

# **Krannert School Alumni Association**

## **Board Bylaws**

*Valid as of April 15<sup>th</sup>, 2016*

## **Article I**

### **Structure and Purpose**

- 1.1 **Structure:** The Krannert School Alumni Association Board (KSAA) is an elective board within the Krannert School of Management at Purdue University (Krannert). The KSAA serves as an ambassador of Krannert to alumni, current and prospective students, colleagues, employers, and friends. The operations, conduct, and control of Krannert are vested in the President and Board of Trustees of Purdue University. The KSAA acts only in an advisory capacity to these organizations with no fiduciary or operational authority, and serves at the pleasure of the Dean of the Krannert School of Management.
- 1.2 **Purpose:** The purpose of the KSAA is to advance the interests of Krannert by facilitating stronger connections among students, faculty, staff, administration, and alumni. The KSAA will serve as ambassadors of Krannert to alumni, current and prospective students, colleagues, employers, and friends.
- 1.3 **Calendar:** The KSAA shall operate on an academic year, beginning July 1 and ending June 30 of the following year.

## **Article II**

### **Meetings**

- 2.1 **Frequency:** KSAA shall have fall and spring meetings. The KSAA President also has the right to schedule additional meetings or gatherings (e.g. KSAA Summer Retreat).
- 2.2 **Location:** KSAA meetings shall be held at the Krannert School of Management in West Lafayette, IN, unless otherwise agreed upon by a majority vote of the KSAA Membership and approved by the Dean of the Krannert School of Management.
- 2.3 **Notices:** Notices of all meetings, gatherings, or other KSAA sponsored events shall be issued to all members as early as is feasible. At a minimum, at least fourteen (14) days preceding the date of a meeting, gathering, or event will be required. Notice shall be given by either the KSAA President, or a delegate on behalf of the KSAA President.
- 2.4 **Quorum:** Forty percent (40%) of the voting membership (defined in Article III, Sections 3.2 and 3.3 below) shall constitute a quorum to take action in relation to the operations of the KSAA. A majority vote of those present shall approve decisions and actions on behalf of the board. In the event less than a quorum is present, those in attendance may discuss business related to the board, but no business may be formally transacted, nor can any vote be taken without a quorum.

## **Article III**

### **Membership**

- 3.1 **Qualifications:** The membership of the KSAA shall consist of alumni from the Krannert School.
- 3.2 **Membership of the Board:** The KSAA shall consist of a minimum of 30, not to exceed 40 members.
- 3.3 **Board Members:** Members of the KSAA board shall serve a term of three years, with the possibility to extend for two additional, consecutive three-year terms. The extension is dependent upon successful service to the purpose of the KSAA, and subject to review by the Membership and Governance Committee, with approval by the KSAA President.
- 3.3.1 **Board Member Selection:** Members will be selected via nominations solicited from current KSAA members, Krannert administration, staff, and faculty, and subject to a majority vote of the KSAA. Nominees will exhibit passion and enthusiasm towards Krannert and the purpose of the KSAA, achieved through involvement in KSAA committees, recruitment of Krannert students, or interactions with faculty, staff, and administration.
- 3.3.1.1 **Selection Process:** The process outlining how nominees are solicited and ultimately chosen for board appointment is outlined in Addendum I.
- 3.3.2 **Term Limits and Re-nomination/Selection:** No member shall serve for longer than three consecutive three-year terms without rolling off of the board for a minimum of one year before seeking re-nomination/selection.
- 3.3.3 **Voting Rights:** Only board members selected via the nomination and selection process maintain voting rights in relation to the operations of the KSAA.
- 3.4 **Honorary Board Members:** The current presidents of the Krannert Graduate Student Association (KGSA) and School of Management Council (SMC) will hold a position during the academic year on the KSAA as non-voting members.
- 3.5 **Emeritus Members:** The title of KSAA Member Emeritus is an honor and may be granted to any member of the KSAA who has completed at least one three-year term of outstanding service to the KSAA. Member Emeritus status will only be granted once an individual has fully retired (meaning, will no longer seek to serve a KSAA Member) as a voting member of the KSAA. Members Emeriti are not counted within the roster of board members as outlined in Article II, Section 2.2 above. There shall be no limit on the number of Members Emeriti.
- 3.5.1 **Recommendation Process:** A recommendation to confer Emeritus status upon a former KSAA member may be brought for review at any time by any current KSAA member, the Krannert Administration, Faculty, or Staff, assuming the individual being recommended meets the service standards mentioned in Article III, Section 3.5 above. Recommendations shall be made to the Membership and Governance Committee to facilitate the approval process outlined below.
- 3.5.1.1 **Approval of Emeritus Status:** If deemed eligible, the title of Member Emeritus will be bestowed upon a former board member by a majority vote of the current KSAA membership and approval by the Dean of the Krannert School of Management.

- 3.5.2 **Voting Rights:** Members Emeriti will serve without voting rights in relation to KSAA operations, but retain the privilege to attend all KSAA general meetings, events, and activities.
- 3.5.3 **Emeritus Membership Term:** A Member Emeritus appointment is for life, unless removed for cause by majority vote of the KSAA.
- 3.6 **Resignations and Removal:** KSAA Members, including Honorary and Emeriti, may a) resign at any time by written letter to the KSAA President and/or b) be removed at any time with or without cause by recommendation of the Emeritus Member Relations Committee and a majority vote of KSAA.

## **Article IV**

### **Membership Responsibilities and Expectations**

- 4.1 **University Volunteer Policy:** KSAA Members are viewed as volunteers working on behalf of Purdue University. As such, all KSAA Members must complete and submit a Volunteer Policy Form, as required by Purdue University. Each individual will be screened to ensure a safe environment for work, study, and outreach for all Purdue and Krannert School constituents.
- 4.2 **Purdue Alumni Association:** KSAA Members are strongly encouraged to maintain an active membership in the Purdue Alumni Association (PAA).
- 4.3 **Meeting Attendance:** It is expected that KSAA Members will attend and participate in the fall and spring board meetings. **Meeting attendance will be tracked;** frequent absenteeism will result in dismissal from the KSAA Board.
- 4.4 **Committee Involvement:** Members are required to serve as an active participant on at least one committee throughout the duration of his/her respective term. Addendum III outlines the current committees supporting the KSAA Board, as of the date of this document.
- 4.5 **Financial Contributions:** KSAA Board Members are encouraged to make an annual contribution to support the activities of the Krannert School and/or the KSAA. See Addendum II for suggested contribution levels.

## **Article V**

### **KSAA President Duties and Nomination and Selection Process**

- 5.1 **Duties:** The KSAA President shall preside at all meetings of the KSAA, shall have general supervision of the affairs of the KSAA, and shall perform all other duties required of the position of KSAA President or those duties which are required on behalf of the KSAA Members.
- 5.2 **Operating Plan:** The KSAA President will develop the current term operating plan for the KSAA, in a manner consistent with the objectives of the Dean of the Krannert School of Management. This shall include, but shall not be limited to, creating and dissolving KSAA committees (see Addendum III

for the current list as of the date of this document), appointing committee chairs, and approving the agenda for all KSAA meetings.

5.3 **Term:** The KSAA President shall serve a three-year term, excluding the one-year transition (outlined in Section 5.5 below) with the prior incumbent. Terms begin in July and end in June. The President is limited to six total years in office, or two three-year terms, served either consecutively or with time between the three-year terms.

5.4 **Nomination and Selection Process:** The KSAA President Elect will be chosen via a nomination and selection process. This process will be managed by a small committee (hereafter referred to as the President Selection Committee). KSAA Members are encouraged to participate in the selection of the new President, both through nominations of candidates and involvement in the Selection Committee.

5.4.1 **Nomination:** After the fall meeting in Year 2 of the incumbent KSAA President's term the President Selection Committee will solicit nominees for the position of KSAA President. (Note: Year 2 of 1<sup>st</sup> Term, if Incumbent expresses desire to not serve 2<sup>nd</sup> Term: Year 2 of 2<sup>nd</sup> Term if otherwise).

5.4.1.1 **Nomination Process:** Nominees will be solicited from all current KSAA Board Members, Members Emeriti, Krannert Administration and Staff (excluding the Dean, given involvement outlined below in 5.4.2.1 below). The President Selection Committee will announce the nomination process and request for nominees following the fall meeting of Year 2 of the Incumbent KSAA President's term, no later than December 1 of Year 2 of the operating term.

5.4.1.1.1 **Nominee Eligibility:** KSAA Board Members that have completed at least one three-year term of sustained and outstanding service to the KSAA and its purpose are eligible to seek the KSAA Presidency.

5.4.1.1.2 **Collection/Consolidation of Nominations:** Mode of nomination and associated process to be determined by the President Selection Committee (internet application, email, recusal, etc.)

5.4.1.1.3 **Deadline for Nominees:** All nominations are to be submitted by March 1 of the Year 2 operating term.

5.4.2 **Selection:** The President Selection Committee will review the pool of nominees and discuss the merits of each in relation to serving as KSAA President. This includes, but is not limited to, each nominee's contributions to the purpose of the KSAA Board, leadership and/or involvement in KSAA Committees, etc.

5.4.2.1 **Input from the Dean:** The Dean of the Krannert School of Management holds the right to review the merits of each nominee, and will provide counsel and feedback to the President Selection Committee on the selection process. The right to review may include, but will not be limited to, meeting individually with nominees, seeking additional input from Board Members not part of the President Selection Committee, or conferring with Krannert Faculty and Staff.

5.4.3 **Announcement of President Elect:** The President Selection Committee shall announce the choice of the President Elect no later than the start of the operating term (August 1) in Year 3 of the Incumbent KSAA President.

5.5 **Transition of KSAA and KSAA President Elect:** The KSAA President Elect shall transition with the incumbent KSAA President during Year 3 of the Incumbent's term, with the President Elect assuming the title of KSAA President in the fall of following year.

## **Article VI**

### **Amendment of Bylaws**

6.1 These Bylaws may be amended by a majority vote of the KSAA. These Bylaws will be reviewed and modified as deemed necessary by the KSAA President and the KSAA Members.

**Addendum I**  
**Board Member Selection Process**

- 1.1 During the Fall KSAA Meeting, the Chair of the Membership and Governance Committee will request that current KSAA members, Krannert administration, staff, and faculty suggest nominees for consideration to be selected to the KSAA by December 1 following the Fall KSAA Meeting. Nominees for consideration are to be submitted directly to the Chair of the Membership and Governance Committee.
- 1.2 Immediately following the Fall KSAA Meeting, the Membership and Governance Committee will begin the process of assessing the membership status and composition of the KSAA. The objective of this exercise is to evaluate the timing of transitions, vacancies, and board departures to help inform the number of new members to select.
  - 1.2.1 Membership status will be confirmed via email or phone confirmation. The membership assessment process will begin during the Fall KSAA Meeting and conclude by December 1, to coincide with the nominee deadline outlined in Addendum 1, Section 1.1 above.
- 1.3 Following the nominee submission deadline, the Membership and Governance Committee will review the candidates, evaluating against the criteria outlined in Section 3, Subsection 3.3.1 of the bylaws above. Following the review of the nominees, the Membership and Governance Committee will provide a list of suggested candidates to the KSAA President and the Director of Alumni Relations for additional insight and guidance before moving to a larger review, vote, and approval by the KSAA Board (outlined below).
- 1.4 The Membership and Governance Committee will provide the KSAA Board the list of suggested candidates identified to fill vacancies and gaps, relative to the structure outlined in Article 3, Section 3.2 in the Bylaws above. This list (and associated review materials) will be provided no later than four weeks prior to the Spring KSAA Meeting.
  - 1.4.1.1 It is expected that the current KSAA members will review the suggested candidates and their associated backgrounds prior to the Spring KSAA Meeting. During that Spring KSAA Meeting, the Membership and Governance Committee will hold a vote to approve the nominees as official KSAA Board Members, with service and terms to begin the following Fall KSAA Meeting. Candidates will be chosen based upon a majority vote of the KSAA members.
- 1.5 Once approved, it is expected that the Chair of the Membership and Governance Committee, along with the KSAA President and the Director of Alumni Relations, will follow up with notification of approval to the candidates chosen to serve.

**Addendum II**  
**Financial Contribution Guidelines**

- 1.1 As outlined in Article IV, Section 4.5, KSAA Board Members are encouraged to make an annual financial contribution to support the activities of the Krannert School and/or the KSAA.
- 1.2 The following are suggested guidelines for financial contributions and are based upon KSAA Board Member time elapsed since graduation;
- |                            |         |
|----------------------------|---------|
| 0-2 Years Post Graduation  | \$0     |
| 3-10 Years Post Graduation | \$500   |
| >10 Years Post Graduation  | \$1,000 |
- 1.3 The financial contributions provided by the KSAA Board Members will be used to fund and/or subsidize the following activities (as identified in July, 2015 by the KSAA Board at the Summer Retreat).
- 1.3.1 Event/Spring Event \$4,000: Example given; Host the Fall Football Homecoming Tailgate as a “Welcome to the Krannert Family Event”. Goal is to provide visibility to the board and aid in developing a tradition to enjoy for years to come. The Spring Event may include, but not be limited to, a pizza party or other gathering for our graduating seniors. The goal is to congratulate them while also fostering a sense of community and spirit of involvement with Krannert for years to come.
- 1.3.2 Doster Leadership Conference \$15,000: The KSAA has historically provided funding through donations of its board members that help subsidize this important event. The conference provides the top Krannert freshman and sophomores the opportunity to interact and network with important and influential business leaders, building relationships that will last a lifetime.
- 1.3.3 KSAA Gift Fund \$2,500: A fund that provides the KSAA Board with a small operating budget, to pay for activities, initiatives, and gifts that fall under the board’s purview.
- 1.4 The end use of KSAA financial contributions are flexible and subject to change, given feedback from the KSAA President, the KSAA Members, or the Dean of the Krannert School of Management. Any updates or changes are subject to a review and subsequent majority vote of the KSAA Board for approval.



**Addendum III**  
**Current KSAA Committees**

1.1 The current (as of the date of this document) list of KSAA Committees, Committee Purpose, and Committee Chairs are listed below.

- Committee: Alumni Relations  
Purpose: The Alumni Relations Committee is focused on increasing the overall “Krannert Pride” through meaningful student and alumni interactions. This committee will engage in activities and initiatives to drive participation from all levels of alumni and key stakeholders across the school. This committee will serve as the liaison between our alumni/external constituents and Krannert as it relates to increased engagement and awareness.
- Committee: Emeritus Member Relations  
Purpose:
- Committee: Membership and Governance  
Purpose: The Membership and Governance Committee focuses on engaging alumni as a means to recruit and evaluate potential candidates for KSAA Board Membership. This committee will manage the recruitment and selection process for potential candidates, maintain and update the board operating bylaws and will coordinate the on-boarding process for new members.
- Committee: Mentor Program  
Purpose: The Mentor Program Committee provides counsel and advice related to the development and continued improvement of mentor program efforts for Krannert graduate and undergraduate students. This committee also engages with the mentor program leadership team to identify and solicit participation from Krannert alumni to serve as mentors to the student population.
- Committee: Professional Development  
Purpose: The Professional Development Committee will serve as a strategic partner with the Krannert Professional Development Center (KPDC), formerly known as the Career/Placement Office, in providing personal and professional development opportunities for both our domestic and international students. This committee also helps to identify internship and job opportunities, facilitate corporate contacts, experiential learning projects, etc.
- Committee: Student Services  
Purpose: The Student Service Committee will serve as a strategic partner with the undergraduate and master’s program offices in providing opportunities for newly admitted and incoming students to learn about the Krannert experience. This committee will help in the recruitment and yielding efforts of the admissions office and help to bring in the next generation of Krannert students.