THE YOUNG ALUMNI BOARD 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 diverse group of recently graduated young professionals in the following ways:

  a) 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;

  b) 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, and;

  c) 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

• Members must hold at least one B.B.A. degree from the Tippie College of Business.
• Membership shall be not exceed 30 members and should be no less than 15.
• A Member’s term shall be 5 consecutive years from election date.
• 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 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:
  
  o 1st Year of Membership: $50
  o 2nd Year of Membership: $75
  o 3rd Year of Membership: $75
  o 4th Year of Membership: $100
  o 5th Year of Membership: $100

MEETINGS

• Board shall meet collectively twice per academic year – once during Spring semester and once during Fall semester.
• In between full Board meetings, select Board Members shall also attempt to host conference calls or otherwise meet with Tippie Administrators at least twice annually – preferably once during summer and once during winter.

FACULTY COORDINATOR

• The Faculty Coordinator shall be the Associate Dean of the Undergraduate Program or appointed by the Associate Dean with Board approval.

SPECIFIC MEMBER ASSIGNMENTS

• **Student Engagement Lead** – responsible for managing YAB programs for Tippie undergraduates and coordinating on-campus Member speaking opportunities.
  • 1 year term
  • Elected at Fall Meeting

• **Planning Leads** - Before the close of each semi-annual meeting, the Board shall appoint 2-3 Planning Leads to plan and manage the next meeting
  • 6 month terms
  • Elected at Fall and Spring Meetings

• **Ad hoc Representatives** – For smaller, ad hoc meetings outside of each semi-annual meeting, the Board shall have four Members assigned to provide direct feedback and other relevant updates to the Faculty Coordinator and other Tippie Administrators
  • One-year terms
  • Elected at Fall Meeting
  • In addition to elected Members, the following positions shall also participate:
    • Student Engagement Lead
    • Planning Leads

VOTING

• Quorum shall consist of one-half of the members of the Board.
• Majority rules for adjustments to bylaws or other YAB actions.
• Majority rules 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.
• Plurality rules for the appointment to Specific Roles
• 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.
• The Faculty Coordinator does not vote unless of a tie, in which case the Faculty Coordinator casts the deciding vote.

**ELECTION OF NEW MEMBERS**

• Unless otherwise agreed-upon, new Member elections shall occur at each Spring meeting.
• Spring Planning Leads shall send an email including all applications of prospective Members to the entire board no less than 2 weeks ahead of the Spring meeting.
• At the Spring meeting, a discussion of candidates will take place, followed by voting.
• After each new Member election, the meeting’s Planning Leads shall send a welcome packet to each new Member informing them of their appointment no less than 2 weeks after the election. The welcome packet shall include all relevant YAB documents, contacts, and new Member expectations.

**APPOINTMENT OF SPECIFIC ROLES**

• Spring Planning Leads shall send an email soliciting interest for the different Specific Roles mentioned above to the entire board no less than 2 weeks ahead of the Spring meeting.
• Members interested in any of the above Specific Roles shall declare their interest in the aforementioned positions at least one week prior to the meeting at which elections will take place.
• If no Member expresses a direct interest prior to the Spring meeting, then there will be a call at the Spring meeting for volunteer Members for each Specific Role that is not filled.
• If no volunteers are immediately found, then the Specific Roles shall be force-assigned to Members based on the following four criteria:
  • Lowest number of Specific Role terms held previously (Primary);
  • Greatest length of time serving the organization (1st tiebreaker);
  • Greatest length of time since receipt of first Tippie B.B.A. degree (2nd tiebreaker);
  • Lowest rank order upon which official confirmation was received by YAB of member’s original appointment acceptance (3rd tiebreaker).
• If multiple Members declare interest in the above Specific Roles and Candidates do not agree to allocate, withdraw, or otherwise resolve the filling of each role, then there shall be simple plurality-based elections for each position.

**RECORDS**

• The Planning Leads will be responsible for appointing an individual to take notes during each semi-annual meeting. A brief summary should then be emailed to the Board no later than 2 weeks afterwards.
• Ad hoc Representatives will be responsible for appointing an individual to take notes during each meeting or conference call including the Faculty Coordinator or other Tippie
Administrators. A brief summary should then be emailed to the Board no later than 2 weeks afterwards.

- The Faculty Alumni Coordinator shall work with Members to keep a correct and complete list of names and contact information of board members.
- The Faculty Coordinator will keep the aforementioned records in his or her office at The University. Records shall also be maintained digitally.
- Updated contact information shall by circulated to all Members semi-annually after each meeting.

AMENDMENTS

- Amendments to this document will be approved by voting as described above.