Tribe Partners
The College of William & Mary
Williamsburg, Virginia

Statement of Organizational Intent and By-Laws

Tribe Partners – The Organization

1. **Mission Statement:** Tribe Partners is a voluntary association of alumni, parents and friends of The College of William & Mary whose collective purpose is to support undergraduate students seeking promising careers upon graduation. Its activities will be undertaken in close cooperation with the professional staff of William & Mary’s Cohen Career Center (CCC), its sponsoring organization, and in close collaboration with the College of William & Mary’s Alumni Association.

2. **Board of Directors:** The overall mission, strategic programming initiatives, and internal/external liaisons will be planned and administered by the Tribe Partners Board of Directors (“Board”). CCC’s professional staff will provide the Board with input on optimal programming support needs, proposed initiatives and college calendar requirements. The Board will recruit members, organize events, and provide needed training to equip its volunteer members to effectively discharge programmatic objectives.

3. **Membership:** Alumni, parents and friends of the College will be recruited on the basis of their interest in the Tribe Partners mission and their willingness to share their talent and time in helping students with career awareness, preparation and placement. They will be known as Tribe Partners and be entitled to any and all amenities provided by the College in recognition of their contributions. Members will be recognized on the Tribe Partner web pages. Biographical information will be presented to allow students to identify members who may best align with their career interests.
Tribe Partners By-Laws

1. Tribe Partners Board (“Board”): The Tribe Partners Board was duly constituted at a meeting held in the Cohen Career Center at The College of William & Mary on 11 November 2013.

2. The Board shall be responsible for developing and approving all Policies and Procedures regarding its Mission, Governance and Operations.

3. The Board shall be responsible for recruiting and electing its members, including filling vacancies as they may occur from time to time. The Board shall also have the power by majority vote to remove any member whose behavior reflects poorly on the organization or the College of William and Mary, or who has a conflict of interest as defined and reviewed over time by the Board.

4. The Board shall have a maximum number of fifteen (15) members.

5. Ten (10) members shall be alumni, parents or friends of the College, with alumni constituting a majority of this cohort.

6. The Board shall select two (2) Student Ambassadors and one graduate liberal arts student, preferably seeking a Masters degree, as voting members.

7. The CCC Executive Director shall appoint a professional staff member to the role of Tribe Partners Liaison and that person shall become a voting member of the Board.

8. A representative of the professional staff of the William & Mary Alumni Association shall be a member of the Board.

9. The Board shall seek to recruit a representative of the tenured or professional faculty to serve as an ex-officio member.

10. The Executive Director of the CCC and the Executive Director of the William & Mary Alumni Association will serve as ex-officio members of the Board. Both may appoint designees to represent them at board meetings and other activities as needed.

11. Board terms will be for three years with an option to serve a second three-year term. Initial three-year terms will be dated from July 1, 2014 for the Founding Board and for those filling any vacancy prior to that date.

12. Board Officers shall be Chair, Vice-Chair/Treasurer and Secretary. The terms for Chair and Vice-Chair/Treasurer will be for two (2) years. The Founding Board, serving as a Committee of the Whole, will make the selection of the initial Chair and Vice-Chair/Treasurer. Subsequent elections will be made when and as needed by majority vote of the Board.

13. The CCC’s Tribe Partners Liaison shall serve as Board Secretary. Among other responsibilities, the Secretary will be charged with coordinating membership onboarding; maintaining the Tribe Partners web pages; recording initial meeting notes and assisting the other officers as needed.
in constructing final Board minutes; distributing and safeguarding Board minutes; publishing Board agendas in liaison with the other officers; and serving as the principal communicator between the Board and Tribe Partners membership.

14. An Executive Committee, consisting of the officers and the board representative of the Alumni Association, shall be empowered to act on urgent matters when gathering a quorum of the Board fails. Action by the Executive Committee shall require a unanimous vote of a quorum of the committee, which is defined as a majority or three (3) members.

15. The Tribe Partners and Board Year shall be the Academic/Fiscal year of The College of William & Mary.

16. The Board shall meet at least four (4) times a year. Two of those meetings, to be designated by the Board, shall be open to the membership.

17. Eight (8) members, available in person or by telephone or other digital device, shall constitute a quorum. All action will require a majority vote of members in attendance at any regular or special meeting.

18. The Founding Board, serving as a Committee of the Whole, and subsequent boards will establish Nominating and Membership Recruitment processes and such committees, sub-committees and liaison processes as needed to fulfill the Tribe Partners Mission. The Secretary will document these matters and maintain and update records as required by any changes made to the initial documents.

19. The Board shall approve the establishment of a sub-fund designated by University Advancement within the CCC’s established fund to accept contributions to help defray expenses associated with Tribe Partners programming.

20. Robert’s Rules of Order will be used for purposes of Board Governance.

17 September 2014