**PURDUE ALUMNI BOARD OF DIRECTORS**



**Prospective Director Information Packet**

**(2022)**

Elections will run from 8 a.m. ET on Monday, April 11, 2022, to 5 p.m. on Friday, April 14. This fulfills the requirements outlined in Article VII of the Purdue Alumni rules and procedures.

Purdue Alumni governing documents are available online [here](https://www.purduealumni.org/about/governing-documents/).

The results of the 2022 election will be announced at the annual meeting on Friday, April 29, 2022.

**Five positions are open for the 2022 board election of Class V directors**

1–Central Geographic District

1–Indiana Geographic District

1–East Geographic District

1–West/International Geographic District

1–Young Alumni Representative

CONTENTS

OVERVIEW Page 3

JOB DESCRIPTION Page 4

GEOGRAPHIC DISTRICTS Page 5

ELECTION PROCESS OVERVIEW Page 6

CANDIDATE CAMPAIGN CRITERIA Page 7

INTEREST AND NOMINATION FORM LINK Page 8

EXAMPLE OF “NOMINATION BY CLUB” LETTER Page 9

EXAMPLE OF “NOMINATION BY GROUP” LETTER Page 10

EXAMPLE OF “SELF-NOMINATION” LETTER Page 12

**OVERVIEW**

The Purdue Alumni Association (hereafter referred to as Purdue Alumni) is an independent 501(c)(3) organization that connects alumni to each other and to the University while inspiring well-being in the lives and global communities of all Purdue alumni, students, friends, and fans.

Purdue Alumni has formed an ongoing agreement with the Purdue for Life Foundation (created in 2020) in which Purdue for Life provides alumni engagement services for the University, helping people who love Purdue to stay connected, get involved, and give back. The Purdue for Life Foundation unites the alumni engagement function of Purdue Alumni with the University Development Office. The daily management and operation of Purdue Alumni is delegated to the Purdue for Life president & CEO and the vice president of engagement.

The Purdue Alumni board of directors is responsible for ensuring the engagement of all alumni through the Purdue for Life Foundation and for providing wisdom, support, advice, and experience to the Purdue for Life engagement staff. The board also facilitates the Purdue Alumni trustee screening and election process and manages the Purdue Alumni endowment, built from alumni association memberships and gifts, which provides continual financial support for alumni engagement.

The board consists of up to 19 individuals from various geographic districts and constituencies that encompass Purdue’s worldwide reach.

* Nine of the directors are elected by Purdue Alumni members and consist of two individuals from each of four geographic regions and one young alumni director between 25 and 30 years of age. The elected directors serve a term of three years and may not serve more than two terms in succession nor serve more than three terms in their lifetime.
* In addition, there are up to 10 designated director positions on the board. These designated positions include the officers of the corporation, at-large directors, and appointed directors, including Purdue Agriculture Alumni and Purdue for Life. The term limits for these designated directors vary and can be found in the Purdue Alumni governing documents.

The board generally holds two meetings per year. All board members and committee members serve without pay.

* The fall meeting is typically held in September or October in conjunction with a home football game.
* The spring meeting, also known as the annual meeting, is typically held in April, May, or June.
* The meetings are usually held on Fridays beginning at approximately 8 a.m. Attendance at sessions on Thursday may also be required if one serves on a board committee.
* **Attendance and active participation at each board meeting is the most important responsibility of a director.**

To be eligible to serve as a director, an individual must be a Purdue Alumni member. In addition, a membership-elected director must be a resident of the geographic district nominating him/her.

Purdue University, Purdue Research Foundation, and Purdue for Life employees are not eligible to be a director.

**Job Description: Purdue Alumni Association Board Member**

Summary:

Serve as a voting member of Purdue Alumni board of directors, representing the broad interests of Purdue Alumni. Work in conjunction with the other board members to support and review strategic objectives for Purdue Alumni. A director should not be an officer of a local club while serving on the Purdue Alumni board of directors. Candidates for membership-elected directors must live within the geographic district from which they are nominated and cannot be Purdue University, Purdue Research Foundation, Purdue for Life, or Purdue Alumni employees.

General Responsibilities:

1. Maintain Purdue Alumni membership.
2. Attend scheduled board meetings.
3. Participate in committee meetings as assigned.
4. Notify Purdue for Life staff of alumni concerns in your area.
5. Be aware of and support alumni activities in your area.
6. Support and encourage new and renewed Purdue Alumni membership.
7. Serve as a representative for Purdue Alumni.
8. Assist Purdue for Life engagement staff in identifying, cultivating, and involving alumni in areas such as student recruitment, job placement, club leadership, financial support, etc.
9. Recognize, respect, value, and promote diversity at all levels of Purdue Alumni.
10. Advise and support the strategic plan for Purdue for Life engagement staff.
11. Maintain familiarity with programs and activities sponsored, organized, and coordinated by Purdue University and Purdue for Life.
12. Abide by the conflict-of-interest policy.

Additional Responsibilities:

1. Accept leadership and participatory roles in Purdue Alumni programs and activities as needed.
2. Represent Purdue Alumni at programs and ceremonies as requested.
3. Mentor new directors as assigned.
4. Directors on the Purdue Alumni board are expected to make an annual financial contribution to Purdue for Life. This contribution should be beyond their annual or lifetime membership dues.

### Term Limits:

Each membership elected director shall serve a three-year term. A director may not serve more than two terms in succession. No director can serve more than three terms in their lifetime.

**Purdue Alumni Board–Class V**

The Purdue Alumni board of directors includes eight membership-elected directors from four geographic districts and a young alumni category. Each geographic district will elect two board representatives. These districts are defined as follows:

**Indiana (all 92 counties)**

**East (by state and including the District of Columbia)**

Connecticut; Delaware; Florida; Georgia; Maine; Maryland; Massachusetts; New Hampshire; New Jersey; New York; North Carolina; Ohio; Pennsylvania; Rhode Island; South Carolina; Vermont; Virginia; Washington, DC; and West Virginia

**Central (by state)**

Alabama; Arkansas; Illinois; Iowa; Kansas; Kentucky; Louisiana; Michigan; Minnesota; Mississippi; Missouri; Nebraska; North Dakota; Oklahoma; South Dakota; Tennessee; Texas; and Wisconsin

**West (by state) and International**

Alaska; Arizona; California; Colorado; Hawaii; Idaho; Montana; Nevada; New Mexico; Oregon; Utah; Washington; Wyoming; all United States territories; and all countries other than the United States

**Purdue Alumni Board Director Election Process Overview**

Although Purdue Alumni will accept interest forms at any time from prospective director candidates, the formal nomination process will typically open in the fall of each year.

At the time nominations are opened, an information package will be made available upon request. That package will include an up-to-date interest and nomination form which will clearly state when the form must be returned to Purdue Alumni.

[DIRECTOR CANDIDATE INTEREST & NOMINATION FORM](https://purdue.ca1.qualtrics.com/jfe/form/SV_egGThG6lIZihxFI)

* Although the specific calendar due date may change, all nominations will always be due a minimum of 90 days prior to the election. The 2022 elections will take place April 11–14.

The review and verification of the final names to be placed on the ballot is the responsibility of the Leadership, Development, and Nominating Committee. Nominations for candidacy may be made to that committee in one of three processes:

1. *Nomination by Club*

Each local club may nominate one candidate for a director vacancy for the geographic district in which the club is located. The president or secretary of each local club nominating a candidate for the board of directors shall certify such nomination to the corporate secretary. More than one local club in the geographic district may endorse the same candidate.

1. *Nomination by Group*

Any 25 Purdue Alumni members may nominate a candidate for a director vacancy for a geographic district by submitting the nomination, with the candidate’s acceptance, in writing to the Corporate Secretary. Each nominating member must be a resident of the geographic district for which the candidate is nominated.

1. *Self-Nomination*

Any Purdue Alumni member may nominate themselves as a candidate for a director vacancy for the geographic district in which they reside. The candidate must submit their interest in writing to the corporate secretary.

In the event that a geographic district does not have a candidate for director, the Leadership, Development, and Nominating Committee (LDNC) will present a candidate to the board of directors for approval.

The election will occur as specified in the Purdue Alumni rules and procedures. The voting takes place as described in Article VII, Section 8:

A list of all candidates and voting procedures shall be published in *Purdue Alumnus* at least 30 days before the annual meeting. All votes must be received by the president no later than noon five business days preceding the annual meeting.

**Candidate Campaign Criteria and Election Details:**

ELECTION:

* The slate of candidates for director positions will be included in a digital edition of *Purdue Alumnus*.
* The online election will take place from 8 a.m. ET on Monday, April 11, 2022, to 5 p.m. on Friday, April 14.
  + A paper ballot can be requested by contacting Katie Vanvekoven, corporate secretary, at [klvanvekoven@purdueforlife.org](mailto:klvanvekoven@purdueforlife.org) or by calling 765-418-5451.
  + Ballots must be completed and mailed directly to Purdue Alumni by the voting member. Distributing a ballot which has been modified in any way from its original form is prohibited and will invalidate that ballot.
  + Paper ballots can be mailed to:
    - Katie Vanvekoven, Corporate Secretary  
      Purdue Alumni Association  
      403 West Wood Street  
      West Lafayette, IN 47907
* All Purdue Alumni members are eligible to vote. A member must vote for the director from the district in which they claim primary residence.
* The Purdue for Life staff is to remain neutral in the election. However, staff may exercise voting privileges if they are members.
* All ballots (paper and online) must be received by 5 p.m. ET on Friday, April 14, 2022.

ADVERTISING:

* No advertising through Purdue Alumni communications (email, social media, etc.) related to the campaign of candidates for the Purdue Alumni trustee or director positions will be accepted.
* Clubs may promote a candidate **as part of another regularly scheduled email**.
  + Clubs may not send campaign-specific emails.
  + Clubs may utilize social media to encourage voting only.
* Alumni address lists will not be provided to any candidate.
  + The primary intent is to protect our valued alumni from uncontrolled solicitations.

BALLOT RESULTS:

* The corporate secretary will administer the ballot counting process with the assistance of three appointed inspectors of election.
* Candidates will be notified of election results prior to the annual meeting and, if elected, invited to attend the meeting to observe. The official term will commence July 1, 2022, and the first meeting they will attend in their board capacity will be in October 2022.
* The board certifies the final election results of directors at the Purdue Alumni annual meeting on Friday, April 29, 2022.

QUESTIONS:

Direct all questions to Katie Vanvekoven, corporate secretary, at [klvanvekoven@purdueforlife.org](mailto:klvanvekoven@purdueforlife.org) or 765-418-5451.

**DIRECTOR CANDIDATE INTEREST & NOMINATION FORM**

**2022 ELECTION**

**INSTRUCTIONS:** Please complete the electronic Director Candidate Interest and Nomination Form at the following link: [DIRECTOR CANDIDATE INTEREST & NOMINATION FORM](https://purdue.ca1.qualtrics.com/jfe/form/SV_egGThG6lIZihxFI)

This form has three parts. All individuals who are being nominated for, or are self-nominating for, the geographic-based districts (membership-elected) are required to complete parts A, B, and C.

**Example of “Nomination by Club” Letter**

**Katie Vanvekoven, Corporate Secretary**

**Purdue Alumni Association**

DRAFT ONLY

**Dick and Sandy Dauch Alumni Center**

**403 West Wood Street**

**West Lafayette, IN 47907**

***Month Day, Year***

**Subject: Board of Directors Nomination**

**Ms. Vanvekoven,**

**The *(insert club name here)* hereby nominates *(insert candidate name)* for the Purdue Alumni Association Board of Directors. This nomination is for the *(insert district name: Indiana, East, Central, or West/International)* geographic district for the term beginning July 1, 2022.**

**Submitted By**

**(Signature)**

***Full Name***

***Club Position (must be President or Secretary)***

***Club Name***

**Example of “Nomination by Group” Letter & Form**

**Katie Vanvekoven, Corporate Secretary**

**Purdue Alumni Association**

DRAFT ONLY

**Dick and Sandy Dauch Alumni Center**

**403 West Wood Street**

**West Lafayette, IN 47907**

***Month Day, Year***

**Subject: Board of Directors Nomination**

**Ms. Vanvekoven,**

**The undersigned members of the Purdue Alumni Association hereby nominate *(insert candidate name)* for the Purdue Alumni Association Board of Directors. This nomination is for the *(insert district name: Indiana, East, Central, or West/International)* geographic district for the term beginning July 1, 2022.**

**The following individual was responsible for submitting this information and should be contacted should any questions arise concerning this nomination.**

**(Signature)**

***Full Name***

***Address and complete contact information, including email and phone number.***

**PLEASE NOTE:**

**For each person supporting the nomination, please include the following:**

* **Full Name**
* **Signature**
* **Permanent address (all signees must be within the same geographic district)**
* **Phone**
* **Email**

**This information can be provided on a separate form; an example is presented on the following page.**

**Purdue Alumni Director: Nomination by Group Form**

***My signature below serves as my endorsement of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the position of Purdue Alumni director from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_district for the three-year term beginning  
July 1, 2022.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signature** | **Printed Name** | **Full Address** | **Phone Number** | **Grad Year** | **Email Address** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Please return completed forms with nomination cover letter.**

**Example of “Self-Nomination” Letter**

**Katie Vanvekoven, Corporate Secretary**

DRAFT ONLY

**Purdue Alumni Association**

**Dick and Sandy Dauch Alumni Center**

**403 West Wood Street**

**West Lafayette, IN 47907**

***Month Day, Year***

**Subject: Board of Directors Nomination**

**Ms. Vanvekoven,**

**Ihereby place my name in nomination for the Purdue Alumni Association Board of Directors. This nomination is for the *(insert district name: Indiana, East, Central, or West/International)* geographic district for the term beginning July 1, 2022.**

**Submitted By**

**(Signature)**

***Full Name***

***Address of primary residence***