

308.0 IX – 4.00 – POLICY ON ALUMNI ASSOCIATIONS

(Approved by the Board of Regents, August 27, 1993; revised: June 10, 2016; revised February 16, 2024)

Board of Regents Policy on Alumni Associations

The University System of Maryland Board of Regents (Board) recognizes the importance of alumni associations in fostering and maintaining close and mutually beneficial ties between alumni and the constituent institutions and Centers (Institutions) of the University System of Maryland (USM). It is the intent of the Board 1) to develop policies and procedures governing the recognition and management of alumni organizations, including the use of funds and institutional resources and, 2) to ensure cooperative and collaborative efforts between the alumni organizations and the Institutions they support.

I. Guiding Principles

- A. Alumni associations should be organized

and employees. The operating agreement shall also articulate the responsibility of the alumni association to be clear in its communications, negotiations, and transactions with third parties that while associated with the Institution or the USM, the alumni association is a separate and distinct entity and the obligations of the alumni association are not the obligations of the Institution, the USM or the State of Maryland.

An Internal Alumni Association shall establish, in cooperation with the Institution it serves (or, for an internal alumni association associated with the USM, the USM), written policies and procedures governing its operations.

VII. Accountability and Reporting

Within 180 days of the close of the USM's fiscal year, the Responsible Official shall submit the following to the USM Office of Advancement:

Incorporated Alumni Associations

- A. Certificate of Good Standing from the Maryland State Department of Assessments and Taxation (current within 60 days of submission)
- B. List of Board of Directors as of the end of the fiscal year
- C. Statement signed by the Responsible Official affirming that the alumni association has operated in accordance with the policies of the Board of Regents of the USM and with laws and regulations of the State of Maryland and the United States and in particular the Internal Revenue Code
- D. Audited Financial Statements, if annual revenues exceed \$100,000
- E. If revenues are less than \$100,000, financial statement prepared in accordance with generally accepted accounting standards
- F. Report of the

VIII. Procedure to Recognize New Alumni Association

All requests to the Board of Regents for the recognition of a new alumni association should be approved by, and submitd

Alumni associations may only fundraise for their association or for its associated Institution. Institutions are encouraged to develop specific policies relating to alumni association fundraising efforts.

For Incorporated Alumni Associations, governing documents should indicate that, upon dissolution, any remaining assets held by the association will be transferred to a Board of Regents recognized entity for the benefit of the associated Institution.

X. Termination of Recognition

A Responsible Official or the Board of Regents may terminate the recognition of an alumni association that does not comply with this policy or the Institution's policy and procedures. In such a case, the alumni association shall no longer hold itself out to the public as being affiliated with the USM or any of its constituent institutions and no institutional resources will be provided to the association.

Appendix A – Sample Opera(u)-9.7 (t)-3.2 e04.9 (e)0.9 mg d no2ur8 (r)-9 (8(e04.9 (ens)-6.5 ()-8p.)3.9 12.8 (r

Alumni Association Model Operating Agreement

[M] = Mandatory Provision

AGREEMENT, made this __ day of _____, 202_ by and between the [UNIVERSITY],
(hereinafter referred to as “University”), which university is a constituent institution of the
University System of Maryland, (hereinafter referred to as “USM”) and the __ Alumni
Association, Inc. a Q R s o c k corporation organized and existi9Tc 0 Twhnsk 4.684 Tw-0.002 T (c) (9Tc 0 T

17. If the Association's revenues for the year are \$100,000 or more, the Association shall be audited by an independent certified public accountant who is not a director or officer of the Association. If an audit is not required, the Association shall submit to the Responsible Official its compiled financial statement, including balance sheet and income statement. The Association shall prepare its financial statements in accordance with generally accepted accounting principles. Any audit should be a full scope review performed in accordance with generally accepted auditing standards. As part of the audit, the auditor shall verify a summary annual report of transfers of funds to the University or the USM. A copy of the completed audit, with all

Alumni Association Articles of Incorporation

Board of Regents Policy on Alumni Associations

Activities of the Alumni Association

**Alumni Association
Facilities, Personnel, and Equipment Provided by the Campus**

I. Facilities, personnel and equipment to be used by Association

A. Description of space utilized for each service provided:

Building Name	Square Footage	Space Description	Annual Valuation
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B. Personnel assigned (with % of employment):

Annual valuation (salary plus benefits)

C. Description of equipment provided:

Annual valuation

II. Consideration for institutional facilities, personnel and equipment used by Association



Policies and Procedures for Internal Alumni Associations (Sample)

The XYZ Alumni Association is recognized by the USM Board of Regents and by the University in accordance with the USM Board of Regents Policy on Alumni Associations.

The Alumni Association is a program of the university and as such is operated and controlled by the University.

The Alumni Association may have an Advisory Board and University officials or employees may participate on the Advisory Board.

The Alumni Association shall meet at least annually with University Officials to develop a written list of Alumni Association activities for the year.

Alumni Association activities shall comply with applicable policies of the University, the USM and federal, state and local laws.

308.0 IX – 4.00 – POLICY ON ALUMNI ASSOCIATIONS – REPORTING FORM –
INCORPORATED ALUMNI ASSOCIATIONS

VII. Accountability and Reporting Within 180 days of the close of the USM’s fiscal year, the following shall be submitted by each alumni association to its Responsible Official. All submissions shall be with respect to the previous fiscal year.

Incorporated Alumni Associations

- A. Certificate of Good Standing (current within 60 days of submission)
- B. List of Board of Directors as of the end of the fiscal year
- C. Statement signed by the Responsible Official affirming that the alumni association has operated in accordance with the policies of the Board of Regents of the USM and with laws and regulations of the State of Maryland and the United States and in particular the Internal Revenue Code
- D. Audited Financial Statements, if annual revenues exceed \$100,000
- E. If revenues are less than \$100,000, financial statement prepared in accordance with generally accepted accounting standards
- F. Copy of operating agreement
- G. Report of Alumni Association activities to include:
 - _____ Report of major activities of the alumni association (attach master events calendar, listing of programs and services offered, special projects)
 - _____ List of Alumni Board Members if applicable (attach current alumni Board of Governors listing)
 - _____ Copies of policies and procedplandar.3 (a1.5 (c)11.4 (e)-3.9-3.4 (as)-6.8 (t)4 (e)-10.1)6.4 6a1.5

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INTERNAL ALUMNI ASSOCIATIONS

Board of Regents Policy on Alumni Associations Reporting
Requirement for Internal Alumni Associations