

EESB Bylaws as of July 31, 2020

**Article I: The name of this organization is the
Earth & Environmental Sciences Department Alumni Advisory Board.**

Article II: Objectives

The objectives of the Earth & Environmental Sciences Department Alumni Advisory Board (**EESB**) are to:

- 1) facilitate communication among alumni of The Earth and Environmental Sciences Department (and Department names used by its academic predecessors) at the University of Iowa (**EESD**) and between alumni and EESD;
- 2) participate in campaigns to raise funds to enhance EESD research, teaching, and outreach;
- 3) provide information and mentoring on professional opportunities to EESD students and alumni;
- 4) contribute to external advocacy for the EESD to University administration, Iowa Regents, and the Iowa Legislature.

Article III: Members

The EESB will consist of at least eight (8) and no more than fifteen Members (15).

Section 1. **Each Member** of the EESB shall be an alumna or alumnus of the EESD.

- a. Each Member has a responsibility to attend EESB meetings and serve on its committees. Participation in at least one annual fall meeting in person during a three-year term is encouraged, particularly triennial meetings.
- b. Members shall be approved by the EESB and the EESD Executive Officer (**DEO**), also known as the EESD Chair.
- c. Members will be encouraged to actively participate by self-identifying committee(s) on which they prefer to serve. They may also bring new goals to the EESB for consideration.
- d. EESB, Faculty Liaison and the DEO will be empowered to dismiss a Member if their behavior is unacceptable and conflicting with the University of Iowa policies (<https://opsmanual.uiowa.edu/>)
- e. Membership shall reflect, insofar as is practical, the Diversity of EESD and alumni.
- f. Members shall serve for a term of three years. Members shall not serve more than two consecutive terms of three years each.
- g. Each Member shall have one vote on any decision of the EESB. If a Member is unable to attend a meeting, the Member may assign her/his vote to a proxy Member by providing the proxy Member's name by letter or e-mail to the EESB Chair in advance of the date of the meeting.
- h. A Member may resign at any time by written statement to the EESB Chair.
- i. Members who do not meet responsibilities as stated above will be removed by vote of the EESB.

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Section 2. **Alumni and Invited Participants** shall be individuals with an interest in furthering the objectives of the EESB

a. Alumni and invited participant may participate as non-voting member at any meeting. Alumni and Invited Participants may serve as advisors to EESB without voting rights, but with rights to raise questions and propose topics for discussion. Their presence at a meeting does not affect the number of Members required for a quorum at any meeting.

b. Two standing Participants shall be the DEO and EESD Faculty Liaison. The Faculty Liaison shall be selected by the EESD Faculty.

Only members may hold office, chair a committee or vote. They are welcomed to provide input to the EESB, participate as a non-voting committee member (Article VI, Section 1) and volunteer for other activities supporting the department. All alumni are encouraged to participate in Triennial EESB meetings.

Article IV: Officers, Eligibility, Duties, and Election

Section 1: **The EESB shall have three officers: A Chair, Chair-Elect and a Secretary will be elected. The Chair will become the Past Chair when their term ends.**

a. **Officers shall be Members**, and any member is eligible to serve as an officer.

b. Each officer shall serve a three-year term or the remainder of a term in the event that an office is vacated for any reason.

c. **The duties of the Chair** shall be to preside over meetings and serve as liaison between the EESB and EESD. These duties include assembling meeting agenda and distributing agenda to Members in advance of meetings. The Chair serves for one additional year on the Board as Past-Chair. **The duties of the Past Chair** shall be to provide insight and continuity on all activities and decisions over which they presided during their term. The Past Chair will serve on the EESB for 1 year in a non-voting role.

d. **The duties of the Chair-Elect** shall be to assume the duties of the Chair in case of vacancy due to any cause for such period or periods that the Chair, for any reason, is unable to perform their duties. The Chair-Elect shall then automatically succeed to the office of the Chair for a full three-year term following the term of the Chair. Thus the Chair-Elect is responsible for filling the vacated term of a Chair in addition to their own tenure as Chair.

e. **The duties of the Secretary** shall be to maintain minutes of meetings, with particular attention to decisions, and written communications to and from the EESB. Upon approval by the EESB, the Secretary shall transfer meeting minutes and communications to that section of the EESD website assigned to EESB (<https://clas.uiowa.edu/ees/alumni-and-friends/ees-alumni-board/documents>)

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Section 2. **Election of Officers**

- a. Members may nominate themselves or other members for office at a triennial meeting or special meeting called for that purpose in the event that an office is vacated for any reason. Members may also express interest for holding an office to the Chair, Chair-Elect or Secretary.
- b. The Executive Committee, consisting of the Chair, Chair-Elect and Secretary, will compile the list of nominated candidates for an office and communicate it to the EESB DEO and EESD Faculty Liaison.
- c. Officers shall be **elected by a vote** of members present at each triennial meeting or special meeting called to fill an office vacancy.

Article V: Meetings and Decisions

All meetings times, locations, and agendas shall be announced at least 30 days in advance by e-mail from the EESB Chair to EESB Members, DEO, Faculty Liaison, other self-identified alumni and participants, and by posting on the Department's web site.

Section 1: **Fall Biannual meetings** will generally be held on the Friday of University Homecoming weekend. The date will be established and approved by the EESB one year in advance. New board member terms will commence at the fall meeting.

Section 2: **Spring Biannual meetings** will generally be held on a weekend in April each year and conducted via teleconferencing using a venue and virtual meeting links established by the DEO or Faculty Liaison. The date will be established and agreed upon during the fall meeting of the previous year and will not coincide with Spring Break or GSA Sectional Meetings. The spring meeting will be organized to make decisions required for topics arising during and following the fall meeting adjournment.

Section 3: **Triennial meetings** will be organized to include an Alumni Day in conjunction with the annual fall EESB business meeting. The first Triennial Alumni Day will be held during Homecoming weekend in 2021. The schedule should coincide with presentation of the Distinguished Alumni Award. This Distinguished Alumni Award shall include an invitation for the recipient to present a talk during the EESD Friday seminar.

Section 4: **Special Meetings** for specifically defined purposes may be requested by the EESB Chair, DEO, Faculty Liaison or at least two Members. Special meetings shall be conducted by teleconference facilitated by the DEO or Faculty Liaison. The agenda for a special meeting will be assembled by the requesting individual(s) and the EESB Chair.

Section 5: **Meeting Agendas:** Items for inclusion in Fall and Spring meetings will be solicited by the EESB Chair, DEO, and Faculty Liaison. Once assembled, the EESB

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Chair will distribute the agenda to the EESB at least 30 days in advance of the meeting and posting, by the DEO, of the agenda on the EESD website.

Section 6: **Transaction of Business**

- a. Meeting actions will be official only during meetings with a quorum consisting of at least 50% plus one member. Written proxy voting statements by members addressed to the EESB Chair shall be counted in determining the existence of a quorum.
- b. EESB shall strive to make consensus decisions. Following discussion of a proposed action, the EESB Chair will ask for any objections to approval of the proposal. If no objections arise, the proposal is approved. If objections arise, a vote will be required for a decision. A minimum of two-thirds of the members present including proxies must vote yes for any proposal to be approved at any meeting.

Article VI: Committees

Section 1. The EESB shall establish committees to propose actions to the EESB and, when specifically approved by EESB, act on behalf of EESB.

- a. Each committee shall be chaired by an EESB Member.
- b. Committee members can be alumni, faculty, and students with interest in the committee activities.
- c. Committee membership shall be by invitation from the EESB chair, committee chair, or DEO, or volunteer. Any changes to committee membership will be communicated to the EESB Chair and posted on the EESD web site.
- d. Committee chairs shall report progress toward the committee objectives at the fall meetings and at other intervals as requested by the EESB Chair.

Section 2. **Standing committees** listed in this section shall be maintained by the EESB until one or more are dissolved by amendment of these by-laws. Each committee will have a committee chair who will communicate activities and results back to the EESB and the Chair. Any committee chair is responsible for finding a new chair to replace them when they wish to step down.

- a. **The Fundraising Committee** will assist and participate in development and campaigns to raise funds to enhance EESD research, teaching, and outreach.
- b. **The Mentoring Committee** will maintain and provide mentoring services to EESD students and alumni on professional and educational opportunities
- c. **The Alumni Outreach Committee** will organize and maintain systems for regular communication among alumni and EESD faculty and students, assist in the selection of the Distinguished Alumni Award, and plan the Alumni Day as part of triennial meetings.
- d. **The Nominating Committee** will maintain a search for new EESB Members, ensuring the EESB maintains its minimum membership. The committee will maintain a spreadsheet of members' terms and will verify that board members will/will not continue for their second term. The committee will provide updates

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to the EESB, Faculty Liaison and DEO on upcoming vacancies. Nominees must adhere to Article III, Section 1 requirements for new Members. The annual nomination and selection process follows:

- i. A list of potential candidates for consideration will be reviewed at the spring biannual meeting. Additional member nominees are solicited from the EESB, Faculty Liaison and DEO at that time.
- ii. Committee will develop a slate of the best nominees after the spring meeting and provide a slate of candidates to the EESB for electronic voting.
- iii. Notify the new members so they may begin their term in the fall.

Article VII: Modifications

Any member of the EESB may propose a modification of the by-laws at any time.

Section 1: The process shall include the following steps:

- a. Any proposed modification must be in writing to the EESB Chair.
- b. Within 30 days of receipt, the EESB Chair shall convey the request to the members for consideration.
- c. At the request of three or more Members, the proposed modification will be placed on the agenda of the next fall or spring meeting.
- d. A vote of at least two-thirds of ALL Members of the EESB shall be required for a proposed modification to be made of these by-laws.
- e. The approved modifications will be posted on the EESD web site.