



Bylaws

Updated and approved May 2023

Preamble

The Young Alumni Council (hereafter referred to as “YAC”) is organized by the Grand Valley State University (hereafter referred to as “GVSU”) Alumni Association and shall be guided by these bylaws.

Article I: The Young Alumni Council

Section 1: Purpose

- A. The YAC exists to develop and strengthen connections between young alumni, GVSU, and the greater alumni community. The YAC advises Alumni Relations on ways to support the needs and advance the interests of recent graduates.

Section 2: Membership:

- A. The YAC will consist of not more than 30 members elected according to the provisions set forth in *Article VII*;
- B. Young alumni is defined as an individual who has graduated from GVSU with their first degree in the last ten (10) years or is under the age of 35.
- C. Membership in YAC shall not be restricted on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active duty military status or weight.

Section 3: Composition

- A. The YAC will consist of the following positions:
 - a. General Council Members
 - b. Committee Co-Chairs
 - c. President-Elect
 - d. President
 - e. A representative from the Alumni Relations office who will serve in a non-voting, ex-officio capacity.

Section 4: Standing Committees

- A. All YAC members will be assigned to one of the following committees by the Executive Committee. Each committee will be led by two Co-Chairs. The Executive Committee will seek to balance committee size based on the number of available members and anticipated scope of work for each committee each year.

- a. Local Engagement Committee
- b. Non-Local Engagement Committee
- c. Student Engagement Committee
- d. Governance Committee

Section 5: Executive Committee

- A. The Executive Committee will be comprised of the Co-Chairs of the standing committees, the President Elect, President, and one (1) representative from the Alumni Relations office who will serve in a non-voting, ex-officio capacity.

Section 6: Archiving of YAC-Related Documents

- A. Alumni Relations shall maintain and preserve the archives of the YAC, including minutes, reports, correspondence, records, photographs, memorabilia, and other items of interest pertaining to GVSU alumni. At the discretion of the Alumni Relations staff, the above mentioned materials may be transferred to the GVSU Archives.

Section 7: GVSU Volunteers Policy and Indemnification

- A. The YAC is subject to GVSU's Volunteers Policy (SLT Policy 10.7) which is available on the GVSU University Policies website (www.gvsu.edu/policies).

Article II: Duties & Requirements

Section 1: Council Members

- A. Meeting Attendance
 - a. Attendance Policy
 - i. Members are expected to attend all general council meetings and committee meetings for their assigned committee(s).
 - ii. If a Member is unable to attend a meeting, they will provide advance notice in writing via an accepted communications platform. For general council meetings, members should notify the President. For committee meetings, members should notify the committee Co-Chairs.
 - iii. Any Member with two (2) unexcused absences from the regular general council and committee meetings in any fiscal year or three (3) excused absences in a fiscal year or consecutively over two fiscal periods shall be considered as having resigned. The President or the President's designee shall notify such Members in writing by either regular or electronic mail. If a dispute arises as to whether an absence should be excused, the Executive Committee is the final arbiter.
 - b. Virtual Attendance
 - i. The YAC is physically based in West Michigan; therefore, Members are strongly encouraged to attend in-person meetings as much as possible, but all meetings will be available in a hybrid format and members may participate virtually if:
 - 1. The Member does not live in West Michigan;
 - 2. The Member is traveling and wishes to virtually attend the Council meeting;
 - 3. The weather has been deemed by the members too dangerous to travel;
 - 4. The Member is ill.

- B. GVSU Activity Participation:
Each Member is expected to attend or volunteer at two GVSU sponsored activities each fiscal year. This can be virtually or in-person.

- C. Giving
Members are strongly encouraged to make an annual gift to a GVSU fund at a level that is meaningful to them.

- D. Resignation/Removal
 - a. Any Member or executive officer may be removed from office by a two-thirds vote of Members who are present at a scheduled and published YAC general council meeting. Grounds for removal may include, but are not limited to, absence without advance notice from two or more meetings of the YAC or for failure to meet additional participation requirements.

- E. Any Member or Executive Officer who is unable to perform the duties of office may resign by submitting a letter of resignation to the President and the Alumni Relations liaison.

Section 2: Committees

- A. Local Engagement Committee
 - a. Will be chaired by two (2) Co-Chairs as described in *Article I, Section 4*, elected annually as described in *Article I, Section 4*;
 - b. Will advise Alumni Relations on and, where appropriate, help operationalize, strategies to engage young alumni in the West Michigan region;
 - c. May plan and host YAC events locally in West Michigan;
 - d. May perform other duties as deemed appropriate by the Executive Committee.

- B. Non-local Engagement Committee
 - a. Will be chaired by two (2) Co-Chairs as described in *Article I, Section 4*, elected annually as described in *Article I, Section 4*;
 - b. Will advise Alumni Relations on and, where appropriate, help operationalize, strategies to engage young alumni outside the West Michigan region;
 - c. May plan and host virtual or in-person YAC events outside the West Michigan region;
 - d. May perform other duties as deemed appropriate by the Executive Committee.

- C. Student Engagement Committee
 - a. Will be chaired by two (2) Co-Chairs as described in *Article I, Section 4*, elected annually as described in *Article I, Section 4*;
 - b. Will advise Alumni Relations on and, where appropriate, help operationalize, strategies to engage current students to build awareness of the alumni community;
 - c. May plan and host volunteer or engagement events to support and/or interact with students;
 - d. May perform other duties as deemed appropriate by the Executive Committee.

- D. Governance Committee
 - a. Will be chaired by two (2) Co-Chairs;
 - i. One Co-Chair must be the President-Elect;
 - ii. The second Co-Chair will be elected as described in *Article V, Section 3*;
 - b. Will oversee the compliance and proposed changes of YAC Bylaws;
 - c. Will oversee the requirements of all Members, and make recommendations to

- the Executive Committee on matters of Member requirements;
- d. Will continuously research peer organizations and make recommendations to the Executive Committee on necessary updates or changes to the YAC's structure, operations, or procedures;
- e. May perform other duties as deemed appropriate by the Executive Committee.

Section 3: Committee Co-Chairs

- A. Attend all Executive Committee meetings per attendance policy set out in *Article II, Section 1*;
- B. Host committee meetings outside of the General Council meetings;
- C. Adhere to all goals and objectives here established.

Section 4: The President-Elect

- A. Attend all Executive Committee meetings per attendance policy set out in *Article II, Section 1*;
- B. Act as Secretary to the YAC:
 - a. The President-Elect will record the minutes of every General Council and Executive Committee meeting and send to the President and Alumni Relations Liaison for their approval and dispersal to the YAC;
 - b. Track and record all attendance and requirements of all Members;
- C. Act as President in the President's absence or midterm vacancy;
- D. Assist the President in establishing an agenda for Executive Committee meetings

Section: 5 The President

- A. Chair all Executive Committee and General Council meetings per attendance policy set out in *Article II, Section 1*;
- B. Establish, in conjunction with the Executive Committee, agendas for the General Council meetings;
- C. Establish, in conjunction with the President-Elect, agendas for the Executive Committee meetings;
- D. Act as a non-voting member of the YAC unless in the event of a tie. In the event of a tie, the President will cast a vote to act as a tie-breaker;
- E. Work in conjunction with the Alumni Relations staff;
- F. Attend Alumni Association Board of Director meetings as the YAC representative or nominate a member of the YAC to serve as the representative to the Alumni Association Board of Directors for one year.

Section 6: Executive Committee

- A. Meet regularly to establish short- and long-term goals and objectives for the Committees and the YAC;
- B. Hear and decide upon all attendance, volunteering exceptions.

Article III: Meetings

Section 1: General Council Meetings

- A. YAC will operate under the fiscal calendar of GVSU which is July 1-June 30;
- B. The full membership of the YAC will meet a minimum of five (5) times per fiscal year;
- C. Meetings will generally take place at a GVSU campus location with the opportunity for remote members to attend virtually.

Section 2: Committee Meetings

- A. The Co-Chairs of each committee and the President and President-Elect of the YAC are required to host committee meetings outside of the general YAC meetings to conduct business, pertinent to their respective committee, a minimum of five (5) times per year.

Article IV: Term Limits

Section 1: Terms

- A. A term will begin July 1 and terminate June 30 of the following year.

Section 2: Council Members

- A. Every new YAC member will be given a three (3) year initial term limit;
- B. Members will be eligible for a second term only by reelection of the YAC. A special application will be made available to those Members who have reached the end of their first term and wish to run for a second three (3) year term;
- C. Total years on the YAC shall not exceed six (6) years.

Section 3 Leadership

- A. Co-Chair
 - a. The term of a Co-Chair is one (1) year;
 - b. Each Co-Chair will be eligible for election to a their same committee or a different committee after their first year as Co-Chair;
 - c. If a member wishes to run for a Co-Chair position at the end of their first term, they must apply for and receive a second term.

- B. President-Elect & President
 - a. The term of the President-Elect is one (1) year;
 - i. If elected to the position of President-Elect, the Member commits to serve as President in the immediate following year;
 - ii. If elected to serve as President-Elect at the conclusion of their first term, a Member's fourth and fifth years are automatically granted so that they may serve their two (2) year commitment;
 - iii. Per *Article IV, Section A*, a YAC member may not exceed six (6) years of total service and thus will not be eligible to serve as President-Elect after their fifth year.
 - b. The term of the President is one (1) year;
 - i. If a Member served as President during their fifth (5th) year, the member is automatically granted their sixth (6th) and final year; This Member is ineligible to run for Co-Chair, President-Elect, or President.

Article V: Voting

Section 1: Quorum

- A. The YAC will be considered to have a quorum if more than 50% of the members are present at a meeting, either in-person or online.

Section 2: Voting

- B. Any vote for official YAC business or action items requires the opportunity for Council-In-Full to

vote. The voting process may be conducted either in person during a normal or special General Council meeting when a quorum is present and action items are within the bylaws of the YAC, or in between meetings via an appropriate electronic communication platform as determined by the Executive Committee. Electronic voting shall be open for seven (7) days to vote, and any vote outside of that time frame will be excluded.

Article VI: Nominations & Elections

Section 2: New Council Members

- A. The Executive Committee shall appoint and announce one (1) Member to Co-Chair the Interview Committee with the President-Elect for the next fiscal year by the last meeting of the fiscal year;
- B. The Co-Chairs of the Interview Committee will choose one (1) additional Member to assist with interviews who is not a member of the Executive Committee;
- C. Co-Chairs of the Interview Committee will conduct interviews of applicants, rank the applicants based on an established rubric and present the rankings to the Executive Committee before the first meeting of the following fiscal year;
- D. The Interview Committee will report to the Executive Committee, and will meet with the Executive Committee to discuss and advise on the selection of the new Members;
- E. The Executive Committee will elect new members filling no more than the available number of available seats on the YAC.

Section 3: Leadership

- A. Co-Chairs
 - a. Nominations and elections are to be held yearly to fill two (2) Co-Chair positions per committee;
 - b. In order to run or to be nominated for a Co-Chair position, a Member must first have served at least one (1) year on the YAC;
 - c. All members wanting to nominate themselves or another Member will complete the Nomination Form. Nominated Members must have at least two (2) nominations, including themselves, to be included on the election ballot;
 - d. Members will be notified of their nomination and must accept their nominations via appropriate communication channels
 - e. Members who have accepted their nominations are eligible to be listed on the ballot for more than one position;
 - f. No less than seven (7) days following the close of the nominations, the President-Elect will compile the nominations and send them electronically to the YAC. The election will take place according to *Article V*.
 - g. The two (2) candidates, in each committee, with the most votes will receive the positions;
 - h. The result of the election shall be announced at the last meeting of the fiscal year;
 - i. Exceptions:
 - 1. If there are not two (2) clear winners for each committee or in the case of a tie, a run-off vote of the top candidates will occur until there are only two (2) candidates with the most votes;
 - 1. In the instance of a run-off, each Co-Chair position will be taken as a separate vote;
 - 2. If after the first run-off there is no clear winner, the top two candidates will state their case in front of the YAC at the final

meeting of the fiscal year;

- a. In this instance, each Co-Chair position will be taken as a separate vote;
 - b. The vote for this final run-off will be in-person by secret ballot at the final meeting of the fiscal year;
 - c. The result of the final votes for each Co-Chair position will be announced before the end of the final meeting of the fiscal year;
- ii. In the instance that a Co-Chair position is vacated mid-term, the choice to fill or leave vacant the position will be at the discretion of the Executive Committee with specific advice taken from the remaining Co-Chair of that committee;
1. If the Executive Committee votes to fill the vacated position, the Executive Committee will appoint one (1) Member to fill the vacated position for the remainder of the term;
 2. The appointed Member will be notified via email by either the President-Elect or the remaining Co-Chair of the committee and must formally accept the appointment.

B. President-Elect

- a. Nominations and voting for the President-Elect shall follow the same process as stated in *Article VI, Section 3* with the exception of the following:
 - i. In order to be nominated to serve as President-Elect, a Member must have previously served at least one (1) term as Co-Chair and receive at least two (2) nominations;
 - ii. The candidate with a majority of votes will be named President-Elect;
 - iii. The result of the election shall be announced at the last meeting of the fiscal year;
- b. Exceptions:
 - i. If one candidate does not receive a majority of the general vote, there will be a run-off election between the top two (2) candidates until one (1) receives a majority of the votes;
 1. If after the first run-off, there is no majority winner with a majority of the votes, the top two candidates will state their case in-person in front of the YAC at the final meeting of the fiscal year;
 2. The vote for this final run-off will be in-person by secret ballot at the final meeting of the fiscal year;
 3. The result of the final vote for President-Elect will be announced before the end of the final meeting of the fiscal year;
 - ii. In the instance that the President-Elect position is vacated mid-term, the remaining Co-Chair of the Governance Committee will assume the responsibilities of the President-Elect for the remainder of the term;
 1. The process for a vacated Co-Chair position laid out in *Article VI, Section 3* shall be followed to determine if the vacated Governance Committee Co-Chair will be replaced for the remainder of the term
 2. The Governance Committee Co-Chair will not become President in the new fiscal year. An election for Chair will take place as specified in *Article VI, Section 3*.

C. President

- a. The President of the YAC will be occupied by the President-Elect of the previous fiscal year;
- b. The President shall be announced at the last meeting of the fiscal year;

- c. A Member is only eligible to serve as President if they completed their term as President-Elect in the immediately preceding year unless specified in *line d below*;
- d. If the President-Elect is unable to serve as President the following term, an election will be held:
 - i. Nominees will be taken from Members who have previously served or are currently serving as a Co-Chair;
 - ii. If necessary, an election for a vacated Co-Chair position will be held and will follow the process stated in *Article VI, Section 3*.