

School for the Future of Innovation in Society

Alumni Association Board Structure and Bylaws

I. Alumni Association and Board Mission

1. The mission of this board is to promote relationships between alumni, students, and faculty by fostering communication and an environment of fellowship, social, and collegial relationships and to provide opportunities for networking and mentoring.
2. The Board will seek to further alumni interest and involvement with the SFIS.
3. To organize the alumni of the SFIS for the promotion of the welfare of the School consistent with its mission, core values, and ethics.
4. To foster participation of the alumni in the educational, research, and philanthropic activities of the school and promote sharing of collective knowledge to foster from their ranks effective leadership[1]
5. Creating a worldwide community among the alumni body and facilitating opportunities for lifelong engagement with the university
6. Creating a culture of philanthropy among the alumni body, to ensure that alumni continue to contribute their time, talent and financial resources to the better of the university.

II. Association Membership

1. Membership Eligibility- School for the Future of Innovation in Society Association

- i. All persons having received any degree from the School shall automatically enter the SFIS Association upon completion of their degree.
- ii. Membership in this Association shall be open to all graduates of Arizona State University, SFIS, undergraduate and graduate programs, honorary members, ex-officio members, and associate members.

1. Alumni Association Board

- i. All persons having received any degree from the School shall be eligible for membership in and to hold any office within the Alumni Association
- ii. The Board of the Alumni Association (“the Board”) is hereby empowered to confer honorary, voting and non-voting membership on any one or more persons as it deems fit
- iii. Board composition should attempt to represent fairly all departments of the School

1. Alumni Association Committee Membership

- i. All persons having received any degree or certificate from the School shall be entitled to membership in all committees presided over by the Alumni Association Board, even if they are not members of the Board

1. Honorary Members

- i. Honorary members of this Association shall be individuals who are named as such by the Association Board in recognition of their significant contributions that further the mission of this Association. Honorary membership is awarded to those persons deemed deserving by the Association Board and who meet at least one of the following criteria:
 1. The importance of the candidate to the community at SFIS
 2. Interest in and contribution to the alumni association
 3. Interest in and contribution to the SFIS

1. Ex-officio Members

- i. Ex-officio members shall be SFIS, Arizona State University faculty, administrators, staff or other individuals who are not SFIS alumni, but who further the mission and objectives of this Association.

1. Associate Members

- i. Associate Members shall be current students of Arizona State University, SFIS who seek to build connections with alumni and to collaborate in activities supporting the mission of the Association. The Association Board may name current students as Associate Members to facilitate their service on the Association board and committees.

III. Alumni Association Governance - “Association Board”

Section I: The powers of the Association Board include:

- To perform all duties entrusted to the Board;
- To debate and determine Alumni Association policy;
- To provide strategic direction for the Association;
- To provide leadership for all Association activities and endeavors.

Section II: The Association Board is comprised of the following positions:

- Chair (term)
- Vice-Chair(term)
- Secretary (term)
- Immediate Past President (term)
- Committee Chairs

Section III: Term Limits:

1. The Association shall be governed by a core group of a minimum of five (5) Board Members (minimum of one (1) person per degree program, no more than 2-3 per degree program. Maximum board size is sixteen (16) members) who are considered the Association Board.
2. All members of the board shall have full and equal voting privileges. In cases where a vote is tied, the Chair shall cast the deciding vote.
3. The Board is comprised of elected and appointed members serving two-year terms.
4. The term limits in any one position are for three (3) consecutive terms.
5. No member may hold more than one elected position at one time.
6. One (1) year of Board membership is required prior to being elected as Chair.
7. Past-Chair has one (1) year term and voting rights.

Section IV: Vacancies and Nominations

1. The Nominations Committee, acting at a reasonable time before any election, shall nominate candidates to be members of the Board
2. Board votes on nominated candidates. Majority rules and Chair has power to split a tie vote.
3. Any member of the Alumni Association shall have the right to present himself or herself, or another member, to the Nominations Committee and request consideration to be nominated
4. The Association Board may, at its discretion by a majority vote, fill any vacancy among elected Board Members prior to elections; such appointments shall be for the remainder of the term of the seat being filled. Appointed Members shall enjoy the same rights and privileges as elected Members.
5. Board ‘Executive’ positions (Chair, Vice-Chair, and Secretary) nominations are presented to the Board for voting during the annual in-person meeting. The elected officials to executive positions should be voted and identified one (1) year in advance before assuming the respective role.
6. SFIS Faculty are not eligible to be voted into any executive role on the Association Board (Chair, Vice-Chair, Secretary)

Section V: Meetings, Attendance, and Responsibilities

1. The Board shall meet at least twice annually (one in-person and one by phone) and be held at such times and places as the Board may determine for the conduct of its business; one such meeting will be the Annual Meeting with the SFIS Director in attendance to deliver a Directors Report
2. Participation by Board members via conference call is acceptable provided they are unable to attend a meeting in person and have prior approval from the Board Chair.
3. Each Board Member shall serve on at least one committee
4. Each Board Member acknowledges the importance of making an annual contribution to help support the School financially. The amount of the contribution is solely within the discretion of each Board Member. The minimum suggested donation is \$200 annually. New graduates elected to the board are granted a one-year exemption of the annual fee.

Section VI: Removal of a Board Member

1. As a condition of members on the SFIS Alumni Board Members agree to participate as fully as possible in the Boards work including active service on committees and attendance at functions of the SFIS alumni and university.
2. Members are asked to attend one in-person meeting annually and one conference call annually.
3. Failure to attend meetings in person or on phone, without prior approval from the chair, will be deemed to have resigned.
4. Fails to make annual financial contribution, will be deemed to have resigned

Section VII: Resignations

1. Resignation is given via written notice to the chair[2] .
2. Chair provides written notice of resignation to the Vice-Chair and Secretary

Section VIII: Board Members Duties/Responsibilities

A. Chair:

- a. Leads in achieving the goals and expectations set-forth
- b. Builds a cohesive team amongst the board members
- c. Assembles regular board meetings
- d. Maintains momentum by following-up with board between meetings
- e. Is in regular contact with any liaisons
- f. Ensures fulfillment with alumni submissions and University requirements

B. Vice-Chair

- a. Assists the Chair with leading and coordinating board meetings
- b. Follows up with individual board members and university liaison
- c. Provides leadership and coordination for specific events
- d. Fills in for the Chair when s/he is unable to attend events

C. Secretary

1. Keep a record of the meeting proceedings
2. Sends notices according to provisions in the by-laws
3. Review and distribute meeting minutes within 30 days of the meeting

2. Past Chair

1. One (1) year term
2. Leadership role in Nominations Committee
3. Membership/Nominations Chair
 1. Maintains and updates the boards membership database and produces a membership directory
 2. Informs university/SFIS liaison of updated alumni contact information on an ongoing basis
 3. Welcomes new members at events or by sending a personal email on behalf of the board
4. Communication Chair
 1. Works in partnership with university/SFIS on email communication and club website
 2. Maintains social media presence, if applicable
 3. Creates agendas and takes notes before and after each board meeting, circulates these to the board and the university/SFIS liaison
 4. May also handle logistics for board meetings
5. Student Relations Chair
 1. To be determined at the first convening of the Student Relations Committee
6. Special Events Chair
 1. Responsible for the oversight of all board events
 2. Manages the event calendar and supports all board members with event planning
 3. Event planning and execution
7. Fundraising Chair
 1. *To be determined at the first convening of the Fundraising Committee*
 - 2.
8. Reunions/Activities Chair
 1. *To be determined at the first convening of the Special Events Committee*
 - 2.
9. Community Service Chair
 1. *To be determined at the first convening of the Student Relations Committee*
 - 2.
10. Ex-Officio Roles (non-voting membership to the Board)
 1. Graduate Student Representative
 2. Undergraduate Student Representative
 3. Faculty Representative – two (2) possible spots

Section IX: Board Committees

- A. Board committees are chaired by one (1) Board Member. Each Board Member must chair a committee. Executive Board positions are exempt from chairing a Committee.

- a. Committee on Nominations/Membership
 - i. Responsible for recruiting, interviewing and recommending a slate of candidates for election to the Board; and for identifying a diverse representation of the various disciplines among the alumni body. This committee is responsible for nominating Members of the Board. Nominees for Members of the Board are subject to a majority vote by the Board. This committee is responsible for reviewing existing Members' term limits and for reviewing bylaws and recommending changes as necessary annually.
- b. Committee on Fundraising
 - i. Responsible for strategizing fundraising-related programs and appeals, and for identifying new resources and sponsorship consistent with the goals and mission of the School. The Committee is also responsible for encouraging alumni and full Board participation in the ASU annual giving day.
- c. Committee on Student Relations - Mentoring & Careers
 - i. Responsible for connecting students and other alumni with opportunities including but not limited to internships, fellowships, jobs and professional networking events. Members shall lend their own knowledge through mentoring and assist in bridging connections between students and alumni with the goal of helping students obtain professional positions. Job interview and application advice and training are also encouraged. The Committee will partner closely with the Office of Alumni Affairs, Office of Career Services, and Office of Student Affairs
- d. Committee on Special Events
 - i. Responsible for facilitating alumni participation in the Alumni Association events, and for assisting in the planning and hosting of various alumni activities, including the annual Alumni mixer. The Committee shall recruit alumni to attend events, assist in event promotion, and help shape event programming, when applicable
- e. Committee on Communications
 - i. Works in partnership with university/SFIS on email communication and club website
 - ii. Maintains social media presence, if applicable
 - iii. Pulls together annual report on alumni activity
 - iv. Creates agendas and takes notes before and after each board meeting, circulates these to the board and the university/SFIS liaison
 - v. May also handle logistics for board meetings
- f. Committee on Community Service
 - i. Description/Functions: TBD
 - ii.

Section X: Annual Reports & Communication

- 1. The Board Members shall provide an Annual Report to the Alumni Association. The transcripts of this report may be published in social media. The Communications Chair is responsible for distributing this Annual Report. The report is developed in conjunction with the Secretary to the Board.

2. The Secretary to the Board manages communication to the Board. All meeting minutes are provided to the Board no more than thirty (30) days after Board Meetings.

Section XI: Major Activities and Work Projects

1. To be filled in by the events chair.

Section XII: Compensation

1. Members of the board will serve without compensation, but may be reimbursed by the SFIS alumni association for authorized travel expenses.

Section XIII: Amendments

1. Bylaws are subject to annual review and modification, as needed, to meet the needs of the Association Board.
2. Reviews are put forth in writing at least fifteen days before each Board meeting
3. Modifications are approved through majority vote at an official Board meeting