

Procedures Manual of The National Association of Holmes Scholars Alumni

***Adopted by the Membership of The National Association of Holmes Scholars
Alumni***

Date 14 June 2011

In accordance with the By-laws of the National Association of Holmes Scholars Alumni, the following Procedures are established with fidelity to uphold the organization's mission and goals. At no time shall the outlined procedures impinge upon nor contradict the rule and regulations laid out by the By-Laws.

The National Association of Holmes Scholar Alumni Procedures

MEMBERSHIP

Section 1. Good Financial Standing. All members of the Corporation, committee participants, mentors, and all other non-contract employees designated to carry out the work of the organization shall comply with the condition of "good financial standing" within six months of participation.

Section 2. Official Representation of NAHSA. No member shall officially represent the Corporation with external constituents and partnering organizations without the expressed consent from the President. The President shall, with due diligence, consult with the executive committee for appointing representatives.

Section 3. Notification of Representation. Members who are supported by the Corporation at professional events shall make notice of their affiliation with NAHSA.

MEETINGS OF MEMBERS

Section 1. Meetings. The President may appoint a Board member to serve as parliamentarian at any meeting of the members.

Section 2. Notice. Written notice of the time and place of meetings of the members shall be disseminated by the Secretary of the Board.

PROXIES

Section 1. Proxy. A member shall hold a proxy for no more than one other member at a time.

BOARD OF DIRECTORS

Section 1. Membership of the Board. Members of the Board are expected to recruit at least two new members annually. Members are expected to serve on at least one committee of the Corporation.

Section 2. Conflict of Interest. Board members shall complete a NAHSA “Conflict of Interest” agreement as requested by the Board.

COMMITTEES

Section 1. Composition of Committees. Committees shall consist of at least three members. Committees are expected to represent the diversity of the membership.

Section 2. Voting in Committee. Voting within committee shall be guided by the By-laws.

Section 3. Leadership of Committees. In the case of electing leadership roles for committee, the By-laws shall serve as a guide.

A. **Election of Chair.** The chair of a committee shall be elected from the body of the committee. A member shall not chair more than one committee at any given time.

B. **Election of other Officers.** The need for additional officers shall be determined by the committee. Additional officers shall be elected from the body of the committee.

Section 4. Committee Procedures. Each committee shall establish written procedures or protocols for communications and completing the charge of the committee.

A. **Timeline of Work.** Each committee shall establish a written timeline and/or milestones for the organizing of its work. The committee shall share the timeline with the Board upon request.

Section 5. Nominating and Elections Committee. The Nominating and Elections Committee shall verify the eligibility of nominees for membership. The committee shall ensure that nominees are aware of the by-laws and expectations of the role(s) being sought. The Committee shall finalize the ballot and work with the Secretary for announcing the ballot in a reasonable time before the election. The Committee shall

tabulate ballots in a non-bias manner. When a member of the committee is a nominee, (s)he shall be excused from the tabulation process.

Section 6. Mentorship Committee. The Mentorship Committee shall ensure that mentors and mentees are aware of their respective roles and responsibilities prior to participation. The Committee shall regularly evaluate the fidelity of the mentor-mentee relationships as well as the program in a systematic manner. The Committee shall provide regular supports for mentor-mentee relationships and interventions, when needed.

READ, and ADOPTED on 14 June 2011

Strategic Planning, By-laws, and Governance Committee:

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