

# **LEAD21 ALUMNI ASSOCIATION BY-LAWS**

These by-laws shall serve as a living document for the LEAD21 Alumni Association (hereafter referred to as the Association) and updated as needed.

The Association operates within the designation of the LEAD21 Board of Directors and is independent from the LEAD 21 program concerning resources.

## **ARTICLE I – MISSION**

The **mission** of the Association is to facilitate continued leadership and professional development opportunities and build a network of alumni to address challenges facing agricultural, environmental, and human sciences.

## **ARTICLE II – INCLUSION**

The Association does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Membership on the Leadership Team and Committees should have representation from the following stakeholder groups: 1862 land-grant institution, 1890 land-grant institution, 1994 land-grant institution, non-land-grant institution, Hispanic Serving Institutions, and USDA-NIFA.

We are committed to providing an inclusive and welcoming environment for all alumni.

## **ARTICLE III – MEMBERSHIP**

All alumni from the LEAD21 program are members of the Association. Unless individuals opt out of communication, all alumni will be included in correspondence from the Association.

## **ARTICLE IV – ASSOCIATION MEMBERSHIP MEETINGS**

### **A. ASSOCIATION MEETING DATES AND TIMES**

The Annual Meeting of the Association (hereafter referred to as Annual Meeting) shall be held in conjunction with the final LEAD21 session. The Annual Meeting will provide professional development and allow alumni to attend the current class graduation.

## **B. NOTICE OF ANNUAL MEETING**

Notice of the Annual Meeting or any special meeting of Association members shall be given at least 30 days prior to the meeting by announcement on the alumni webpage or other appropriate means, such as mail, email, online network or other electronic means.

## **C. QUORUM**

For purposes of doing business of the Association, a quorum will consist of a minimum of four voting members or their officially designated representatives.

# **ARTICLE V – LEADERSHIP TEAM**

## **A. ELIGIBILITY**

To serve in an Officer role, members must have previously served as a member of a committee.

## **B. COMPOSITION**

The Leadership Team shall be comprised of eight (8) Officers. Seven (7) are elected Officers of the Association with voting privileges: Chair, Vice-Chair, Secretary, Member Relations Committee Chair, Education Committee Chair, Development Committee Chair, and Grand Challenges Chair. The additional member of the Leadership Team is the Chair of the Advisory Committee, which is a non-voting role.

## **C. OFFICERS' TERMS OF OFFICE**

Officers shall serve terms of two (2) years' duration. Officers shall not be elected to serve more than two (2) consecutive full terms.

The Chair of the Advisory Committee is a three (3) year term and shall not serve more than two (2) consecutive full terms.

After completing the official term, Officers will rotate to serve a minimum one-year term on the Advisory Committee.

## **D. ELECTIONS**

Elections for the Leadership Team of the Association shall be held at the Annual Meeting, and terms of office shall begin immediately following the election.

## **E. LEADERSHIP TEAM VACANCIES**

Any vacancies occurring in the Leadership Team may be filled by appointment by the Chair, provided that the succeeding Officer shall serve as an Officer for the unexpired term of his or her predecessor. The succeeding Officer shall then be eligible for election or selection for up to two (2) full terms following the expiration of the term of the predecessor.

## **F. RESIGNATION; REMOVAL**

An Officer may resign at any time by giving written notice of resignation to the Chair or Vice-Chair of the Association. A resignation shall take effect at the time specified in the notice or, if no time be specified, upon receipt thereof. Acceptance of a resignation shall not be necessary to make it effective.

Any Officer may be removed by a two-thirds vote of the Leadership Team.

## **G. LEADERSHIP TEAM MEETINGS**

Regular meetings of the Leadership Team shall be held monthly, presided over by the Chair.

Any elected or appointed Officer who fails to attend 4 of the regular meetings in a calendar year, unless excused by the Chair for cause, may be deemed to have relinquished his or her position and may be replaced by a member appointed by the Chair.

The Leadership Team will meet face-to-face at least once per year, in conjunction with the LEAD21 final session, and by teleconference or other electronic means as needed. The Chair may call additional face-to-face meetings with the agreement of the Leadership Team.

# **ARTICLE VI – OFFICERS**

## **A. CHAIR**

The Chair shall serve a two-year term. The Chair will preside at business meetings of the Leadership Team, and on all other occasions where the head of the Association is to be recognized. The Chair acts on behalf of the Leadership Team by taking interim actions between meetings, with the advice and consent of the Leadership Team on matters of policy and procedure.

The Chair of the Association shall be appointed by the Leadership Team and shall serve at the pleasure of the Leadership Team.

## **B. VICE-CHAIR**

The Vice-Chair shall serve a two-year term. The Vice-Chair shall assist the Chair and assume the role of the Chair in the event the Chair is unable to serve. The Vice-Chair is responsible for the development and implementation of an evaluation plan for the Association.

The Vice-Chair will become Chair for the unexpired term should the Chair become unable to serve. The Vice-Chair will preside in the absence of the Chair.

## **C. SECRETARY**

The Secretary shall serve a two-year term. The Secretary shall be responsible to see that meeting announcements, agendas, and minutes of all Leadership Team meetings are properly prepared, distributed in a timely manner, and maintained for archival and business records purposes.

The Secretary shall serve as a parliamentarian at every meeting of the Leadership Team and Association and shall maintain and have on hand an up-to-date copy of the Association by-laws and any policies or governance procedures adopted by the Board, as well as a copy of Robert's Rules of Order Newly Revised.

## **D. COMMITTEE CHAIRS**

Chairs of the committees (described in Article VII) serve on the Leadership Team.

# **ARTICLE VII – COMMITTEES**

## **A. MEMBER RELATIONS COMMITTEE**

There shall be a Member Relations Committee consisting of a Chair, who serves a two (2) year term, and additional members. The Member Relations Committee Chair shall appoint all members to the committee.

The Member Relations Committee will be responsible for marketing the Association meetings and activities. Members of this committee will also facilitate discussion through online networks, emails, or other appropriate communication channels.

## **B. EDUCATION COMMITTEE**

There shall be an Education Committee consisting of a Chair, who serves a two (2) year term, and additional members. The Education Committee Chair shall appoint all members to the committee.

The Education Committee will serve as an advisory group to the Leadership Team, providing recommendations that support and increase educational opportunities for Association members.

## **C. DEVELOPMENT COMMITTEE**

There shall be a Development Committee consisting of a Chair, who serves a two (2) year term, and additional members. The Development Committee Chair shall appoint all members to the committee.

The Development Committee will serve as an advisory group to the Leadership Team, providing recommendations to identify and solicit funding to support the mission and activities of the Association.

## **D. GRAND CHALLENGES COMMITTEE**

There shall be a Grand Challenges Committee consisting of a Chair, who serves a two (2) year term, and additional members. The Grand Challenges Committee Chair shall appoint all members to the committee.

The Grand Challenges Committee will serve to continue discussions about the grand challenges identified in the final LEAD21 session.

## **E. ADVISORY COMMITTEE**

There shall be an Advisory Committee consisting of a Chair, who serves a three (3) year term. The Advisory Committee Chair shall be the person serving in the Past Participant role on the LEAD21 Board of Directors. The Advisory Committee shall be comprised of Officers in their first year after completing their term. The Advisory Committee Chair is a non-voting member of the Leadership Team.

The Advisory Committee will act as liaison between the LEAD21 Board of Directors and the Association. The Advisory Committee will serve as a resource for the Association to assist with strategic initiatives.

## **F. AD HOC COMMITTEES**

The Leadership Team shall have the authority to appoint one or more ad hoc committees it deems appropriate for current issues. The Chair of the Leadership Team shall appoint the chairperson(s) of ad hoc committee(s). The appointed chairperson(s) shall appoint members to the ad hoc committee(s). Committee members may include Association members who are not currently on the Leadership Team.

## **ARTICLE VIII – AMENDMENT OF BY-LAWS**

These by-laws may be amended at any business meeting of the Leadership Team provided the proposed amendment has been made available to all members one month in advance of the meeting. To change the by-laws, a quorum of the voting membership must be present, and a two-thirds majority of the voting membership present must vote in favor of the amendment.

## **ARTICLE IX – ROBERTS' RULES OF ORDER**

The emphasis in all meetings will be on arriving at consensus or a decision through an orderly objective process by vote. Should there be a parliamentary challenge, however, it will be answered by reference to Roberts' Rules of Order Newly Revised.