



Franklin University Switzerland
Alumni Council Leadership Guide
2023 Edition

Welcome to Franklin's Alumni Council!

Thank you for your dedication to the university and your support of its future. Your time donated to Franklin and its alumni as an Alumni Council member is commendable, essential, and truly felt throughout the current student, parent, staff, faculty, and alumni communities. This is a prestigious role that will not only connect you more fruitfully with alumni around the world but give you the opportunity to guide and support Franklin's future for all.

Please accept my deepest gratitude for your time and commitment to Franklin, the Alumni Council, and our over 7,000 alumni around the world.

Warmly,

Emily Boynton
President
Class of 2009

Alumni Council History

The Council was originally composed of twenty-five alumni from both the US and non-US communities and two Alumni Trustees, whom the President and the Board named in recognition for past, present, and ongoing support of the University. Thereafter, the Council elected members whom it felt could contribute strongly to its mission. Candidates were proposed to the Alumni Trustees and voted upon by the Nomination Committee. The Council was be led by the Alumni Trustees and the Assistant Dean of Alumni and Parent Relations.

In 2022 the Alumni Council was reorganized as a separate organization within the Franklin Advancement Department. Led by elected alumni volunteers and run by a President and Vice-President, the Council was charged with actively involving alumni in the life of the University. Supported in this task by two other officers as well as four committee chairs, it is the Council's mission to provide a forum for the discussion of alumni issues, concerns and ideas. In addition, the Council serves as a conduit to and from the Board of Trustees for such information while also supporting the growth of the greater alumni association through incorporation of its alumni fund.

Alumni Council Structure

The Alumni Association is made up of any student that has completed at least one semester at Franklin University Switzerland or one of its predecessors. The Franklin University Switzerland Alumni Association is governed by the Alumni Council, an advisory group that is made up of elected alumni volunteers. The Alumni Council works closely with the Office of Advancement to foster lifelong relationships between Franklin University Switzerland, and its students and alumni.

The Council is led by the Executive Committee comprised of the President, Vice-President, Funds Officer, and Secretary/Parliamentarian, with each serving a two-year term of office. The Committee also includes the Advancement office representative as a non-voting member. The President and Vice-President generally serve as alumni representatives to the Board of Trustees and when invited attend Board of Trustees meetings as non-voting members. The Alumni Council meets quarterly, including an annual Alumni Association meeting open to all alumni held in November in New York City and via the web.

The Council is made up of five standing committees; the Executive, Admissions, Alumni and Student Outreach, Career Strategy, and Regional Programming. The remaining Council positions are filled by the chairs of said committees as well as including the DEIB representative and the student representative elected by the Franklin Student Government Association.

Alumni Council Membership

Council members are nominated and elected from the Alumni Association. Any alumni may be nominated and self-nominations are allowed. Members take office July 1, and serve a term of two (2) years while serving up to three (3) consecutive terms. After 3 terms, members are term limited and must take a break of at least 1 term. These term limits are suspended during Executive committee service.

Members are expected to attend and actively participate in the quarterly Council meetings as well as necessary committee meetings. Any member that has three (3) unexcused absences from quarterly meetings within one year will be considered to have resigned their position and be notified of their replacement.

All members are expected to give annually, within their means, to the Alumni Council fund as well as the Franklin fund to model and show support of the University's mission.

Any member found to have any of the following infractions may be removed from their position by a vote of no confidence of two-thirds of those present and voting at the next regular meeting: unwillingness or failure to perform assigned duties in a satisfactory manner, wantonly offensive conduct, failure to maintain the confidentiality of sensitive materials, or for severe dereliction of duties as determined by this handbook or bylaws, including but not limited to failure to uphold the values of FUS, propagating falsehoods or obstructing the parliamentary authority adopted by the Council.

Honorary Council Membership

A Council member who has served with distinction and obvious commitment to the Council shall be eligible for nomination as an Honorary Member of the Council. Nominations shall be made to the Executive Committee for a Council vote.

In lieu of their dedicated service to the University as well as the Council, all members of the Former Alumni Trustee Honor Circle are automatically considered Honorary Council members.

Honorary Council members are invited to all quarterly meetings. As non-voting members, they may choose to not take on committee responsibilities and obligations, including meeting attendance, but are expected to demonstrate their continuing commitment to FUS's progress in other ways; including outreach, personal philanthropy, and participation in campus projects and activities.

All honorary members shall be invited to the Annual Meeting of the Council, ordinarily in November, and shall be eligible to serve on certain Council committees, either with a vote or as an ex-officio liaison, where their expertise may be especially helpful to the Council.

Former Alumni Trustees Honors Circle

The Former Alumni Trustees Honors Circle was founded in March 2009 as a way to honor and encourage further engagement of former Alumni Trustees. The Alumni Council and the University are forever grateful for the Alumni Trustee's many valuable contributions to Franklin. Occasional events and special meetings may be held for the Former Alumni Trustees.

Angela Fowler '75 1995-1997	John Steinbreder '76 2002-2005	2008-2011
		Frances Stewart '75
Deirdre Kinney-Brennan '81 1997-1999	Daniel Eng '01 2003-2006	2009-2012
		Denise Alfred '88
Lisa Peck-Cruikshank '88 1998-2000	Richard Sussman '95 2005-2008	2012-2014
		Tom Pegues '94
	Derek Wilkinson '95 2005-2008	2013-2014
Nadia Allam '93 1999-2001		Inigo Garcia '11
	Eva Gianini '95 2007-2009	2014-2016
Ned Lynch '66 2000-2002		Bedford Wynne '01
	Jennifer Raley '77 2008-2011, 2014	2015-2017
Claudia Figueredo '95 2001-2003		Renu Mody '83
	Vince Mancuso '91 2017-2020	

Alumni Council Fund

The creation of the Alumni Council Fund was announced at the November 1999 meeting. Its purpose was to fund events, lectures, activities that further the mission of the University and Council as well as cover the expenses of the Council. The Fund was established with two donations from Lisa Peck Cruikshank and Ursula Lowerre.

While all Council Members are expected to make annual contributions to the Fund, donations may be solicited from the alumni association as a whole in many targeted ways; provided reasonable attempts were made to coordinate with the University on any ongoing projects.

The commitments of this fund are varied and may include but are not limited to supporting students and alumni by providing funding for regional club programming, the Ursula Gentile Lowerre Outstanding Service Award, the annual boat cruise, the holiday and spring art competitions as well as the annual meeting.

Any Council member may use the "Funding Request Form" to request funds and all forms shall be submitted to the Funds Officer and then approved by the Executive committee. An after-event recap along with receipts and the return of any unspent funds are expected in a timely fashion (within two weeks). A budget update will be given at each Council meeting and details will be included in the minutes.

Alumni Council Art Competition Guidelines

Historically, the Alumni Council sponsors an art competition during both the Fall and Spring semesters. The Alumni Council later votes and selects one winner per period; based on originality, creativity, concept selection, and overall quality. The winner receives a cash prize of 250 CHF and their artwork is added to the University's art collection.

Each semester, no earlier than the completion of academic travel, the Advancement department will put out a call for submissions to all current students. The Fall submission should portray the winter holiday atmosphere linked to Franklin, which may be chosen as the holiday card to be sent out to the community. Submissions must be made by December 1st/May 1st respectively. During the following week, the Alumni Council will vote (electronically) on the works that have been entered into the final competition, with the highest vote getter being given the prize.

General guidelines include:

- Two-dimensional and three-dimensional works will be considered, including painting, sculpture, photography and drawing.
- Only two works may be submitted.
- Only works completed in the same academic year will be considered.
- The digital photo of each piece of art should be in JPEG format.
- Only properly submitted works shall be considered

Ursula Gentile Lowerre Outstanding Service Award Guidelines

In November of 2006, Franklin University Switzerland's Board of Trustees voted unanimously to create the Ursula Gentile Lowerre Outstanding Service Award. This award was developed to recognize outstanding members of the alumni community for exemplary service to the University and for their enthusiastic leadership and support of its mission and goals. The award reflects the honor and credit that recipients bring to the University through their actions and contributions.

Each year Franklin trustees, alumni, faculty, and staff are invited to submit nominations for the award. Nominees shall have a proven record of exceptional service to Franklin University Switzerland as well as to their community. Only alumni of Franklin University Switzerland, or one of its predecessors, are eligible. Current board members or employees of the University are not eligible to receive the award.

Nominations shall be open at the start of the new fiscal year, July 1. Notification shall be sent out beginning in August by the Department of Advancement as well as the Alumni Council seeking nominations, with nominations closing no later than the last week of October. After all nominations have been received, the awardee will be decided by an Award Selection Committee; made up of a Franklin Trustee, faculty member, two Alumni Council Members, and the Advancement department representative. The awardee will be announced at the annual Alumni Council meeting in November.

If an awardee is chosen (the award does not have to be given out each year), he/she will be presented the award at the following May Commencement Ceremony. The Franklin University Switzerland Alumni Council has generously agreed to award a stipend of up to \$1500 for travel to and from Lugano.

Regional Alumni Club Recognition Form

As a Club Chair (or Co-Chair) you are asked to hold at least two events per year in your area. Club membership is free and no dues will be collected. You will also be a part of the Alumni Council Regional Programming Committee to share best practices and see what other clubs are doing in their locations. You will work with the Programming Committee chair and the Assistant Dean of Alumni and Parent Relations when planning your event and marketing to fellow Franklin alums.

First Name:

Last Name:

City, State (if APL), and Country of desired Club:

Email Address:

Class Year:

Club Co-Chair:

Bio information for FUS website:

Club Leader Application Form

First Name:

Last Name:

City, State (if applicable) and Country of Club:

Email address:

Phone Number:

Class Year (graduated or final year at FUS):

Are you interested in Club Chair or Co-Chair position?:

Funding Request Form

Who: _____ requests _____ (amount)

What: _____

Purpose: _____

Where: _____

When: _____

Expected Attendance: _____

Ticker Price per attendee (if applicable): _____

Please list any additional information below:

Alumni Council Committee Interest Form

Use this form to indicate your interest in volunteering to serve on an Alumni Council committee. The committees are led by a Chair and will meet at least three times per year virtually. Committees include: Admissions; Advancement; Alumni and Student Outreach; Career Strategy, Diversity, Equity, Inclusion, and Belonging; Regional Programming (Club Leaders). To learn more about the committees, visit <https://www.fus.edu/alumni/get-involved/alumni-council>

First Name:

Last Name:

Email Address:

City:

Country:

Class Year (Graduation/final Franklin year):

Which Committee(s)/Chair(s) would you be interested in working with?

☐ **Admissions**

☐ **Development and Stewardship**

☐ **Alumni and Student Outreach**

☐ **Career Strategy**

☐ **DEIB**

☐ **Regional Programming (Clubs)**

Are you interested in a leadership position?

☐ **Yes**

☐ **No**