



DELTA PHI EPSILON

FOREIGN AFFAIRS COUNCIL

Delta Phi Epsilon Foreign Affairs Council Advisory Board Statement of Purpose and Charter

I. MISSION AND PURPOSES

§ 1.1 The mission of the Delta Phi Epsilon Foreign Affairs Council (the “Council”) is to support the practice and study of foreign affairs and international business by current and future generations of diplomats, officers, scholars, and professionals. To achieve this mission, this Advisory Board exists to advise, promote, and otherwise support the Council’s efforts to provide scholarly, philanthropic, and professional development programs to its members and the general public.

§ 1.2 The purposes of this advisory board are:

- (1). To regularly advise the Council’s directors (the “Board of Governors”) on matters that impact the Council’s mission and strategy;
- (2). To provide an informed sounding board for proposed programs and activities and during the Board of Governors’ periodic strategic planning process;
- (3). To coordinate joint activities between the Council and other entities;
- (4). To identify opportunities for the Council and its members to engage with other public and private entities with similar missions, raise funds, or otherwise advance the Council’s mission; and
- (5). To advocate for the Council’s interests in the foreign affairs community at large.

§ 1.3 NONDELEGATION. Nothing in this document shall be construed to grant the Advisory Board or its individual members authority to direct or control the activities of the Council.

II. BOARD COMPOSITION AND STRUCTURE

§ 2.1 COMPOSITION. The Advisory Board will be composed of senior alumni of the Delta Phi Epsilon Professional Foreign Service Fraternity, Sorority, and International Society of Business and Foreign Affairs (“DPE”), as well as non-DPE-affiliated stakeholders with interests consistent with the mission and purposes of the Council. Non-DPE-affiliated stakeholders include, but are not limited to:

- (1). Representatives of organizations formally partnered with the Council;
- (2). Faculty advisers for DPE chapters;
- (3). DPE representatives;
- (4). University representatives; and
- (5). Other individuals who by their background, experience, or institutional affiliations may make a significant contribution to the activities of the Advisory Board.

§ 2.2 SELECTION. Each Advisory Board member shall be selected by a simple majority vote of the Council's Board of Governors, following nomination by two Council members. Nominations shall be based on the candidate's relevant background, experience, and ability to contribute to the Advisory Board's activities.

§ 2.3 INSTITUTIONAL REPRESENTATIVES. The stakeholder institutions described in section 2.1 above will be entitled to participate in the Advisory Board for the duration of their respective partnerships with the Council. Stakeholder institutions may have one representative each on the Advisory Board. Each representative may remain on the Advisory Board at the discretion of the institution he or she represents, without regard to term lengths or renewals.

§ 2.4 TERM LENGTHS. Advisory Board members volunteering in an individual capacity shall sit on the board for one-year terms. These terms may be renewed each year by agreement of the volunteer and the Council. This section does not apply to representatives of stakeholder institutions, described in section 2.3 above.

§ 2.5 RESIGNATION AND REMOVAL. Individual Advisory Board members may resign from the board at any time for any reason. Likewise, the Council's Board of Governors may remove individual Advisory Board members at any time for any reason. Termination of the advisory relationship by either party requires written notice at least 30-days in advance of the end of the relationship.

III. ACTIVITIES OF THE ADVISORY BOARD

§ 3.1 MEETINGS. The Advisory Board will meet with the Board of Governors on an annual basis. The Council President or the President's designate will chair each meeting, and the Council will ensure teleconferencing options are available for Advisory Board members.

§ 3.2 REPORTS. To assist the Advisory Board in providing informed opinions to the Council, the Board of Governors shall provide the Advisory Board's members with quarterly reports on the Council's activities. These activities include, but are not limited to, public programming, membership development, fundraising, publications, and grant and scholarship programs. The Board of Governors will transmit its reports at least two weeks before each Advisory Board meeting. Advisory Board members may request additional reports on topics relevant to the Advisory Board's work as needed.

§ 3.3 OUTREACH. When practicable, Advisory Board members are responsible for raising awareness of the Council and its mission to members of the broader foreign affairs and international business communities.

§ 3.4 AD HOC VOLUNTEERING. From time to time, the Board of Governors may contact the Advisory Board's members with requests for assistance on specific projects. This assistance may include requests for advice, referrals to other foreign affairs or international business practitioners, or assistance in making fundraising appeals. Participation in these projects goes above and beyond the core duties of the Advisory Board, and individual Advisory Board members are encouraged but not obligated to participate.

IV. MISCELLANEOUS PROVISIONS

§ 4.1 DUTY OF LOYALTY. Advisory Board members shall owe a duty of loyalty to the Council when acting in their capacities as advisors, as defined in the Conflict of Interest Policy. Advisors must act with candor, personal honesty, and integrity. Advisory Board members shall not take actions in their official capacities that may reasonably be expected to be detrimental to the Council. Advisory Board Members may not use their positions to advance their own personal or business interests at the Council's expense.

§ 4.2 CONFLICTS OF INTEREST. Members of the Advisory Board will be subject to the Council's Conflict of Interest Policy. Upon joining the Advisory Board, each individual member shall file an annual disclosure of known material conflicts with third parties, as required under the Conflict of Interest Policy. Members shall also be subject to the ad hoc disclosure and recusal requirements contained in the Conflict of Interest Policy.

§ 4.3 VOLUNTEER BASIS. Advisory Board members serve on a volunteer basis. Advisory Board members will not be entitled to salary, wages, or any other benefits in exchange for their service.

§ 4.4 COMPLIANCE WITH 501(C)(3) REQUIREMENTS. Minutes of the Advisory Board's meetings will be kept and maintained by the Council's Secretary. These minutes will be made available to independent auditors to ensure the Advisory Board's activities are consistent with the exclusively charitable, literary, or educational purposes of the Council within the meaning of Section 501(c)(3) of the Internal Revenue Code.