

Bylaws of the Central Michigan University Alumni Association Young Alumni Board

Updated on [insert date] by the Young Alumni Board

Article I: NAME

The name of the advisory group shall be the Central Michigan University Alumni Association Young Alumni Board (YAB).

Article II: OBJECTIVES

The objectives of the Board shall be:

- (1) To encourage and maintain the relationship between current students and young alumni, classified as: all individuals who have attended Central Michigan University or its predecessor institutions, or who have received degrees, honorary or otherwise, and are age 35 or younger;
- (2) to serve as an advisory group to the University and the Office of Alumni Relations;
- (3) to advocate for the needs and concerns of young alumni by partnering directly with the Central Michigan University Alumni Association and Future Alumni Association to foster young alumni programming;
- (4) to cultivate leadership and various means of support for the programs undertaken by the Office of Alumni Relations and the University.

Article III: MEMBERSHIP

Section 1: Membership Selection

All persons who are 35 or younger at the time their term commences and who have graduated from CMU are eligible to serve on the YAB.

- (1) In January, a call for members shall be made to all university young alumni. This call for members shall be led by the staff of the Office of Alumni Relations, with support from the YAB. All YAB members are highly encouraged to identify persons of the CMU young alumni community that would make upstanding board members.
- (2) During the winter meeting, the YAB will review their current member count and determine how many new members need to be selected to achieve the prescribed goals of the Young Alumni Board.
- (3) The Internal Relations Committee, in consultation with YAB Officers and the Office of Alumni Relations, will establish a process each year for reviewing applications, interviewing candidates, and recommending a slate of new board members to the full YAB.
- (4) During the summer, as soon after the spring meeting as possible, the slate of invited members will begin their service on the Young Alumni Board. The new members will serve a four-year term and may be re-appointed to serve an additional four-year term. Members may also be invited by the YAB for a temporary specified period, if the Young Alumni Board deems it necessary.
- (5) In the event of a member resigning their position on the Young Alumni Board, their position will be filled during the next regular membership selection period.
- (6) A maximum of 20 members shall serve on the YAB at any time. The 20-member limit does not include immediate past-presidents.

Section 2: Attendance

The members of the Board shall attend all meetings and retreats. If they have been absent for two consecutive meetings or retreats, without prior notice and approval by the Alumni Relations Staff, they will be suspended from voting privileges until they are reinstated by the Young Alumni Board President, in conjunction with the Alumni Relations Staff.

Section 3: Removal of Members

Members with repeated attendance problems or who engage in conduct detrimental to the functions of the Young Alumni Board can be brought up for removal by any member in good standing of the YAB. Potential removal of members should be directed to the YAB President, who will work with the Office of Alumni Relations to establish an appropriate time (electronically or at the next scheduled in-person meeting) to review the charges and vote on removal. A two-thirds majority vote is required to remove a member of the Young Alumni Board.

Section 4: Contribution to Central Michigan University

The members of the Young Alumni Board are expected to actively contribute to the University financially through becoming a Gold Member yearly. Members are also encouraged to actively participate in alumni events throughout the year. These events could be official academic or alumni events of the university, regional events, or other official events that are planned by the Office of Alumni Relations or the University.

Article IV: MEETINGS

Section 1: Regular Meetings

Regular meetings of the Young Alumni Board shall be held three times a year, with a retreat held at the advisement of the President each year. The date, time, and location shall be suggested by the Alumni Relations Staff and approved by the President. When such meetings occur, they will be scheduled in conjunction with the General Board meetings of the Central Michigan University Alumni Association. The typical meeting schedule will consist of one meeting the Friday of CMU's Homecoming Weekend, a winter meeting, and a spring meeting, with a potential retreat.

Section 2: Quorum for Meetings

At any regular meeting of the YAB, those members present shall constitute a quorum. If a special meeting of the YAB is called, quorum shall be constituted as having one-half, plus one, of membership present.

Section 3: Procedures

Roberts Rules of Order, as revised, shall govern business proceedings.

Article V: OFFICERS and DUTIES

Section 1: Officers

Officers shall consist of the President and either the Immediate Past President or President-elect, as appropriate.

Section 2: President

The president shall be responsible for:

- (1) Presiding at all meetings of the Board.
- (2) Ensuring the responsibilities of the Board are fulfilled, including oversight of the committee chairs.
- (3) Serving as a liaison for the YAB to the Central Michigan University Alumni Association and Alumni Relations Staff.

Section 3: President-Elect

The President-Elect shall be responsible for:

- (1) Fulfilling the duties of the president at the discretion or absence of the president.
- (2) Assisting the President in oversight of the committee chairs as needed.
- (3) Assuming the position of president at the end of the current president's term.

Section 4: Immediate Past President

The Immediate Past President will serve as a resource to the current President and the full Young Alumni Board by helping ensure the responsibilities of the Board are fulfilled. The Immediate Past President is not subjected to the attendance requirements of other YAB members, and is not precluded from seeking a position on the CMU Alumni Association Board of Directors while continuing to serve as Immediate Past President.

Section 5: Committee Chairs and Vice Committee Chairs

The Committee Chairs shall preside over all meetings of their specific committee. In the absence of the chair, the vice chair of said committee will then take over these duties. There will be two standing committees: Internal Relations and External Relations. A committee chair and one vice chair will be elected by each committee.

Article VI: NOMINATION AND ELECTION OF OFFICERS

Section 1: Eligibility

All elected officers must have served one year on the YAB as members before they are eligible for a leadership position, unless there are not enough eligible members to fill all available positions.

Section 2: Manner of Election

- (1) At the winter meeting, in odd-numbered years, the Young Alumni Board will seek nominations for President-elect of the Young Alumni Board.
- (2) At the spring meeting, in odd-numbered years, the members will elect a President-elect by a majority vote to a one-year term. In the event of a tie, the longest-serving of the voted-upon members shall be the President-elect.
- (3) In the event the current President-elect does not wish to serve as President, a nomination and election will be held for the role of President.
- (4) Elections will be made by good standing members of the Young Alumni Board.

Section 3: Term of Office

- (1) Committee chairpersons and vice chairpersons will serve a two-year term following election by their committee.

- (2) The President will serve a two-year term following his or her election at the spring meeting.
- (3) The President-elect will serve a one-year term following his or her election at the spring meeting.
- (4) The Immediate Past President will automatically serve a one-year term on the YAB following the election or appointment of their respective successor.
- (5) As a result of subsections (2)-(4) above, the first year of a President's term will run concurrently with the one-year term of the Immediate Past President, and the second year of a President's term will run concurrently with the one-year term of the President-elect. An Immediate Past President and President-elect will not serve at the same time.

Section 4: Vacancies and Resignations

- (1) In the event of the President's incapacity or resignation, the President-Elect or Immediate Past President, as appropriate, will serve as President, and the Board, at its next regular meeting, will elect a new President-Elect.
- (2) In the event of the President-Elect's incapacity or resignation, the President will appoint an acting President-Elect until the Board, at its next regular meeting, can hold an election for President-Elect.
- (3) In the event of a committee chair's incapacity or resignation, the vice chair will serve as chair, and the committee will elect a new vice chair
- (4) In the event of a committee vice chair's incapacity or resignation, the committee chair will appoint an acting vice chair until the committee elects a new vice chair.

Article VII: COMMITTEES

All members of the YAB shall serve as an active member of one standing committee, and can serve on as many special committees as needed.

Section 1: Internal Relations

- (1) Define priority geographic and regional areas to attract greater participation at regional and national events, members, Regional Fellows, and Social Ambassadors. Subsequently, within these populations, identify areas of opportunity to connect young alumni with giving opportunities to the University through Gold Memberships, CMU State of Michigan license plates, and service.
- (2) Develop an orientation system for new Young Alumni Board members, Regional Fellows, Social Ambassadors, and an orientation to other opportunities for those that are not selected at the present time.
- (3) Plan the annual leadership retreat for Young Alumni Board members.
- (4) Create an internal communication system for Young Alumni Board members to openly communicate progress.
- (5) Responsible for communicating to new graduates of the institution the benefits, opportunities, and important information about the university, though the 'Graduate Handbook'.
- (6) Responsible for bringing a membership slate to the board each Spring, in accordance with the membership guidelines set forth in this document.

Section 2: External Relations

- (1) Create opportunities for alumni and Regional Fellows to engage other alumni in select geographic areas through events, promotions, and engagement activities.
- (2) Develop communication system for young alumni to connect with each other, the Office of Alumni Relations, and the Young Alumni Board.
- (3) Developing a system, structure, and continuous timeline for engaging current students, both on and off-campus.
- (4) Responsible for soliciting nominations for and bringing a slate of recipients to the full Young Alumni Board for the 10 Within 10 program each year.
- (5) Responsible for soliciting nominations for and bringing a nominee to the full Young Alumni Board for the Future Alumni Award each year.
- (6) The chair or other committee member at the chair's discretion shall serve as a voting member for the National Alumni Awards with the appropriate CMU Alumni Association committee.

Article VIII: SPECIAL COMMITTEES

Section 1: Composition

Special committees and their chairperson shall be appointed and removed as needed by the President of the Board.

Section 2: Meetings

YAB special committees shall meet at the discretion of the President and respective chairperson who will report to the Board the business undertaken at the next regular meeting.

ARTICLE IX: REGIONAL FELLOWS

Section 1: Composition and Scope

Regional Fellows shall be selected to help advance the goals of the Young Alumni Board in their respective regions.

Section 2: Selection

- (1) Calls for Regional Fellows shall be solicited by the Office of Alumni Relations. The Membership Committee shall identify a list of possible candidates to the President and Office of Alumni Relations through the membership recruitment process. The President and Office of Alumni Relations may appoint Regional Fellows at their discretion, with confirmation by a majority vote of the Young Alumni Board.

Section 3: Meetings and Participation

- (1) Regional Fellows shall attend Conference Calls as scheduled by the President and Office of Alumni Relations.
- (2) Regional Fellows may be asked to attend a portion of the yearly Homecoming business meeting.
- (3) Regional Fellows shall strive to sponsoring / co-sponsoring events at a frequency that best fits their region and the expectations of the President and the Office of Alumni Relations.