

# **Bylaws of the LBJ School Alumni Board**

## **Mission and Role:**

As the official representative body of LBJ School alumni, the mission of the LBJ School Alumni Board is to foster a mutually beneficial partnership between the LBJ School and its alumni by collaborating to advance the goals of the School and its graduates.

The roles and responsibilities of the Alumni Board are to:

- Serve as official representatives of the LBJ School alumni.
- Work closely with the alumni affairs coordinator and the dean to understand the needs of the LBJ School and how alumni can support the School's priorities.
- Organize and energize alumni volunteer support for initiatives identified by the dean as priorities for the advancement of the School, including: professional development, alumni recognition, student recruitment, student career guidance, alumni giving, and continuing education for graduates.
- Identify and promote opportunities for alumni to develop and maintain meaningful connections with each other, current students, and the School's faculty and administration.
- Facilitate a meaningful dialogue between the alumni and the School on issues important to alumni affairs.
- Work closely with the chapters, to promote and encourage their growth, continuity, and sustainability.
- Enrich the alumni experience at the national and chapter levels by developing opportunities for social and professional networking.
- Recognize and promote the achievements of LBJ School alumni.
- Identify and recruit motivated volunteers to serve the School on the Alumni Board and established committees that serve the needs of the School and its alumni.
- As needed, serve as alumni liaisons with other strategic partners, such as the LBJ Library, LBJ Foundation, Texas Exes, and other organizations.
- Meet in-person at least twice per year, once in the spring and once in the fall.

## **Purpose and Membership**

The Alumni Board serves as a governance, management and advisory board for alumni affairs at the LBJ School.

Membership on the Alumni Board is open to alumni of the LBJ School of Public Affairs. In the inaugural year, School leadership will select members from candidates nominated through this process. After the inaugural year, the Nominations and Governance Committee will oversee recruitment. The Nominations and Governance Committee will meet annually to discuss the recruitment of new members and will develop a slate of candidates to bring to the Board for approval every other year at a minimum. Calls for nominations will be sent to alumni and the

broader LBJ School community (i.e. faculty, staff). Board members should be representative of the diversity of the alumni body.

### **Structure and Selection of Members and Officers**

The Alumni Board will consist of at least 11 and no more than 17 members, not including ex-officio members.

Board members will serve two-year terms. The terms will begin in the spring and end after the third spring meeting of the term (which will serve as a membership transition meeting). The immediate past president will serve as a member of the Board and will serve in that capacity until the third fall meeting of the term, when the president-elect succeeds to the position of president.

To ensure leadership continuity, the terms will be staggered. Board members will be limited to three consecutive terms (six years). The immediate past president, in that capacity, may exceed the consecutive six-year limit.

The Nominations and Governance Committee will nominate candidates to the Board and the Board will vote upon the nominations. Members will be elected by a majority vote of the Board in attendance, provided a quorum is present.

Calls for nominations will be made after the fall Alumni Board meeting, with the Board electing new members before the next spring meeting. New members will take their places on the Board at the spring Alumni Board meeting.

The president may fill any vacancies which occur on the Board. The succeeding Board member shall serve for the unexpired term of his or her predecessor and shall then be eligible for election for up to three full terms following the expiration of the term of the predecessor.

At the recommendation of the Nominations and Governance Committee, any member of the Board may be removed by vote of the majority of Board members, either at an in-person or teleconference meeting or via email vote.

Officers consisting of a president and president-elect will be determined by School leadership in the first year (2013). Thereafter, the president-elect will be determined by majority vote of the Alumni Board within the first year of the serving president's term. The president-elect will automatically succeed to the position of president at the fall Board meeting in odd-numbered years and serve for a term of two years. Qualifications for president should include active Board participation, such as driving a Board initiative or serving as a committee chair.

The Alumni Board president will serve as an ex-officio member of the LBJ School Dean's Advisory Council.

The Alumni Board will consist of members with governance duties, and committees with management duties.

Ex-officio, non-voting members of the Alumni Board shall include:

- Dean of the LBJ School or his/her designee
- Faculty representative (approved by the dean)
- Alumni affairs coordinator
- Graduate Public Affairs Council president or designee
- Local chapter presidents or designees as deemed appropriate by the Board

The Alumni Board may choose to designate a Board position for the presidents or designees of established local chapters. The board will take into consideration a chapter's size, longevity, and activity level to determine if a chapter is deemed "established." To designate a such a Board position, the Nominations and Governance Committee will gather feedback from the Alumni Board and LBJ community and make a recommendation to the Alumni Board, which then must approve the recommendation with a three-quarters vote of the Board membership, so long as a quorum is present.

## **Committees**

The Board designates the standing committees specified below and may also create other standing and special committees as needed.

Committees must be chaired by a member of the Alumni Board and will include additional alumni participants. Committees will consist of a chair (appointed by the Alumni Board) and a variable number of members depending on the needs of the committee. Committee size and membership will be determined by the chair in consultation with the Board. Committee members can include alumni who are not members of the Board. No individual shall chair more than one committee at a time.

Committees will determine a meeting schedule each year, and committee chairs are responsible to:

- Report all actions taken at the next in-person Board meeting (in writing if chair is not present at the meeting);
- Notify members of meetings via e-mail or phone (meeting space will be provided at the LBJ School, if requested);
- Work with LBJ School staff to develop agendas
- Develop annual goals in consultation with the Board and provide an annual committee report at the in-person meeting of the Board held in the second half of the year.

The standing committees of the Board are:

- Outreach Committee
- Career Committee
- Recognition Committee
- Giving Committee
- Nominations and Governance Committee

The Nominations and Governance Committee will consist of the Board president, president-elect and immediate past president, and the chairs of the standing committees and will be chaired by the president.

### **Meetings**

Members of the Alumni Board are expected to actively participate in the affairs of the Board, including during the meetings of the Board. The Alumni Board will meet in-person at least twice each year (once in the spring and once in the fall) in Austin, Texas or other designated locations and by teleconference as needed throughout the year. Specific dates and locations of in-person meetings will be determined in the fall of each preceding year, in advance of finalizing recruitment of new members.

The alumni affairs coordinator (LBJ School staff) will develop the agenda with the president. The Board president will be responsible for contacting members with key reminders and for obtaining and sharing committee reports from the chairs.

A majority of the voting Board members will constitute a quorum and can conduct business on behalf of the Board, except as expressly provided otherwise in these Bylaws.

### **Amendments and Exceptions to Bylaws**

Any proposed amendment, repeal or revision of these Bylaws shall be submitted in writing to the Board president and alumni affairs coordinator at least 14 days prior to the meeting at which the changes will be considered. At least seven days prior to such meeting, the alumni affairs coordinator will ensure delivery of any such proposal to each Board member. The Board may adopt, amend or repeal these Bylaws with a three-quarters vote of the Board in attendance, provided a quorum is present. Additionally, the Board may make an exception to the Bylaws with a three-quarters vote of the full voting Board membership.