



***Preamble*** The Young Alumni Council is organized by the Grand Valley State University Alumni Association and shall be guided by these bylaws.

***Article I Meetings***

***Section I.01 General Council Meetings***

- A. The Young Alumni Young (YAC) will operate under the fiscal calendar of Grand Valley State University (GVSU);
  - a. The fiscal calendar of GVSU 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 alternate between the GVSU Allendale Campus and Robert C. Pew Grand Rapids Campus.

***Section I.02 Committee Meetings***

- A. The Co-Chairs of each committee and the Chair and Chair-Elect of the YAC are required to host committee meetings outside of the general YAC meetings to conduct business pertinent to their respective committees.

***Article II Nominations & Elections***

***Section II.01 Voting***

- B. All voting will take place electronically, unless indicated elsewhere within these Bylaws or by a majority vote of the Executive Committee;
- C. Any vote will be given seven (7) days.

***Section II.02 New Council Members***

- A. The Executive Committee shall appoint and announce one (1) Council member to co-chair the Interview Committee with the Chair-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 Council 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 meet with the Executive Committee to discuss and advise on the selection of the new Council members;
- E. The Executive Committee will elect new members filling no more than the available number of seats on the Young Alumni Council.

*Section II.03 Leadership*

A. Co-Chairs

- i. Nominations and elections are to be held yearly to fill two (2) co-chair positions per committee;
- ii. Eligibility
  - a. In order to run or to be nominated for a co-chair position, a Council member must first have served at least one (1) year on the Council;
- iii. All members wanting to nominate themselves or another Council Member will complete the form. The form will close no later than February 15;
  - a. Nominated Council members must have at least two (2) nominations to be included on the election ballot;
  - b. Council members must accept their nominations and write a platform to be sent to the Council prior to voting;
- iv. Council members who have accepted their nominations are eligible to be listed on the ballot for more than one position;
- v. Two (2) weeks following the close of the nominations, the Chair-Elect will compile the nominations and send electronically to the Council for an online vote by the Council-in-full;
- vi. The two (2) candidates, in each committee, with the most votes will receive the positions;
- vii. The result of the election shall be announced at the last meeting of the fiscal year;
- viii. Exceptions:
  - a. 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;
    - i. In the instance of a run-off, each Co-Chair position will be taken as a separate vote;
  - b. If after the first run-off, there is no clear winner, the top two candidates will state their case in-person in front of the Council at the final meeting of the fiscal year;
    - i. In this instance, each Co-Chair position will be taken as a separate vote;
    - ii. 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;

- ix. 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;
  - a. If the Executive Committee votes to fill the vacated position, the Executive Committee will appoint one (1) Council member to fill the vacated position for the remainder of the term;
    - i. The appointed Council member will be notified via email by the either the Chair-Elect or the remaining Co-Chair of the committee and must formally accept the appointment.

#### B. Chair-Elect

- i. Nominations and voting for the Chair-Elect shall follow the same process as stated in *Section II.03/A* with the exception of the following;
- ii. Eligibility:
  - a. In order to be nominated to serve as Chair-Elect, a Council member must have previously served at least one (1) term as Co-Chair and receive at least two (2) nominations;
- iii. The candidate with a majority of votes will be named Chair-Elect;
- iv. The result of the election shall be announced at the last meeting of the fiscal year;
- v. Exceptions:
  - a. 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;
  - b. 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 Council at the final meeting of the fiscal year;
    - i. 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 vote for Chair-Elect will be announced before the end of the final meeting of the fiscal year;
- vi. In the instance that the Chair-Elect position is vacated mid-term, the remaining Co-Chair of the Governance Committee will assume the responsibilities of the Chair-Elect for the remainder of the term;
  - a. The process for a vacated Co-Chair position laid out in *Section II.03/A/x* shall be followed to determine if the vacated Governance Committee Co-Chair will be replaced for the remainder of the term
  - b. The Governance Committee Co-Chair will not become Chair in the new fiscal year. An election for Chair will take place as specified in *Section II.03/C*.

#### C. Chair

- i. The Chair of the Young Alumni Council will be occupied by the Chair-Elect of the previous fiscal year;
- ii. Eligibility:
  - a. A Council member is only eligible to serve as Chair if they completed their term at Chair-Elect in the immediately preceding year unless specified in *Section II.03/C/iv*;
- iii. The Chair shall be announced at the last meeting of the fiscal year;
- iv. If the Chair-Elect is unable to serve as Chair the following term, an election will be held:
  - a. Nominees will be taken from Council members who have previously served or are currently serving as a Co-Chair;
  - b. If necessary, an election for a vacated Co-Chair position will be held and will follow the process stated in *Section II.03/A/x*.

### ***Article III     Term Limits***

#### *Section III.01     Term*

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

#### *Section III.02     Council Members*

- A. Every new Council 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 Council:
  - i. A special application will be made available to those Council members who are terming out and wish to run for a second three (3) year term;
- C. Total years on the Council shall not exceed six (6) years;
- D. One (1) representative from the Office of Alumni Relations and one (1) representative from University Development may serve as ex officio members of the Young Alumni Council.

#### *Section III.03     Leadership*

- A. Co-Chair
  - i. There shall be two (2) Co-Chairs for each of the committees: Activities, Engagement, Governance;
  - ii. Each Co-Chair will be eligible for election to a different committee after their first year as Co-Chair;
  - iii. Exceptions:
    - a. If a member is voted into a Co-Chair position at the end of their third year, they will automatically be granted a fourth year of service on the Council; **or**
    - b. if already in a Co-Chair position, the member will be eligible to run for Co-Chair for their fourth year;

- iv. If neither of the exceptions mention in *Section III.03/iii* apply, then a Council member may run for a second three (3) year term by a special application and election by the Council.
- B. Chair-Elect & Chair
  - i. The term of the Chair-Elect is one (1) year;
    - a. If elected to the position of Chair-Elect, the Council member commits to serve as Chair in the immediate following year;
    - b. Exception:
      - i. If elected to serve as Chair-Elect at the conclusion of their third year, a Council member's fourth and fifth years are automatically granted so that they may serve their two (2) year commitment;
  - ii. The term of the Chair is one (1) year;
    - a. Exception:
      - i. If a Council member served as Chair during their fifth (5<sup>th</sup>) year, the member is automatically granted their sixth (6<sup>th</sup>) and final year;
        - 1. This Council member is ineligible to run for Co-Chair, Chair-Elect, or Chair.

#### *Section III.04 Executive Committee*

- A. The Executive Committee shall be comprised of the following positions: Co-Chairs of the Activities, Engagement, and Governance Committees, Chair-Elect, and Chair;
- B. One (1) representative from the Office of Alumni Relations and one (1) representative from University Development will serve as ex officio members of the Executive Committee.

### ***Article IV Duties & Requirements***

#### *Section IV.01 Council Members*

- A. Giving
  - i. General Giving;
    - a. There shall be a \$100 minimum gift required per fiscal year;
    - b. This gift can be made at once or in installments;
  - ii. Enrichment Dinner
    - a. A minimum gift of \$200 shall be required to attend the Grand Valley University Foundation's (GVUF) annual Enrichment Dinner;
    - b. Gifts for the Enrichment Dinner must be paid or pledged to the University by no later than April 1 to receive an invitation from the GVUF;
  - iii. Exception:

- a. If the minimum gift requirement is too financially demanding, a Council member may address the issue with the Alumni Relations Liaison, University Development Liaison, Chair, or Chair-Elect;
    - b. There will be no exception for the invitation to attend the GVUF Enrichment Dinner;
  - iv. The Chair and Chair-Elect will keep information and conversations discreet and confidential with the University Development and Alumni Relations staff assigned to the Young Alumni Council.
- B. Meeting Attendance
  - i. Council members are expected to attend four Council meetings;
  - ii. One (1) absence shall be allowed without review by the Executive Committee;
    - a. A Council member with more than one (1) absence at a General Council meeting is subject to review by the Governance Committee.
  - iii. Cancellation
    - a. All YAC meetings, committee meetings, and event will be cancelled when the University closes;
  - iv. Teleconferencing
    - a. The Young Alumni Council is regionally based in West Michigan; therefore, the option of teleconferencing will be offered at the discretion of the Executive Committee only under the following circumstances:
      - i. The Council member is traveling and wishes to virtually attend the Council meeting;
      - ii. The weather has been deemed by the Council members too dangerous to travel;
    - b. A Council member may virtually attend one (1) General Council meeting without review;
      - i. Any General Council meetings more than the first that is attended virtually is subject to review by the Governance and/or Executive Committee.
- C. Volunteering
  - i. Each Council member is required to volunteer at two (2) Grand Valley State University (GVSU) sponsored events;
  - ii. One of which must be a Community Outreach Week event.
- D. Event Attendance
  - i. Each Council member is expected to attend all Young Alumni Council sponsored events;
    - a. A Council member who fails to make sufficient attendance at Young Alumni Council events is subject to review by the Governance Committee.
- E. Dismissal

- i. Those Council members, regardless of leadership role, who consistently fail to meet the requirements of this document shall be subject to a review by the Governance Committee;
  - ii. The Governance Committee shall make dismissal recommendations to the Executive Committee.
    - a. The Executive Committee will deliberate and present to the Council member electronically either a letter of dismissal or a letter of warning;
    - b. The Council will be informed electronically of the decision to remove a member.
  - iii. If a Council member wishes to appeal the decision made by the Executive Committee regarding their dismissal, they may do so at the next regularly scheduled meeting of the Executive Committee.
- F. Any exceptions to the duties and requirements laid-out in *Section IV.01* shall be brought to the member's Co-Chair and the Co-Chair shall raise the issue on the Council member's behalf at the following Executive Committee meeting.

#### *Section IV.02 Committees*

##### A. Activities Committee

- i. The Activities Committee will be chaired by two (2) Co-Chairs as describe in *Section II.03/A*;
- ii. The Committee will plan and host all Young Alumni Council Events;
  - a. A minimum of four (4) events per fiscal year will be planned;
- iii. The Committee will find volunteers for all Young Alumni Council Events;
- iv. The Committee will plan and host the Young Alumni Council Community Outreach Week volunteer event(s);
  - a. The Committee is responsible for ensuring full YAC participation in Community Outreach Week;
- v. The Committee is tasked with increasing alumni participation in YAC events.

##### B. Engagement Committee

- i. The Engagement Committee will be chaired by two (2) Co-Chairs as described in *Section II.03/A*;
- ii. The Committee will coordinate with Alumni Relations staff in outreach to current students, specifically graduating seniors, and young alumni;
- iii. The Committee is responsible for building awareness of the Young Alumni Council by identifying YAC speaking opportunities within the University and the general community;
- iv. The Committee is responsible for ensuring that YAC members are circulating at YAC and Alumni Association events in order to increase outreach efforts with event attendees;

- v. The Committee will oversee the alumni portion of the Future Alumni Association/Young Alumni Council mentorship program;
- vi. The Committee will oversee the use and upkeep of the Council's electronic communications platform;
- vii. The Committee will oversee the creation of YAC relevant content for the Alumni Association website and social media platforms via forms that are made available to all Council members.

#### C. Governance Committee

- i. The Governance Committee will be chaired by two (2) Co-Chairs;
  - a. One Co-Chair must be the Chair-Elect;
  - b. The second Co-Chair will be elected as described in *Section II.03/A*;
- ii. The Committee will oversee the compliance and proposed changes of the Young Alumni Council Bylaws;
- iii. The Committee will host the ad hoc Interview Committee;
- iv. The Committee will oversee the requirements of all Council members, and make recommendations to the Executive Committee on matters of Council member requirements;
- v. The committee will continuously research peer organizations and make recommendations to the Executive Committee on necessary updates or changes to the Council's structure, operations, or procedures;
- vi. The Committee will cultivate and invite a list of speakers to present to the YAC at their regularly scheduled meetings.

#### *Section IV.03 The Co-Chairs must:*

- A. Attend all Executive Committee meetings;
- B. Host committee meetings outside of the General Council meetings;
- C. Adhere to all goals and objectives here established.

#### *Section IV.04 The Chair-Elect must:*

- A. Attend all Executive Committee meetings;
- B. Act as Secretary to the Council:
  - a. The Chair-Elect will record the Minutes of every General Council and Executive Committee meeting and send to the Chair and Alumni Relations Liaison for their approval and dispersal to the Council;
  - b. Track and record all attendance and requirements of all Council members;
- C. Act as Chair in the Chair's absence or midterm vacancy;
- D. Will assist the Chair in establishing agenda for Executive Committee meetings

#### *Section IV.05 The Chair must:*

- A. Chair all Executive Committee and Council meetings;



- B. Establish, in conjunction with the Chair-Elect, an agenda for the Executive Committee meetings;
- C. Act as a non-voting member of the Council unless in the event of a tie;
  - a. In the event of a tie, the Chair will cast a vote to act as a tie-breaker;
- D. Work in conjunction with the GVSU University Development and Alumni Relations staff;
- E. Attend Board of Alumni Association meetings as the Young Alumni Council representative.

*Section IV.06 Executive Committee will:*

- A. Consist of the Chair, Chair-Elect, and all Co-Chairs;
- B. Meet regularly to establish short- and long-term goals and objectives for the Committees and the Council;
- C. Establish an agenda for the Council meetings;
- D. Hear and decide upon all attendance, volunteering exceptions.