

**StFX Alumni Association**  
**Code of Conduct / Policies and Procedures**  
Approved October 1, 2010

## **Introduction**

Serving on the Alumni Association Council and/or chapter leadership is a wonderful way to give back to your *alma mater*. The efforts of StFX's alumni network play a very meaningful role in supporting recruitment and fundraising efforts. But most importantly, they keep the spirit of StFX alive and well across Canada and around the world.

To ensure the quality of programming and leadership around the council table and within our chapters, and to ensure our adherence to fairness and equality in all that we do as ambassadors of StFX, the Alumni Association has developed the following Code of Conduct and Policies and Procedures.

## **Code of Conduct**

Chapter leaders and council members of the StFX Alumni Association are ambassadors of their alma mater. As such, they carry the responsibility of contributing to the positive reputation of the university.

Chapter leaders and council members are required:

- To recognize that volunteer commitment is a important responsibility
- To first and foremost strive to achieve the highest quality, effectiveness and dignity in both the process and products of volunteer service without promoting self-interests.
- To recognize that, when identifiable as a part of the StFX Alumni Association, volunteer behaviour and actions reflect on the organization. Volunteers will demonstrate passion and commitment to the organization and will refrain from public criticism of fellow volunteers, paid staff or the organization.
- To understand and be committed to the mission and objectives of the StFX Alumni Association
- To understand and follow the policies of Alumni Association programs
- To provide feedback to assist in the continued quality improvement of the organization and the volunteer program.
- To contribute to a welcoming and safe volunteering environment by demonstrating respect and fair treatment without regard to gender, place of origin, sexual orientation, age, religion, political belief, colour, physical or mental ability, or economic status and refraining from the use of profane, insulting, harassing or otherwise offensive language.
- To refrain from promoting any commercial interests related to alumni activities and communications, except for Affinity Partners and event sponsors, as may be appropriate.

## **Policies and Procedures**

Volunteers are responsible for maintaining the confidentiality of all information they are exposed to while serving as a volunteer, whether this information involves a staff person, volunteer, customer, student, donor or alumnus or involves the overall business of the StFX Alumni Association and StFX Alumni Affairs. Breach of confidentiality will be cause for termination of the volunteer assignment.

### **Chapter leadership**

- Alumni chapters are established by the StFX Alumni Association in conjunction with StFX Alumni Affairs where numbers and interest warrant.
- Chapter presidents are either elected at an annual meeting of the chapter with an open invitation to all local alumni or are appointed by the executive committee of the Alumni Association where necessary.
- A change in leadership at appropriate intervals is healthy for chapter development and gives more alumni leadership opportunities within the Association. Chapter presidents are asked to serve a term of at least one year up to a maximum of three years (extension may be granted through approval of the Alumni Association Executive). Alumni Affairs and the Alumni Association will assist in the process of leadership transition.
- Chapter Presidents are responsible for recruiting a supporting a volunteer chapter executive. A total of at least three executive members is recommended for successful chapter activity. Alumni Affairs can assist with this process.
- The Chapter President is responsible for organizing at least one annual meeting (can be informal) with an open invitation to all local alumni (via email and Alumni Affairs communications tools) at which a new (or renewed) executive will be elected.
- The Chapter President is responsible for ensuring at least one StFX alumni event is held for local alumni each year, such as a StFX Day gathering.

### **Council Members**

Council members are expected to attend the annual council meeting, annual general meeting and the Hall of Honour ceremony, as well as other events as may be necessary, taking place at Homecoming week each fall. Members should also make themselves available to assist at various class reunions during Homecoming, as may be required.

### **Email distribution**

The Alumni Association and Alumni Affairs generally do not approve requests for bulk email distributions for non-alumni events. There are few exceptions, subject to the approval of Alumni Affairs. Candidates for possible exception to this policy should be forwarded to Alumni Affairs for consideration. This restriction on email distribution exists because more frequent and possibly unwelcome messages may result in alumni asking to be removed from StFX's email distribution lists, which means the Alumni Association and Alumni Affairs would no longer be able to reach them via email with event invitations and other important notices.

**Event sponsorships**

The StFX Alumni Association is not able to approve sponsorship requests for non-alumni events. In some cases the Association and/or Alumni Affairs will support a non-alumni event (in particular those with alumni connections and for charitable causes) with a gift donation.

**Conflict resolution**

The StFX Alumni Association and StFX Alumni Affairs ensure that there is fair treatment of its volunteers and will respond to concerns in a timely manner. When a volunteer is in conflict with another volunteer or paid staff member, s/he is encouraged to first raise the concern with the person directly, whenever possible and appropriate. If this first step is not possible or effective, the volunteer will raise the concern with the Director, Alumni Affairs. The Director will mediate a solution, and involve the Alumni Association Executive as appropriate. If the volunteer wishes to initiate a formal complaint, s/he must submit it in writing directly to the President of the StFX Alumni Association.

**Dismissal**

Chapter leaders and council members who do not follow policies and procedures of the organization, or who fail to satisfactorily perform their agreed upon volunteer assignments, may be subject to dismissal. Wherever possible, Alumni Affairs in conjunction with the Alumni Association Executive will endeavour to take progressive corrective action; however, grounds for immediate dismissal may include, but are not limited to: abuse or mistreatment of other volunteers or partners, failure to abide by organization policies and principles, theft of property or deliberate misuse of organization equipment or materials, and behaving in a way that is detrimental to the reputation of the university.

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