



ARTICLE I. NAME

Western Oregon University Earth Science Alumni Society, referred to as the Society.

ARTICLE II. PURPOSE

Supporting the Western Oregon University Earth Science Program to promote student success and career outcomes in the Geosciences.

ARTICLE III. CONTACT INFORMATION

The Society email address is: alumni@wou.edu.

The Society mailing address is:

Dept. Head - Earth and Environmental Science
Attn: WOU Earth Science Alumni Society
Div. of Natural Science and Mathematics
345 N. Monmouth Ave.
Monmouth, OR 97361

ARTICLE IV. MEMBERSHIP

No Society membership status exists. The Steering Committee may establish one or more classes of voting and non-voting members and establish fees associated with membership.

ARTICLE V. STEERING COMMITTEE

Section 1. Definition

- The Steering Committee is the governing body of the Society.
- The Steering Committee includes voting Alumni Members, voting Alumni and Student Leadership Members (or Officers), and non-voting Advisory Members.

Section 2. Functions

Steering Committee

- To determine the polices of the Society and coordinate programs.
- To work with the WOU Foundation and Earth and Environmental Science Department to achieve the Society's Mission.

- To encourage contributions to the Society from students, alumni, faculty, friends, and supporting organizations.
- To elect and appoint officers and committee members to accomplish the Society's Mission.

Section 3. Number, Term Limits, Elections, Requirements, and Qualifications

Number

Steering Committee

The sum of the Alumni Members, Officers, and Advisory Members, not to exceed 80 total members.

Alumni Members

Limited to a maximum of 50 members not including officer positions.

Officers

The Officers of the Society will include a President, Vice-President, Treasurer, Student Chairperson, and other officer positions as the Steering Committee may select.

Advisory Members

Limited to a maximum of 15 members not including the Earth and Environmental Science Department Head.

Term Limits

Alumni Members

The term of Alumni Members is five consecutive calendar years, not including years serving as an officer.

Officers

The term of the alumni Officers will begin on July 1st and end on June 30th of the second year following election.

The term of the Student Chairperson will begin on the first day of the Fall Term academic calendar and end on the last day of the Spring Term academic calendar.

Advisory Members

There are no established term limits for Advisory Members.

Elections

Alumni Members

Alumni Members of the Society may be elected by a vote of the existing Steering Committee Alumni Members at a regular meeting of the Society. Elected Alumni Members begin their term one day after a vote of approval by the Steering Committee. The Steering Committee may propose nominations of Alumni Members.

Officers

The alumni Officers of the Society will be elected by a vote of the Steering Committee voting Alumni Members during the April regular meeting. The Steering Committee will propose nominations for each office. Officers will assume office on July 1st following the election. The Steering Committee may appoint officers to serve out unexpired terms that become vacant due to resignation or removal.

The Student Chairperson will be elected by a vote of the alumni Officers. The Earth Science Department Head may nominate a student for the office of Student Chairperson.

Advisory Members

Advisory Members of the Society may be elected by a vote of the existing Steering Committee Alumni Members at a regular meeting of the Society. Elected Advisory Members begin their term effective immediately after a vote of approval by the Steering Committee. The Steering Committee may propose nominations of Advisory Members. The Earth and Environmental Science Department Head serves as an ex-officio Advisory Member.

Requirements

Alumni Members

Alumni Members must have a degree from Western Oregon University with a major or minor in the geosciences.

Alumni Members must make an annual \$500 donation to the Society. The donation may be directed to a Society fund of their choice. A one-time donation, or a pledge to donate monthly over a maximum 12-month period, must be received by December 31st. Alumni Members who graduated less than five years before their current Steering Committee term are exempt from this annual donation requirement.

Officers

Alumni Officers must have a degree from Western Oregon University with a major or minor in the geosciences.

The student serving as Student Chairperson must be enrolled for Fall Term at the beginning of their term, maintain enrollment through Winter Term of the same year, and have declared a geoscience major.

Officers must make an annual \$500 donation to the Society. The donation may be directed to a Society fund of their choice. A one-time donation, or a pledge to donate monthly over a maximum 12-month period, must be received by December 31st. The Student Chairperson and Officers who graduated less than five years before their current Steering Committee term are exempt from this annual donation requirement.

Advisory Members

There are no set requirements for Advisory Members, except that the Earth and Environmental Science Department Head, or their appointee, will serve as an ex-officio Advisory Member and perform the role of Western Oregon University Faculty Sponsor for the Society.

Advisory Members are not required to make an annual donation to the Society.

Qualifications

Besides the above Requirements, there are no specific qualifications for Steering Committee members.

Section 4. Regular and Annual Meetings

The Steering Committee will meet bi-monthly (every other month) beginning in February. The Steering Committee may hold other meetings as necessary.

Section 5. Special Meetings

The President can call a special meeting with forty-eight (48) hours' advance written minimum notice to the Steering Committee. The notice of any special meeting will describe the purpose of the meeting and the date, time, and place of the meeting.

Section 6. Notice

The President will schedule regular meetings and send notices to the Steering Committee members at least seven (7) days before the bi-monthly meeting.

Section 7. Voting and Proxy

The voting Steering Committee Members, which includes the Alumni Members and Officers, will have one vote. Advisory Members do not vote. Voting Steering Committee members may not vote by proxy.

Section 8. Quorum

Greater than fifty percent (50%) of the voting Steering Committee members filled at the time of any meeting will constitute a quorum at that meeting. With a majority the Steering Committee members present may adjourn any meeting to another time and place, even without a quorum. Notice of an adjourned meeting is not required unless the meeting is adjourned for more than 24 hours, in which case notice of the time and place will be given, before the holding of the adjourned meeting, to the Steering Committee members who were not present at the time of the adjournment.

Section 9. Vacancies

Resignation

A Steering Committee member may resign at any time by delivering written notice to the President. A resignation is effective when notice is provided unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the Steering Committee.

Removal

Any Steering Committee member may be removed from the Steering Committee, with or without cause, by a two-thirds vote of the Steering Committee at any meeting, following a minimum 30-day advance notice to the Steering Committee member concerned.

As an Affinity Group of the WOU Foundation, the Foundation, or its Alumni Board, at their discretion, may remove a Steering Committee member from the Society for violating WOU Foundation policies.

Section 10. Minutes

Meeting minutes will be recorded and archived.

Section 11. Compensation

Steering Committee members are volunteers and will not be compensated. The Steering Committee can authorize reimbursement of Steering Committee members for reasonable

and actual expenses incurred while conducting or performing Society business. Reimbursement will be provided per the policies established by the WOU Foundation.

Section 12. Confidentiality

Steering Committee members must sign the WOU Foundation confidentiality policy: <https://wou.edu/foundation/files/2019/11/Confidentiality-Policy.pdf>.

Section 13. Parliamentary Procedure

The rules contained in the most recently adopted version of *Robert's Rules of Order* will govern the conduct of meetings when applicable and consistent with the Operating Principles.

Section 14. Attendance

Steering Committee members are expected to attend at least two regular meetings per fiscal year. Steering Committee members who do not meet this minimum requirement may be removed from the Steering Committee unless excused by the President.

ARTICLE VI. OFFICERS

Section 1. Definitions

The Officers of the Society will be:

- President
- Vice President
- Treasurer
- Secretary
- Student Chairperson
- MarCom Director
- Website Manager

ARTICLE VII. COMMITTEES

Section 1. Committee Formation

The Steering Committee may create other committees, standing or temporary, with powers or duties as the Steering Committee may deem. The Operating Principles governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements will apply to all committees and their members.

No committee of the Steering Committee may:

- Authorize distributions.
- Approve dissolution, merger, or the sale, pledge, or transfer of all or substantially all the Society's assets
- Elect, appoint, or remove Steering Committee members or fill vacancies on the Steering Committee or on any of its committees.
- Adopt, amend, or repeal the Operating Principles.

Section 2. Standing Committee

The Steering Committee may create standing committees as needed.

ARTICLE VIII. CORPORATE STAFF

All Society participants are volunteers. There are no corporate staff.

ARTICLE IX. CONFLICT OF INTEREST

Steering Committee members may be asked to sign the WOU Foundation Conflict of Interest Policy: <https://wou.edu/foundation/files/2019/11/WOUF-Conflict-of-Interest-Policy.pdf>.

ARTICLE X. PROGRAM EXECUTION PLANS, REIMBURSEMENT, AND DEPOSITS

Section 1. Program Execution Plans

The Steering Committee may approve Program Execution Plans (PEPs) submitted by the Program Champion (Attachment 1). The PEP must include an estimate of the Program's total cost, which will be considered the Program's "not-to-exceed" budget. All Society Programs require an approved PEP even if no costs are anticipated. PEP approval requires a vote by the Steering Committee, signature by the President, or Vice President at the direction of the President, and the Treasurer.

An approved PEP authorizes the designated Program Champion(s), or appointees of the Program Champion(s), to incur expenses associated with executing the Program without exceeding the approved PEP budget.

An approved PEP is the Steering Committee's intent to reimburse its Program Champion(s), or appointees of the Program Champion(s), for expenses incurred while executing the Program and allows them to request reimbursement.

Section 2. Program Execution Plan Reimbursement

The Department Head, as the Society's Faculty Sponsor, will process reimbursement of PEP expenses from the Society's Foundation account(s) using the Fund Withdrawal Request Form: <https://wou.edu/foundation/files/2022/02/Fund-Withdrawal-Request-2022-2.pdf>.

Reimbursement of expenses more than the approved PEP budget requires a signature by the President, or Vice President at the direction of the President, and the Treasurer. Reimbursement requests made by the Program Champion(s), or appointees of the Program Champion(s), must include evidence of the expense (e.g., receipt or invoice) and indicate the PEP number the expense is associated with.

Section 3. Deposits

All funds of the Society not otherwise employed must be deposited to the credit of the Society in its WOU Foundation account(s) at the direction of the Steering Committee using the Foundation Funds Deposit Form: <https://wou.edu/foundation/files/2021/08/FoundationDepositFormLongFillable-2.pdf>.

ARTICLE XI. NON-DISCRIMINATION

The Society will not discriminate in providing services, or otherwise upon the basis of sex, race, creed, marital status, sexual orientation, religion, color, age, or national origin; provided, however, that this clause will not be deemed to prohibit the acceptance and administration of funds subject to selection criteria imposed by the donor so long as such administration does not violate state or federal law.

ARTICLE XII. BOOKS AND RECORDS

Section 1. Budget Procedure

The President and the Treasurer will propose an annual budget to the Steering Committee for approval. The budget must be proposed no later than the second regular meeting of the Steering Committee fiscal year (August). The fiscal year of the Society will run from July 1st first of each year until June 30th.

Section 2. Meeting Notes

Regular Steering Committee meeting notes will be kept as record documents.

Section 3. Program Execution Plans

Approved Program Execution Plans will be kept as record documents.

Section 4. Reimbursement Forms and Expenses

Reimbursement Forms and evidence of expenses will be kept as record documents.

Section 5. Supporter Records

Supporter contact information will be stored within the WOU Foundation database. The MarCom Director will prepare a list of new or updated supporter contact information to the Foundation annually.

Section 6. Alumni Affinity Group Charter

The Alumni Affinity Society Charter will be updated annually by the President and Vice President and kept on file as a record document. A copy of the Charter will be kept on file by the WOU Foundation.

Section 7. Digital Record Storage

All record documents will be stored digitally at a common location with access provided as needed to Steering Committee members or others as determined by the Steering Committee.

ARTICLE XIII. AMENDMENTS

Amendments to these Operating Principles may be proposed by a member of the Steering Committee at a regular meeting, provided the substance of the proposed amendment is stated on the notice of the meeting.

ARTICLE XIV. ADOPTION OF OPERATING PRINCIPLES

We, the undersigned, are all the initial directors or incorporators of the Society, and we consent to, and hereby do, adopt the foregoing Operating Principles.

ADOPTED AND APPROVED by the Western Oregon University Earth Science Alumni Society Steering Committee on this 8th day of February, 2022.

Steering Committee Alumni Members

Matt Buche

Rachel Piro

Dane Wagner

Jeff Kent

Ryan Stanley

Kyle Warren

Nicole Niskanen

ATTACHMENT 1

PROGRAM EXECUTION PLAN

PROGRAM EXECUTION PLAN

Program Number:			
Program Name:			
Prepared by:		Date:	
Champion(s):			
Begin Date:		End Date:	
Description:			
Key Resources:	(e.g., specific people, venue, materials, equipment, etc.)		
Outside Volunteers Needed? (Y/N/Maybe):			
Schedule			
Estimated Cost			
Estimated Fundraising			
Procurement Needs			
Marketing Needs			

President/Vice President Signature

Date

Treasurer Signature

Date