AYS Alumni Council Bylaws
Inaugural Council Term August 2020 – June 2021
Updated: May 27, 2020

Staff Advisor: Ashley Watts, Assistant Director of Alumni Relations

Article I. Name

The name of the organization shall be the Andrew Young School Alumni Council. This organization is formed as an alumni advisory council affiliated with the Georgia State University Andrew Young School’s (AYS) Office of Career Development and Alumni Relations.

Article II. Purpose

I. To organize a community of alumni leaders in support of the Andrew Young mission and vision.

II. To engage as many AYS alumni as possible in AYS and university sponsored activities.

III. To create an environment in the community which helps AYS alumni build a lifelong relationship with the college, Georgia State, and one another.

Article III. Mission and Vision Statements

I. Mission Statement – Build a foundational network of resources to engage alumni by providing a forum of enriching opportunities and experiences to foster their lifelong relationship with the Andrew Young School and Georgia State University.

II. Vision Statement – Create an environment where all alumni are empowered, service-minded, and have a vested interest in the global community of the Andrew Young School and Georgia State University.

Article IV. Council Membership

I. The membership of the Alumni Council (henceforth referred to as the ‘Council’) shall be composed of Georgia State University Andrew Young School graduates.

II. Have at least two (2) years of full-time work experience by the time of membership.

III. Demonstrate an interest in AYS.

IV. Will add diversity to the Council in terms of age, program of study, geographic location, industry, gender, and ethnic background.

V. There shall be no less than 10 and no more than 30 members per term.

VI. Council members agree to one (1), two-year term of service.
VII. Council members in good standing will have the opportunity to renew membership for two additional two-year term.

VIII. The number of new member seats will vary year-to-year based on member turnover.

IX. Be a dues-paid member (annual level or higher) of the GSU Alumni Association by the start of and during the duration of their term, with the exception of liaison roles.

X. Application for the Council will be opened by April 1, with the exception of the inaugural year.

XI. Interviews, when deemed appropriate, will take place via Office of Career Development and Alumni Relations Staff, AYS Director of Development, and AYS faculty/staff. Evaluations will be recorded using a standard council evaluation form with scoring rubric.

XII. The new council members will be informed no later than June 15 of each year, with the exception of the inaugural year.

XIII. Their term will begin in accordance with the GSU fiscal year of July 1- June 30, with the exception of the inaugural year.

Article V. Member Responsibilities

I. Attend and participate in scheduled quarterly board meetings (at least three of four meeting total).

II. Contribute to the development alumni programming and attend a minimum of three (3) alumni programs per fiscal year.

III. Stay up to date on Andrew Young School and Georgia State news by reading alumni publications, campus newspapers, e-newsletters and magazines, etc.

IV. Join/follow all official AYS social media channels, including the AYS Alumni Facebook group.

V. Be familiar with the programs and activities sponsored, organized, or coordinated by the Andrew Young School, the AYS Office of Career Development and Alumni Relations, as well as the GSU Alumni Association.

VI. Be a positive and enthusiastic representative and spokesperson in your community for the Andrew Young School and Georgia State University.

VII. Assist in the identification and recruitment of new Council members.

VIII. Maintain confidentiality with pertinent University information.
Article VI. Member Expectations

I. Serve a two-year term beginning July 1, with the exception of the inaugural year.

II. Be a dues-paid member (annual level or higher) of the GSU Alumni Association by the start of and during the duration of their term, with the exception of liaison roles.

III. Attend and promote at least one (1) GSU Alumni Association event throughout the year.

IV. Provide financial leadership by making a gift of any size during and promoting GSU Giving Day.

V. Support the Andrew Young School in at least one (1) of the following capacities each year listed below:
   a. Serve as a professional for the Office of Career Development & Alumni Relations Professional in Residence or similar Employer Relations program (subject to staff approval).
   b. Facilitate or co-facilitate the Office of Career Development & Alumni Relations’ Policy & Pancakes program or similar Alumni Relations program (subject to staff approval).
   c. Participate in one admissions/recruitment, new student, or other similar student facing event (subject to staff approval).
   d. Submit a project proposal to AYS Consulting.

VI. Actively serve on a standing committee of the Council (i.e. attend meetings, participate in conference calls, etc.).

VII. Champion AYS initiatives and the Dean’s priorities within your company and throughout the community.

VIII. Be an active Council member (defined as someone who will contribute his/her time and financial support, be a positive team player, be an active member on AYS committee(s), be an active ambassador for AYS in his/her local area.

IX. Actively engage with AYS and the Office of Career Development & Alumni Relations via their various social media channel (Facebook, LinkedIn, Instagram, and Twitter) by liking, commenting, and sharing posts regularly.

X. Cultivate the AYS alumni network to enhance professional development opportunities for alumni and current students by identifying potential speakers and panel participants; site visit and/or job shadow hosts; AYS Consulting projects; and internships and job opportunities.

Article VII. Required Executive Leadership

I. With the exception of the inaugural year, the Council shall maintain at least three (3) executive leaders to operate, manage, and support the council: President, President-elect, and Secretary. Past-President will be offered to each exiting president to continue service to support executive leadership.
a. President- The president will work closely with the Assistant Director of Alumni Relations to coordinate Council communications and facilitate all meetings. They will work with Executive Board and general council members to establish Council’s mission, vision, values, strategic plan, and bylaws. They will find ways to improve Council programs and engage more alumni in the mission of AYS. The ideal president will have strong organizational and leadership skills. They will take the initiative to activate council members to engage fully with the council and the Andrew Young School.

b. President Elect- The president-elect serves as next in line to serve as president of the Council. They will work in coordination with the president to facilitate all Council communication and meetings. They will fulfill the president’s duties in their absence. They will help establish the Council’s mission, vision, values, strategic plan, and bylaws. They will find ways to improve the Council programs and engage more alumni in the mission of the Andrew Young School.

c. Secretary- The secretary will keep accurate records of all Council meetings and maintain correspondence of meeting minutes with council members. They will help establish the Council’s mission, vision, values, strategic plan, and bylaws. They will find ways to improve Council programs and engage more alumni in the mission of the Andrew Young School.

II. Executive leaders will serve a one-year term in each position. The secretary has the opportunity to campaign for re-election for additional terms, with a maximum of two (2) terms.

III. Additional executive leadership positions can be added to the council as determined necessary by the Office of Career Services & Alumni Relations staff members, the Dean of AYS, the AYS Director of Development, Council executive leaders, and general council members.

Article VIII. Duties of Executive Leaders

I. Alumni Council executive leaders can anticipate two (2) additional meetings with Assistant Director of Alumni Relations outside of the Council meetings.

II. Each executive leader is appointed or elected to serve for a minimum one-year term. Council leadership terms will coincide with the fiscal year of the GSU, which begins on July 1 and ends on June 30 of each year, with the exception of the inaugural year.

III. Executive leaders will help recruit new council members and leadership in succession planning.

Article IX. General Executive Leadership Duties:

I. Plan for and lead all Council meetings

II. Participate in executive leadership meeting in preparation for and prior to Council meetings

III. Delegate specific responsibilities to council members, committee, or work group leaders and participants.
IV. Maintain meeting minutes and record of all council activities

V. Work closely with the Assistant Director of Alumni Relations to establish, track progress of, and achieve the group’s goals

VI. Call meetings, recommend and direct policies/procedures, plan programs in the interest of the council mission.

VII. Maintain contact with the Assistant Director of Alumni Relations

VIII. Notify the Office of Career Development & Alumni Relations of address and contact updates

Article X. Liaison Roles

I. The Council shall maintain the following liaison roles when possible: GSU Alumni Association Liaison, Undergraduate Student Liaison, Graduate Student Liaison, and Departmental Liaisons. All liaisons are exempt from general membership requirements.

a. GSU Alumni Association (GUSAA) Liaison – The GSUAA Liaison shall be a GSU Alumni Association board or Young Alumni Council member who, if willing, will serve to ensure the Council is informed about current GSU Alumni Association programs and initiative and to facilitate collaboration and connection between the two groups. They will find ways to improve Council programs and engage more alumni in the mission of AYS and take the initiative to activate Council members to engage fully with the Council and the Andrew Young School.

b. Undergraduate Student Liaison – The Undergraduate Student Liaison shall be a student in their Junior or Senior year whose major falls within the Andrew Young School. Seniors must graduate after June 30 of the year of service. They will find was to improve student-alumni connections and mobilize student to participate in programs where they can engage with alumni.

c. Graduate Student Liaison – The Graduate student liaison must have completed at least one semester prior to the start of their year of service and must graduate after June 30 of the year of service. They will find was to improve student-alumni connections and mobilize students to participate in programs where they can engage with alumni.

d. Departmental Liaison – Departmental liaisons shall be one (1) faculty or staff member from each department (Criminal Justice, Economics, Public Management and Policy, Social Work, and the Urban Studies Institute). They will find ways to improve Council programs and engage students and alumni from their department with the council, the Office of Career Services & Alumni Relations, and the Andrew Young School.

Article XI. Graduate and Undergraduate Student Liaison Expectations

I. Serve a one-year term beginning July 1, with the exception of the inaugural year.
II. Participate in and recruit at least three (3) additional student to attend at least two (2) Office of Career Development & Alumni Relations’ programs per semester.

III. Be an active Council member (defined as someone who will contribute their time, be a positive team player, be an active member on one Council committee, be an active ambassador for the Office of Career Development & Alumni Relations in their degree program).

IV. Actively engage with official AYS and AYS Office of Career Development & Alumni Relations social media channels (Facebook, LinkedIn, Instagram, and Twitter) by liking, commenting, and sharing posts regularly.

Article XII. Committees

I. The Alumni Council shall maintain the following committees when possible: Career & Professional Development Committee; Social & Civic Engagement Committee; Young Alumni Committee; Marketing & Communications Committee; and the Strategic Initiatives Advisory Committee (formerly the Young Alumni Council). All committee shall strive to have a minimum of two (2) members, to include one (1) committee chair.

a. Career & Professional Development Committee – Shall consist of Council members with an interest in and desire to contribute to the professional growth and career development of AYS students and alumni. Committee members will partner with Office of Career Development & Alumni Relations staff and/or relevant organizations to develop at least one (1) alumni focused professional development event per semester, such as networking events, trainings, and/or speakers that appeal to a broad cross-section of alumni. Additionally, members should cultivate the AYS alumni network to enhance professional development opportunities for current students and alumni including identifying potential speakers and panel participants; site visit or job shadow hosts; and internships and job opportunities.

b. Social & Civic Engagement Committee – Shall consist of Council members with an interest in and desire to engage AYS alumni and student in building community through social and civic events. Committee members will partner with Office of Career Development & Alumni Relations staff and/or relevant organizations to develop the following: at least one (1) social event per semester which may be executed collaboratively with the central GSU Alumni Association, and at least one (1) civic event per semester which may include either MLK Day of Service or GSU Cares.

c. Young Alumni Committee – Shall consist of Council members who have graduated within the last 10 years and/or are under the age of 40. Committee members will partner with Office of Career Development & Alumni Relations staff and/or relevant organizations to develop at least one young alumni focused (1) social event per year, and at least one (1) civic event per year to include either MLK Day of Service or GSU Cares.

d. Communications & Marketing Committee – Shall consist of Council members with interests and skills in communications and marketing. Committee members will work
with the Council and the Office of Career Services & Alumni Relations to develop and implement the communication of relevant information about AYS, Career Services & Alumni Relations, and the University at large to the broader alumni community by creating and curating content for the quarterly alumni newsletter, as well as curating; creating; and managing AYS alumni social media.

Article XIII. Committee Chair Duties

I. Responsible for hosting a minimum of one (1) additional meetings/calls with committee per quarter.

II. Responsible for tracking committee member attendance to committee events, meetings, and alumni events.

III. Responsible for submitting event and meeting attendance records to Secretary one week prior to each Council meeting.

IV. Responsible for creating and submitting a committee report one week prior to each Council meeting to the President.

V. Responsible for updating the Council at each meeting and/or have a committee member update the Council on their behalf.

VI. Responsible for ensuring the execution of at least one (1) in-person or virtual event per Fall and Spring semester.

Article XIV. Elections/Appointments of Council Members

I. Executive Leadership
   a. With exception to the inaugural year for the Council, to be eligible for campaign and election to Executive Leadership, the member must have served a minimum of one year of their term on the Council.

   b. During each fiscal year, an election will be held to fill the President-elect and Secretary positions for the upcoming year. The current year President-elect will become the President in the next fiscal year. Nominations will be solicited at the first Spring meeting, voting will take place before May 1, the new slate of Executive Leaders will be presented at the following meeting.

   c. Leaders are elected for each new year following self-nomination and campaign. All council members will have the opportunity to vote for each executive leadership position.

   d. If no member self-nominates for an executive leadership position, AYS staff or current executive leaders may nominate a council member for that position. The council member may accept or decline this nomination.
e. Executive leaders will serve a one-year term in each position. The secretary has the opportunity to campaign for re-election for additional years, with a maximum of 3 years consecutively in that leadership position.

f. If determined necessary by the executive leaders with advisement from Assistant Director of Alumni Relations, the executive leaders can nominate new leaders to executive leadership positions prior to the annual meeting. A list of the executive leadership positions will be filed with the Alumni Association and updated in the bylaws annually following the election.

Article XV. Amendments

The bylaws of the Alumni Council may be amended at any meeting by a two-thirds vote of the council members. Any changes or amendments to these bylaws passed by the council members must ultimately be approved by Office of Career Development and Alumni Relations.

A copy of the council bylaws must be filed with the staff advisor.

Nomination Process
Nominations for the Alumni Council are due by January 30 of each year, with the exception of the inaugural year. Interested candidates are encouraged to meet with a member of the nominating committee.

Nominating Requirements
To be considered as a candidate for the AYS Alumni Council, please submit the following information by January 30 (June 30 of the inaugural year):
1. Candidate Application
2. Letter of Recommendation
3. Résumé