IULAA Bylaws

PROPOSED 7/21/14
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DEFINITIONS:

IU – Indiana University
IUAA – Indiana University Alumni Association
IULAA – Indiana University Latino Alumni Association

Calendar year – Begins January 1st and concludes December 31st of the same year. The term length of Board of Director members will follow the calendar year format.

Fiscal year – Business of the IULAA shall follow the fiscal year beginning July 1st and concludes on June 30th of the following calendar year.

Regular Member – Latino alumni of an IU campus/IU school, currently in good standing with the IUAA.

Affiliate Member – Latino alumni of an IU campus/IU school who are not currently good standing with the IUAA

Honorary Member – Non-alumni of an IU campus/IU school that are appointed by the board of directors to assist the IULAA in carrying out its mission.

Officers – Consist of the President, Vice President, Secretary, and Treasurer. Officers serve on the board of directors.

Quorum – present when a majority (51%) of the voting board members are present.

Board of Directors – The governing body of the IULAA. Elected officers and at-large board members make up the composition of the board of directors.

Electronic Means – recognized as formal notification that can occur via email, web posting, or other electronic methods to distribute information including but not limited to: events, elections, call for nominations, etc.

ARTICLE I: IDENTIFICATION

SECTION 1:

The name of the organization is the Indiana University Latino Alumni Association (IULAA). The IULAA is an affiliate group of the IUAA. The IULAA is an affiliate group of the IUAA, a recognized 501(c)(3) organization

SECTION 2:

The principal office of the IULAA shall be located in the Virgil T. DeVault Alumni Center, 100 East 17th Street, Bloomington, IN 47405, or as determined by the board of directors. Permanent email: latinoaa@indiana.edu
SECTION 3:

All IULAA business shall be conducted according the fiscal year.

ARTICLE II: PURPOSE

SECTION 1:

The purpose of the IULAA is to strive to provide an avenue whereby Latino alumni may establish, continue, and foster new and existing relationships between each other, and the community.

SECTION 2:

The mission of the IULAA is to support the IU community in their efforts to organize and establish a broad, diverse base of alumni and to maintain the integrity and rich tradition of educational excellence. And to provide a means whereby Latino alumni, the IUAA, and other affiliate groups with common interest may formally organize to sponsor and promote events that will continue to stimulate, contribute, and foster the existing diverse cultural background of Indiana University.

ARTICLE III: MEMBERSHIP

The general membership of the IULAA shall consist of all interested Latino IU alumni, members of the IU community, and other friends of the IULAA, including, but not limited to IU alumni, parents, spouses, and family members.

Membership dues shall be established in accordance with the IUAA.

No membership, regular, affiliate, or honorary shall be transferable or assignable in any manner

SECTION 1:

All Latino graduates of any IU campus/IU school are considered Latino alumni of and are therefore eligible to become regular members of the IULAA. Regular members of the IULAA may hold an officer position in the IULAA. Regular members shall have the right to vote at every membership meeting regarding matters of general, specific, or electoral concerns that are
submitted to membership for a vote. Such a vote may be cast in person during a membership meeting, by electronic means, or specified process. Regular members must be in good standing with the IUAA to maintain regular member status.

SECTION 2:

Affiliate membership shall be contingent upon the willingness of the person to carry out the purpose of the IULAA as set forth in these bylaws, or as deemed necessary by the board of directors. Affiliate members shall not be entitled to vote as a regular member, nor hold office. Affiliate members may chair committees, as the board of directors deem necessary. Latino alumni that are not in good standing with the IUAA will be considered an affiliate member.

SECTION 3:

Honorary members may be named by the board of directors as necessary to assist the IULAA in fulfilling its mission. Honorary members shall not be entitled to vote as a regular member, nor hold office.

SECTION 4:

The IUAA shall be responsible for maintaining a list of current regular members, affiliate members, and honorary members. Such membership lists shall be maintained at the IUAA’s principal office.

ARTICLE IV: MEETINGS

A majority of the IULAA Board of Directors is required to conduct business at any meeting. Any action, vote, or other resolution shall be valid when a quorum of the board is established and the majority of all members present agree. A member is considered present when attending a meeting in person, by teleconference, videoconference (Skype, FaceTime, etc.), or by other electronic means. Excused absences are permitted at the discretion of the president of the IULAA.

Board of director members must be present, at a minimum, seventy percent (70%) attendance at the scheduled board meetings. If a member of the board of directors’ falls below seventy percent unexcused attendance during a rolling 10 month period, the board member will be ineligible to vote until their attendance is greater than seventy percent. Board members falling below 70% attendance at regular scheduled IULAA meetings during a rolling 10 month period may become eligible for removal from office (See Article VII). Non-attendance at a regular scheduled meeting, without notifying the president of the IULAA and fulfilling responsibilities pertaining
to the regular scheduled meeting will be considered an unexcused absence. The president has the ability to grant an excused absence, pending all deliverables required of the member have been received for the scheduled meeting.

SECTION 1:

All meetings of the IULAA shall be held at such place, as deemed by the board of directors and as specified in the notices of such meetings.

The board of directors shall call general membership meetings upon a majority vote. Notice of general meetings shall be sent to all IULAA members at least thirty (30) days in advance. Notice can be transmitted via electronic means.

SECTION 2:

The president shall set the date, time, and location for the annual IULAA meeting. Notice of the date, time, and location shall be communicated to the members at least thirty (30) days before the meeting. Notice may be made via electronic means.

SECTION 3:

Meetings of the board of directors shall be held by the request of any board of director member. The request for such meetings shall be limited to any reasonable and convenient place, provided that such request is made not less than thirty (30) days before such meeting. The written request shall also specify the date, time, place, and general purpose of such meeting. Notice of such meeting may not be waived.

SECTION 4:

The Secretary shall keep a written record of the annual, special, or other meetings of the board of directors. In the absence of the Secretary, the President (or delegate) shall maintain a written record, or appoint another board member to do the same. The written reports of the annual, special, or other meeting of the board of directors shall be communicated by electronic means, or as determined necessary by the board of directors.
ARTICLE V: BOARD OF DIRECTORS

SECTION 1:

The board of directors shall govern the affairs of The IULAA. The board of directors shall be appointed and/or elected as set forth in ARTICLE VI. Upon the expiration of a term for any member of the board of directors, the President shall compose a list of nominations submitted by regular members during the open nomination period. The successive board of directors shall be elected from this list. The nominee receiving the majority of votes from the remaining board of directors will begin their term with the next fiscal year.

SECTION 2:

Any vacancy occurring in the board of directors caused by resignation, death, non-performance/non-participation, or other incapacity, shall be filled by a vote at the next annual meeting, or at a special meeting called for such purpose, by the remaining members of the board of directors. The elected candidate shall serve the remainder of the term until its expiration. The term that any person filling an open position on the board of directors due to resignation, death, non-performance/non-participation, or other incapacity will not be counted in the maximum term limit for that person or position.

SECTION 3:

The Board of Directors may establish advisory councils to assist the IULAA with carrying out its mission, as needed by the Board of Directors.

ARTICLE VI: OFFICERS

SECTION 1:

The officers of the IULAA shall consist of the President, Vice-President, Secretary, and Treasurer. The officers shall be members of the board of directors. The immediate past president shall be a member of the board of directors. Additional “At-Large” board member positions will complete the board of directors. The board of directors has the ability to create additional positions as necessary, as determined by the board of directors. The board of directors shall not exceed nine (9) members. Roles and responsibilities for the board of directors can be found in Appendix A.
SECTION 2:

Term limits:

President – the president shall serve a two-year term, and will be eligible to serve up to two (2) terms, whether consecutive or not.

Vice President – the vice president shall serve a two-year term, and will be eligible to serve up to two (2) terms, whether consecutive or not.

Secretary – The secretary shall serve a two-year term, and will be eligible to serve up to two (2) terms, whether consecutive or not.

Treasurer – The treasurer shall serve a two-year term, and will be eligible to serve up to two (2) terms, whether consecutive or not.

Board Member At Large – The board member at large shall serve a 2 year term, and will be eligible to serve two terms, whether consecutive or not.

Ex-Officio – The Ex-Officio board member is eligible to serve unlimited terms, at the discretion of the President of the IULAA.

In the event that the president is unable to fulfill the obligations of the office, or a vacancy occurs, the vice-president shall be the successor and serve the remaining term. The office of the vice-president shall be filled at the next annual meeting, or by special meeting, called by the remaining board of directors.

SECTION 3:

The election of officers shall be by electronic ballot. Such ballots shall identify the candidates that have been nominated by the regular members. Notice of elections, re-elections, and vacancies shall be communicated to all regular members via electronic means. Only nominations submitted by the specified deadline shall be considered for purposes of the election.

SECTION 4:

Officers and other Board positions shall be elected by a majority of votes of the board of directors. The election process begins with notice of elections and a call for nominations. Any regular member may nominate a candidate. Only Regular Members, as defined above, are
eligible for nomination. Subject to the term limits of officer positions, current Board members are also eligible for nominations.

Nominations must be made in writing and may be returned via email to the IULAA email address, latinoa@indiana.edu. Only nominations that are returned to the IULAA before specified deadline to the IULAA email address will be considered for election.

The outgoing President and a representative of the IUAA Relations Office shall be responsible for maintaining the integrity of the nominating and voting process. The outgoing President and a representative of the IUAA Relations Office shall be responsible for verifying the eligibility of all nominated candidates.

Once the nominations are received, electronic ballots shall be forwarded to all board of director members via email, or in person at the annual meeting. The electronic ballot shall identify the candidates that have been nominated for each vacant office. Only ballots returned by the specified election deadline will be counted for the purpose of the election. Results will be communicated to all members. Officers assume their role on the board of directors at the beginning of the next calendar year.

**ELECTION PROCESS**

1. Notice of elections and call for nominations communication sent via electronic means to all regular members
2. Nomination period open for nominations (15 days)
3. Nomination period closes as specified in call for nominations communication
4. IUAA Relations Office verify eligibility of all nominated candidates
5. Election of officers takes place at the IULAA annual meeting, or at a special election meeting, those not in attendance can vote by electronic ballot sent via electronic means
6. President and IUAA Relations Office are responsible for communicating results of elections for board of directors by electronic means (by December 15)
7. Officers take office beginning of next calendar year (January 1)

**ARTICLE VII: REMOVAL FROM OFFICE**

Any board of director member, officer, or otherwise may be impeached from office for malfeasance, misfeasance, or non-performance (see below); provided charges are made in writing by at least a majority of the board of directors or a majority of the responding regular members and IUAA representative. The reporting body may remain anonymous.
SECTION 1:

Any board of director member, officer, or otherwise may be removed from office due to non-performance or non-participation in IULAA meetings and/or activities. Removal from office can occur when non-performance/non-participation of duties directly impacts the functions and abilities of the IULAA to succeed in its mission. Requests for removal from office can be made directly in writing or verbally by a board of director member or regular member at the next scheduled IULAA monthly meeting to the president of the IULAA. The president will request discussion regarding the board of director member, officer, or otherwise removal from office. Removal from office can occur when sufficient cause is met, as outlined above, or SECTION 2, for non-performance/non-participation, and a 2/3 majority vote of all board of director members present is required to remove a person from office. Removal from office occurs immediately following the vote.

SECTION 2:

If cause is warranted for impeachment of a board of director member, the president shall then establish an impeachment committee to conduct an investigation into the charges against the accused member no later than fourteen (14) days from receiving such charges. The subject of the charges shall be given notice no later than fourteen (14) days from receipt of the charges. The impeachment shall have no more than sixty (60) days to conduct its investigation. The impeachment committee shall present its findings to the president at which time the president shall present the findings to the board of directors and the regular membership. The board of directors shall then vote to determine whether impeachment is warranted. A majority vote by the board of directors will require impeachment and such person shall be removed from office immediately. If the board of directors determines that impeachment is not warranted, then the board of directors must submit the findings to the regular membership via electronic means. Regular members can determine by majority vote if impeachment is warranted. A majority vote by the responding regular membership will require impeachment and such a person shall be removed from office immediately.

ARTICLE VIII: REGIONAL COUNCILS

The purpose of all regional councils shall be to stimulate and encourage loyalty in the Latino alumni of their geographical region, and serve the greater mission of the IULAA. Regional councils shall establish programs to further the educational, social, and charitable interest of the chapter, The LAA, Indiana University, and the community. Each chapter shall have a continuing duty to The LAA in furthering the purpose of The IULAA.
SECTION 2:

Regional councils may be established as necessary by a majority vote of the board of directors, the majority of the regular responding membership, and a signed petition of 10-15 regular members permanently located within the proposed regional location delivered to the board of directors of the IULAA. Such petition shall be brought before the regular membership for a vote. A majority vote by regular responding members shall establish the regional council. A representative of each Regional Council will participate in IULAA meetings, provide a report from their IULAA region, and work with the IULAA to coordinate efforts to achieve the mission of the IULAA.

SECTION 3:

The regional councils may establish programs and activities to further the mission of the IULAA in their geographic region.

ARTICLE IX: COMMITTEES

SECTION 1:

The board of directors shall maintain and establish committees to further the interest of the IULAA. Additional committees may be created to assist the IULAA in carrying out its mission. Committees must be approved by a majority vote of the board of directors. The board of directors has the ability to dissolve committees, with a majority vote of the board of directors.

Current committees serving the IULAA:

Bylaws Committee - The charge of the Bylaws Committee is to consider amendments to the bylaws; to review and draft rules for the conduct of the board, committees, and membership meetings. The commitment for this committee includes participation on periodic conference calls and drafting assigned rules.

Communications Committee - is responsible for the ongoing development, review, refinement and enhancement of communication strategies and initiatives to highlight the impact of the IULAA and encourage alumni engagement, and share the results of community partnerships.

Distinguished Latino Alumni Award (DLAA) Committee – is responsible for overseeing the process of awarding our highest honor. The commitment for this committee requires one to participate on periodic conference calls, review the applications received, ensure the integrity of
the selection process in accordance with the DLAA rules, and potentially participate and/or coordinate an awards event.

**Partnership Committee** – The committee’s mission is to seek out opportunities to develop and cultivate mutually beneficial programs, activities, and outcomes between the public, businesses, nonprofits, government organizations, educational institutions, and the IULAA.

**Scholarship Committee** - The dual purpose of the Scholarship Committee is to raise funds for scholarships and to establish the guidelines for the issuance of scholarships to Latino IU students, timely review of applications, and selection of the scholarship recipient(s). The commitment for this committee requires one to participate on periodic conference calls, review of applications received, and potentially participate and/or coordinate an awards event.

**Strategy Committee** - The Strategy Committee recommends to the Board, for approval, major strategic and policy initiatives that will impact the direction and the activities of the IULAA. Once an initiative is approved in principle by the Board, the Committee has overall responsibility and approval authority for the initiative. The Strategy Committee is composed of members selected from within the Board or outside the Board, as appropriate, to enable the Committee to best accomplish its charge.

**Impeachment Committee** – The impeachment committee recommends to the Board of Directors if sufficient evidence is present to impeach a board of director member. Members of this committee will be assembled if sufficient need is met to conduct a misfeasance or malfeasance investigation by the President of the IULAA, or by IUAA leadership.

**SECTION 2:**

The board of directors can appoint any regular member, affiliate member, or honorary member to serve on IULAA committees. The board of directors shall maintain and establish the necessary structure of all committees, method of appointment, removal, and term of service.

**ARTICLE X: MISCELLANEOUS**

**SECTION 1:**

Meetings of the regular members, board of directors shall be governed by the rules contained in *Robert’s Rules of Order Revised* provided they are not inconsistent with the Constitution of Bylaws of the IULAA.
SECTION 2:

The board of directors may amend the Constitution of Bylaws by a majority vote of the board of directors, provided that such amendment is also approved by the majority of the responding regular members.

Any proposed amendment(s) to the Constitution or Bylaws shall be disseminated in writing to all board of directors and all regular members. Such writing shall include the full text of the proposed amendment, and sent via electronic means. Ratification of the proposed amendment(s) shall occur within thirty (30) days of approval of the majority responding regular members.

SECTION 3:

The IULAA By-Laws are subject to review every 2 years, or sooner as determined by majority vote of the board of directors.
APPENDIX: A

Description of Roles, Board of Directors

President

Specific Tasks/Responsibilities:

- Preside over and facilitate all meetings
- Determine the goals and objectives for each meeting
- Solicit input from the other board members
- Share an agenda and materials prior to meetings
- Ensuring that the projects and work of the group are done in an effective and timely manner
- Delegate roles and responsibilities to the board and/or committee members
- Ultimately responsible for the group’s progress
- Have the ability to unify large groups to pursue shared goals
- Be familiar with the strategic plan of the IUAA and the mission, goals and policies of the organization

Time Commitment:

The President must look at and assume responsibility for the whole, not just any individual set of activities. As such, the President must have a long-term perspective and commitment to the overall health of the alumni community and to help individual officers and committees complete their work in a manner that not only ensures short-term success, but also leaves a foundation that their successors can build upon. The President should strive to be impartial, and not advocate for one position or another. This person should be fair and objective, not allowing personal feelings to sway how the group is operating or moving forward on a decision. They should have the ability to make decisions, lead others and motivate. The President should also be a person that affords their board the opportunity to have influence and find meaning in their volunteer experience. Finally, this should be an individual that fosters community, loyalty and productivity.
Immediate Past-President

Specific Tasks/Responsibilities:
- Provide guidance to president regarding roles and responsibilities
- Assist the board of directors with goal development
- Solicit input from the other board members
- Have the ability to unify large groups to pursue shared goals
- Be familiar with the strategic plan of the IUAA and the mission, goals and policies of the organization
- Assist in the elections process.

Time Commitment:

The Immediate Past-President must look at and assume responsibility for the whole, not just any individual set of activities. As such, the Immediate Past-President must have a long-term perspective and commitment to the overall health of the alumni community and to help individual officers and committees complete their work in a manner that not only ensures short-term success, but also leaves a foundation that their successors can build upon. The Immediate Past-President should strive to be impartial, and not advocate for one position or another. This person should be fair and objective, not allowing personal feelings to sway how the group is operating or moving forward on a decision. They should have the ability to make decisions, lead others and motivate. The Immediate Past-President should also be a person that affords their board the opportunity to have influence and find meaning in their volunteer experience. Finally, this should be an individual that fosters community, loyalty and productivity.
Vice President

Specific Tasks/Responsibilities:
- Acts as the president in his or her absence.
- Serves on the board’s executive leadership team.
- Assists the president with their specific tasks and responsibilities.
- Solicit input from the other board members.
- Frequently assigned to a special area of responsibility, such as membership, special event or board recruitment and development.
- Have the ability to unify large groups to pursue shared goals.
- Be familiar with the strategic plan of the IUAA and the mission, goals and policies of the organization.

Time Commitment:

The Vice President must look at and assume responsibility for the whole, not just any individual set of activities. As such, the Vice President must have a long-term perspective and commitment to the overall health of the alumni community and to help the president to ensure the officers and committees complete their work in a manner that not only ensures short-term success, but also leaves a foundation that their successors can build upon. The Vice President should strive to be impartial, and not advocate for one position or another. This person should be fair and objective, not allowing personal feelings to sway how the group is operating or moving forward on a decision. They should have the ability to make decisions, lead others and motivate. Finally, this should be an individual that fosters community, loyalty and productivity. In most communities the vice president, explicitly or implicitly, is the president-elect.
Secretary

Specific Tasks/Responsibilities:

- The Secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes may vary by community, but should include at a minimum:
  - date, time, location of meeting;
  - list of those present and absent;
  - affirm that quorum is present
  - list of items discussed;
  - list of reports presented;
  - text of motions presented and description of their disposition
- The Secretary should distribute minutes to the board members prior to the next meeting.
- If also in the role of Communications Chairperson, this person may have the responsibility to send regular e-communications to respective membership to advertise about upcoming events and activities.
- Ensures that social mediums are current and active.
- Be familiar with the strategic plan of the IUAA and the mission, goals and policies of the organization.

Time Commitment:

The Secretary must look at and assume responsibility for the whole, not just any individual set of activities, for the alumni community. As such, the Secretary must have a long-term perspective and commitment to the overall health of the alumni community. The Secretary should strive to be impartial, and not advocate for one position or another. This person should be detail-oriented, organized and pro-active in their communications strategy. They should have the ability to make decisions, lead others and motivate. Finally, this should be an individual that fosters community, loyalty and productivity.
Treasurer

Specific Tasks/Responsibilities:
- Manages the board’s review of, and action related to, the board’s financial responsibilities.
- Serves on the board’s executive leadership team.
- Often works directly with staff members in the development of reporting and to comply with financial best practices for the organization.
- Ensures that appropriate financial reports are made available to the board.
- When applicable, submits required reporting to the IUAA.
- Ensures sound management of cash and investments.
- Be familiar with the strategic plan of the IUAA and the mission, goals and policies of the organization.

Time Commitment:

The Treasurer must look at and assume fiscal responsibility for the whole, not just any individual set of activities. As such, the Treasurer must have a long-term perspective and commitment to the overall financial health of the alumni community. The Treasurer should strive to be impartial, and not advocate for one position or another. This person should be fair and objective, not allowing personal feelings to sway how the group is operating or moving forward on a decision. They should have the ability to make decisions, lead others and motivate. Finally, this should be an individual that fosters community, loyalty and productivity.
Board Member At Large

Specific Tasks/Responsibilities:
- Ensure effective organizational planning.
- Determine programming and experiences that are consistent with the organization’s mission and goals and monitor and evaluate effectiveness.
- Serve as an ambassador for your respective alumni community and IUAA as a whole.
- Assist in the recruitment and orientation of new board and committee members.
- Be familiar with the strategic plan of the IUAA and the mission, goals and policies of the organization.

Time Commitment:

Board Members must have a long-term perspective and commitment to the overall health of the alumni community. The Board Member should strive to be impartial, and not advocate for one position or another. This person should be team-oriented, dependable, and an organized individual. They should have the ability to make decisions, lead others and motivate. Finally, this should be an individual that fosters community, loyalty and productivity.
Ex-Officio

The President of the IUAA has the ability to appoint Ex-Officio positions. The Ex-Officio position(s) has no term limit and are at the discretion of the current president. The Ex-Officio does not have board member voting privileges. There is no limit to the number of Ex-Officio on the board of directors, and does not count towards the total board of director seats.

Specific Tasks/Responsibilities:

- Advise the President and the IULAA
- Ensure effective organizational planning.
- Determine programming and experiences that are consistent with the organization’s mission and goals and monitor and evaluate effectiveness.
- Serve as an ambassador for your respective alumni community and IUAA as a whole.
- Assist in the recruitment and orientation of new board and committee members.
- Be familiar with the strategic plan of the IUAA and the mission, goals and policies of the organization.

Time Commitment:

Ex-Officio must have a long-term perspective and commitment to the overall health of the alumni community. The Ex-Officio should strive to be impartial, and not advocate for one position or another. This person should be team-oriented, dependable, and an organized individual. They should have the ability to make decisions, lead others and motivate. Finally, this should be an individual that fosters community, loyalty and productivity.