

The College of Business Young Alumni Board

College of Business
Northern Illinois University

Bylaws

Approved November 16, 2018

INTRODUCTION

With this document, the Young Alumni Board of the College of Business at Northern Illinois University is established. As an organization of recent business graduates, the Young Alumni Board strives to add value to the College of Business and its students by:

- Striving to create a strong connection between the College of Business and younger business alumni,
- Representing this unique alumni population in College of Business initiatives and activities,
- Dedicating themselves to the successful career development and preparation of current undergraduate business students, and
- Providing strong networking opportunities among alumni, students, and faculty.

ARTICLE I

Mission

The Mission of the Young Alumni Board of the College of Business at Northern Illinois University is to support the Mission of the NIU College of Business while enhancing the career development of current business students and providing mutually beneficial business, career, and networking opportunities to its members.

ARTICLE II

Organization of the Board

The College of Business Young Alumni Board consists of between 15 and 30 College of Business Alumni from all business majors who are within ten years of baccalaureate graduation. Board member terms may not exceed ten years. Nominations for Board membership are solicited, received, evaluated, and approved by the Board, by simple majority vote of the entire Board, as needed due to member resignation or as current Board member terms expire. Every attempt will be made to equitably represent all business disciplines and to stagger member terms to allow Board continuity. No Board member may serve more than one term.

The Young Alumni Board will meet formally twice every academic year in the fall and spring. Meeting attendance via Skype, conference call, etc. is acceptable. Members missing two consecutive Board meetings

may be removed from the Board by a simple majority vote of members present at a regularly scheduled meeting. The Board may also meet less formally each summer to plan the next year's activities.

The organization of the Young Alumni Board is constituted by the following major entities:

- Executive Committee
- Standing Committees
- Ad Hoc Committees
- General Members of the Board
- COB Associate Dean for Academic Programs and Student Success
- COB Director of Undergraduate Advising and Student Resources
- COB Director of Alumni Relations

Executive Committee

The Executive Committee sets the goals and direction of the Young Alumni Board and authorizes Board actions in support of the organizational and College Missions. An Executive Committee for the following year is elected from the Board membership, by a simple majority vote of the members present, at every spring Board meeting.

The Executive Committee consists of the following permanent positions:

- Executive Chair – Finalizes meeting agendas and conducts meetings
- Secretary – Records minutes and maintains Board documents
- Membership Chair - Tracks member terms and submits new member nominations
- Program Chair – Prepares annual program schedule
- Five Members-at-Large

In addition, the Executive Committee includes the following Ex-Officio (non-voting) members:

- COB Associate Dean for Academic Programs and Student Success
- COB Director of Undergraduate Advising and Student Resources
- COB Director of Alumni Relations

The Executive Committee meets each summer to plan the agenda for the Young Alumni Board for the coming academic year. All Executive Committee members may be re-elected on an annual basis. Temporary initiative and ad hoc committees may also be created by the Board on an "as needed" basis.

Standing Committees

The two Standing (Permanent) Committees of the Young Alumni Board are the Membership Committee and the Program Committee. The chairs and members of the Standing Committees are appointed by the Executive Chair on an annual basis.

Membership Committee - Actively recruits, recommends, and orients new Board members while maintaining the status of member terms and planning Board member successions. The Membership Chair directs and coordinates the efforts of the Membership Committee.

Program Committee - Plans the programs and initiatives of the Board while striving to explore new ways for creating value in support of the Board and College Missions. The Program Chair directs and coordinates the efforts of the Program Committee.

Temporary Committees

The Executive Committee may appoint temporary, or ad hoc, committees to support specific initiatives and programs that are temporary in nature, e.g., special events, one-time initiatives, etc. Temporary committees exist for only the duration of the initiative or program, after which they are dissolved.

ARTICLE III

Initiatives of the Board

The initiatives and activities of the College of Business Young Alumni Board may include, but not be limited to, the following:

- Sounding board on College of Business strategy and initiatives
- Ambassadors of the College within their professional organizations to promote the hiring of College graduates and interns
- Support to the College of Business in the recruitment and retention of the best students
- Assistance with and/or sponsorship of student career development initiatives
- Panels and workshops for undergraduate students about different career paths and opportunities
- Mentors for undergraduate students
- Functional or topical classroom speakers in undergraduate classes
- Mock interviewers for undergraduate students
- Sponsorship of young alumni social events
- Advocacy of the NIU College of Business and its students and faculty in the external business community
- Assist the Dean with specific alumni projects or initiatives

The Executive Committee will determine the specific initiatives and programs of the Board for the coming year during its summer planning meeting or at other times as conditions warrant.

ARTICLE IV

Finances

At the Board's discretion and with a two-thirds majority vote of the entire Board, the College of Business Young Alumni Board may charge a membership fee to support its initiatives through either personal donation, solicitation, or a combination thereof. Expenditures from membership dues revenue require a two-thirds majority vote of the entire Board. Such membership fees must be established and/or renewed on an annual basis and be determined no later than the spring Board meeting preceding the academic year for which the fees takes effect.

ARTICLE V

Governance

The Robert's Rules of Order Revised shall govern the conduct of all meetings of the College of Business Young Alumni Board. Any Board member in good standing may attend any Board or committee meeting. A simple majority of the entire Board is required for a quorum to conduct any business of the Young Alumni Board, with the exception of the approval of membership fees and revenue expenditures which require a two-thirds majority vote of the entire Board. The Executive Chair only votes in the case to break a tie vote of the Board membership. Agendas must be distributed by the Executive Chair to the Board membership no later than one week prior to a regularly scheduled Board meeting. Minutes of all Board meetings must be recorded, approved at the following Board meeting, and retained in files, both electronically and in hardcopy, by both the Secretary and in the NIU College of Business Dean's Office. Such minutes must include meeting agendas, dates, and locations; meeting attendance; committee reports; Board issues discussed; voting results; and other relevant material.

ARTICLE VI

Amendments to the Bylaws

These Bylaws may be altered, amended, or repealed at any duly held meeting of the Young Alumni Board. Notice of the proposed changes must be on the agenda of the meeting at which the change will be discussed. Voting on the proposed changes will take place at the Board meeting following the meeting at which the changes were discussed. A two-thirds approval of the entire Young Alumni Board must be achieved to approve any proposed changes to these bylaws