Governance, Compliance & Standards

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Compliance & Donor Rights

Donor Confidentiality

Private donor records should be treated as confidential information and should not be released or accessed without specific approval of the president, chancellor, vice chancellor for University A dvancement, or designated officials of the university.

1. Under no circumstances shall such records be released for the primary purpose of private enterprise or gain.

2. All Freedom of Information Act regulations shall be observed.

Revised: 06/30/13

Effective Date: 07/01/91
Number: 06-13
Section: University Advancement
Subject: Donor Confidentiality

Alumni Governance & Data Standards

Alumni Data Management Standards

It shall be the responsibility of the Office of Advancement Services to maintain information on former students as accurately as possible. Such information includes address, telephone number, place of employment, degree earned, year of graduation and other pertinent directory and/or demographic information regarding alumni.

To assist in this process, any department on campus that receives updated information on former students should forward this information to the Office of Advancement Services.

To ensure that all information on alumni is as current as possible, no separate data bases should be maintained by campus entities. Departments and other organizational units desiring to communicate with their alumni constituencies should request up-to-date information from the Office of Advancement Services, segmented by specific needs, each time a communication is to take place.

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Number: 06-01
Section: University Advancement
Subject: Alumni Database

Definition of Alumni

Anyone who has attended Arkansas State University for a semester is considered an alumnus. All graduates are automatically added to the University's permanent listing of alumni. Non-graduates may be added to the alumni file upon request.

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Number: 06-02
Section: University Advancement
Subject: Definition of Alumni

Alumni Data Access and Release Policy

Directory-type information on alumni shall be made available by the Office of Advancement Services at the request of organizations or units within the university desiring such information for university- related purposes. Such information may be in the form of lists, labels, or word-processing files.

The Vice Chancellor for University Advancement must give prior approval for the release of any information to be used for solicitation purposes.

Alumni information will not be made available for non-university groups or for activities unrelated to the University.

Effective Date: 07/01/91
Number: 06-04
Section: University Advancement
Subject: Release of Alumni Information

Alumni Association Governance and Structure

Arkansas State University recognizes that its alumni, their accomplishments and their engagement with the institution enhance a university. Alumni provide continuity for the institution, as well as perpetuate its traditions and values.

The Arkansas State University Alumni Association, Inc. exists as the formal organization to foster this ongoing relationship between the university and its alumni. Activities of the Alumni Association are coordinated through the Office of Alumni Relations.

PURPOSES

Basic purposes of the Arkansas State University Alumni Association, Inc. are:

- To promote goodwill between all segments of the university and its former students and between the university community and the general public;
- To organize an annual giving campaign among alumni to secure private gifts to enhance the university;
- To promote alumni affinity as an integral part of the association;
- To assist the university in student recruitment, promoting higher education and its effect on producing a better society;
- To perpetuate the associations formed during college years and enhance loyalty to the university;
- To provide a structure for carrying out the goals, objectives, and purposes of the University and the Association.

MEMBERSHIP

Membership in the Alumni Association of Arkansas State University shall consist of the following classifications:

1. Active and 1924 Sustaining Life membership shall be open to graduates, former students, supporters and persons serving or who have served as faculty or staff. Members of these classifications shall contribute to the ASU Alumni Association, Inc. in an amount specified in the by-laws, to be entitled to vote and hold office.
2. The Alumni Association Board of Directors may grant honorary life membership. Individuals granted honorary life membership are not required to contribute to the ASU Alumni Association as specified in the by-laws.

CHAPTER ORGANIZATION

Affinity groups of the Arkansas State University Alumni Association, Inc. may be established along geographic lines (such as city, county, or state chapters) or according to special interests (such as band alumni, athletics, minority concerns, etc.). Establishment of such groups should be coordinated through the Office of Alumni Relations.

Revised: 06/30/13

Effective Date: 07/01/91
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