

CASE ALUMNI ASSOCIATION INCORPORATED

CASE ALUMNI FOUNDATION

Alumni Volunteer Manual

Effective

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Welcome to the Case Alumni Association

Welcome to the Case Alumni Association Incorporated (“CAA” *for this document’s purpose ONLY*), and thank you for joining the volunteer team. We are excited to have you participate in our important work in support of the Case School of Engineering and the math and science departments of the College of Arts and Sciences at Case Western Reserve University.

This handbook provides an overview of our policies, benefits and rules as they pertain to our alumni volunteers. It is intended to familiarize volunteers with important information about the CAA, as well as provide guidelines for your volunteer experience with us in an effort to foster a safe and healthy work environment. This handbook is not intended to be an express or implied contract nor should it be construed as a legal document. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgment and discretion. If any statements in this handbook are not clear, please contact the Executive Director for clarification. This handbook supersedes any and all prior policies, procedures and handbooks of the organization.

CASE ALUMNI FOUNDATION

The Case Alumni Foundation (the Foundation), a supporting organization to the CAA, was incorporated in 2002 as a public charity under IRS Code Section 501(c)(3). All endowed funds and donor-directed funds were placed in the Foundation to be controlled by its Board of Directors. The Foundation Investment Committee reports to the board of directors about the performance of the investment pool and approves the “spending rule” for distributions to scholarships, laboratories, professorships, fellowships and deans’ initiatives as stipulated by the donors. There are no employees in the Foundation.

Unless stated otherwise in this document, this “Alumni Volunteer Manual” covers volunteering for either organization.

OPEN-DOOR POLICY

It is our philosophy to promote open communications between volunteers and the CAA paid staff. **As volunteers it is extremely important to remember that volunteers must never direct staff activities unless pre-approved by the Executive Director.** Your suggestions and recommendations are valuable and encouraged. However, please understand that it is the Executive Director's responsibility to manage the staff and implement the goals and strategies established by the CAA board. Many suggestions can be readily implemented while others may require further study and coordination with departments within the University before any actions can be taken. If you have suggestions and/or concerns, please bring them to the appropriate board

committee chairperson, who will review them with the committee and make recommendations to the Executive Director.

If, after talking with the committee chairperson, the volunteer feels the need for additional discussion, he/she is encouraged to speak directly with the CAA Executive Director or CAA president.

MISSION STATEMENT

The Case Alumni Association Incorporated serves the interests of more than 20,000 alumni of the Case School of Applied Science, Case Institute of Technology and the Case School of Engineering. Its mission is to serve and advance the interests of the Case School of Engineering, the math and applied sciences departments of the College of Arts and Sciences at Case Western Reserve University, its alumni and its students through a strategic focus on fundraising, institutional leadership, responsive services, public relations and student programs.

CASE ALUMNI ASSOCIATION INCORPORATED CODE OF CONDUCT

This code of conduct shall apply to all volunteers of the CAA, and by accepting a volunteer position; you are expected to abide by this Code of Conduct.

1. You are expected to support the mission statement of the CAA in a highly ethical and professional manner at all times. Always act in the best interest of the CAA and comply with the Code of Regulations of the CAA.
2. You are not authorized to use for the benefit or advantage of any person, the name, emblem, endorsement services or property of the CAA without written approval from the Executive Director.
3. You are not to accept or seek on behalf of yourself or any other person, any financial advantage or gain as a result of the CAA volunteer affiliation.
4. You are not authorized to publicly utilize any CAA affiliation in connection with the promotion of partisan politics, religious matters or positions on any issue not in conformity with the position of the CAA.
5. No volunteer shall knowingly take action or make any statement intended to influence the conduct of the CAA in such a way as to confer any financial benefit on such person or on any corporation or entity in which the individual has a significant interest or affiliation.
6. You are not to disclose any confidential CAA information that is available solely as a result of your volunteer affiliation with the CAA to any person not authorized to receive such information or use it to the disadvantage of the CAA without the express written authorization of the Executive Director.

CAA ETHICS POLICY

It is the policy of Case Alumni Association Incorporated that its officers, board members and committee members uphold the highest standards of ethical, professional behavior. To that end, its officers, board members and committee members and all employees shall dedicate themselves to carrying out the mission of this organization and shall:

1. Hold paramount the safety, health and welfare of the public in the performance of their CAA duties.
2. Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the CAA.
3. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
4. Engage in carrying out the mission of the CAA in a professional manner.
5. Collaborate with and support other professionals in carrying out the mission of the CAA.
6. Recognize that the chief function of the CAA at all times is to serve the best interests of Case Western Reserve University.
7. Accept as a personal duty the responsibility to keep up to date on emerging organizational issues and to conduct themselves with professional competence, fairness, impartiality, efficiency and effectiveness.
8. Respect the structure and responsibilities of the Board of Directors, provide its members with facts and advice as a basis for making policy decisions, and uphold and implement policies adopted by the CAA.
9. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication and compassion.
10. Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all activities in order to inspire confidence and trust in such activities.

A copy of the Code of Regulations of the CAA is available to all board members on the CAA website.

CONFIDENTIAL INFORMATION REQUESTS

Any member of the CAA Board or any of its subcommittees may request supporting information of the organization's audited financial statements. Submit a request to the Executive Director who will authorize the Chief Financial Officer to make this information available during the normal business hours at the CAA office. Due to the confidential nature of this information, it may be

reviewed in the office only, and no copies of any records shall leave the CAA office. Should a member find any irregularity, it should be reported immediately in writing to the Executive Director, CFO, CAA president and the Chairman of the Audit Committee.

CONDITION OF SERVICE

As a condition of accepting a volunteer appointment with the CAA, every volunteer is expected to adhere to the policies stated in this handbook. Any violation of these policies will be cause for disciplinary action up to and including forfeiture of their position. The Executive Director will investigate any violations and present them to the Executive Committee who, by a simple majority of those members in attendance, may vote to recommend to the CAA Board of Directors the removal of a volunteer from their position.

All volunteers, in accordance with the Code of Regulations, must be contributing members to the CAA.

CORPORATE INSURANCE FOR VOLUNTEERS

The Case Alumni Association Incorporated and the Case Alumni Foundation carries the following Executive Management Liability coverage's:

1. "Directors & Officers Liability and Entity Liability Coverage" with maximum aggregate limit of liability of \$2.5 million.
2. An "Umbrella" policy with a per-occurrence limit of \$10 million.
3. A "Fiduciary Liability Coverage" with a maximum aggregate limit of liability of \$2.5 million.
4. The CAA carries business travel accident insurance coverage on its full-time employees and volunteers. This coverage is through Chubb, Federal Insurance Company and provides 24-hour business and pleasure coverage with an accident limit of \$250,000. This plan covers the following insured persons: Class 1) all active full-time employees - 24-hour business and pleasure, Class 2) all registered U.S. volunteers of the CAA - 24-hour business travel, Class 3) the spouse of Class 1 and 2 - business travel family, and Class 4) the dependent child (ren) of a Class 1 or Class 2 insured person - business travel family. In addition, there is an-out-of-country medical insurance plan with a limit of \$50,000. These plans cover 24-hour business and pleasure travel that includes business travel family and extraordinary commutation. The plan document is available in the Finance Department and there are travel aids for international travel. **Before any travel by a volunteer for CAA business, the volunteer must contact the CFO who will notify the insurance company of this authorized travel.**

APPENDIX
Important articles

[*What do you do when a Board member steps over the line?*](#)

[*Board Members vs Executive Director Roles*](#)

[*Top 10 Nonprofit Governance Mistakes*](#)

**Volunteer Leadership of the CAA and Foundation and Staff of the CAA for
Fiscal Year 2017**

THE VOLUNTEER LEADERSHIP OF THE CAA IS:

President
1st Vice President

Jeffrey O. Herzog '79
James R. Sadowski '63, MS '67

2nd Vice President
Treasurer
Assistant Treasurer
Secretary
Compliance/Whistle Blower Officer

Marvin S. Schwartz '68, PhD '73
Ron J. Cass '84
Nicholas A. Barendt '95, MS '98
Joseph P. Fakult '90
Leon Blazey, Chair, Audit Committee
216-451-4059

THE VOLUNTEER LEADERSHIP OF THE FOUNDATION IS:

Chair Person
Director
Director
Director
Director
Director
Director
Director
Director

Susan Nagorney '76
Michael Diamant '68
Christopher D. Butler '83, MS '85
Ron J. Cass '84
Brian Casselberry '95
Sunniva Collins MS '91, PhD '94
Jeff Herzog '79
Jim Sadowski '63, MS '67
Marv Schwartz '68, PhD '73

THE STAFF OF THE CAA IS:

Executive Director
Chief Financial Officer
Sr. Director of Development
Director of Alumni Relations
Assistant Director - Annual Giving
Manager of Grants and Donor Relations
Coordinator of Database Operations
Administrative Assistant

Stephen Zinram, CFRE
Thomas J. Conlon, CPA
Racheal L. Seibert
Kellie Mayle
Ryan Strine
Janna W. Greer
Pam Burtonshaw
Melissa D. Slager