

**UNIVERSITY OF GEORGIA  
SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS (“SPIA”) ALUMNI  
BOARD OF DIRECTORS**

**NOMINATION INFORMATION FORM**

*Deadline for Receipt of Submissions: **Wednesday, May 22, 2019***

**ELIGIBILITY** – Being able to commit to the following:

- Serving a three-year term;
- Committing to an **annual personal gift of at least \$250** to SPIA on a fiscal year basis (the Board’s fiscal year starts on July 1 and ends on June 30);
- Commit to **fundraising at least an additional \$250** each year while serving on the Board;
- Attempting to attend all Board meetings, conference calls, and events (note that past meetings and events have occurred in Atlanta, Athens, and Washington, D.C.) and shall miss no more than one official semester Board meeting (note that any Member absent from two (2) meetings in any fiscal year shall be considered to have resigned from the Board);
- Being actively engaged in advancing the purpose of the Board, including, but not limited to, serving as an officer or committee member;
- Recruiting other SPIA alumni to serve on the Board and promoting SPIA among other alumni;
- Providing feedback and suggestions to SPIA’s Dean on ideas for alumni engagement;
- Staying informed about SPIA events and news via SPIA’s social media accounts, SPIA website and other media; and
- Working to advance the mission and goals of the SPIA as presented by SPIA’s Dean.

**REQUIRED INFORMATION** –

1. A completed application form, including a signed acknowledgment that the nominee has read the Board’s Bylaws and agrees to fulfill all requirements identified in the Eligibility section above;
2. A current resume;
3. A personal statement explaining how the nominee has supported SPIA or UGA since graduation and what ideas or abilities the nominee can contribute to the Board to help the Board achieve its goals in the areas of fundraising, planning alumni events, and mentoring current SPIA students.

**NOMINEE INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Graduation year(s) from UGA & degree(s) obtained: \_\_\_\_\_

Employer: \_\_\_\_\_

Current occupation: \_\_\_\_\_

By signing the below, you acknowledge your interest in being considered for a position on the SPIA Alumni Board of Directors, have read the enclosed Bylaws for the SPIA Alumni Board of Directors, and if selected are able to fulfill the eligibility requirements identified above.

\_\_\_\_\_  
Signature of Nominee

Date: \_\_\_\_\_

Please return the completed information form, your resume, and personal statement to Lauren Ledbetter, Alumni Relations & Annual Giving Coordinator, via electronic mail at [lledbetter@uga.edu](mailto:lledbetter@uga.edu) by **Wednesday, May 22, 2019**.

The University of Georgia  
School of Public and International Affairs  
Alumni Board of Directors

BYLAWS

**ARTICLE I**  
**NAME**

The name of the organization shall be The University of Georgia School of Public and International Affairs (“SPIA”) Alumni Board of Directors, which shall be referred to hereinafter as the “Alumni Board.” This group is wholly affiliated with SPIA and subject to the conditions set forth in these Bylaws.

**ARTICLE II**  
**PURPOSE AND POWERS**

The purpose of the Alumni Board shall be the following:

1. Mission Statement. The mission of the Board shall be to serve and support students and graduates of SPIA with programs and communications that are uniquely tailored to their own needs and perspectives; and promote and support SPIA’s programs and activities in order to cultivate and encourage a continuing affiliation between and among graduates and the institution.
2. Vision Statement. To develop and maintain a dynamic and responsive alumni organization by establishing a shared sense of community among individuals whose ties to one another and to SPIA and the University of Georgia do not end with graduation.
3. Goals.
  - a. To promote alumni interests by voicing and advocating the needs of alumni to the SPIA Board of Visitors and SPIA administrators.
  - b. To foster and sustain a culture of involvement and giving back to SPIA of time and resources among alumni.
  - c. To capitalize on the time, energy, and talent of alumni by shepherding the development of volunteers and future leaders in ways that deepen their commitment to SPIA and to prepare them for active roles in alumni affairs.

- d. To allow SPIA to be a life-long value-added experience for all SPIA graduates.
4. Objectives.
    - a. To continuously educate alumni, current students, and the entire University of Georgia community about our mission, objectives, and capabilities.
    - b. To support the fundraising objectives and goals of SPIA, as prioritized by the Dean of SPIA – which may include but not be limited to the funding of undergraduate student study abroad scholarships and master of public administration unpaid internship stipends.
    - c. To enhance the experience of undergraduate and graduate students while attending SPIA, by finding ways to offer them support or mentoring and encourage their involvement as they become SPIA alumni.
    - d. To create dynamic links with SPIA graduates around the country.
    - e. To participate in development initiatives by acting as an advisor to SPIA development groups.

### **ARTICLE III** **MEMBERSHIP**

1. Eligibility. Membership in the Alumni Board shall be open to:
  - a. Any alumnus/alumna of SPIA's undergraduate or graduate programs;
  - b. Anyone who graduated from the Franklin College of Arts and Sciences with a political science or public administration undergraduate or graduate degree; and
  - c. Any individual, as determined by the Board, who is not eligible for membership under subsections (a) or (b) of this Section but is nevertheless interested in the welfare of SPIA and in assisting the Board in accomplishing the goals and objectives identified in these Bylaws.
2. Members. The Alumni Board shall consist of no more than twenty-one members. The Board will seek membership from a broad array of candidates to include individuals who are demographically and geographically dispersed. Additionally, the Board may utilize resources external to SPIA to identify appropriate alumni, including but not limited to the University of Georgia Foundation's database. The primary criterion for membership shall be a

commitment to serve the interests of SPIA and its alumni and current students. The Board shall contain a minimum of 4 members who obtained a Masters or PhD in one of the programs currently or previously offered by SPIA. The Board may increase its membership size, subject to a two-thirds (2/3) vote of the current Board.

3. Election.

- a. All Members shall serve terms of three years. Members may serve two consecutive full terms and will be prohibited from seeking an additional term for one year after the completion of their second term.
- b. No later than April 1 of each year, the Secretary/Treasurer shall send notification to all Members whose terms are expiring inquiring about their intention to seek reelection to the Board. A Member who elects to resign or who chooses not to offer for reelection shall notify the Secretary/Treasurer in writing prior to April 15. By June 15, the Nominating Committee shall elicit potential nominees from the Members and present to the Board a slate of nominees to fill the upcoming Board vacancies. The Nominating Committee shall create procedures for vetting and slating the nominees. By June 30, Members shall submit their votes for the Board nominees to the Secretary/Treasurer. Election to the Board shall require a two-thirds (2/3) vote of the current Board, including outgoing Board members. Members can cast their vote at a meeting or by proxy via electronic mail addressed to the Secretary/Treasurer.
- c. All newly elected and reelected Members shall be invited to attend the next Board meeting and begin their tenure of service. Board membership will conclude on June 30th for all Members whose term expires in that year. A Member whose term has expired shall remain in office until his or her successor is elected and qualified.
- d. The Board, by a majority vote, may fill any vacancies that may occur by reason of death, resignation or otherwise. The filling of a vacancy shall not be required by the Board. In the event of the filling of any vacancies, the Nominating Committee shall present a slate consisting of a least one recommendation to the Board at the next scheduled Board meeting. After a vacancy has been filled, the new member will begin his/her first three year term.
- e. Any Member may be removed by a three-quarters vote of the Board at any regular or special meeting.

4. Ex-Officio Members.

- a. The Dean of SPIA shall serve on the Board as an ex-officio member, but shall have no vote.
  - b. In the event the Immediate Past Chairman is not a Member of the Board, the Immediate Past Chairman shall serve as a non-voting, ex-officio member of the Board.
  - c. The Board may also invite one SPIA undergraduate and one graduate program student representative to serve two-year terms as ex-officio members with no voting privileges.
  - d. No ex-officio members shall count towards the Board membership size, and neither the undergraduate nor the graduate program student representatives shall be subject to the gift contribution requirement of Article III, Section 5(b).
5. Good Standing. To remain in good standing, the Member must:
- a. Be actively engaged in advancing the purpose of the Board, including but not limited to serving as an officer or committee member;
  - b. Commit to an annual gift of at least \$250 to SPIA on a fiscal year basis (a fiscal year shall commence on July 1 and end on June 30 of the following year). For those serving a second consecutive term on the Board, commit to raising or giving at least an additional \$250 on a fiscal year basis;
  - c. Attempt to attend all meetings, conference calls, and events. However, a Member absent from two (2) meetings in any fiscal year shall be considered to have resigned from the Board;
  - d. Recruit other alumni to serve on the Board;
  - e. Promote SPIA among other alumni; and
  - f. Provide feedback and suggestions to the Dean on ideas for alumni engagement.
  - g. Any Board member that has not fulfilled their annual gift requirement by the end of the fiscal year (as defined in Article III, Section 4, subsection b.), shall be considered past due in payment, shall be notified by the Board Chairman of this status and have 90 days from the start of the new fiscal year to complete their gift requirement for the previous fiscal year. Any

member that does not resolve their past due status within 90 days of the new fiscal year shall be considered to have resigned from the Board.

#### **ARTICLE IV** **OFFICERS AND DUTIES**

1. Officers. The officers of the Board shall be a Chairman, a Vice-Chairman, a Secretary/Treasurer, and a Washington, DC Liaison. Officers shall serve a term of one year, or until their successors are elected and qualified. A Member ineligible to serve the duration of the office due to the expiration of their term on the board shall be allowed to run for said office.
2. Election Procedure. By April 15, Board Members shall inform the Secretary/Treasurer of their intention to seek election or reelection for an officer position. By May 15, the Nominating Committee shall present a slate of officers to the Members for election, which shall be approved by a majority vote of all Board Members. The Nominating Committee shall create the procedures for vetting and slating the officers. Board Members may cast their vote by proxy via electronic mail addressed to the Secretary/Treasurer.
3. Vacancy. In the event of a vacancy in the position of Chairman, the Vice-Chairman shall complete the former Chairman's unexpired term of office. In such event, the Board shall elect a new Vice-Chairman at the next scheduled Board meeting. Should there be a vacancy created in the position of Vice-Chairman, Secretary/Treasurer, or DC Liaison, then the Board shall elect a new officer at the next scheduled Board meeting to complete the unexpired term of the respective officer.
4. Duties.
  - a. The Chairman shall preside at all meetings of the Executive Committee and the regular meetings of the Board and shall be responsible for coordinating the duties and responsibilities of the other officers and for appointing the members of all committees. The Chairman shall oversee and coordinate all activities of the Alumni Board, including all programs, special projects, the selection of new Members, and finances. The Chairman, with assistance from the Vice-Chairman, must provide an annual written report to the Dean of SPIA at a time designated by the Dean. The report at a minimum shall outline activities from the prior year and goals for the upcoming year. Upon the expiration of the Chairman's term of office, he or she shall continue to serve the Board as the "Immediate Past Chairman."
  - b. The Vice-Chairman shall, in the absence of the Chairman, exercise the powers and perform the duties of the Chairman.

- c. The Secretary/Treasurer shall be responsible for all matters pertaining to membership. This officer shall also provide training and introductory materials to new Members, record all proceedings of the Board and have the further responsibility for maintaining these By-laws.
- d. The Washington, DC Liaison shall assist the Board and its Committees with matters concerning the Washington, DC area. The Washington, DC Liaison shall be responsible for working with the Board and its Committees to plan activities in the Washington, DC area and shall represent the Board at any SPIA, University of Georgia, or Board events in the Washington, DC area. Only Members who reside in the Washington, DC area shall be eligible to serve as the Washington, DC Liaison.

## **ARTICLE V** **COMMITTEES**

The organization of the Board shall be composed of various committees as needed to facilitate the purpose of the Board, including but not limited to the following standing committees:

1. Executive Committee. The members of the Executive Committee shall be the Immediate Past Chairman, the Chairman, the Vice-Chairman, the Secretary/Treasurer, the Washington, DC liaison and the Dean of SPIA. The responsibilities of the Executive Committee shall be to determine the dates of meetings for the upcoming year, for planning and organizing the Board meetings, and outlining specific projects for consideration by the Board. The Executive Committee, in its discretion, shall have the authority to form ad hoc committees when deemed necessary and shall be empowered to call upon other members of the Board for assistance in furtherance of the purposes of the Board. The Dean and the Immediate Past Chairman shall serve as ex-officio members only, and shall have no vote. A quorum of the Executive Committee shall be a majority of the members of such committee. Any action of the Executive Committee shall require a majority vote of the members of the Executive Committee present.
2. Nominating Committee. The Nominating Committee shall be composed of the Executive Committee and two Members appointed by the Chairman. This committee is responsible for managing the election of officers and Members to the Board in accordance with the provisions of these Bylaws.
3. Fundraising Committee. The Fundraising Committee shall support SPIA's fundraising efforts and encourage alumni and friends of the school to participate in the annual funding of priorities set forth by the Dean of SPIA. Committee members shall seek new and creative ideas to help increase



fundraising participation levels among alumni and friends. The committee may appoint co-chairs, one of whom would lead all efforts in the Washington, DC area.

4. Events Committee. The Events Committee shall be responsible for planning, organizing and hosting the Alumni Board's title-sponsored events throughout the calendar year. The purpose of these events will be to create an opportunity for alumni to network with political, community and business leaders, to establish and maintain the network of SPIA's alumni, and to support SPIA's fundraising efforts. The committee may appoint co-chairs, one of whom would lead all efforts in the Washington, DC area.
5. Mentoring Committee. The Mentoring Committee shall be responsible for actively engaging Board Members, alumni and friends of SPIA to serve as mentors to current SPIA students. Members will also actively seek out undergraduate or graduate students who are interested in having a mentor during their time on campus. Committee members will prepare all necessary information that ensures a successful partnership between mentors and mentees.

No other officer of the Executive Committee shall serve as a committee chair.

Committee Chairs shall be appointed by the Chairman as soon as possible after his or her election. Chairs may be re-appointed to unlimited consecutive terms so long as they remain eligible for membership on the Board.

## **ARTICLE VI** **MEETINGS**

1. Regular Meetings. There shall be four (4) scheduled meetings of the Board each year, scheduled approximately three months apart, on such dates and at such times as the Executive Committee shall determine. At least one (1) meeting per year must be conducted in person. Other meetings may be conducted via videoconference, teleconference, or any other means of communication and all action by the Board at such meetings shall be equal to actions taken at an in person meeting. A quorum must be present at all times. The Chairman shall establish the agenda and topics for discussion at each meeting.
2. Special Meeting. In addition to the regularly scheduled meetings of the Board, special meetings may be held at the discretion of the Executive Committee or upon the request of five (5) or more Members, provided, however, that the Board be given no less than fourteen (14) days written notice of such meeting.

**ARTICLE VII**  
**PROCEDURE**

1. All Board meetings shall be conducted in accordance with Robert's Rules of Order.
2. A quorum shall consist of one-half (1/2) of the Members of the Board.
3. Board Members may cast proxy votes on any measure under consideration by the Board via electronic mail addressed to the Secretary/Treasurer.

**ARTICLE VIII**  
**AMENDMENT**

These Bylaws shall be amended or repealed by a vote of two-thirds (2/3) of the members of the Board present at any duly authorized meeting. Notice of any proposed amendment or repeal shall be given to the members of the Board not later than five (5) days prior to such meeting.

**ARTICLE IX**  
**EXPENDITURES**

The Secretary/Treasurer shall review all proposed budgets and make funding decisions only in consultation with the Dean of SPIA.

**ARTICLE X**  
**DISSOLUTION**

The Dean shall have the discretion to dissolve the board. In the event of dissolution of the Alumni Board, all funds, monies, records, receipts, property, and accounts shall become the sole possession of the Dean of SPIA in accordance with any pertinent state or federal regulations.

Effective Date June 30, 2014

Amended June 2016 – Article III, Section 3, subsections a., d. and deletion of previous e. section, f. becomes section e.; Article III, section 2

Amended April 2017 – Article III, Section 3, subsection b.

Amended June 2017 – Article III, Section 5, subsection b.; Article III, Section 5, subsection g; Article VIII; Article VI, Section 2;