

## **THE YOUNG ALUMNI BOARD (“YAB”) OF THE TIPPIE COLLEGE OF BUSINESS MISSION, GUIDELINES & MEMBERSHIP**

### **MISSION/PURPOSE**

- The Young Alumni Board’s mission is to support the Tippie College of Business as a group of recently graduated young professionals in the following ways:
  - by helping current students transition successfully into post-undergraduate careers aligned with students’ skills and goals, accomplished through activities such as mentoring and student career workshops, and;
  - by developing and strengthening the relationships between the Tippie College of Business and its recent undergraduate alumni, accomplished through activities such as hosting or coordinating alumni events, promoting giving back both time and financially, and;
  - by working with the Undergraduate Dean, the Tippie Alumni Office, the Dean’s Office, and other Tippie Faculty and Administrators in regards to optimizing the Tippie College of Business’s role in preparing current students for future careers and supporting former students with alumni engagement, accomplished through regular dialogue and mutual input.

### **MEMBERSHIP EXPECTATIONS AND REQUIREMENTS**

- Members must hold at least one B.B.A. degree from the Tippie College of Business.
- Membership shall not exceed 30 members and should be no less than 15.
- A Member’s term shall be 3 consecutive years from appointment date. Following the initial 3 years, Members send written notice via an electronic form (provided by Tippie) to the current Executive Committee and current Tippie Alumni Relations Liaison that they intend to stay on the Board by March 31<sup>st</sup> of that year. If they commit to stay on the Board, their membership will be subject to an extension of 2 years.
- No Board Member may serve more than one term.
- A Member’s election to the Board should take place no longer than 5 years past their undergraduate graduation date from the Tippie College of Business.
- Members are required to attend at least one Spring or Fall meeting per fiscal year. If unable to attend in person, members are expected to attend via phone or video conference and exhibit good-faith, active participation during discussions. Failure to meet this requirement will result in a vote on the individual’s membership during the second consecutive meeting missed.
- A Member may be removed from the Board for failure to meet expectations set forth in the by-laws by the voting rules of the Board. A vote to remove a Member can be called at any Spring or Fall meeting by any Member.
- Members shall satisfy the requirements of the Tippie Young Alumni Board Give/Get Program, which stipulates that each Member provide support, through either solicitation, personal donation, or a combination thereof, in the following amounts based on tenure:

- 1st Year of Membership: \$100
  - 2nd Year of Membership: \$100
  - 3rd Year of Membership: \$100
  - 4th Year of Membership: \$150
  - 5th Year of Membership: \$150
- Members are strongly encouraged to give either the minimum set forth above, or a one day's annual salary as a monetary donation annually. Though members are strongly encouraged to make their donation during the University's annual One Day For Iowa (1DFI) online day of giving, members can, if they prefer, establish an automated annual pledge through the UICA's online giving portal ([givetoiowa.org](http://givetoiowa.org)) to satisfy their giving requirement. They may also set up an automated payment schedule, or make a one-time payment at any point throughout the fiscal year.
- The YAB expects to see 100% participating in the donation cycle that follows Iowa's fiscal year of July 1 through June 30. If a member is unable to meet that expectation, that member must communicate this to the Fundraising Chair by March 1.
- Members should be actively engaged in one initiative and one committee throughout the year.
  - Members who do not meet these criteria will have their board position reviewed and risk a 6-month probationary period. If the member does not improve participation in board activities during the probationary period, they are subject to removal from the board based on voting requirements.

## YOUNG ALUMNI BOARD MEETINGS

- Board shall meet collectively twice per academic year – once during the Spring semester and once during the Fall semester.
- In between bi-annual Board meetings, Committee Chairs will host conference calls with their respective committees to continue Young Alumni Board initiatives.

## FACULTY COORDINATORS AND LIAISONS

- Faculty Coordinator:
  - Shall be the Associate Dean of the Undergraduate Program or appointed by the Associate Dean.
- Undergraduate Program Office (UPO) Liaison:
  - Shall be an ad hoc advisor of the Young Alumni Board and must be a member of the Undergraduate Program Office.
- Alumni Relations Liaison:
  - Shall be an ad hoc advisor of the Young Alumni Board
- University of Iowa Foundation Liaison:
  - Shall be an ad hoc advisor of the Young Alumni Board and provide insight on the financial situation of the Tippie College of Business and progress on YAB donations

## TIPPIE COLLEGE ADMINISTRATIVE SUPPORT

- Undergraduate Program Office Dean:
  - The Associate Dean of the Undergraduate Program will serve as an ad hoc advisor or shall appoint a faculty member to serve in their place.
- Undergraduate Program Office (UPO) Liaison:
  - Shall be an ad hoc advisor of the Young Alumni Board and must be a member of the Undergraduate Program Office.
- Alumni Relations Liaison:
  - Shall be an ad hoc advisor of the Young Alumni Board and must be a member of the Dean's office staff. The Alumni Relations Director works in partnership with the YAB executive committee to help the YAB be successful in its role as an advisory board back to the Tippie College of Business.
- University of Iowa Center for Advancement (UICA) Liaison:  
Shall be an ad hoc advisor of the Young Alumni Board and provide insight on the financial situation of the Tippie College of Business and progress on YAB fund.

## YOUNG ALUMNI BOARD ROLES AND RESPONSIBILITIES

Details of the roles and responsibilities of YAB committees are contained in their respective committee policy document. These documents are the responsibility of each respective committee. Policy documents should be approved by their committees and filed with the Executive Committee at least three months prior to any decisions recommended by the committee or by the board, facilitated by the committee.

## Executive Committee Roles and Responsibilities - Policy Document

The board strives for an Executive Committee that is fair and efficient. Details of the Executive Committee roles and responsibilities are contained in this document that is the responsibility of the Executive Committee.

Executive Committee roles and responsibilities are as follows:

- ***Executive Committee:***

- The YAB Executive Committee shall be composed of the Executive Chair, the Immediate Past Executive Chair, and Secretary.
- The Executive committee is responsible for helping to plan the bi-annual meetings. This includes helping to secure meeting location, setting the agenda, and managing YAB expectations to the Tippie College Administrative team. The Tippie College Administrative team will finalize all meeting logistics, agenda and meeting requirements on behalf of the YAB at large.
- The YAB Executive Committee shall lead the discussions of setting the overall strategy, goals, and tone of the board following their appointment.
- Should a committee require a co-chair, the co-chair role must be approved by the Executive Committee.

- ***Executive Chair:***

- Responsible for leading the executive committee and board at large. Responsible for helping to forward the overall mission of the Young Alumni Board.
- Responsible for scheduling meetings with the executive committee and Tippie administrative team to discuss YAB needs when applicable.
- Responsible for scheduling meetings with committee chairs.
- Responsible for coordinating bi-annual meetings in collaboration with the Secretary and Tippie Alumni Relations Liaison.
- Responsible for providing meeting agendas, points of discussion, and preparing board presentations.

- ***Secretary:***

- The Secretary is responsible for keeping attendance and minutes for the bi-annual meetings, and organizing internal YAB files.
- The Secretary is responsible for keeping track of committee appointments, the chair(s) of the committees and tracking the terms of service for each member. If a member is not in good standing for attendance the Secretary is responsible for letting the Executive Chair know the violation. The Secretary is also responsible for tracking term renewal and for alerting the Tippie Alumni Relations Liaison and Election & Voting Committee to those members rolling off the board at the conclusion of their term.
- If the secretary is not able to attend a meeting, they are responsible for finding a YAB member to fulfill their duties during the meeting.

- Updated contact information shall be sent to the Secretary and circulated to all YAB members
- **Immediate Past Chair:**
  - This is an appointed role within the Executive Committee. The past Executive chair shall serve on the Executive Committee, if able, to help guide the current chair and serve as a resource on previous Board policy and activity.
- Term lengths of Executive Committee members are one year with the option of extending service for an additional year (maximum two year term). Terms for positions in this committee will not extend beyond two years.
- Selection of executive committee members will be determined at Fall meetings. Notice of interest in positions should be brought forth to current Executive chairs beforehand so YAB board members can confirm appointments at the Fall meeting.
- Committee members are allowed to participate in other committees that suit their interests.
- Active participation is expected of committee chairs and members. If a committee member or chair is not active, chairs will notify the Executive team and Tippie Alumni Relations Liaison. Inactive committee membership may result in removal from the committee.
- Any conflicts with committee meetings, events, or projects should be communicated to committee chairs and the Tippie Alumni Relations Liaison.
- The Executive Committee is responsible for leading and overseeing the YAB's annual cadence in alignment with the historic calendar inputted below:

YAB Calendar

January	N/A
February	New member applications opens
March	New member application close
April	The Spring Meeting will take place off-campus in a predetermined city. New member voting will take place. Members in the final year of their term will roll off.
May	
June	
July	New member orientation
August	
September	The Fall Meeting will take place in Iowa City on a

October	predetermined weekend. Committee Chair voting and approval will take place and new committee rosters will be established.
November	
December	N/A

This document was revised on September 10, 2024, and is subject to change by the Executive Committee.

#### Finance & Development Committee Roles and Responsibilities Policy Document

Finance & Development Committee roles and responsibilities are as follows:

- **Finance & Development Committee:**
  - Responsible for setting up regular meetings with the UI Center for Advancement Liaison and fellow fundraising committee members between bi-annual meetings.
  - Responsible for reviewing and facilitating the volunteering expense acknowledgement documentation for YAB members and other applicable alumni.
  - Responsible for ensuring the success of core Fundraising Committee responsibilities and initiatives which include (but are not limited to) spearheading One Day for Iowa (1DFI) communication efforts, participating in 1DFI training sessions, strategizing use of funds with the UPO and Alumni relations liaison, and maintaining a firm understanding of the Development Fund financials.
  - **Finance & Development Chair(s):**
    - Lead committee-level initiatives to fulfill overall mission of the Young Alumni Board.
    - Coordinate the committee-level execution of out-of-pocket unreimbursed volunteering expense acknowledgement.
    - Facilitate the fundraising effort for 1DFI and coordinate across YAB members to facilitate their giving pledges.
- Term lengths of Finance & Development members are one year with the option of extending service for additional two years (maximum 3-year term). Terms for positions in this committee will not extend beyond 3 years.
- Selection of Finance & Development committee members will be determined at Fall meetings. Notice of interest in positions should be brought forth to current Finance & Development chair(s) beforehand so YAB board members can confirm appointments at the Fall meeting.
- Committee members are allowed to participate in other committees that suit their interests.
- Active participation is expected of committee chairs and members. If a committee member or chair is not active, chairs or members will notify the Executive team and Tippie Alumni Relations Liaison. Inactive committee membership may result in removal from the committee.
- Any conflicts with committee meetings, events, or projects should be communicated to committee chairs, UI Foundation, and the Tippie Alumni Relations Liaison.

This document was revised on March 22, 2023, and is subject to change by the Finance & Development Committee.

## Student Engagement Committee Roles and Responsibilities - Policy Document

The board strives for a Student Engagement Committee that is fair and efficient. Details of the Student Engagement Committee roles and responsibilities are contained in this document.

Student Engagement Committee roles and responsibilities are as follows:

- ***Student Engagement Committee:***

- The YAB Student Engagement Committee shall be composed of two Co-Chairs and no less than 5 total committee members.
- Responsible for the planning, execution, and oversight of the mentorship program. Key elements include:
  - Promoting the mentorship program to current students and alumni in an efficient and creative manner.
  - Constructing materials to help define the mentor/mentee relationship and guide conversation during the program.
  - Iterating program characteristics (time of year, length, modality, etc.) on an ongoing basis to ensure maximum relevance, participation, and enjoyment.
- Responsible for leading YAB's outreach to current Tippie students and acting as an ever-evolving resource to students for career and professional development.

Examples of support include but are not limited to:

- Speaking on alumni panels
- Participating in pro-prep seminars
- Conducting professional development activities such as resume reviews, mock interviews, application support, etc.
- Establishing relationships with student orgs to best serve their needs.

- ***Student Engagement Chair(s):***

- Responsible for setting up regular meetings with the committee between Fall and Spring meetings.
- Responsible for ensuring the success and timeliness of the Student Engagement Committee initiatives.
- Responsible for connecting with Tippie faculty as needed to gain insight on student needs, facilitate events/engagements, and stay informed on general updates within the college.

- Term lengths of the Student Engagement Committee members are a minimum of one with no maximum provided that the member is an active participant and current board member.
- Selection of the Student Engagement Committee members will be determined at Fall meetings. Notice of interest in positions should be brought forth to current Executive chairs beforehand so YAB board members can confirm appointments at the Fall meeting.
- Committee members are allowed to participate in other committees that suit their interests.
- Active participation is expected of committee chairs and members. If a committee member or chair is not active, chairs will notify the Executive team and Tippie Alumni Relations Liaison. Inactive committee membership may result in removal from the committee.

- Any conflicts with committee meetings, events, or projects should be communicated to committee chairs and the Tippie Alumni Relations Liaison.

This document was revised on March 19, 2023, and is subject to change by the Student Engagement Committee.

[Election & Voting Committee Roles and Responsibilities Policy Document](#)

The board strives for the Voting and Elections process to be fair and efficient. Details of the Voting and Elections Committee section of the bylaws are contained in this document that is the responsibility of the Voting and Elections Committee.

The Elections and Voting Committee responsibilities are as follows:

- ***Election and Voting Committee:***
  - The Election and Voting Committee will consist of no less than 5 board members, selected during the Fall meeting.
  - The Election and Voting Committee will be responsible for screening all applications in detail and identify applications who do not meet the boards designated criteria.
  - Responsible for conducting all voting for new members in the Spring and following voting procedures described in the bylaws including but not limited to reminding the Board of the YAB by-law procedures and expectations in advance of all votes.
  - The Election and Voting Committee will prepare their proposed slate to present and discuss with the Executive Committee and Tippie College of Business
  - Upon final slate being determined, the committee will present their proposed candidates at the Spring Meeting, where the board will vote in quorum to select new members to be elected to the board.
  - ***Election and Voting Committee Chair(s):***
    - Responsible for conducting all voting for new members in the Spring and following voting procedures described in the bylaws including but not limited to reminding the Board of the YAB by-law procedures and expectations in advance of all votes.
    - The Election and Voting Committee will prepare their proposed slate of new member applications to present and discuss with the Executive Committee and Tippie College of Business administrative team.
    - Upon final slate being determined, the committee will present their proposed candidates at the Spring meeting, where the board will vote in quorum to select new members to be appointed to the board.
- The Voting and Elections committee is responsible for:
  - Creating an application process for applicants from anywhere between January to April.
  - Engaging with Tippie College of Business social media teams to craft engagement posts on TCOB accounts (LinkedIn, Instagram, Twitter, etc.).
  - Holding at least 1 information session for potential members of the board.

- The Voting and Elections committee will have 5 members that will have an equal say in determining who is slated.
- The chair(s) will create an evaluation rubric for the committee to use when reviewing applications.
- The chair(s) will have the discretion to invite the Executive Committee to the initial voting meeting with the entire Voting and Elections committee. There is no requirement to have executives present at this meeting.
- The chair(s) of the Voting and Elections committee will serve 1 year on the committee.
- Active participation is expected of committee chairs and members. If a committee member or chair is not active, chairs will notify the Executive team. Inactive committee membership may result in removal from the committee.
- Any conflicts with committee meetings, events, or projects should be communicated to committee chairs.

This document was revised on March 19, 2023 and is subject to change by the Voting and Elections Committee.

[Alumni Engagement Committee Roles and Responsibilities Policy Document](#)

- ***Alumni Committee:***
  - Responsible for elevating alumni professional growth with career resources, their business connections with Tippie's global business networks, and their social impact through initiatives that give back to Tippie and the community at large. The alumni committee is also the liaison between Tippie faculty and students.
  - ***Alumni Chair(s):***
    - Responsible for setting up regular meetings with their committee between Fall and Spring meetings.
    - Facilitate the volunteering expense deduction documentation for YAB and other applicable alumni.
    - Lead the committee to be the sounding board of Tippie curriculum and professional development initiatives.
- ***Ad Hoc Committees:***
  - Any position deemed necessary by the Board during any meeting and will be decided by the Board's voting procedure.
  - Any Ad Hoc role will be maintained until the next Fall meeting where it will be decided if the committee or positions therein need to remain.

#### YOUNG ALUMNI BOARD RECORDS

- The Secretary will be responsible for sharing meeting minutes and providing a brief summary via e-mail to the Board no later than 2 weeks following the meeting.
- Committee Chairs are responsible for appointing an individual on their committee to take minutes during each meeting (virtual or in person) and distributing to committee members, Tippie Administrative support (if applicable)
  - A brief summary of the meeting should be emailed to the executive committee no later than 2 weeks after the meeting. The executive committee can report out individual committee updates if necessary.

- The Alumni Relations Liaison shall work with members to keep a correct and complete list of names and contact information of all current board members.

#### VOTING PROCEDURE

- Quorum shall consist of one-half of the Members of the Board (in person and virtually).
- Majority (50% of Quorum +1) rules for adjustments to bylaws or other YAB actions.
  - For example, if the Board has 30 Members, 15 Members present in total in person and virtually represents quorum. The majority is 50%+1 of the Quorum, and in this example, the majority is 8 Board Members present when a vote is requested.
- Majority rules listed above also apply for the approval of all new members. In the event that more new members receive majority votes than space allows, the new members with the highest number of “Yes” votes for which there is space shall be appointed to the Board. In the event of a tie, the pre-ranking voting total will determine the tie breaker.
  - Election of New Members: Only one voting round will occur (see section below).
  - Election of Executive Chair, Secretary and Committee Chairs: If a majority is not determined by an initial vote, the top two candidates from the initial vote will be considered in a second round of voting until a majority approval of a candidate is decided (see section below).
- If it is decided that an email vote is necessary, a Quorum of the Board Members must respond by the reasonable deadline in order to have the result of the matter voted upon take effect.

## ELECTION OF NEW MEMBERS

The Board strives for election procedures that are fair and efficient. Details of the election procedure of new members are contained in the Election of New Members policy document that is the responsibility of the Election & Voting Committee.

### ELECTION OF NEW MEMBERS

- Unless otherwise agreed-upon, new Member elections shall occur at each Spring meeting.
  - **Election Procedure:**
    - All Members participating in elections (in person or virtually) at the Spring meeting must be in attendance the entire time of voting.
    - All members of the Election and Voting Committee are expected to complete a digital pre-ranking exercise prior to the YAB Spring Meeting.
    - Pre-ranking results will be communicated to the Board and are not to be shared publicly or verbally outside of the Spring meeting.
    - The number of candidates that proceed to the final round of voting will be no more than the number of open seats on the board, plus 2 applicants (hereby referred to as the ‘slate’ of candidates).
    - The Election and Voting Committee will provide a recommendation of the candidates to be carried forward to the final voting slate during this meeting.
    - The applicants receiving the most votes will be carried forward to the voting slate presented to the full Board during the Spring meeting.
    - At the Spring meeting, a discussion of applicants will take place, followed by voting:
      - The Election and Voting Committee will present the results of the Pre-Voting process, including the slate of applicants to be considered for admission to YAB.
      - The full results of the Pre-Voting process will be provided to YAB for review during this step.
      - Up to an additional 30 minutes will be allotted to discuss special consideration of the bottom 2/3 of applicants.
      - Open callouts (and associated discussion) will not exceed 3 minutes per applicant, and the time allotted for open callouts will not exceed 15 minutes.
        - In order for an open callout applicant to be added to the slate, they must receive approval from 2/3 of voting members.
      - Only one round of voting shall occur per the following guidelines:

- Each Board member receives the same amount of “yes” votes as the number of available spots.
  - For example, if 5 spots are open, each member is able to cast up to 5 yes votes for up to 5 individual applicants.
- Each Board Member can only vote for an applicant one time.
- The Election Committee will tabulate the number of yes and no votes for each applicant.
- The majority (50%+1) of the present voting Board Members must vote yes for an applicant for the applicant to receive membership.
- After the round of votes, if the number of people with a majority is less than the number of spots available, the Board will have less than 30 members for the next year.
- The Election and Voting Committee will keep the votes confidential and shall report only aggregate totals to the Board of pre-rankings and the day-of final vote.
- After completion of the new member election, the Election and Voting Committee and Executive Committee will document the candidates to be appointed.
- Prior to formally notifying candidates, the Election and Voting Committee must send the list of candidates to be offered admission to the Tippie Alumni Relations Liaison. The Alumni Relations Liaison must review the list and confirm its accuracy within 24 hours.
- After each new member election, the Executive Committee shall send a welcome email and necessary information to each new member informing them of their appointment no less than 2 weeks after the election and provide this information to the Secretary and Tippie Alumni Relations Liaison to ensure proper communications are maintained. The welcome information shall include all relevant YAB documents, contacts, and new member expectations.
- For those that were not selected to the board, notice shall be provided, which will include a reason for not making it and encouraging applying again next year (if applicable).
- The process described above will remain in place without consideration for bylaw revision until July 1, 2023. After July 1, 2023, the Elections process will be available for revision according to standard bylaw amendment requirements.

This document was revised on March 19, 2023 and is subject to change by the Voting and Elections Committee.

#### AMENDMENTS

Amendments to the bylaws and policy documents will be approved by the board as described above.