Bylaws of the Central Michigan University Alumni Association Young Alumni Board

Updated on February 27, 2015 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 Central Michigan University Alumni Association;
(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 Alumni Association and the University.

Article III: MEMBERSHIP

Section 1: Membership Selection
All persons who are 35 or younger 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 Membership 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 of time, 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 or ex-officio members.
Section 2: Attendance
The members of the Board shall be in attendance at all meetings and retreats. In the event that 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 or for life. Members shall also participate in at least four alumni events per 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.

Section 5: Ex-officio Members
The president of the Future Alumni Association is an ex-officio member of the Young Alumni Board by virtue of his/her position. Because of the important role each president plays while serving, it is anticipated that they will seek to continue service, and aim to bridge the gap between current students and alumni as a member of the YAB.

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 summer 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: President
The president shall be responsible for:
   (1) Presiding at all meetings of the Board.
   (2) Ensuring the responsibilities of the Board are fulfilled.
   (3) Serving as a liaison for the YAB to the Central Michigan University Alumni Association and Alumni Relations staff.

Section 2: Vice President/President-Elect
The vice president shall be responsible for:
   (1) Filling the duties of the president at the discretion or absence of the president.
   (2) Assisting the president in ensuring the responsibilities of the Board are fulfilled, specifically through the oversight of the committee chairs.
   (3) Assuming the position of president at the end of the current president’s term.

Section 3: Immediate Past President
The immediate past president of the Young Alumni Board will automatically serve a two-year term on the YAB following the election or appointment of their respective successor. The past president will serve as a resource to the current president and vice president and the full Young Alumni Board. The 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 past president.

Section 4: Committee Chairs and Vice Committee Chairs
Committee chairs shall preside over all meetings of their specific committee. In the absence of the chair, the vice chair of said committee will take over these duties. There will be three standing committees: Membership, Awards & Recognition, and Communication. A committee chair and one vice chair will be selected by the president to lead 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 even-numbered years, the Young Alumni Board will seek nominations for vice president of the Young Alumni Board.
   (2) At the spring meeting, in even-numbered years, the members will elect a vice president by a majority vote.
   (3) In the event the current vice president 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 chairs and vice chairs will serve a two-year term following their appointment by the president.
(2) The president and vice president will serve a two-year term following their election at the spring meeting.

Section 4: Vacancies and Resignations
(1) In the event of the president’s incapacity or resignation, the vice president will serve as president, and the Board, at its next regular meeting, will elect a new vice president.
(2) In the event of the vice president’s incapacity or resignation, the president will appoint an acting vice president until the Board, at its next regular meeting, can hold an election for vice president.
(3) In the event of a committee chair’s incapacity or resignation, the vice chair will serve as chair, and the president will appoint 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 president appoints 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: Membership
(1) Develop and execute a yearly plan for recruiting and selecting new board members.
(2) Responsibility for new member on-boarding and orientation processes such as providing new member binders, hosting phone calls with new members, and holding an in-person orientation session for new members.
(3) In conjunction with the Office of Alumni Relations, maintain policies for granting members Emeritus status and engaging Emeritus members in appropriate activities.

Section 2: Awards & Recognition
(1) Coordinate the call for applicants and selection of “10 Within 10” award recipients.
(2) Serve as a liaison to the Office of Alumni Relations and Alumni Association Board of Directors on all aspects of the annual Alumni Awards program.
(3) Help develop appropriate opportunities to bring and raise attention to the accomplishments of CMU young alumni, including recognition on the Student Activity Center Young Alumni Wall and stories in Centralight magazine.

Section 3: Communication
(1) Maintain the YAB internal Facebook group page to disseminate pertinent information about university activities.
(2) In conjunction with the Office of Alumni Relations, help develop ideas to communicate with young alumni about alumni events and activities, specifically through online and social media.
(3) With the assistance of the Office of Alumni Relations, produce and disseminate the “Graduation Handbook,” and help generate ideas for content for the Young Alumni section of the CMU Alumni webpage.
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.