



College of Engineering

Alumni Association



UKEAA BOARD MANUAL

Updated 2021

College of Engineering alumni are among the greatest legacies and resources the University of Kentucky can boast. Graduates of the college provide innovation and advancements in technology, government, medicine, law, and business. College of Engineering alums have enhanced the reputation of UK through their intelligence, skill, and invention.

The purpose of the UKEAA is to promote through membership and activities a greater appreciation of the work and goals of the college, to build financial support for its many programs, to advise and counsel as to the college's future plans, to serve as a general liaison between the college and its graduates, to assist in the recruitment of students and to support the increased diversity of the student body.

Members of the UKEAA Board strive to continue this tradition by serving as leaders among their fellow College of Engineering alumni. The UKEAA Board is a working board that is committed to assisting the College of Engineering in a number of important areas. Board members positively impact alumni, parents, and students through strategic programming and events, while building and strengthening strong bonds of friendship and professional networking.

“The College of Engineering’s past is distinguished, its present is secure, and its future is unlimited.”

— Rob Parker, BSME 1995, former UKEAA Board President 2019-2021

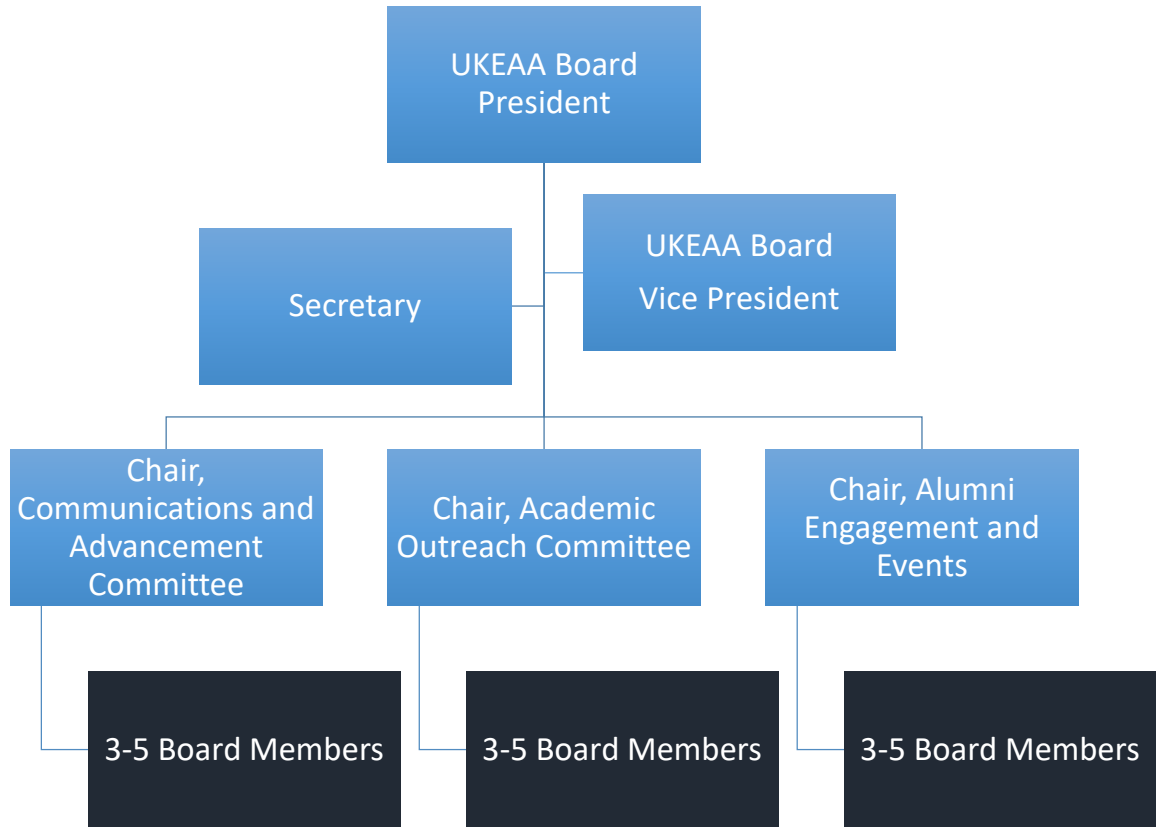
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Mission Statement

To support the UK College of Engineering’s world-class education and promote opportunities for students and alumni through a robust and diverse network.

Vision Statement

To grow a passionate network of alumni that engages and supports University of Kentucky College of Engineering students and alumni.



UK Engineering Alumni Association



UKEAA Board Member Expectations:

Each Board member of our organization affirms the expectations outlined here and strives to perform accordingly. All Board members are treated equally when it comes to the stated expectations.

Specific performance expectations are:

1. Believe in and be an active advocate for the values, mission, and vision of the UKEAA and the College of Engineering.
2. Regularly attend Board meetings and committee meetings. Prepare for these meetings by reviewing materials and participate in the conversation as an active member.
3. Help support the Board and College of Engineering initiatives by attending alumni and student events as requested and become familiar with the programs and activities.
4. Serve as an ambassador for the College of Engineering and UKEAA by seeking out and encouraging other talented alumni to volunteer for Board membership or to serve on a committee.
5. Participate in at least one (1) committee and/or serve as Chair.
6. Respect the authority and the decision making of the Executive Committee and provide constructive feedback regarding any issues that may arise.
7. Act in a way that contributes to the effective operation of the Board and work with fellow Board members and College of Engineering staff to assure that the Board functions well. This includes but is not necessarily limited to:
 - a) Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
 - b) Maintain confidentiality of committee, board, and organizational work unless authorized otherwise.
 - c) Support Board decisions once they are made.
 - d) Support the College of Engineering's policies and procedures for conducting business.
8. Agree to reevaluate Board membership if unable to fulfill these expectations.

UKEAA BYLAWS

Article I

NAME

1. The name of this organization is the University of Kentucky College of Engineering Alumni Association.

Article II

PURPOSE, MISSION, & VISION

1. Purpose
 - a. The purpose of this association is to promote through membership and activities a greater appreciation of the work and goals of the college, to build financial support for its many programs, to advise and counsel as to the college’s future plans, to serve as a general liaison between the college and its graduates, to assist in the recruitment of students and to support the increased diversity of the student body.
2. Mission
 - a. To support the UK College of Engineering’s world-class education and promote opportunities for students and alumni through a robust and diverse network.
3. Vision
 - a. To grow a passionate network of alumni that engages and supports University of Kentucky College of Engineering students and alumni.

Article III

UKEAA MEMBERSHIP

1. All graduates of the University of Kentucky College of Engineering are eligible for membership in the association. Those who have a continued interest in the College are encouraged to sign up for committees, apply to the Board, and/or fully participate in various activities and programs.

Article IV

GOVERNMENT

1. The association shall be governed by a Board that is representative of the number of graduates, college departments, and various degree programs.
2. The Board shall not consist of more than 25 members. The exact number of members can be determined by the Board to meet its current needs.

3. Leadership of the Board shall be provided by an Executive Committee. The Executive Committee shall consist of the Board President, Vice President, Secretary, and the Chairs of each committee. Members of the Executive Committee shall be appointed by the President following an election process to fill any positions that may be vacant due to term limits. In addition, the Dean of the College of Engineering and the current President of the Engineering Student Council shall serve as ex-officio members of the Board.
4. The Board shall have three (3) working committees: Academic Outreach, Alumni Engagement and Events, and Communications and Advancement. Each committee shall be governed by a Chair which will be formally appointed by the President of the Board. Any member of the UKEAA may join a committee; however, only a UKEAA Board member can serve as Chair. Every UKEAA Board member must participate in at least one committee. Board members shall volunteer for their preferred committee, however, the President of the Board in association with the current Executive Committee will have final say regarding placements to make sure needs of the College are met.
5. All UKEAA Board members shall serve a term of six (6) consecutive years regardless of position. If a Board member chooses to resign before the end of their term, the resignation must be submitted to the President and Executive Committee in writing or electronically.
6. Executive Committee members, not including the President and Vice President of the Board will serve in the role for a minimum of four (4) years out of their total six (6) year term. At the end of the four (4) years the Executive Committee shall inquire with each Chair or Secretary individually as to their continued interest in the current leadership position. If a continued interest is present, the individual can renew their commitment and serve out the remainder of their total six (6) year term. If a continued interest is not present, the President and Vice President in conjunction with the remaining Executive Committee members will work to identify a successor among current UKEAA Board members. This can occur through election, volunteers, or appointment.
7. The President and Vice President of the Board shall serve one (1) single year term beginning on July 1st. The President may not serve two (2) consecutive terms unless approved by the Board with a majority vote and under special/unforeseen circumstances. If the President's term occurs in the last year of their total six (6) year Board term limit, they may be retained by the incoming President in an advisory role only. If the President's term does not occur in the last year of their total six (6) year term the individual will return to Board member status and/or serve in another Executive Committee role if the term limit allows. (Meaning that in order for a former President to serve once again on the Executive Committee they would need to have a minimum of four (4) years remaining of their total six (6) term limit). In the event of the President of the Board's absence, the Vice President will be responsible for all duties.
8. The Executive Committee in conjunction with the College of Engineering Office of Alumni and Philanthropy shall be responsible for setting quarterly meeting dates and agendas, Committee goals, and Board membership.

Article V

MEETINGS

1. The UKEAA Board shall hold meetings quarterly as necessary to conduct the business of the Association. Meetings and agendas will be set by the Executive Committee in conjunction with the College of Engineering Office of Alumni and Philanthropy. Additional meetings may be called by the President of the Board and Executive Committee as needed. Notification of meetings to Board members shall be by electronic mail and be considered an official meeting if notification is given at least seven (7) days in advance. Executive Committee meetings will be held prior to each UKEAA Board meeting as necessary.
2. Participation in meetings of the UKEAA Board may be in person, teleconference, or video conference. Members attending by teleconference and videoconference shall be considered present at the meeting and may vote on matters before the Board.
3. A simple majority vote shall be required for all items of business before the UKEAA Board.
4. UKEAA Board members are expected to participate in the majority of official meetings, events, and activities as stated by the Executive Committee. Any Board member absent for three (3) or more official meetings within a single fiscal year shall work directly with their Committee Chair and other members of the Executive Committee to fulfill Board goals and/or determine further intent to serve.

Article VI

BY-LAWS

1. The UKEAA Board shall prepare, adopt, and maintain a series of by-laws which govern all procedures of the Association.
2. The by-laws may be amended by an affirmative vote of the majority of the UKEAA Board participating in a meeting, provided that the text of the proposed amendment shall be furnished electronically, or by other means, to each member of the Board prior to the meeting at which a vote on the amendment will be taken.

Updated July 2021

ACADEMIC OUTREACH COMMITTEE

Purpose:

- Strengthen the network of UK Engineering Alumni around the country and support engagement with prospective and current engineering students.
- Strengthen the affinity of UK Engineering Alumni with the College of Engineering as a whole.

Summary of Chair Responsibilities: The Chair for the Academic Outreach Committee of the UKEAA serves as an officer on the Board's Executive Committee. The primary responsibilities of the Chair are the planning and implementation of the UKEAA Board's support for College of Engineering students in the areas of academics, retention, and recruitment. The Chair will also be responsible for setting the committee's yearly agenda by working in conjunction with student representatives and the Executive Committee.

Working Relations With: The UKEAA Board President and Executive Committee, UK College of Engineering faculty and various staff in the Offices of Alumni and Philanthropy, Recruitment, and Student Affairs.

Board Membership: Along with the Chair, the Academic Outreach Committee will occupy a total of three to five seats on the UKEAA Board. Each Board member representing the committee will be responsible for the goals and objectives as stated. Length of service correlates with each individual's UKEAA Board term limits.

Qualifications: Willingness to work with engineering students both on and off campus, superior planning and organizing skills, excellent interpersonal and communication skills, and the ability to work well with members of the community, University staff, faculty, and students.

Summary of Committee Responsibilities: The Academic Outreach Committee of the Engineering Alumni Association Board serves as a catalyst to support prospective and current College of Engineering students.

Specific Duties and Responsibilities:

- To increase the involvement of Engineering Alumni in support of student needs across all programs and departments.
- To participate in and promote the College's student mentorship program.
- To assist with placements and professional networking to improve student success and retention.
- To assist with the College of Engineering's recruitment efforts.
- To obtain information regarding the College of Engineering's needs through student perspective.
- To connect Engineering Alumni with various academic departments.
- To assist with and promote alumni/student engagement opportunities.
- Perform other duties as assigned by the UKEAA Board Executive Committee or full Board.

Examples: Mentoring Program, Tutoring, Speaking Engagements, Networking Events, Student Focus Groups

ALUMNI ENGAGEMENT AND EVENTS COMMITTEE

Purpose:

- Strengthen the network of UK Engineering Alumni around the country and support engagement of current engineering students.
- Increase UK Engineering Alumni involvement in on-campus and off-campus events.
- Strengthen the affinity of UK Engineering Alumni with the College of Engineering as a whole.

Summary of Chair Responsibilities: The Chair for the Alumni Engagement and Events Committee of the UKEAA serves as an officer on the Board's Executive Committee. The primary responsibilities of the Chair are the planning, coordination, and implementation of the Board's student and alumni events as well as maintaining information on career opportunities for graduates.

Working Relations With: The UKEAA Board President and Executive Committee, UK College of Engineering Offices of Alumni and Philanthropy and Career Services.

Board Membership: Along with the Chair, the Alumni Engagement and Events Committee will occupy a total of three to five seats on the UKEAA Board. Each Board member representing the committee will be responsible for the goals and objectives as stated. Length of service correlates with each individual's UKEAA Board term limits.

Qualifications: Superior planning and organizing skills, excellent interpersonal and communication skills, and the ability to work well with members of the community, University staff, faculty, and students.

Summary of Committee Responsibilities: The Alumni Engagement and Events Committee of the Engineering Alumni Association Board serves as a catalyst to promote volunteerism among the Engineering Alumni body, to involve more Alumni in events and opportunities, and to increase the visibility of the Engineering Alumni Association among engineering alumni, faculty, and students.

Specific Duties and Responsibilities:

- To assist in the planning and/or execution of College of Engineering events.
- To develop and maintain a list of diverse and engaging speakers from the Engineering Alumni Association.
- To support College of Engineering student organizations by connecting Engineering alumni with students.
- To assist with UKEAA Board membership needs.
- To work with the College of Engineering's Office of Career Services for hiring and placements.
- Perform other duties as assigned by the UKEAA Board Executive Committee or full Board.

Examples: One Day for UK, E-Day, Tailgates, Seminars and Speaking Engagements, Hiring

COMMUNICATIONS AND ADVANCEMENT COMMITTEE

Purpose:

- Strengthen the network of UK Engineering Alumni around the country and promote support of College of Engineering initiatives.
- Strengthen the affinity of UK Engineering Alumni with the College of Engineering as a whole.

Summary of Chair Responsibilities: The Chair for the Communications and Advancement Committee of the UKEAA serves as an officer on the Board's Executive Committee. The primary responsibilities of the Chair are the planning, coordination, and implementation of the Board's initiatives as they are related to communications and advancement.

Working Relations With: The UKEAA Board President and Executive Committee, UK College of Engineering Office of Alumni and Philanthropy staff.

Board Membership: Along with the Chair, the Communications and Advancement Committee will occupy a total of three to five seats on the UKEAA Board. Each Board member representing the committee will be responsible for the goals and objectives as stated. Length of service correlates with each individual's UKEAA Board term limits.


Qualifications: Knowledgeable about College of Engineering advancement goals, strong networking skills, superior planning and organizing skills, excellent interpersonal and communication skills, and the ability to work well with members of the community, University staff, faculty, and students.

Summary of Committee Responsibilities: The Communications and Advancement Committee of the Engineering Alumni Association Board serves as a catalyst to promote information and advocate for the needs of the College of Engineering.

Specific Duties and Responsibilities:

- To promote and share information with UK Engineering Alumni about the Board as well as College of Engineering news and events.
- To assist in scholarship fundraising by advocating for College of Engineering prospective and current students.
- To promote the "brand" of the UK College of Engineering and UKEAA Board.
- To select UKEAA Scholarship recipients based on merit and student needs.
- To assist with UKEAA Board membership needs through communication with the Engineering Alumni Association.
- To work closely with UK College of Engineering staff regarding the UKEAA budget and expense reports.
- To develop a diverse network of alumni for Board membership consideration and communicate any membership needs.
- Perform other duties as assigned by the UKEAA Board Executive Committee or full Board.

Examples: BBNfluencer (One Day for UK), Social media posts (LinkedIn, Twitter, etc.)



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