

PURDUE ALUMNI ASSOCIATION BOARD OF DIRECTORS



Prospective Director Information Package

(2023)

Elections will open Monday, April 10, 2023 at 8:00 am and close Friday, April 14, 2023 at 5:00 pm. This fulfills the requirements outlined in our Bylaws, Rules & Procedures, Article VII.

Purdue Alumni Association Bylaws are available online [here](#).

The results of the 2023 election will be announced at the Annual Meeting, Friday, May 18, 2023.

2 positions are open for the 2023 board election of Class V directors

1 – Indiana Geographic District

1 – East Geographic District

[CLICK HERE TO APPLY ONLINE](#)

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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.

The Purdue Alumni Association 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. 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 volunteerism, lifelong Learning, professional development, alumni travel tours, group insurance, no annual fee credit cards, etc.

The University has over 575,000 living alumni (now including Purdue Global), while Purdue Alumni currently has approximately 48,000 dues paying members. The daily management and operation of Purdue Alumni is delegated to the President & CEO along with VP Engagement of Purdue for Life.

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.

- 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 Association. 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 DirectorSummary:

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. 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 or Purdue Research Foundation employees.

General Responsibilities:

1. Maintain membership in the Purdue Alumni Association.
2. Serve as a representative for Purdue University and Purdue Alumni Association.
3. Support and encourage new and renewed membership in Purdue Alumni Association.
4. Attend scheduled board meetings (Spring and Fall, on campus).
5. Participate in committee meetings as assigned.
6. Be aware of and support alumni activities in your area.
7. Notify Purdue Alumni staff of alumni concerns in your area.
8. 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.
9. Recognize, respect, value, and promote diversity at all levels of Purdue Alumni.
10. Participate in the review of the strategic plan for Purdue Alumni engagement and assist in the implementation of the plan.
11. Maintain familiarity with programs and activities sponsored, organized, and coordinated by Purdue University and Purdue for Life Foundation.
12. Abide by the 'Conflict of Interest Resolution.'

Additional Responsibilities:

1. Accept leadership and participatory roles in Purdue engagement programs and activities as needed.
2. Represent Purdue Alumni Association at programs and ceremonies, as requested.
3. Mentor new directors as assigned.
4. Make an annual financial contribution that is personally significant to them (likely on Purdue Day of Giving). 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 August 1st of each year.

At the time nominations are opened, an information package will be made available upon request. This package will include an Interest and Nomination form (see pg.8 for example) which will clearly state when the form must be returned. Nominations should be filled out online: [TO APPLY ONLINE](#)

- All nominations are due to the Recording Secretary by November 1st prior to the annual election. 2023 Elections will take place April 10-14.

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.

2. *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.

3. *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 through approved social media platforms by March 1st and in the PURDUE ALUMNUS prior to the Annual Meeting for use of all members entitled to vote. All votes to be counted must be received by the President 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 a (electronic) special edition issue of the *Purdue Alumnus*.
- The online election will take place from 8:00 a.m. EST on Monday, April 10, 2023, to 5:00 p.m. EST on Friday, April 14, 2023.
 - A paper ballot can also be provided upon request from Katie Vanvehoven, Corporate Secretary at KLVanvehoven@purdueforlife.org@purdue.edu or by calling 765-494-6622.
 - 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, Katie Vanvehoven
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, April 14, 2023.

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 a three appointed Inspectors of Election.
- Candidates will be notified of election results prior to the annual meeting, and if elected, invited to attend the May meeting to observe. Their official term will commence July 1st, 2023, and the first meeting they will attend in their board capacity will be in October 2023.
- The Board certifies the final election results of directors at the Purdue Alumni Association's Annual Meeting on Friday, May 18, 2023.

QUESTIONS:

Direct all questions to Katie Vanvehoven, Corporate Secretary, Purdue Alumni Association 765-494-6622 or KLVanvehoven@purdueforlife.org.



EXAMPLE: DIRECTOR CANDIDATE INTEREST & NOMINATION FORM: 2023 ELECTION

INSTRUCTIONS: 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.

This form is for example only. Please fill this out online. [APPLY ONLINE HERE](#)

PART A: Biographical Information

CANDIDATE NAME: _____
SCHOOL/COLLEGE AND YEAR OF GRADUATION: _____

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

EXAMPLE ONLY

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): _____

OPTIONAL DEMOGRAPHICS: (please complete via online survey)

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**PLEASE SELECT THE METHOD OF NOMINATION:****EXAMPLE ONLY****NOMINATION BY CLUB¹:**

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 November 1, 2022. More than one local club in the geographic district may endorse the same candidate.)

NOMINATION BY GROUP²:

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 November 1, 2022. Each of such nominating members must be qualified to vote for the candidate so nominated.)

SELF-NOMINATION³:

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 November 1, 2022.

PART C: Narrative – Please answer all questions

1. What about the Purdue Alumni Association mission resonates with you and how have you engaged with the Purdue Alumni Association in the past?
2. Tell us about a time when you had a difficult decision to make with another Board or at work and what was your role in deciding the outcome? In other words, how did you contribute to the decision making?
3. Over the next 3 years, what do you see as the biggest opportunities and challenges for the Purdue Alumni Association?
4. What about you makes you uniquely qualified to be the best candidate to serve on the Purdue Alumni Board of Directors?

(Return to: Katie Vanvehoven, Corporate Secretary Purdue Alumni Association, 403 W. Wood St., West Lafayette, IN 47907) or via email to: KLVanvehoven@purdueforlife.org)

Example of 'Nomination by Club' Letter

**Katie Vanvehoven, Corporate Secretary
Purdue Alumni Association
Dick and Sandy Dauch Alumni Center
403 West Wood Street
West Lafayette, IN 47907**

DRAFT ONLY

Month Day, Year

Subject: Board of Directors Nomination

Ms. Vanvehoven,

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 and International)* geographic district for the term beginning July 1, 2023.

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
Dick and Sandy Dauch Alumni Center
403 West Wood Street
West Lafayette, IN 47907

DRAFT ONLY

Month Day, Year

Subject: Board of Directors Nomination

Ms. Vanvekoven,

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, East, Central or West and International*) geographic district for the term beginning July 1, 2023.

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, 2023.

| Signature | Printed Name | Full Address | Phone Number | Grad Year | Email Address |
|-----------|--------------|--------------|--------------|-----------|---------------|
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Please return completed forms with nomination cover letter.

Example of 'Self-Nomination' Letter

**Katie Vanvekoven, Corporate Secretary
Purdue Alumni Association
Dick and Sandy Dauch Alumni Center
403 West Wood Street
West Lafayette, IN 47907**

DRAFT ONLY

Month Day, Year

Subject: Board of Directors Nomination

Ms. Vanvekoven,

I hereby 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 and International)* geographic district for the term beginning July 1, 2023.

Submitted By

(Signature)

Full Name

Address of primary residence