

Murray State University Young Alumni Council By-Laws

ARTICLE I. NAME

Section 1.1 Name. The name of the organization shall be the Murray State University Young Alumni (YA). The governing body of the YA shall be the Murray State University Young Alumni Council (YAC). The Murray State Young Alumni shall be formed as an affinity council affiliated with the Murray State University Alumni Association.

ARTICLE II. MISSION & VISION

Section 2.1. Mission. The Murray State University Young Alumni Council serves to support recent graduates with programs and communications that are uniquely tailored to their own needs by fostering relationships, facilitating networking activities and creating a fervent culture of giving among Murray State's young alumni.

Section 2.2. Vision. The Murray State University Young Alumni Council seeks to keep our young alumni connected and involved with all things Blue and Gold. Though your time as a student is over, it remains our vision to keep young alumni connected through alumni engagement, student recruitment, university development, and legislative advocacy.

ARTICLE III. ORGANIZATIONAL STRUCTURE

Section 3.1. Eligibility. The membership of the YA/YAC shall be composed of Murray State University alumni who have graduated within the last 10 years and are under the age of 40.

Section 3.2. Membership.

A) Leadership Council. The leadership of the YAC shall consist of a President, President-Elect, Immediate Past-President, and Vice-President.

B) Executive Council. The Executive Council shall consist of the YAC Leadership Council and committee chairs. This board shall serve as an advisory board for the YAC Leadership Council.

C) Council Membership. The membership shall be made of three staggered slates of five individuals, which will make for a total of 15 members, excluding leadership. These slates will serve on a two-year term, with the option to renew for a second term.

D) General Membership. The general membership of the YA shall serve as the recipients of the programming planned by the Council. The general membership shall not have voting privileges, but are eligible to apply for Council membership positions.

E) Local Chapters. There shall be local chapters of the YA to provide programming near our general members year-round. Local chapters shall be affiliates of the YA and shall be coordinated through the YAC and Alumni Association.

Section 3.3. Meetings. The YAC must physically meet bi-annually on Murray State University's Campus. The dates of the meetings shall be selected by the Council, but must occur in the Fall and Spring semesters. Additional meetings may be called by the President, when necessary, by means of physical or virtual meetings.

Section 3.4. Committees. The committee structure of the YAC shall follow the "four pillars" of the Alumni Association: Alumni Engagement, Legislative Advocacy, Student Recruitment, and University Development. The committees shall develop programming pertinent to their respective purposes.

A) Committee Chairmanships. The committee chairs shall be selected annually by a majority vote of the council. All members, in a non-Leadership Council role, may be eligible to run for committee chair after serving one-year on the YAC.

B) Committee Membership. All members of the YAC shall serve on at least one committee, including Leadership Council members. There shall be no restrictions on the number of committees a member can serve.

C) Meetings. The committees must meet physically at least twice a year, coinciding with the bi-annual YAC meetings. However, they are encouraged to meet, either physically or virtually, as necessary throughout the year to coordinate programming for the organization.

Section 3.5. Dues Structure. The YA will charge membership dues, in addition to annual Alumni Association dues, to fund the endeavors of the organization. The dues will be voted upon annually at the first regularly scheduled meeting of the YAC. The dues shall be dispersed at the discretion of the council.

A) Local Chapter Monies. The local chapter monies shall be allocated, upon the designation of the general membership, to support local chapters of the YAC as needed or by request. These monies must be controlled by the Alumni Association, but shall go to fund programming provided by the member's local chapter. If the member does not participate in a local chapter, a local chapter does not exist, or the member neglects to designate a local chapter, the money shall be allocated for the main YA chapter.

B) Administration of Fees. All fee monies shall be maintained by the Alumni Association. The Vice-President must keep records of all incoming dues and the breakdown of funds.

C) Development. It shall be the goal of the YA to commit funds, at the discretion of the council, to development projects.

ARTICLE IV. MEMBERS

Section 4.1. General Powers. All Council members shall have the ability to vote, propose amendments, and participate in committees. All Council members shall be given the opportunity to serve in committee chairmanships or executive leadership roles.

Section 4.2. Expectations. Members of the Council must meet the following expectations during their term, neglecting to meet such duties could result in dismissal from YAC:

- A) Serve a minimum three-year term (beginning July 1)
- B) Be an annual dues-paid member of the Alumni Association & YA
- C) Attend two additional Alumni Association events throughout the year
- D) Support the Alumni Association in two of the following six opportunities each year:
 - 1. Make any size gift to the alumni scholarship program
 - 2. Purchase a ticket to the Distinguished Alumni Awards
 - 3. Obtain Murray State University License Plate
 - 4. Host/co-host an event with current/prospective MSU students as a recruitment/retention initiative
 - 5. Volunteer to assist at an MSU Alumni Association event
 - 6. An approved alternative by the YAC President

Section 4.3. Responsibilities. It shall be the responsibility of the Council member, to the best of their ability, to meet these Council member responsibilities. Blatant disregard for such responsibilities could result in their dismissal from Council.

- A) Attend and participate in all scheduled board meetings (bi-annually)
- B) Contribute to the development of young alumni programming with the Alumni Association
- C) Stay up to date on Murray State news by reading alumni/university publications and campus newspapers
- D) Join/follow official MSU social media channels
- E) Be familiar with the programs and activities sponsored, organized, or coordinated by the Alumni Association
- F) Be a positive and enthusiastic representative and spokesperson in your community for Murray State University and the Alumni Association
- G) Assist in the identification and recruitment of new Young Alumni Council members
- H) Maintain confidentiality with pertinent University information
- I) Perform any additional tasks, as assigned by the President, Executive Board, or Committee Chair

Section 4.4. Meetings. It shall be the duty of the council member to attend both on-campus meetings each year and to attend their respective special-called meetings. An excused absence may be granted by the YAC President, with prior notice. Excessive absences could result in dismissal from the Council.

Section 4.5. Committees. The council members shall belong to at least one YAC committee, as listed in Section 3.4. Members are permitted to join as many committees as interest them, but should not over commit themselves.

ARTICLE V. OFFICERS

Section 5.1. Leadership Council. The Leadership Council shall serve as the core group of leadership for the YAC. They shall set the goals, direct the organization, and support the Council. This group shall have the discretion to make decisions for the Council, when calling a meeting isn't practical. They shall also have the authority to appoint ad hoc committees or positions, which shall further the mission of the YAC. The Leadership board shall have the same general powers as the Council, with the exception of the President, who shall only vote in the event of a tie.

A) Qualifications. The Leadership Council shall consist of Council members in good standing, elected by a majority vote of the Council. Eligible members should have served at least one year on the council, prior to serving in a Leadership Council role.

B) Terms. The President-Elect, President, and Immediate Past-President shall serve one-year terms in their respective positions. Presidential members shall transition seamlessly into each position, upon the conclusion of their term. The Vice-President shall serve a three-year term, which shall coincide with a term on the Murray State University Alumni Association (MSUAA) Board of Governors.

Section 5.2. President.

C) Responsibilities

1. Lead the organization and provide direction for the organization.
2. Chair and facilitate all meetings of the YAC.
3. Coordinate with Alumni Association Staff and MSUAA Board of Governors members on behalf of the YAC.
4. Work with Executive Council and general Council members to establish and reassess YAC mission, vision, values, strategic plan, and bylaws.
5. Find ways to improve the YAC program and engage more Young Alumni in the mission of MSU.
6. Take the initiative to activate members of YAC to engage fully with the council and University.
7. Appoint nominees for mid-term vacancies to the Council for approval.
8. Serve on all committees as a member.
9. Assume duties not listed, that arise in the course of office.

Section 5.3. President-Elect.

A) Responsibilities

1. The president-elect serves as next in line to serve as president of YAC.
2. Work in coordination with the president to facilitate all YAC communication and meetings.
3. Fulfill the president's duties in his/her absence.
4. Coordinate with RYACs to provide guidance and have an understanding of the status of the Local Chapters.
5. Serve on the Executive Council.
6. Perform any additional tasks, as assigned by the President.

Section 5.4. Vice-President.

A) Responsibilities

1. Represent the YA on the MSUAA Board of Governors
2. Keep accurate records of all YAC meetings and maintain correspondence of meeting minutes with YAC members.
3. Maintain financial records for the organization, in coordination with the Alumni Association staff.
4. Serve on the Executive Council.
5. Perform any additional tasks, as assigned by the President.

Section 5.5. Immediate Past-President.

A) Responsibilities

1. Serve as an advisory member to the Leadership Board, providing insights and guidance to the board.
2. Serve on the Executive Council.
3. Perform any additional tasks, as assigned by the President.

ARTICLE VI. LOCAL YOUNG ALUMNI COUNCILS

Section 6.1. Purpose. The purpose of the Local Young Alumni Chapters shall be to engage YA members at a local level. Where there is a group of interested young alumni, there will be the option to charter a local YA chapter. The local chapters will provide opportunities to keep members engaged, recruit council members, provide programming locally, and to expand the presence of YA.

Section 6.2. Composition. The local chapters will be made up of general members of the Murray State Young Alumni. They will be expected to pay dues to the organization, as to help provide programming from the larger organization and to provide programming funds for their local chapter. The local chapters will have full autonomy to develop a leadership structure that works for their area and are encouraged to involve as many members as possible.

Section 6.3. Regional Young Alumni Coordinator (RYAC). The RYAC shall serve as the liaison between the local chapter and the YAC. They will be responsible for coordinating with the President-Elect on the activities of the local chapter, members interested in Council positions, and financial needs of the local chapter. This individual will work to create their own leadership team within the local chapter, to help plan programming and coordinate the group. The RYAC will have the ability to attend council meetings as an ex-officio member without voting powers. In the event of an absent Council member, the YAC President can substitute an RYAC as a proxy.

Section 6.4. Formation. If a local chapter would like to form, they must select an RYAC and submit the appropriate forms to the YAC. Upon the official recognition by the YAC, the local chapter will be able to request funding for local events and programming with approval from the YAC and through the

coordination of the Office of Alumni Relations, and have an ex-officio member on the Council. The local chapters must be named “Murray State Young Alumni of _____”

ARTICLE VII. ELECTIONS/APPOINTMENTS

Section 7.1. Appointments. Members of the council shall be selected by an appointment system. Interested individuals shall submit an application for nomination to the Council. The Executive Board shall review the applicants and nominate a slate to be confirmed by a two-thirds (2/3) vote of the current council.

A) The application process shall be determined by the Council and communicated through various channels of communication to the general members.

B) Members who have not yet served a second-term will be given the opportunity to serve first, before applications are accepted from the general membership.

C) In the event an individual must resign before their term is over, the President may nominate an individual to fill the role, upon a two-thirds (2/3) confirmation of the Council.

Section 7.2. Elections. The Council shall hold elections at the first regularly held meeting each year to elect a new President-Elect, Vice-President (as required), and committee Chairs. Nominations will be taken from the floor, candidates will be given an opportunity to speak, and a secret ballot will be used to determine the election results. In order to qualify for a leadership role, you must have served at least one-year on the Council.

ARTICLE VIII. MISCELLANEOUS

Section 8.1. Amendments. The by-laws of the Young Alumni Council may be amended at any meeting by a two-thirds vote of the Council members. A copy of the Council by-laws must be filed with the Director of Alumni Relations.

Section 8.2. Removal from Office. The Leadership Council shall have the power, based upon standards put forth in the by-laws, to remove from office any member of the YAC/YA for cause by a two-thirds (2/3) vote.

Section 8.3. Online Voting/Virtual Meeting. In order to allow for efficient, accessible decision-making, the use of a secret ballot, online voting system/virtual meeting methods shall be used when necessary.