the promotion of the program for students and direct them to the OUR website: www.muw.edu/our/funding for application. Completed applications sent to the OUR office will be reviewed and approved by the OUR Advisory Committee. Approved applicants will be forwarded to the Office of Development and Alumni for verification of full-time status. The MUW Director of Alumni Relations will serve as an ex-officio committee member. The MUW Coordinator of OUR should provide the student names and a brief report to be shared with the MUWAA Board of Directors for future MUWAA publicity. The MUW Alumni Office will extend an invitation to recognize each recipient during the current year at the Homecoming Convocation. The OUR Advisory Committee will send a letter to the applicants who have not received the grant.

MUW Foundation Account ID: 28224

Name: Long Blue Line (LBL) Office of Undergraduate Research (OUR) Grant OUR Annual Report & Statement: Copies to MUWAA President, MUWAA Treasurer, and MUW Director of Alumni Relations.

## Appendix E: MUWAA Nominations and Elections

Policies and Procedures

1. Purpose and Use

These Policies and Procedures guide the 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 comply 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. Compiling a slate of no more than ten (10) qualified candidates for next year's Nominations and Elections Committee, which will be submitted to the MUWAA President for election by the Board of Directors.

The standards, composition, and chair of the Nominations and Elections Committee are detailed in the MUWAA Bylaws. The Nominations Committee shall manage the nomination processes fairly, consistently, and unbiasedly.

3. Recommended Timeline for the Nominations and Elections Committee Process

The Nominations & Elections timeline for generating a slate of candidates for President-Elect and Directors before the end of the MUWAA fiscal year is as follows:

Last two weeks in October (Weeks 1 & 2)

Advertise save-the-date/upcoming nomination season through Alumni Office email blasts and MUWAA social channels to MUWAA General Membership, Board of Directors, and Committee Chairs & Members.

First Monday in November (Weeks 3 & 4)

Call for recommendations from alumni to serve as directors and president-elect.

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

- The Nominations and Elections Committee confirms those willing to accept nomination if selected by the Nominations and Elections Committee and to serve if elected.

- All candidates determined to be eligible will be contacted and asked to complete a Candidate Information Form.

Third week in November (Weeks 5 & 6)

- Nominations Submission Process Closes

- The Committee reviews all nominations and deliberates. The slate is conveyed to the MUWAA President.

- Ineligible members are notified.

- All candidates are notified of results.

First Week in December (Weeks 7 & 8)

The Committee Report is submitted to MUWAA President and copied to members.

Second Week in January (Weeks 9 & 10)

The election window opens and voting closes after two weeks.

Fourth Week in January (Week 11)

- Committee reviews election results, verifying majority for write-ins.

- Committee Report submitted.

- Notify Nominees and MUWAA Board.

First or Second Week in February (Weeks 12 & 13)

- Announce election results

- Invite newly elected board members to Homecoming meeting

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

Six Weeks in Advance:

A submission survey was sent to Incoming Board Members.

Five Weeks in Advance:

Candidates identified and asked to complete a Candidate Information Form.

Three to Four Weeks Before First Meeting:

If more than ten candidates, Committee determines final ten.

Two Weeks in Advance:

Committee compiles candidate bios and submits packet to Incoming President.

One Week in Advance:

Incoming President distributes candidate packet.

At First Meeting:

Board elects four members to the Committee.

5. Procedure for Filling Board Vacancies

Alternate nominee identified during nominations cycle. If vacancy occurs, alternate fills remainder of term.

Committee may consult advisers if insufficient eligible candidates are available.

6. Privacy in Confirmation of Candidates and Announcements of Results

All meetings held in Executive Session. Committee deliberations confidential. Names are released only once final slates are distributed.

## Appendix F: MUWAA Fundraisers and Events

**Long Blue Line Auction**

The Long Blue Line Auction is held annually during the last full weekend of September. As the primary MUWAA fall fundraiser, this event plays a key role in supporting ongoing initiatives. The auction is conducted entirely online, allowing broad participation from alumni and supporters regardless of location. The Long Blue Line Auction is organized and executed under the direction of the Special Events Committee.

**B.L.U.E. (Building Leadership, Understanding, and Education)**

This professional development and networking program is held early in the spring semester. B.L.U.E. provides students with valuable opportunities to engage with alumni and grow their professional skills. B.L.U.E. is organized and executed under the direction of the Mentoring Committee.

**Magnolia Mingle**

Magnolia Minlge is hosted each year on Friday evening of Homecoming. As the primary MUWAA spring fundraiser, this event fosters community engagement and alumni connection while supporting MUWAA's ongoing initiatives. Magnolia Mingle is organized and executed under the direction of the Special Events Committee.

**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 it proposes, develops, promotes, and maintains on behalf of the benefactor, Mississippi University for Women. This includes, but is not limited to, the MUWAA Long Blue Line Auction and the MUWAA B.L.U.E. Event.

## Appendix G: Special Committee Descriptions

The Mississippi University for Women Alumni Association (MUWAA) lists special committee descriptions, but they are not limited to the list below. These are meant to give a roadmap with a committee objective and potential annual goals. As noted in the Bylaws (Section IV, Committees, Part C), the President or the Board of Directors shall determine the need for special committees as circumstances warrant. Special Committees are created at the discretion of the MUWAA President in a given fiscal year.

1. The Membership Recruitment Committee aims to grow membership and encourage participation in the Association and University activities by educating new graduates about the Association, hosting a membership drive to re-engage current alumni and recruit new members, and supporting University activities and events as needed.

2. The Mentoring Committee will strengthen relationships with current students and cultivate them to become active Association members upon graduation. The committee will be tasked with planning and executing events or programs directly related to this mission.

3. The Strategy and Support Committee, led by the Association's President-Elect and composed of 4-5 MUWAA Board Members appointed by the Association's President, capitalizes on the University's strategic planning process. Its goals are to maximize volunteer support for the University's mission and vision, and, if members concur, to focus on collaboration with institutional initiatives.

4. The One MUW Committee will work to cultivate stronger relationships with alumni of all lived experiences, fostering a collective environment of representation, support, and engagement, while creating intentional opportunities for personal and professional growth.

5. The Digital Marketing Committee shall, in coordination with the University's Director of Alumni Relations and in alignment with the MUWAA Public Relations Committee, create, produce, and disseminate digital and social media information on behalf of the Association and work to project a positive image of the University, the Association, and former students. The Committee will also help ensure all information maintains the University and Association's brand standards.

## Appendix H: MUWAA Committee Chair Reporting Templates

The Mississippi University for Women Alumni Association (MUWAA) shall use the included reporting templates to maintain the business order of committee progress throughout the Board year. The templates provide a standard structure for committee chairs to present motions and board reports in the meeting packet before each quarterly meeting and the annual meeting at Spring Homecoming.

## MOTION CARD

Meeting: Indicate Year & Season Board Meeting

Date: Indicate Date Motion Submitted

Submitted by: John Doe, Chair

Mississippi University for Women Alumni Association

MOTION CARD

1. To ensure an accurate record of board decisions, please fill out this motion card and give it to the Board Secretary at the end of the meeting. When applicable, please include WHO should take action, WHAT the action is to be, and WHEN the action is to be completed.

2. Include the full motion below:

I [insert Board Director, or Committee Chair's name, for example, 'John Doe, Chair'] move that the MUWAA Board of Directors approve the [insert action item].

Be it noted:

[Insert brief background information/reason about the proposed motion]

[For Official Use Only]

Final vote: Yes: _____

No:_____Recorded in minutes:

_____

(Signature of MUWAA Secretary)

## MISSISSIPPI UNIVERSITY FOR WOMEN ALUMNI ASSOCIATION

# Year-End Committee Report: Year Annual Meeting

### Committee Name

Committee Name

### Submitted by

Chair Name, Chair

### Committee Members

- Committee member name
- Committee member name
- Committee member name

### Function of the Committee

Place the description of the committee's function here.

### Initiatives Executed by the Committee This Year

1. List committee goals here.
2. List committee projects here.
3. List committee activities here.

### Summary of Committee Accomplishments This Year

- List committee accomplishments here.
- List committee accomplishments here.

### Acknowledgement of Committee Members

- List committee members that have stood out this year and how here.

### Recommendations for Next Year's Committee

- List carryover items from this year here.
- List lessons learned for next year here.
- List helpful tips for next year here.

## MISSISSIPPI UNIVERSITY FOR WOMEN ALUMNI ASSOCIATION

# Quarterly Committee Report: Name Season and Year Board Meeting

### Committee Name

Committee Name

### Submitted by

Chair Name, Chair

### Function of the Committee

Place the description of the committee's function here.

### Committee Members

- Committee member name
- Committee member name
- Committee member name

### Committee Goals

4. List committee goal here.
5. List committee goal here.
6. List committee goal here.

### Committee Progress

- List progress since last report here.
- List progress since last report here.

### Next Steps

- List upcoming action items here.
- List upcoming action items here.

### Celebrations or Accolades

- List committee member highlights and accomplishments since last report here, if any.

### Concerns or Motions for Action

- List any noted concerns from committee members or committee chair and/or motions to present here, if any.