

# **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 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, promoting giving back both time and financially, 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 are required to attend at least one Spring or Fall meeting per fiscal year in person. If unable to attend in person, members are expected to attend via phone conference and actively participate during discussions. Failure to meet this requirement will result in a vote on the individual’s membership during the second consecutive in person 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: \$75
  - 2nd Year of Membership: \$75
  - 3rd Year of Membership: \$75
  - 4th Year of Membership: \$100
  - 5th Year of Membership: \$100

- Members are strongly encouraged to give either the minimum set forth above, or a one day's annual salary as a monetary donation annually.
- 100% YAB participation donation cycle will follow Iowa' fiscal year of July 1 through June 30.

## MEETINGS

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

## SPECIFIC MEMBER ASSIGNMENTS

- ***Executive Committee:***
  - Responsible for planning the Fall and Spring meeting locations and conference lines, setting the agenda, and coordinating any logistics with assistance from the Faculty Coordinator and Liaisons.
    - **Executive Chair:**
      - Responsible for leading the executive committee and overall success of the mission of the Young Alumni Board.
      - Election for the Executive Chair shall occur during the Fall meeting and be decided per the Board's voting procedure:
        - In the case of multiple applicants, all interested will be considered. Each candidate will be allowed a 2 minute speech on their qualifications and interest prior to the vote at the Fall meeting.
        - 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.

- Consideration of the position must be submitted to the Board two weeks prior to the Fall meeting.
  - Applicants must have been on the Board for a minimum of 2 years.
  - Terms for the Executive Chair will last for one year, and there is a 2 year term cap in place.
- **Secretary:**
  - The Secretary is responsible for keeping both attendance and minutes for both the Fall and Spring meetings along with maintaining emails and other correspondence for the Board.
  - It is highly encouraged for the Secretary to attend each meeting in person.
  - Election for the Secretary shall occur during the during the Fall meeting and be decided per the Board's voting procedure.
    - In the case of multiple applicants for the position, all interested will be considered.
    - 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.
    - Terms for the Secretary will last for one year.
- **Fundraising Committee:**
  - Responsible for ensuring annual donations are made by all members of the Young Alumni Board.
  - Responsible for working with the Foundation Liaison to identify new and creative ways to raise funds for the mission of the Young Alumni Board.
    - **Fundraising Chair:**
      - Responsible for setting up regular meetings with the Foundation Liaison and committee members between Fall and Spring meetings.
      - Responsible for ensuring the success of the Fundraising Committee.
      - Election for the Fundraising Chair is to be decided by each respective committee during the Fall meeting.
        - Applicants must have been on the Board for a minimum of 1 year.
        - Terms for the Fundraising Chair will last for one year, and there is a 2 year term cap in place.
- **Mentoring Committee:**
  - Responsible for setting up both the Summer and Academic Year mentoring programs.
    - **Mentoring Chair(s):**
      - Responsible for setting up regular meetings with their committee between Fall and Spring meetings.
      - Responsible for ensuring the success of the Mentoring Committee.
      - Election for the Mentoring Chair(s) is to be decided by each respective committee during the Fall meeting.

- Applicants must have been on the Board for a minimum of 1 year.
    - Terms for the Fundraising Chair will last for one year, and there is a 2 year term cap in place.
  - **Election and Voting Committee:** Responsible for conducting elections for Executive Chair, Secretary, and Faculty Coordinator/Liaisons during the Fall meeting and updating the Secretary with any new appointments and vote totals.
    - 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.
    - Election and Voting Committee Chair
      - Election for the Election and Voting Committee Chair shall occur during the during the Fall meeting and be decided per the Board’s voting procedure.
      - In the case of multiple applicants for the position, all interested will be considered.
      - 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.
      - Terms for the Election and Voting Committee Chair will last for one year.
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- **Ad Hoc Committees:**
  - Any position deemed necessary by the Board during any meeting and will be decided by the Board’s voting procedure.
  - And 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.

#### VOTING PROCEDURE

- Quorum shall consist of one-half of the Members of the Board (in person and on the phone).
- 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 on the phone represents quorum. The majority is 50%+1 of the Quorum, and in this example, 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 and Committee Chairs/Positions: 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
- Majority rules also apply for the appointment to aforementioned Specific Member Assignments.

- 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

- Unless otherwise agreed-upon, new Member elections shall occur at each Spring meeting.
- The Election and Voting Committee shall send an email including all applications of prospective Members to the entire board no less than 6 weeks ahead of the Spring meeting
- Election Procedure
- All Board Members participating in elections (in person or on the phone) at the Spring meeting must be in attendance the entire time of voting.
- All Members 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.
- Prior to the Spring Meeting, the chairs of each committee (and co-chairs, where applicable) will meet to discuss the results of the pre-ranking process to determine which candidates will proceed to the final YAB voting.
- 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).
- For example, if there are 5 spots are open, no more than 7 candidates will be considered during the final round of voting.
- 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 committee chairs will complete a preliminary vote of candidates to be carried forward to the voting slate.
- Each committee chair (and co-chair) receives the same amount of “yes” votes as the number of available spots, plus two.
- 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.
- 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 to ensure proper communications are maintained. The welcome information shall include all relevant YAB documents, contacts, and new Member expectations.
- Prior to formally notifying candidates, the Executive Committee must send the list of candidates to be offered admission to the Voting Committee. The Voting Committee must review the list and confirm its accuracy within 24 hours.
- The process described above will remain in place without consideration for bylaw revision until July 1, 2021. After July 1, 2021, the Elections process will be available for revision according to standard bylaw amendment requirements.
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## RECORDS

- The Secretary will be responsible for taking notes and maintaining the conference line during each semi-annual meeting. A brief summary should then be emailed to the Board no later than 2 weeks afterwards.
- The Secretary will be responsible to take attendance during each semi-annual meeting and maintain attendance for the past two years.
- All other committee leads will be responsible for appointing an individual on their committee to take minutes during each meeting or conference call and distribute afterwards including, when applicable, the Faculty Coordinator and other Liaisons. A brief summary should then be emailed to the Board no later than 2 weeks after the meeting.
- The UPO Liaison and Alumni Liaison shall work with Members to keep a correct and complete list of names and contact information of board members.
- The UPO Liaison and Alumni Liaison will keep the aforementioned records in his or her office at The University. Records shall also be maintained digitally.
- Updated contact information shall be circulated to all Members semi-annually after each meeting by the Secretary.

#### AMENDMENTS

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