



## Table of Contents

<b>1</b>	<b>Board Basics .....</b>	<b>3</b>
1.1	<i>University of the Pacific Mission Statement.....</i>	3
1.2	<i>Pacific Alumni Association Mission Statement.....</i>	3
1.3	<i>Pacific Alumni Association Vision .....</i>	3
1.4	<i>Brief History of the Association .....</i>	3
1.5	<i>Board Structure.....</i>	4
1.6	<i>Board Operation .....</i>	4
<b>2</b>	<b>General Policies .....</b>	<b>5</b>
2.1	<i>Board Member Expectations .....</i>	5
2.2	<i>Expense and Reimbursement Policy.....</i>	5
2.3	<i>Board Member Annual Gift Policy .....</i>	6
2.3.1	<i>Waivers and Exceptions.....</i>	6
2.4	<i>Attendance Policy.....</i>	6
2.4.1	<i>Removal of Board Members for Absences .....</i>	7
2.4.2	<i>Process for Removal from the Board of Directors for Absences.....</i>	7
<b>3</b>	<b>Committee Policies .....</b>	<b>8</b>
3.1	<i>Committee Leadership Model.....</i>	8
3.1.1	<i>Leadership Triangle Outline.....</i>	8
3.1.2	<i>Role of The Vice President (VP) .....</i>	8
3.1.3	<i>Role of The Committee Chair (CC) .....</i>	8
3.1.4	<i>Role of The Association Staff Member (ASM) .....</i>	9
3.1.5	<i>Committee Leadership Checklist .....</i>	10
3.2	<i>Administrative Committees .....</i>	10
3.2.1	<i>Executive.....</i>	10
3.2.2	<i>Governance.....</i>	10
3.2.3	<i>Elections.....</i>	11
3.2.4	<i>Selection .....</i>	11
3.2.4.1	<i>Initiation of Selection Process (August) .....</i>	11
3.2.4.2	<i>Candidate Cultivation and Vacancy Assessment (September) .....</i>	11
3.2.4.3	<i>Survey of Potential Candidates (October).....</i>	12
3.2.4.4	<i>Executive Committee Nomination and New Board Member Interviews .....</i>	12
3.2.4.5	<i>Slate Finalization and Confirmation (December) .....</i>	12
3.2.4.6	<i>Preparation and Distribution of Candidate Package (January) .....</i>	13
3.2.4.7	<i>Presentation of the Slate for Confirmation (February) .....</i>	13
3.2.4.8	<i>Presentation of the Slate for Vote (April) .....</i>	13
3.3	<i>Programs Committees .....</i>	13
3.3.1	<i>Awards .....</i>	13
3.3.1.1	<i>Distinguished Alumni Awards Program.....</i>	13
3.3.1.2	<i>Awards Committee Instructions.....</i>	15
3.3.1.3	<i>Awards Process and Induction .....</i>	16
3.3.2	<i>Tiger Connection.....</i>	17
3.3.3	<i>Clubs.....</i>	17
3.3.3.1	<i>Alumni Clubs &amp; Regional Programming .....</i>	17
3.3.3.2	<i>Pacific Alumni Club Charter .....</i>	17
3.3.3.3	<i>Mission of the Pacific Clubs Program.....</i>	17
3.3.3.4	<i>Definition of a Pacific Club .....</i>	17

3.3.3.5	Organizational Framework of a Pacific Club .....	18
3.3.3.6	Criteria for a Pacific Club Charter .....	19
3.3.3.7	Process for Establishing a Pacific Club .....	19
3.3.4	Philanthropy .....	19
3.3.4.1	Philanthropy Program .....	19
3.3.4.2	Standing Fundraising Initiatives .....	19
3.3.4.3	Fundraising Goals .....	20
3.4	<i>Auxiliary Committee Charges</i> .....	21
3.4.1	Presidents Council .....	21
<b>4</b>	<b>Important Information.....</b>	<b>22</b>
4.1	<i>Online Resources.....</i>	<i>22</i>
4.1.1	University Development & Alumni Relation Staff Directory.....	22
4.1.2	Chapter Contacts .....	22
4.1.3	PAA Past Presidents.....	22
4.1.4	Past Award Recipients .....	22
4.2	<i>Hail, Pacific Hail .....</i>	<i>22</i>

# **1 Board Basics**

## **1.1 University of the Pacific Mission Statement**

The University of the Pacific's mission is to provide a superior, student-centered learning experience integrating liberal arts and professional education and preparing individuals for lasting achievement and responsible leadership in their careers and communities.

---

## **1.2 Pacific Alumni Association Mission Statement**

The Pacific Alumni Association, in close collaboration with the University of the Pacific, connects Pacific Alumni to the University community. Our mission is to strengthen the relationships with alumni, students, faculty, and staff by encouraging participation in and awareness of the University. By engaging alumni, the Pacific Alumni Association enhances communication, involvement, and support for the University of the Pacific, while enriching the lives of alumni.

---

## **1.3 Pacific Alumni Association Vision**

The Pacific Alumni Association aspires to connect and engage the global Pacific family for life.

---

## **1.4 Brief History of the Association**

Following the first commencement in 1858, alumni would gather on the Pacific campus in Santa Clara and San Jose every year in June to celebrate the achievements of that year's graduates. Returning alumni looked forward to gleaning words of wisdom from the commencement speaker (often the University president), talking with faculty and administrators, and generally celebrating everything Pacific. In June 1873, alumni organized themselves into a formal organization known as the Pacific Alumni Association and elected Annis Merrill, Class of 1861, as the Association Secretary. Alumni carried the Pacific tradition of holding reunions in June into the 1900's. With the advent of football at Pacific, reunions temporarily migrated to the fall.

Now, over 150 years after the founding of the Association, the tradition of alumni gathering to celebrate Pacific continues stronger than ever. In 2001, as Pacific celebrated its Sesquicentennial (150<sup>th</sup> anniversary), the University revived the tradition of alumni returning to campus each June. Our event for over a decade was known as Pacific Alumni Weekend with more than 1,000

alumni returning to campus each summer. In 2013 the event was moved to October, renamed Homecoming and Family Weekend, and welcomed not only alumni, but parents and students.

The Pacific Alumni Association is engaged in creating and promoting opportunities for alumni to be actively involved with the entire University community and its students and faculty. The Association continues to support programs that reconnect alumni with Pacific, with a focus on assisting the University in achieving its mission. The Association is guided by its mission and vision statements and annual priorities that encourage alumni to share, give, and participate in alumni and University programs and activities whenever appropriate.

One of the most significant events in Pacific Alumni Association history is the construction of the Alex and Jeri Vereschagin Alumni House in 2011. This facility announces, to all who visit, how involved and dedicated alumni are to the history, future, and continued success of the University.

## **1.5 Board Structure**

- President
- President-Elect
- Past President
- Vice Presidents (6)
- Directors (21)
- University Alumni Relations Vice President (or designee)

## **1.6 Board Operation**

Per the bylaws Article VIII, Section 1, the Standard Code of Parliamentary Procedure, newly revised, shall be utilized for the proceedings of the Pacific Alumni Association and all Association committees in all cases not provided for in the Bylaws and the Policies and Procedures of the Pacific Alumni Association.

## 2 General Policies

### 2.1 Board Member Expectations

As Pacific Alumni Association (PAA) board members, you are ambassadors of University of the Pacific. Board members collaborate the efforts of the Pacific Alumni Association by participating in strategic planning, special events, board, and committee meetings. All board members serve on at least one PAA committee. While serving as a board member, you may have the opportunity to chair a PAA committee and/or serve the PAA as board officer. Board members are elected to a three-year term, unless fulfilling an unexpired term of a departed board member.

- Board members are expected to attend four meetings per year.
- Board members are expected to attend PAA sponsored events specifically the Distinguished Alumni Awards Dinner, Homecoming and Family Weekend, Faculty Mentor Awards Brunch.
- All board members are required to make a minimum annual contribution (\$100.00).
- All board members are encouraged to support a University fund or funds of their choosing, including our Pacific Alumni Association Endowed Scholarship in honor of Kara Brewer.
- Board members are strongly encouraged to participate in PAA and Pacific club / chapter events within their respective geographic location.
- Board members are encouraged to participate in University promotional and community engagement activities and events.
- Board members are strongly encouraged to identify and recruit potential board members and club volunteers.
- Board members are encouraged to participate or support fundraising campaigns put forth by the PAA Philanthropy Committee or the general University.
- Board members are strongly encouraged to use creative and professional expertise to develop and improve alumni programs.

### 2.2 Expense and Reimbursement Policy

The Pacific Alumni Association encourages and supports board member participation by offering a travel allowance.

The Association will cover specific costs of attendance for board members when they are expected to attend meetings and events as described in the *Board Member Responsibilities*. The Association is not responsible for any costs related to the board members' attendance at encouraged events. The Association is not responsible for the costs of spouses or other guests of board members.

Eligibility and the amount of travel reimbursement are described in the table below:

Round Trip Miles	Reimbursement Per Trip	Reimbursement Per Year
>250 Miles	\$100	\$500
>600 Miles	\$150	\$750
>1200 Miles	\$200	\$1,000

The Association staff will accept receipts for airfare, hotel and rental cars submitted prior to the next meeting. Expenses related to transportation and hotel accommodations for board members who are expected to attend official University meetings and events are approved by appropriate Pacific alumni relations staff member based upon the previous policy.

All reimbursements are subject to established guidelines and the limits above.

\* Note: Travel expenses may be tax deductible. Board members are encouraged to donate their allowance as a contribution to the Pacific Alumni Association.

## **2.3 Board Member Annual Gift Policy**

Each Board Member is expected to make an annual gift to the University of the Pacific to be received between July 1 and June 30 of the fiscal year. The Board by resolution determines a minimum amount. The annual gift may be made to any program at the University.

The president, with staff support, shall ensure that each Board Member is notified of their compliance with the annual gift policy.

### **2.3.1 Waivers and Exceptions**

A Board Member's responsibility to make an annual gift may be reduced or waived in its entirety if, in the opinion of a majority of the President, the President-Elect, and the chief alumni officer or university designee, requiring compliance with the annual gift policy is an undue hardship or burden for the Board Member.

## **2.4 Attendance Policy**

It is essential to the work and success of the Pacific Alumni Association Board of Directors that all Officers and Directors make every effort to attend all committee, board meetings, and PAA-sponsored events.

The staff member in charge of Alumni Relations will have recorded, or cause to be recorded, attendance at each regularly scheduled Board and committee meeting.

Attendance will be recorded as present, excused, or absent.

Present – The individual board member attended the meeting.

Excused – The individual board member made contact with a member of the Pacific Alumni Association staff or an Executive Committee member in advance of the meeting to inform the Board of his or her absence.

Absent – The individual board member did not contact a member of the Pacific Alumni Association staff or Executive Committee and was absent from the board meeting, which results in an unexcused absence.

### **2.4.1 Removal of Board Members for Absences**

The Pacific Alumni Association Board of Directors has identified excessive absences as a cause for removal from the Board. Excessive absences are two or more absences in any one fiscal year, July 1 to June 30. If the President-Elect reports to the Executive Committee excessive absences of an Officer or Director, the procedure for excessive absences will be implemented.

As outlined in the Pacific Alumni Association Bylaws Article IV, Sections 1 and 3, violation of this attendance policy shall be cause for removal from the Board, and an Officer or Director may be removed per Article IV, Section 1 and 3 upon due notice of such proposed action.

### **2.4.2 Process for Removal from the Board of Directors for Absences**

Upon a second absence from a regularly scheduled meeting, the President will send, or cause to be sent, a written notification by mail or email to the individual board member that they may face removal from the Pacific Alumni Association Board.

Following the attempt to communicate with the individual, the President will discuss the circumstance with the Executive Committee. Upon the recommendation of the Executive Committee for removal, the President may ask the individual if he/she wants to resign.

In the event the individual does not resign from the Board, the Executive Committee shall request removal of the individual from the Board by a 2/3 vote of a quorum of the Board of Directors.

The President will send or delegate distribution of written notification by mail or email to the individual informing him or her of the decision by the Executive Committee for removal from the Board of Directors.

Any vacancy created by the removal of a board member or officer shall be filled as stated in the Pacific Alumni Association Bylaws Article IV, Section 2 and Article V, Section 2.



## **3 Committee Policies**

### **3.1 Committee Leadership Model**

#### **3.1.1 Leadership Triangle Outline**

The Pacific Alumni Association structure relies on participation by at least three partners, sometimes more. It is the equivalent to a three-legged stool and requires participation of a Vice President (VP), Committee Chair (CC) and a dedicated association staff member (ASM). Each has a unique role to ensure stability, direction and progress of the committee.

For committees to be effective and accomplish goals and objectives in a meaningful and efficient manner, communication among the Chair, Vice President and Staff Member is essential. The following checklist is a guide for volunteer leaders and staff to follow to ensure that the work of any of the Association's committees is relevant and successful.

#### **3.1.2 Role of The Vice President (VP)**

The VP provides direct communication to and from the Executive Committee of the Pacific Alumni Association. The VP provides leadership and direction to the CC and ASM. The VP assists in setting the agenda for committee meetings, setting committee priorities, assists with execution of the agenda, encourages participation by all committee members and assists in communicating concerns to and from the Executive Committee. The VP provides an evaluation of leadership and participation for all committee members. The Committee Chair is responsible for making board reports and bringing action items to the Association Board of Directors.

Before every Executive Committee and committee meeting:

- Contact CC and appointed ASM to review the previous meeting summary and agenda
- Review committee member assignments with committee chair
- Review Association priorities to determine any progress toward achieving objectives and goals
- Prepare update of committee work in progress
- Develop list of potential agenda items including any items not covered at the previous committee meeting with CC and ASM
- Work with chair and staff to develop committee agenda
- Review the agenda that is included in the board packet prior to the meeting
- Bring to the attention of the Executive Committee any action items that will appear on the Pacific Alumni Association Board Agenda

#### **3.1.3 Role of The Committee Chair (CC)**

The CC is responsible for leadership of the assigned committee. The CC must start meetings on time, set and prioritize agenda items, ensure that the committee stay on task as outlined by the agenda, run effective meetings, engage all committee members, make assignments, and communicate with the VP and ASM regarding the activities of the committee. Additional responsibilities include evaluating the leadership potential of committee members and providing

progress reports of the committee programs and activities. The CC must communicate and involve the ASM in the work of the committee on all levels. The Chair must consult the committee meeting check list before and following each committee meeting.

Before every committee meeting:

- The VP with the CC and ASM should review the summary of the committee meeting for accuracy. Committee meeting summaries are not actual minutes. The summaries should record the business of the committee, assignments, and progress toward specific objectives
- Review previous committee agenda
- Prepare or cause to be prepared notification to committee members of any work, research or activity that must be completed before the next committee meeting
- Communicate with committee members regarding progress of any specific assignments
- Communicate with ASM regarding progress of specific assignments
- Develop the agenda for the committee meeting with the VP and the ASM
- Prepare or cause to be prepared any action items to appear on the Pacific Alumni Association Board agenda and posted in the board packet
- Prepare or delegate the preparation of the agenda prior to the Executive Committee Meeting

Following every meeting:

- Review agenda
- Review and confirm assignments
- Review summary prior to posting
- Follow up with committee members regarding their assignments
- Follow up with ASM regarding assignments
- Follow up with VP
- Note new business of the committee and any action that is required by CC, ASM, or committee member.

### **3.1.4 Role of The Association Staff Member (ASM)**

The ASM attends in person or via electronic means all scheduled committee meetings. If the assigned ASM cannot attend, the staff member in charge of Alumni Relations reassigns another staff person to attend the meeting and assume the responsibilities of the ASM missing the meeting. The ASM is responsible for assisting with the agenda, coordinating the distribution of the agenda among other committee members, communicating to other members of the association staff regarding the work and direction of the committee. When an electronic vote is needed the ASM will facilitate a vote via e-mail or other survey platform. The ASM will record the vote and will report to the Board or committee the results including yes, no, abstentions, and no reply. The ASM has responsibility to ensure the staff member in charge of Alumni Relations is aware of the committee's work, expenditures if applicable, and progress. When the committee is working with any budget allocation ensure the VP and CC understand the allocation and how

it is intended to be used to meet the committee's goals and objectives.

Before each committee meeting:

- Prepare committee summary and send to CC and VP
- Report progress on assignments to VP and CC
- Assist the VP and CC with the development of the agenda
- Ensure that a draft agenda is prepared prior to the Executive Committee meeting
- Following the Executive Committee meeting, post the agenda to the Board Packet

Following each committee meeting:

- Prepare meeting summary and send to VP and CC
- Review meeting summary with VP and CC
- Post summary on the web within 2 weeks of the committee meeting
- Send notice to all committee members that the summary is available
- Follow up on assignments as directed by the CC

### **3.1.5 Committee Leadership Checklist**

For committees to be effective and accomplish goals and objectives in a meaningful and efficient manner, communication among the Chair, Vice President and Staff Member is essential.

## **3.2 Administrative Committees**

### **3.2.1 Executive**

The Executive Committee is comprised of the Officers of the Pacific Alumni Association. The Executive Committee has the responsibility of scheduling all meetings and setting agendas. The Executive Committee is the collective leadership of the Association and has the responsibility to develop long- and short-range plans, working with the Association staff and ensuring that the Association follows the policies and procedures of the organization.

### **3.2.2 Governance**

The Governance committee shall have the responsibility to identify and develop rules, procedures and policies that will assist the Pacific Alumni Association Board Officers and Directors, committees, clubs / chapters and any other affiliated groups in conducting the business of the Association. Furthermore, the committee will have the responsibility to compile the rules, policies and procedures in a Pacific Alumni Association Policies and Procedures Handbook to be distributed to the leadership of the Association.

### **3.2.3 Elections**

The Election Committee only has duties if an office on the slate is contested, and therefore an election shall be held at the Annual Meeting of the Association. This committee is appointed annually by the President of the Association.

### **3.2.4 Selection**

The Selection Committee by scope and membership is defined by the Pacific Alumni Association bylaws. Each year the Selection Committee must develop a slate of directors and officers for the Pacific Alumni Association Board of Directors. The following section layout the Selection Committee Operating Guidelines & Implementation Timeline.

#### **3.2.4.1 Initiation of Selection Process**

The selection process begins with the very first Board meeting of the new fiscal year in August. The Selection Committee Chair (hereinafter Chair) should do four things at that meeting:

- 1) Provide an overview to the Board members of the process
- 2) Look to identify the two at-large Board members for the Selection Committee
- 3) Encourage each Board member to fill out a card with his or her name on it and 2-5 potential new Board members
- 4) Alert current Board members that they will receive a survey regarding their interest in VP or President-Elect positions
- 5) After the August Board meeting, the Chair will contact all Board members who were absent and ask them to provide potential Board member names.

The Chair to remind the PAA President that s/he will need to compose a three member Election Code Committee if the slate is contested. See the PAA Election Code for the composition of this committee and guidelines. In December, the Chair will confirm the appointment of the Election Code Committee.

#### **3.2.4.2 Candidate Cultivation and Vacancy Assessment**

The Alumni Relation's staff will send out a survey to current Board members to determine which members are interested in serving as a Vice President or President-Elect. This information will be made available to the Selection Committee in advance of the November committee meeting.

The Chair will appoint the two at large members to the Selection Committee. S/he should also email each Board member who provided names of potential nominees requesting that the Board member contact their potential nominees to confirm whether those alumni would be willing to have their name put in nomination.

The Chair will determine which Board members have expiring terms and, if they have eligibility for an additional term. The Chair will reach out to confirm whether each Board member desires to be reappointed.

Once Board members have reported back, the Chair will compile a list of potential nominees and the Alumni Relation's staff should provide the list of previous nominees who are still in the pool. The Chair will email individuals to let them know they are on our list and provide them a copy of our Board Expectations document. Inform them that they will be receiving a survey questionnaire that must be completed in order to move forward in the selection process.

#### **3.2.4.3 Survey of Potential Candidates**

Staff will send out the survey questionnaires to all potential candidates (new and holdovers) by mid-October with a deadline of 10/31 for completion.

Only those candidates who complete the survey should be considered as viable candidates.

This step in itself is part of the screening process.

#### **3.2.4.4 Executive Committee Nomination and New Board Member Interviews**

There are four objectives for the November meeting:

- 1) Review candidates for President-Elect and Vice President positions and tentatively make those selections.
- 2) Review current Board members eligibility and interest in being reappointed to a new term.
- 3) Use this information to determine how many Board vacancies will need to be filled (4)  
Divide up the list of potential new Board members for phone interview assignments.

By the end of November, phone interviews need be completed and the interview summary sheets sent to Alumni Relation's staff to be compiled into a master document with both the survey responses and phone interview summaries.

This document will be shared with all Selection Committee members in preparation for the December conference call.

#### **3.2.4.5 Slate Finalization and Confirmation**

The December conference call will be the time to finalize the slate. The Committee should:

- 1) Confirm the November meeting's selection of officers.
- 2) Confirm which current Board members can be slotted for an additional term.
- 3) Determine which of the potential Board members should be on the new slate.
- 4) Insure that we have alternates identified and ranked in case anyone declines.

After the December conference call, the Chair will first contact each officer candidate to confirm that s/he are still willing to serve if nominated and if the answer is "yes", then let the individual know that they will be on the final proposed slate. If any officer candidate declines, then the Chair should move onto the alternate list and make those calls.

The Chair will then contact the potential new Board members to confirm that they are still willing to serve if nominated and to let them know that they will be on the slate. With all candidates for officer and Board member positions, it should be made clear that this information is confidential until the slate is announced to the Board of Directors at the January Board meeting.

#### **3.2.4.6 Preparation and Distribution of Candidate Package**

Once all the candidates are confirmed, the Chair will request the Alumni Relation's staff prepare the slate that will be voted on at the January Board meeting. The Board packet should include both the responses and phone interview summaries for each potential new Board member.

#### **3.2.4.7 Presentation of the Slate for Confirmation**

1. The slate shall then be presented to the Board of Directors for confirmation by a two-thirds (2/3) vote of the Board. The confirmed slate shall then be distributed to the members of the Association, not later than sixty (60) days before the date of the Annual Meeting with information in sufficient detail to insure that anyone wishing to run for office may get their petition submitted to the Association. In February, notifications will be sent to the candidates not selected and their names will be kept for future consideration.

#### **3.2.4.8 Presentation of the Slate for Vote**

If there are no contested offices, the confirmed slate prepared by the Selection Committee shall be presented at the annual meeting by announcement of the President. If an office is contested, an election shall be held at the Annual Meeting of the PAA in accordance with the PAA Election Code

### **3.3 Programs Committees**

#### **3.3.1 Awards**

The Awards Committee (selects recipients) sets the slate for the Distinguished Alumni, Outstanding Alumni, Young Alumni, President's, Faculty Mentor, Tiger and Honorary Alumni Awards. Final approval for all awards are confirmed by the board of directors as outlined in the Pacific Alumni Association bylaws. This committee shall solicit and evaluate nominations for these awards and shall conduct a dignified and concise annual ceremony for the bestowal of the Pacific Alumni Association awards. The committee shall also be responsible for the review of opportunities for the Association to confer recognition on individuals in addition to the awards above, including but not limited to students, staff, parents, and friends of the University. The committee may recommend, from time to time, to the board of directors, additional recognition as part of the Association Awards Program.

##### **3.3.1.1 Distinguished Alumni Awards Program**

Criteria and Description of Awards

- Nominees for Pacific Alumni Association Awards must be former students of the University of the Pacific, with the exception of the Honorary Alumni Award. An alumnus/alumna is a person who has attended the University for one scholastic year and has left in good standing upon the graduation of the class in which the person would otherwise have been a member. Nominees must have distinguished themselves in a profession, in public service, in community service, or support to the University.
- All nominations must be accompanied by a complete nomination form.
- All nominations must be accompanied by at least one letter of recommendation.

- The current Pacific Alumni Association Board of Directors and alumni who are employed by the University of the Pacific are eligible for the following award categories only: Medallion of Excellence, President's Award, and Outstanding Family.

#### Distinguished Professional Service

Created in 1956

This award honors alumni who have achieved notable success in a profession. This may include public or private enterprise.

#### Distinguished Public Service

Created in 1956

This award honors alumni who have made exceptional professional contributions to society through civic or other public service while employed by a non-profit organization or governmental agency.

#### Distinguished Volunteer Service

Created in 1992

This award honors alumni who have made exceptional contributions to society through volunteer civic or other service.

#### Distinguished University Service

Created in 1962

This award honors alumni whose contributions to and efforts on behalf of the University of the Pacific are worthy of special recognition.

#### Outstanding Family Award

Created in 1964

This award honors a family, some of whose members have attended the University of the Pacific, that has given special service, made outstanding contributions, and brought great honor to Pacific.

#### Outstanding Young Alumni Award

Created in 1984

This award honors young alumni of distinction in any of the above categories who have attended in the last 15 years.

### Medallion of Excellence

Created in 1993

This award recognizes and honors alumni who are faculty, staff or regents who have exhibited outstanding and exceptional service to the University of the Pacific.

### President's Award

Created in 1996

The award honors alumni who have given special service to the Pacific Alumni Association. The nomination is by the President of the Pacific Alumni Association.

### Honorary Alumni Award

Created in 2008

This award recognizes and honors non-alumni who have given exceptional service and attention to the University of the Pacific.

### Tiger Award

Created in 2005

This award honors a student group, club or organization that exhibits extraordinary school spirit, encourages student participation in activities and events, promotes school spirit, and/or provides students with knowledge of Pacific's heritage, traditions and history.

### Faculty Mentor Award

Created in 2007

This award honors Pacific faculty members who through their personal and professional relationships have mentored students and encouraged alumni to mentor students by providing educational internships and career opportunities.

#### **3.3.1.2 Awards Committee Instructions**

The Awards Committee, with the support of the assigned ASM, will ensure that award recipients are announced in official *Pacific communication* and other appropriate venues.

Each year, the Awards Committee will consider these parameters:

- School and/or college
- Class year/reunion year
- Geographical location
- Profession
- Affinity (sports, clubs, social organizations, etc.)
- Gender



- Is the candidate recognized by the public or his/her peers, in the state, nationally or internationally?
- Had the candidate achieved something generally considered a positive for the community/society at large?
- Has the candidate advanced the reputation and mission of the University?

### **3.3.1.3 Awards Process and Induction**

The Awards Committee, with the support of the assigned ASM, will send nomination forms to all colleges and schools of the University to request nominations.

Any student, alumnus/alumna, faculty, administration, staff, parents, and friends of the University of the Pacific may submit nominations for awards.

All nominations must be accompanied by at least one letter of recommendation. The Awards Committee may consider résumés, newspaper clippings, and other supporting materials for each nominee.

Nominations will remain on file for consideration for a period of three (3) years.

If new information is received, it will be incorporated into the original nomination.

If a nomination is resubmitted, the nomination will be extended for a new three (3)-year period.

The Awards Committee is authorized to place a candidate in a category other than the one for which they were nominated.

The Awards Committee will slate no more than one recipient per distinguished awards category each year and limit the number of recipients each year to a maximum of five.

The Awards Committee will slate three to four recipients for the Faculty Mentor Award and only one recipient for the Tiger Award.

Meetings for award selection are confidential. Minutes of these meetings are not published.

Alumni Association staff will contact award recipients and inform each person of the award they have been selected for, the time and place of the awards ceremony, and verify the recipient is available to attend the ceremony. If a candidate refuses the award, this will be noted in their nomination file and the nominee will not be considered for future award.

If an award recipient cannot attend the awards ceremony, their nomination will remain on file for a period of three (3) years for additional consideration. An alternate candidate will be selected as a replacement award recipient.

Individuals submitting nominations will receive a letter of appreciation from Association staff with the following information: a receipt of the nomination, notification that the nomination will remain on file for a period of three (3) years, and a note of encouragement to submit new information for the nomination file.

### **3.3.2 Tiger Connection**

The purpose of the Tiger Connection Committee is to maximize PAA Board engagement with students and alumni to facilitate information and opportunities between athletics, schools/colleges, and student groups through Board member engagement, social media advertising, and other methods.

### **3.3.3 Clubs**

The Clubs Committee shall be responsible for identifying and developing rules, procedures and policies that will assist the regional, affinity and other constituent clubs / chapters, hereafter referred to as clubs. Furthermore, the committee will provide leadership and support for these Clubs by preparing programs, outings, gatherings, and events relating alumni to each other and to the University.

#### **3.3.3.1 Alumni Clubs & Regional Programming**

#### **3.3.3.2 Pacific Alumni Club Charter**

This charter outlines the purpose, form, function and criteria of Pacific Clubs recognized by the Pacific Alumni Association. All charters are reviewed annually by the Clubs Committee of the Association. Following the annual review, at the next Association Board meeting, a report on the status of all the Pacific Clubs will be submitted for approval.

#### **3.3.3.3 Mission of the Pacific Clubs Program**

To provide alumni-focused programming that builds community among alumni and provides a connection between alumni, the University and the Association. The Pacific Club program assists the Association in developing alumni leaders as stakeholders, volunteers, and leaders in the University community.

#### **3.3.3.4 Definition of a Pacific Club**

A Pacific Club is organized geographically or by affinity. A club provides meaningful forms of engagement for alumni beyond the boundaries of the campus through the following types of activities:

- Social Networking
- Community Service
- Continuing Education
- Pre-event receptions
- Athletic Events
- Cultural Events

Chartered Pacific Clubs receive the following forms of support from the Association:

- Staff support
- Volunteer Training
- Event management support and event marketing
- Direct mail (bulk rate only)
- Limited financial support
- Access to University administration, faculty and current students
- A webpage on the Association's website
- Access to relevant alumni data, email and home addresses, and phone numbers as permitted by University policies and in keeping with its policies of confidentiality and protection of privacy

### **3.3.3.5 Organizational Framework of a Pacific Club**

A Pacific Club consists of a volunteer steering committee. It is recommended that each steering committee consist of two co-chairs, a secretary and a minimum of two general members. A club may choose to structure its steering committee differently to meet the needs of the organization. The steering committee is responsible for maintaining an active club, ensuring that the club upholds the standards and values of the Association and for meeting the criteria set forth in this charter. The primary responsibilities of the steering committee are outlined as follows:

- Setting the club's annual calendar of meetings and events (covering the period July 1 – June 30) by May 15 each year
- Facilitating club meetings and events
- Recruiting alumni to the steering committee to ensure succession of club leadership
- Communicating quarterly with the staff of the Association

The primary responsibilities of the club's chair or co-chairs are outlined as follows:

- Overseeing club's steering committee
  - Participating in quarterly all-clubs conference calls, known as the "Clubs Committee Calls"
  - Keeping records of club activities, meetings and communications to hand-down to future club leaders; fulfills duties of the Secretary or other club officers as applicable

The primary responsibilities of the club's Secretary are outlined as follows:

- Keeping notes of club meetings
- Filing post-event reports (including attendance, event evaluation) with the Association
- Filing an end of year report with the Association
- Maintaining updated committee and club contact information and updating the Association on changes

- Fulfilling the duties of other club officers in their absence

### **3.3.3.6 Criteria for a Pacific Club Charter**

- Maintain an active steering committee
- Maintain an annual calendar of events consisting of a minimum of two steering committee meetings and two club activities per year (July 1 – June 30)
- Participate in the Association’s Clubs Committee conference calls and in the annual review of club charters
- Uphold the mission, core values, commitments, and policies of the Association
- Maintain partnership and communication with staff and Board of Directors of the Association

### **3.3.3.7 Process for Establishing a Pacific Club**

Alumni who are interested in establishing a new club may contact the Alumni Relations staff and work together with the Association to meet the Clubs criteria.

## **3.3.4 Philanthropy**

The Philanthropy Committee was developed to support the University’s fundraising efforts. The scope of the Committee is to clearly outline fundraising roles for PAA board members and Pacific Clubs. Suggest university priorities to be supported by the PAA, set a specific financial goal in alignment with campaign priorities, and raise awareness of the PAA at Pacific and within the alumni community.

The Committee is to receive and analyze fundraising progress reports from University Development and share these with the Board of Directors. The Philanthropy Committee is to include a University Development Officer assigned to the Committee to assist with developing strategies, as well as provide general support to the PAA to successfully meet its fundraising goals.

### **3.3.4.1 Philanthropy Program**

The Philanthropy Committee has been designated a standing committee of the PAA. The committee establishes roles to be performed by board members, fundraising initiatives to be supported, and financial goals for fundraising campaigns.

### **3.3.4.2 Standing Fundraising Initiatives**

The two initiatives below appeal to all alumni of the University of the Pacific. Based on the success of the Day of Giving, it has been noted that having an assortment of giving opportunities is valued by Pacific alumni. The Philanthropy Committee proposed the establishment of the following two fundraising priorities for the PAA Board of Directors:

1. Pacific Alumni Association Endowed Scholarship in honor of Kara Brewer:

The Pacific Alumni Association endowed scholarship was named for former Alumni

Association Director Dr. Kara Brewer '69, '72, '76 COP. Dr. Brewer attended night classes at San Joaquin Delta College following the birth of her eighth child. She went on to earn her bachelor's, master's, and doctorate degrees at Pacific, before becoming an employee of the University. In 1977, Dr. Brewer published *Pioneer or Perish: A History of the University of the Pacific during the Administration of Dr. Robert E. Burns*. By the time she retired, in 1999, Dr. Brewer had been honored as Most Valuable Pacifican (1992), and received the Alumni Association's Medallion of Excellence (1999). She was awarded the Order of Pacific, the University's highest honor, in 2000. This scholarship was established in 1988 then renamed in 1998 to honor Dr. Brewer upon her retirement from University of the Pacific. This scholarship is awarded to descendants of Pacific alumni, and is used to fill unmet financial need.

Traditionally, between 2 and 6 scholarships are awarded each academic year. Students can receive the scholarship more than one year.

There have been over 42 Pacific Alumni Association Endowed Scholarship recipients since the scholarship was first awarded during the 1993-1994 academic year.

## 2. Pacific Learning Innovations Fund Endowment (PLIF):

Created to support entrepreneurial faculty and students at Pacific (by an anonymous Regent), the PLIF is open to any academic initiative/project, with a preference for undergraduate learning programs/opportunities, particularly those with a cross-disciplinary focus.

The Pacific Learning Innovations Fund has already met the Powell Match threshold. All donations will be matched dollar-for-dollar. In alignment with the new Academic Plan, the Donor has expressed an interest to support projects that support learning innovations in this order of preference:

- Champion the Liberal Arts
- Leverage expertise to create new interdisciplinary programs
- Expand opportunities for applied/experiential learning particularly with respect to student research
- Support undergraduate programs to experiment with innovative pedagogies
- Provide Pacific students with opportunities for applied learning including internships, research, community service and co-curricular learning
- Support to Center for Teaching and Learning for projects focused on cross disciplinary program development

The recipients of PLIF will be chosen in accordance with approved University policies and procedures and awarded to one or more deserving faculty and/or students as determined by the Provost's Office in collaboration with the Office of Donor Relations and Stewardship.

### 3.3.4.3 Fundraising Goals

The Philanthropy Committee recommends establishing the following fundraising goals in accordance with the slate of initiatives:

1. Pacific Alumni Association Endowed Scholarship in honor of Kara Brewer – a minimum of \$50,000 is required to meet the Powell Match threshold.
2. Pacific Learning Innovation Fund Endowment – endowment has been established, the support of the PAA will add impact to the fund.

The Philanthropy Committee receives and analyzes campaign materials and progress reports from University Development to share with the Board of Directors. The committee includes a University Development Officer liaison to assist with prospect portfolio development, cultivation and solicitation strategies, and fundraising collaterals, as well as provide general support to the

PAA to successfully meet its fundraising goals including engagement in the current fundraising campaigns.

## **3.4 Auxiliary Committee Charges**

### **3.4.1 Presidents Council**

The purpose of the Presidents Council (Council) is to maintain a relationship with those who have served as president of the Pacific Alumni Association. The Council serves the Association through the leadership and direction of the current president. The immediate past president provides a report on the activity and programming of the Association during her/his term. The current Association president presents the organization's proposed goals, calendar and general update of the Association committees. The Associate VP or Alumni Relations provides a report on the activities of staff, budget and University expectations of the Association. Other responsibilities of the Council may include but are not limited to the following:

- The Council is encouraged to provide input, serve as the Association's institutional memory, and make program suggestions and nominations for the Pacific Alumni Association Board of Directors.
- The Association President can request the Council's support and leadership for specific events, activities and projects.

Membership includes all past presidents of the Pacific Alumni Association. The Chair of the Presidents Council has served the Pacific Alumni Association within the past 5 years prior to appointment.

## **4 Important Information**

### **4.1 Online Resources**

**4.1.1 [University Development & Alumni Relation Staff Directory](#)**

**4.1.2 [Chapter Contacts](#)**

**4.1.3 [PAA Past Presidents](#)**

**4.1.4 [Past Award Recipients](#)**

### **4.2 Hail, Pacific Hail**

Hail, Pacific Hail

Words & music by Lois Warner Winston 1923 COP

From o'er the rugged mountains standing high;  
From out the broad low valleys, 'neath the sky;  
Our alma mater calls, We cannot fail,  
Our voices blend in praise,  
Pacific Hail! Pacific Hail!

Long may her flaming torch give out its light;  
Long may her spirit guide us in the right;