

# Ball State Young Alumni Council Bylaws

## Article I: NAME

The name of the organization shall be the Ball State University Young Alumni Council, referred to hereinafter as “the Council.”

## Article II: OBJECTIVE

The Council’s objective shall be to foster relationships with recent graduates that lead to lifetime involvement, thereby creating a clear pathway for students to follow in becoming engaged alumni. The Council shall serve as a training ground for service to Ball State University (hereinafter, “the University”), as well as other groups and boards outside of the University community. As such, the Council shall be a professionally structured and run organization.

## Article III: MEMBERSHIP

The Council shall consist of 15 to 30 young alumni who are voting members. Members shall be selected for the Council to represent alumni from each of the University’s colleges, a variety of geographic regions, and a variety of class years. Priority will be given to alumni not already serving on other Alumni Association boards. Two members of the current student body shall also be selected to serve on the Council, with preference given to upperclassmen who offer a diverse contribution to the group.

### Section 1: Council Terms

The following conditions apply to Council terms:

- (1) Council members shall serve three-year terms, with approximately one-third of the membership elected each year at one of the Council’s Biannual Meetings.
- (2) The Council President, Vice President, and Chairs of ad-hoc committees shall serve two-year terms and be elected at one of the Biannual Meetings.
- (3) The Council Secretary, Historian, Executive Committee, and Governance Committee shall serve one-year terms and be elected at one of the Biannual Meetings.
- (4) All candidates shall be elected by a plurality of votes.

The following conditions apply to situations that deviate from the above standard:

- (5) Council members elected to fill the vacancy of members who may not complete their terms shall complete the term of service remaining.
- (6) In the event that a vacated term may have less than 18 months remaining, the Council member who completes that term of service may be nominated for two additional three-year terms.
- (7) Council members elected to serve in leadership roles will, if necessary, have their terms automatically extended to coincide with the completion of their terms in leadership.
- (8) The Executive Committee may, with a majority vote, approve a member of the Council to be nominated for a third consecutive term.

### Section 2: Requirements of Council Members

In order to ensure a vibrant and effective Council, all Council members must:

- (1) Agree to abide by expectations set for Council members in the Council bylaws, Council Action plans, and Expectations and Responsibilities document, as of the time of their application for Council membership.

- (2) Have graduated no more than 15 years prior to the start date of their terms.
- (3) Make a monetary gift to the Ball State University Foundation or the Ball State University Alumni Association (hereinafter, "the Association") each year of their membership.
- (4) Be in good standing with the University and remain in good standing throughout their terms.
- (5) Serve on and participate in the work of at least one Council committee during each year of their terms.
- (6) Attend regularly scheduled Council meetings and events in-person throughout their terms.
- (7) Promote the University, the Association, and the Council within their spheres of influence throughout their terms.
- (8) Commit to serving the entirety of their terms.

A member who meets the above requirements shall be considered in good standing with the Council. Significant failure to meet the requirements of service may result in a member's removal from the Council.

### **Section 3: Resignation and removal from office**

When necessary, a Council member may resign from membership or from a leadership position within the Council or a committee prior to the scheduled end of that member's term of service. When this is necessary, the member shall notify the Council President and Alumni Engagement liaison(s).

When a Council member is absent for two consecutive meetings, the President shall contact the member prior to the next Council meeting to discuss the absences and to determine the member's intent to continue the term. If the President or Governance Committee determines that the above membership requirements may not continue to be met, the President or Governance Committee may request a letter of resignation from the member.

When a member of the Council significantly fails to meet the membership expectations or to fulfill the responsibilities of an elected officer position, committee chairmanship, or other leadership role, and when all other options have been exhausted, the President or Governance Committee may recommend that a Council member be removed from that leadership role or from the Council membership. After a recommendation of member removal, the Governance Committee shall meet within two weeks (in person, if possible, or virtually) and vote on the recommendation; a member shall be removed with a majority vote of the Governance Committee.

## **Article IV: OFFICERS AND DUTIES**

**Section 1: President** – Shall call meetings, set agendas, preside at all meetings, and aid in the general supervision of the work of the Council. The President shall serve as Chair of the Executive Committee, serve on the Governance Committee, and serve as an ex-officio member of all ad-hoc committees. The President shall also maintain a close working relationship with the Alumni Engagement liaison(s).

The President, in consultation with the Alumni Engagement liaison(s), shall conduct an annual review of each Council member's participation and adherence to Council policy. When a Council member is found to be significantly lacking in required Council engagement, the President may consider asking for the member's resignation or may initiate the process for removing the member from office.

**Section 2: Vice-President** – Shall preside at meetings in the absence of the President and assist the President and the Alumni Engagement liaison(s) in any other way necessary. The Vice-President shall serve on the Executive Committee, Governance Committee, and one ad-hoc committee. The Vice President shall serve as the liaison to the Ball State University Foundation Board Philanthropy Committee and present Council updates to that committee at its regular meetings

**Section 3: Secretary** – Shall work closely with the Alumni Engagement liaison(s) in recording and keeping minutes for the Council, the Executive Committee, and the Governance Committee. The Secretary shall serve as the

Council's point person for public relations. The Secretary shall serve on the Executive Committee, Governance Committee, and one ad-hoc committee.

**Section 4: Alumni Council Representative** – Shall serve a three-year term on the Ball State University Alumni Council representing the interests of the Young Alumni Council. The Alumni Council Representative shall serve on the Executive Committee. The Alumni Council Representative shall also serve as chairperson of the Young Alumni Council Scholarship Committee.

**Section 5: Past-President (ex-officio officer)** – Shall continue membership on the Council after the end of the term as President and shall serve as an advisor to the current President. The Past-President shall serve a one-year term.

If the most recent President cannot serve or a majority of the Governance Committee deems the most recent President unfit to serve, then the Governance Committee may, by majority vote, elect another Past-President of the Council to fill the term.

**Section 6: Historian** – Shall collect and preserve Council memorabilia, create and/or maintain a digital record of Council events, and complete other such duties as assigned by the President. The Historian shall be elected to serve a two-year term concurrent with the election of the Council President, at the end of which, the Historian shall pass along all digital and physical artifacts to the incoming Council Historian.

Tasks may include:

- (1) Digitally photographing Council activities and events, as well as collecting similar photographs from others.
- (2) Archiving the Council's digital history, including history and data of all events.
- (3) Assisting members in locating information about past Council activities and sharing content with relevant committees.
- (4) Defining and collecting physical memorabilia and maintaining memorabilia collection at the Alumni Center.
- (5) Recording the tasks, goals, accomplishments, and memberships of the Council's ad-hoc committees.

## **Article V: STANDING COMMITTEES**

Permanent Standing Committees ensure the work of the Council is carried out. These Standing Committees shall be the Executive Committee and the Governance Committee. It is the responsibility of the Executive Committee to add and remove, by a majority vote, other Standing Committees as necessary.

The membership, responsibilities, and governance of the Standing Committees shall be as follows.

### **Section 1: Executive Committee:**

- (1) Members: Council President, Vice-President, Secretary, Alumni Council Representative, Chairs of current ad-hoc committees, two Council members at-large, and Alumni Engagement liaison(s).
- (2) The Council President shall serve as Chair of the Executive Committee.
- (3) Responsibilities:
  - (a) Ensure all events of the Council are well-planned and well-executed.
  - (b) Represent the University, the Association, and the Council positively.
  - (c) Support other committees as needed.
  - (d) Hold the Biannual Meetings and other Council meetings as needed.
  - (e) Hold regular Executive Committee meetings to ensure operations of the Council meet the objectives of the Council and reflect positively on the University and the Council.

(f) Represent the Council at events sponsored by the University.

(g) Create and update the Council Strategic Plan, Council Action Plan, and Expectations and Responsibilities document, to be voted on at one of the Biannual Meetings, as well as evaluate the mission, vision, and values of the Council, as needed.

**Section 2: Governance Committee:**

- (1) Members: Council President, Vice-President, Secretary, two Council members at-large, and Alumni Engagement liaison(s).
- (2) The two Council members at-large shall serve as Chairs of the Governance Committee.
- (3) Responsibilities:
  - (a) Update bylaws as needed.
  - (b) Ensure adherence to bylaws within the Council.
  - (c) Call on Council members to recommend potential nominees to Council.
  - (d) Nominate alumni to serve on the Council, and nominate members of the Council to serve as Chairs of the ad-hoc committees.
  - (e) Call on Council members for nominations of officers and Council members at-large. Ensure these nominees meet requirements and have provided required information.
  - (f) Notify Council members of the candidate slate to be voted on at one of the Biannual Meetings.
  - (g) Fill vacancies effective until the next Biannual Meeting.
  - (h) Ensure Council members and Committee members are alumni in good standing, meet the requirements of the Council, and enable the Council to reflect the membership expectations outlined in Article III.

**Section 3: Young Alumni Council Scholarship Committee:**

- (1) Members: Alumni Council Representative, four Council members appointed by the President, President of the Ball State Alumni Association (ex-officio), Alumni Engagement Representative(s) (ex-officio).
- (2) The Alumni Council Representative shall serve as the Chair of the Young Alumni Council Scholarship Committee.
- (3) Responsibilities:
  - (a) Establish and maintain a fair and equitable system of evaluation for scholarship applicants using the guidelines set forth by the Young Alumni Council.
  - (b) Solicit yearly donations for the scholarship fund from Young Alumni Council members and other appropriate sources.
  - (c) Work with the Financial Aid and Foundation Offices to promote the scholarship and solicit applications each year.
  - (d) Evaluate applications and select one scholarship recipient per academic year.

(e) Work with the Financial Aid and Foundation Offices to distribute scholarship money to the chosen recipient each academic year.

## **Article VI: AD-HOC COMMITTEES**

Ad-hoc Committees shall be established for the completion of short-term Council tasks. The Executive Committee may authorize the creation and/or dissolution of ad-hoc Committees by a majority vote.

Each ad-hoc committee shall maintain its own leadership in order to carry out the work of the committee. Leadership for each ad-hoc committee shall be determined as follows:

- (1) Committee Chair: Nominated by the Governance Committee (self-nominations shall be considered); elected by a majority vote of the Council members at one of the Biannual Meetings; shall serve a two-year term and may serve up to two consecutive terms as Chair of one committee; shall be responsible for reporting vital information back to the Council.
- (2) Committee Vice-Chair: The Chairperson for each committee may determine the need for, and appointment of, a vice-chair within the committee.

## **Article VII: MEETINGS**

### **Section 1: Regular Meetings**

Meetings of the Council will be called by the Council President. Two in-person Council meetings shall be held on campus per fiscal year (July 1-June 30). These Biannual Meetings will be held in-person in the spring and fall, typically April and November.

Council members must attend Biannual Meetings in-person unless there are unavoidable circumstances; in such cases, members shall attend the meetings virtually.

Other meetings shall be held via conference call and/or in-person, as needed. Council members will be notified of other meetings by the Executive Committee or the Alumni Engagement liaison(s).

### **Section 2: Quorum for Meetings**

Meetings of the Council, Executive Committee, Governance Committee, and ad-hoc committees are considered to make quorum when a majority of members of the Council or committee are in attendance, whether in-person or virtually.

Votes of the Council, Executive Committee, and Governance Committee may take place outside of official meetings (e.g., by email vote).

## **Article VIII: BYLAWS**

Subject to the approval of the Alumni Council, the Bylaws of the Young Alumni Council can be amended at any time according to the following procedures:

- (1) The Governance Committee may, by a majority vote, recommend amending the Council Bylaws. Once the Governance Committee votes to recommend a change of the Bylaws, the Chair of the Governance Committee shall notify each member of the Executive Committee.
- (2) Upon notification of the Executive Committee, the President of the Executive Committee shall notify Council members and call for a vote on the matter within a specified period of time.
- (3) A two-thirds (2/3) vote of all Council members present shall be required to amend the Bylaws.

(4) In the absence of a recommendation from the Governance Committee, a petition signed by 45% of the Council membership, delivered to the Executive Committee, shall compel a vote on an amendment to the Bylaws. Following such a petition, the Executive Committee shall oversee a vote on the proposed amendment within a specified period of time.

*Bylaws adopted, Spring 2015*

*Revisions adopted, November 2020*