**PURDUE ALUMNI BOARD OF DIRECTORS**



**Prospective Director Information Package**

**(2021)**

Elections will open Monday, May 3rd, 2021 at 8:00 am and close Friday, May 7th 2021, at 5:00 pm. This fulfills the requirements outlined in our Bylaws, Rules & Procedures, Article VII.

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

The results of the 2021 election will be announced at the Annual Meeting, Friday, June 11th, 2021.

**2 positions are open for the 2021 board election of Class V directors**

1 – Central Geographic District

1 – West / International Geographic District

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 Page 9

EXAMPLE OF ‘NOMINATION BY CLUB’ LETTER Page 10

EXAMPLE OF ‘NOMINATION BY GROUP’ LETTER Page 11

EXAMPLE OF ‘SELF-NOMINATION’ LETTER Page 13

**OVERVIEW**

The Purdue Alumni Association (hereafter referred to as Purdue Alumni) is an independent organization that is the gateway for loyal alumni and friends to build relationships with each other and Purdue University. Our mission is to connect alumni to Purdue and each other and to inspire wellbeing in the lives and global communities of alumni personally, professionally and intellectually.

Purdue Alumni fulfills this mission by keeping alumni connected to the University through engagement activities and programs. This is accomplished by publication of the Purdue Alumnus magazine; providing support to 125 alumni clubs and networks worldwide; updating the alumni database; partnering with the University in the organization of Purdue Homecoming, and other events; and offering various services to alumni such as career counseling, professional development, group insurance, no annual fee credit cards, alumni travel tours, etc.

The University has over 575,000 living alumni (now including Purdue Global), while Purdue Alumni currently has approximately 68,000 dues paying members. The daily management and operation of Purdue Alumni is delegated to the President & CEO and a staff of approximately thirty (30) employees.

The business and property of Purdue Alumni is managed by a Board of Directors consisting of up to nineteen (19) individuals from various geographic districts and constituencies that encompass Purdue Alumni’s worldwide reach. The board of directors’ primary purpose is to establish policy and direction for Purdue Alumni President & CEO and staff. The President & CEO and employees are responsible for carrying out the policies and directives of the board.

* Nine (9) of the directors are elected by Purdue Alumni members, and consist of two (2) individuals from each of four (4) geographic regions, and one (1) young alumni director, between 25 and 30 years of age. The elected directors serve a term of three (3) years and may not serve more than two (2) terms in succession, nor serve over three (3) terms in their lifetime.
* In addition there are up to ten (10) designated director positions on the board of directors. These designated positions include the officers of the corporation, at-large directors and appointed directors including Agriculture Alumni and Purdue for Life. The term limits for these designated directors vary and can be found in the Bylaws and Rules & Procedures of Purdue Alumni.

The Board of Directors 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 Friday beginning at approximately 8:00 a.m., although 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 member of Purdue Alumni. In addition, a membership elected director must be a resident of the geographic district nominating him/her.

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

**Job Description: Purdue Alumni Board Director**

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 establish and review strategic objectives for Purdue Alumni. Provide guidance to the President & CEO’s development and execution of plans supporting these objectives. 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 of which they are nominated and cannot be Purdue University, Purdue for Life, Purdue Research Foundation or Purdue Alumni employees.

General Responsibilities:

1. Maintain membership in the Purdue Alumni Association.
2. Attend scheduled board meetings.
3. Participate in committee meetings as assigned.
4. Participation in the Annual Alumni Reunion Weekend activities preferred.
5. Notify Purdue Alumni staff of alumni concerns in your area.
6. Be aware of and support alumni activities in your area.
7. Support and encourage new and renewed membership in Purdue Alumni Association.
8. Serve as a representative for Purdue University and Purdue Alumni Association.
9. Assist Purdue University and Purdue Alumni in identifying, cultivating, and involving alumni in areas such as student recruitment, job placement, club leadership, financial support etc.
10. Recognize, respect, value, and promote diversity at all levels of Purdue Alumni.
11. Participate in the formulation of the strategic plan for Purdue Alumni and assist in the implementation of the plan.
12. Maintain familiarity with programs and activities sponsored, organized, and coordinated by Purdue University and Purdue Alumni.
13. Abide by the ‘Conflict of Interest Resolution.’

Additional Responsibilities:

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

### Term Limits:

Each membership elected director shall serve a three (3) year term. A director may not serve more than two (2) terms in succession. No director can serve over three (3) terms in their lifetime.

**Purdue Alumni Board – Class V**

Purdue Alumni board of directors includes eight (8) membership elected directors from four (4) geographic districts and young alumni category. Each geographic district will elect two (2) 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**

The West includes the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. International encompasses 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.

* Although the specific calendar due date may change all nominations will always be due a minimum of 90 days prior to the election. 2021 Elections will take place May 3 – 7.

The review and verification of the final names to be placed on the ballot is the responsibility of the Leadership, Development and Nomination 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 twenty-five (25) Purdue Alumni members may nominate a candidate for a director vacancy for the geographic district by certifying such nomination, with the candidate’s acceptance in writing of such nomination to the Corporate Secretary Each of such nominating members must be a resident in the same geographic district as the candidate so 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 certify their interest by writing such nomination 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 Purdue Alumni Rules & Procedures. The voting takes place as described in Article VII, Section 8:

A list of all candidates and voting procedures shall be published in the PURDUE ALUMNUS at least thirty (30) days before the Annual Meeting for use of all members entitled to vote. All votes to be counted must be received by the President & CEO no later than noon, (West Lafayette, IN time), five (5) business days preceding the Annual Meeting.

**Candidate Campaign Criteria and Election Details:**

ELECTION:

* The slate of candidates for open trustee and director positions will be included in the Spring issue of the *Purdue Alumnus*.
* The online election will take place from 8:00 a.m. EST on Monday, May 3, 2021 to 5:00 p.m. EST on Friday, May 7, 2021.
  + A paper ballot can also be provided upon request from Jillian Henry, Corporate Secretary at [henryjm@purdue.edu](mailto:henryjm@purdue.edu) or by calling 765-413-6049.
  + Ballots must be completed and mailed directly to Purdue Alumni Association 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:
    - Attn: Corporate Secretary, Jillian Henry

Purdue Alumni Association

403 W. Wood Street

West Lafayette, IN 47907

* All members of the corporation (Purdue Alumni Association members) are eligible to vote. A member must vote for the director from the district in which they claim primary residence.
* The Purdue Alumni Association staff is to remain neutral in the election, however, may exercise voting privileges if they are a member.
* All ballots (paper and online) must be received by 5:00 p.m. EST on Friday, May 7, 2021.

ADVERTISING:

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

BALLOT RESULTS:

* The Corporate Secretary of the Purdue Alumni Association will administer the ballot counting process with the assistance of an three appointed Inspectors of Election.
* Candidates will be notified of election results prior to the annual meeting, and if elected, invited to attend the June meeting to observe. Their official term will commence July 1st, 2021, and the first meeting they will attend in their board capacity will be Oct. 15th, 2021.
* The Board certifies the final election results of directors at the Purdue Alumni Association’s Annual Meeting on Friday, June 11, 2021.

QUESTIONS:

Direct all questions to Jillian Henry, Corporate Secretary, Purdue Alumni Association 765-413-6049 or [henryjm@purdue.edu](mailto:henryjm@purdue.edu)

**DIRECTOR CANDIDATE INTEREST & NOMINATION FORM: 2021 ELECTION**

**INSTRUCTIONS:** This form has three parts. 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.

**PART A: Biographical Information**

**CANDIDATE NAME:**

**SCHOOL/COLLEGE AND YEAR OF GRADUATION:**

**STREET ADDRESS:** **PHONE NUMBER:** **CITY, STATE, ZIP:** **E-MAIL ADDRESS:**

**PROFESSIONAL OCCUPATION:** **NAME OF EMPLOYER:** **BUSINESS ADDRESS:** **PHONE NUMBER:** **TYPE OF BUSINESS:**

**ADDITIONAL EDUCATION (names of other colleges attended, degree(s), and graduation year(s):**

**PROFESSIONAL SOCIETIES (list any offices held):**

**PURDUE ALUMNI ACTIVITIES – i.e. club involvement, PART, etc. (list any offices held):**

**PURDUE AFFILIATIONS – i.e. John Purdue Club, President’s Council, student groups, etc.:**

**SOCIAL AND CIVIC ACTIVITIES:**

**FAMILY (spouse, children, grandchildren – please identify if any attended Purdue):**

**My signature below certifies that I am eligible to serve and, if elected, I agree to fulfill the requirements and meet the responsibilities associated with board membership as described herein.**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Copy of document will be placed in the Leadership Development & Nominating Committee file.**

**PART B: Nomination Information**

**CANDIDATE NAME:**

**PLEASE SELECT THE METHOD OF NOMINATION:**

**NOMINATION BY CLUB 1:**

Please attach appropriate documentation from Club. An example letter is provided below.

(Note 1: Each local club may nominate one candidate for an elected 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 of Purdue Alumni by 5:00 p.m. (Eastern) on February 2, 2021. More than one local club in the geographic district may endorse the same candidate.)

**NOMINATION BY GROUP 2 :**

Please attach list of members supporting the nomination. An example form is provided below.

(Note 2: Any twenty-five (25) Purdue Alumni members may nominate a candidate for an elected director vacancy for the geographic district by certifying such nomination, with the candidate’s acceptance in writing of such nomination, to the Corporate Secretary of Purdue Alumni by 5:00 p.m. (Eastern) on February 2, 2021. Each of such nominating members must be qualified to vote for the candidate so nominated.)

**SELF-NOMINATION 3 :**

Please attach letter of self-nomination. An example letter is provided below.

(Note 3: Any Purdue Alumni member may nominate themselves as a candidate for an elected director vacancy for the geographic district in which they reside. The candidate must certify their interest by writing such nomination to the Corporate Secretary of Purdue Alumni by 5:00 p.m. (Eastern) on February 2, 2021.

**PART C: Narrative**

**In 75 words or less, describe why you are interested in serving on Purdue Alumni Board of Directors:**

**(Return to: Jillian Henry, Corporate Secretary Purdue Alumni Association, 403 W. Wood St., West Lafayette, IN 47907) or via email to:** [**henryjm@purdue.edu**](mailto:henryjm@purdue.edu)**)**

**Example of ‘Nomination by Club’ Letter**

**Jillian Henry, 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. Henry,**

**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 North, Indiana South, East, Central or West and International)* geographic district for the term beginning July 1, 2021.**

**Submitted By**

**(Signature)**

***Full Name***

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

***Club Name***

**Example of ‘Nomination by Group’ Letter & Form**

**Jillian Henry, 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. Henry,**

**The undersigned members of the Purdue Alumni Association hereby nominates *(insert candidate name)* for the Purdue Alumni Association Board of Directors. This nomination is for the *(insert district name: Indiana North, Indiana South, East, Central or West and International)* geographic district for the term beginning July 1, 2021.**

**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, 2021.***

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

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

**Example of ‘Self-Nomination’ Letter**

**Jillian Henry, 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. Henry,**

**Ihereby place my name in nomination for the Purdue Alumni Association Board of Directors. This nomination is for the *(insert district name: Indiana North, Indiana South, East, Central or West and International)* geographic district for the term beginning July 1, 2021.**

**Submitted By**

**(Signature)**

***Full Name***

***Address of primary residence***