

E7.203 Authority to Establish Alumni Organizations



I. INTRODUCTION

This executive policy directs implementation of Section 7-9 of the Board of Regents Bylaws and Policies. That policy recognizes that the creation and support of effective alumni organizations will contribute to the ability of the University of Hawai'i to fulfill its basic mission of public higher education in the State. It authorizes the President of the University of Hawai'i or his designee to develop alumni organizations for each unit of the University, and where desirable, for each school, college, institute, division, and program of the University.

II. OBJECTIVE



This executive policy seeks to implement the Board of Regents policy, and provides internal consistency and centralized coordination in developing and supporting alumni organizations. Simultaneously, it will assure that each unit will continue to maintain a degree of flexibility and diversity necessary to allow for innovation and situational differences among the various alumni organizations which the University would foster. Therefore, the specific objectives of this executive policy will be to set guidelines and parameters for the chartering of alumni organizations in the University of Hawai'i for each of its units.

III. GUIDELINES FOR INITIATING AND MAINTAINING ALUMNI ORGANIZATION

For an alumni organization to be chartered by the University of Hawai'i, the organization must comply with the following guidelines:

1. The goals of an alumni organization shall be acceptable to the University.
2. The organization shall be related to the campus/unit organizational structure in a manner which is consistent with the overall educational mission of the institution.

3. An alumni organization shall develop a constitution/ charter and bylaws, and these must be acceptable to the University. A current copy of the constitution/ charter and bylaws shall be on file with the University.
4. Membership eligibility and dues (if any) for the alumni organization shall be specified in the bylaws. Dues and monies for organizational expenses may be independently maintained and expended by the organization.
5. All fundraising done for the benefit of the campus unit or University shall be coordinated by the University of Hawai'i Foundation in accordance with the Foundation's policies and procedures. The Foundation shall also act as fiscal agent for funds raised and expended in this way.
6. The University also reserves the right to audit the financial records of the alumni organization at any time and the organization shall make its financial records available to the University for audit upon request.
7. The chancellor's office shall biennially review its relationship with the organization to determine whether the organization's charter with the University shall be continued.
8. Systemwide alumni activities shall be coordinated by the Office of Public Affairs (proposal before Board of Regents).

IV. PLACEMENT OF AN ALUMNI ORGANIZATION WITHIN THE UNIT ORGANIZATIONAL STRUCTURE

The alumni organization shall be placed within a unit administrative structure to enhance its effectiveness based on available staff resources, interest, and understanding of alumni concerns.

V. SYSTEMWIDE COORDINATION

To promote over-all effectiveness of alumni programs the University System administration will provide unit heads and alumni organization(s) the following services through the Office of Public Affairs:

1. Encouragement and support for the development of alumni organization for each of the campuses of the University system where applicable.
2. Planning assistance and coordination of appropriate activities.

3. Information on current alumni issues, model programs, staff and leadership training, and other common needs.
4. Assistance in the preparation of materials to communicate regularly with alumni.