Alumni Advisory Board
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Alumni Advisory Board

Section 1: Purpose

The Alumni Advisory Board shall guide, counsel and support the Collegiate Chapter in matters that affect the Collegiate Chapter's present and future vitality thru regular communications with and advisement of the brotherhood and serve as a neutral sounding board and function as a resource for the Collegiate Chapter's Alumni.

Section 2: Memberships Requirements

A. A person must have been a Brother of their Collegiate Chapter which have transferred or graduated in good standing.
B. A person must have an Alumni status as defined by the National Constitution.

Section 3: Duties of the Alumni Advisory Board

A. Meet at a minimum of one (1) or two (2) times each semester or (1) time each quarter with the Officers of the Chapter to discuss the health and the future of the Chapter as desired by the Chapter.
B. Shall communicate with the Chapter President and Alumni Committee (i.e. in person, online chat, phone, electronic mail, etc).
C. Advise in legal matters faced by the Chapter.
D. Assist with the editing of the Form 110, the Chapter Alumni Newsletter, Alumni Programming or any other news or document as desired by the Chapter.
E. Assist in other tasks as delegated by the Executive Board or Brotherhood.
F. Review the budget submitted by the Chapter Treasurer at the beginning of each semester or quarter at their own discretion.
G. Be available for consultation or assistance to the Chapter.
H. Support and aid the Alumni Committee as needed with event planning, Alumni programming and attendance.
I. Alumni Advisor must follow all rules and regulations for both Chapter and Alumni Members.

Section 4: Nominations and Elections

A. Each Member of the Alumni Advisory Board will be elected every year.
   a. Collegiate Brothers graduating by the end of the semester or quarter are eligible to run for a position on the Alumni Advisory Board.
   b. Nominations will be taken from floor during a regular or special business meeting following Officer elections.
   c. Nominees not present at the meeting will be contacted by the Chapter's Secretary to receive acceptance of the nomination.
   d. During the next regular or special business meeting, the Chapter shall vote for each accepting nominee. Elections to the Alumni Advisory Board require a simple majority vote of Active Members present.
B. The term for an Alumni Advisor is for one year, but they can serve for more than one term at their discretion of their Chapter.
Section 5: Disciplinary Actions on the Member of the Alumni Advisory Board.

A. Any Member may be removed from the Alumni Advisory Board by impeachment for failing to meet all of the duties and responsibilities as listed in Chapter's Bylaws or Chapter's Operations Policy or for conduct unbecoming a Member of Phi Sigma Pi.

B. Impeachment Hearing Procedures
   a. A motion calling for the impeachment shall be accepted from an Active Member. This motion must be accepted by a two-thirds (2/3) vote of the Active Members present with quorum before any action can be taken.
   b. A Trial Board shall be convened to investigate the validity of the motion of impeachment. The Trial Board shall consists of eight (8) Active Members as desired by the Chapter, whom are chosen at random (not including the accused or the accuser). For further information regarding Trial Boards, see Robert's Rules of Order, Newly Revised.
   c. The Trial Board shall meet and shall investigate the charges and make a recommendation to the Chapter by the next regular meeting. The Trial Board shall give both the accused and the accuser equal time to present positions in relation to the case in order for the Trial Board to reach an objective decision.
   d. After the Trial Board makes its recommendation it shall take a two-thirds (2/3) vote of the entire active membership to impeach the accused. If the accused is impeached, immediate resignation from the Alumni Advisory Board position shall be required.
   e. The Executive Board shall notify the accused Member of the Alumni Advisory Board if there is to be a hearing to impeach, suspend or expulsion. The notice shall be sent certified electronic mail and advise them of the time and place when the Chapter shall hear the case.

C. Any Member of the Alumni Advisory Board may be removed by a majority vote of three fourths (3/4) of active Members in good standing at a regularly or special schedule business meeting.

D. In the event that any Member of the Alumni Advisory Board is removed or chooses to step down, an Alumnus/ae will be nominated and then elected to fill the remainder of the term.

Section 6: Alumni Advisory Board's Attendance

Any Members of the Alumni Advisory Board are encouraged to attend Pinning and Induction Ceremonies, any of the Chapter's regular or special business meetings and any events as desired by the Chapter.

Section 7: Number of Members Serving on the Alumni Advisory Board

There is no limit as to the number of Members serving on the Alumni Advisory Board.
Interview Questions for Prospective Alumni Advisors

Leadership Institute except, Role of Alumni Advisors:

- In what ways did Phi Sigma Pi impact you as an undergraduate? What effect did this have on wanting to become an Alumni Advisor?
- Why do you believe it is important for a Chapter to have an Alumni Advisor? What role do you envision the Alumni Advisor playing?
- What specific area(s) do you see yourself helping the most?
- What are your expectations for the Chapter? What are your expectations for yourself as an Alumni Advisor?
- What areas do you feel the Chapter may need to improve?

Selecting an Alumni Advisor

Some alternative ideas on who to choose to be your Alumni Advisor/s:

- Your Alumni Advisor does not need to be an Alumnus/ae from your Chapter. You might have Alumni from other Chapters living nearby, or even working on your campus that could be great potential Advisors.
- Use your active and knowledgeable Alumni even if they do not live nearby. While they can't come to meetings regularly, having a great resource that you know you can get in touch with the moment you need them, may be more important.
- In searching for an Alumni Advisor, don't just limit yourself to Alumni that are recent graduates.
- Often older Alumni can give key insight on many different topics because of work experience and professional connections.
- When interviewing for an Alumni Advisor, it is important to remember that your Chapter is a constantly evolving and growing, entity. An Alumni Advisor, who pays heed to tradition, while encouraging growth and development of the Chapter and its Brothers, has the right mind set for the position.
- Is it important that your Alumni Advisor be able to separate any personal relationships he/she may still have with Brothers of the Chapter. Sometimes Alumni Advisors are called on to give advice in tough situations, so being an impartial support person who puts the best interests of the Chapter first is key.
- Instead of having just one Alumni Advisor, consider an Alumni Advisory Board. Alumni Advisory Boards are a great way to get several Alumni involved in aiding the development of your Chapter and let you have Alumni who fit any of the criteria mentioned above.
Creating Goals & Expectation for your Alumni Advisor

• Your Chapter should determine its expectations for the position before you accept nominations or offer the position to someone. Write these expectations down and keep them somewhere that both the Chapter and Advisor(s) will have access to.
• Creating goals is very important for both the Alumni Advisor and the Chapter. Usually, these goals should be mutually agreed upon and tracked throughout the academic year. Creating a loose structure with no outcomes in mind, creates a situation where growth and development is minimal.
• If your Chapter has had an Alumni Advisor in the past, try and have them communicate the position, both what worked well and what didn't work well, to potential nominees so they can understand what is involved.
• Facilitate the transition from old to new Alumni Advisor/s.
• Sign a contract between the Chapter and the Alumni Advisor/s so both parties have a document outlining expectations from each other.
• Review the position periodically through the term, and be sure to get feedback from your Alumni Advisor/s about how they feel in the position and what is working versus what needs improvement.
• Plant the idea of being an Alumni Advisor in the minds of your graduating seniors to grow your pool of potential advisors.

Frequency Asked Questions

1. Is this a recommendation for Chapters or do you want to make it a requirement?
   • The Alumni Advisory Board is not recommended for the Chapter. It is up to the Chapter whether if they see if the Alumni participation is improving and the number of Alumni serving in the Chapter increases. If the number of Alumni in the Chapter increases, the Chapter can decide with the Alumni if they want to create an Alumni Advisory Board. They can ask the National Office for some training and information on each of the Alumni Advisory position.

2. How many people should serve on an Advisory Board?
   • It doesn't matter how many people can serve on an Advisory Board. It is up to the Chapter. The can have two, three or maybe more than three people in the Alumni Advisory Board.

3. Should they have specific roles?
   • Yes, each Alumnus/ae should have some specific roles and responsibilities on each of their positions. We can make a document for each position on the Alumni Advisory Board, just a standard and simple list of roles and responsibilities. Special additions on the roles and responsibilities are at the discretion of the Chapter.

4. How do they interact with the Chapter?
   • The Member of the Alumni Advisory Board can interact with the Chapter at any events, meetings, and even at the Pinning or Induction Ceremony.

5. Do they talk just to the President or Executive Board or do they talk to the whole Chapter at meetings?
   • The Alumni Advisory Board does not have to attend the Chapter meeting all the time. It is up to them. The can talk to the Chapter President or any one of the Executive Board members if they feel if they want to bring something up, maybe give new ideas, or what problems needs to be fixed. The Chapter President can serve as a liaison to the Alumni Advisory Board whether he/she wants to.
6. Do they wait until the Chapter asks for help or do they offer advice whenever they think it is appropriate?
   - The Chapter can ask any Member of the Alumni Advisory Board whenever they think it is appropriate.

7. Should they live in the area or can they be made of Alumni living anywhere?
   - The Alumni can live anywhere they want to. They can live anywhere outside of the campus or the area if they feel comfortable. If they live far away from the area, they can use emails or other kinds of communications.

8. Do they have to be Alumni from that Chapter, or can local Alumni be invited to join?
   - They have to be Alumni from the Chapter. Local Alumni can be invited to join whether the Chapter feels that it is appropriate.