

BYLAWS

The University of Michigan Alumni Club of Bay City As Amended January 13, 2012

Section One – OFFICERS AND DIRECTORS

The U of M Club of Bay City shall be governed by a Board of Officers and Directors, (hereinafter the “Board”) who are elected by the general membership at an Annual Meeting at a date, time, and location as called for by the Board.

Officers and Directors are expected to be current dues-paying members of the Alumni Association of the University of Michigan.

Section Two – ELECTION OF OFFICERS AND DIRECTORS

New Officers and Directors shall be nominated by the Nominating Committee one month prior to the Annual Meeting as set by the Board, and presented to the Board for approval by a majority vote of the Board members present at the final Board meeting prior to the Annual Meeting. The nominations shall be affirmed by a majority vote of the general members at the Annual Meeting.

The members of the Board shall be drawn from the Club’s membership who are members of the AAUM. The Board shall consist of the following:

- Four officers: President, Vice President, Secretary and Treasurer, who shall be selected from the current Board of Directors. General responsibilities of each officer are those normally assigned to such officers, plus added responsibilities as shown in *Addendum A*.
- At least nine (9) and not more than twelve (12) Directors, including the four (4) officers whose general responsibilities are listed in *Addendum B*.

Section Three - TERMS OF OFFICE FOR OFFICERS AND DIRECTORS

Club Officers are elected for a two-year term and may be re-elected for up to two additional terms for a total of six consecutive years of service in a single office. Officers whose terms have expired can be assigned ex-officio status by the Board until they are eligible to become an officer again.

Directors are elected to staggered, three-year terms by the Club membership at its annual meeting, and may be re-elected for up to two additional terms for a total of nine (9) consecutive years of service on the Board, with the proviso of ex-officio status as outlined above. Terms shall be staggered so as to elect as nearly as possible an equal number of Directors each year.

No Board member, including both Officers and Directors, may serve for longer than a maximum of twelve consecutive years on the Board.

If an Officer or Director should resign before his or her term ends or be unable to complete his or her term of office, the President, with concurrence of a majority of the Board, may replace that Officer or Director for the remainder of the un-expired term until the next election, at which time a replacement will be selected by utilizing the nomination and selection process outlined above.

If the President resigns before the end of his or her term, the Vice President shall assume the role of President and, with concurrence of a majority of the Board, may replace the Vice President for the remainder of the un-expired term until the next election, at which time a replacement will be selected by utilizing the nomination and selection process outlined above.

A Director may be removed from office for cause by affirmative vote of a majority of the Members of the Board of Directors at a regular meeting. Cause shall include three (3) unexcused absences from regular Board meetings within a one (1) year period.

Section Four - QUORUM AND VOTING

A quorum for the Board shall consist of the Board members present at the Board meeting, with at least two Officers in attendance. Action by the Board must be by a majority vote of those present.

Section Five - COMMITTEES

The U of M Alumni Club of Bay City has four (4) standing committees: Marketing/Communications; Nominating/Membership; Scholarship/Student Relations; and Programming. General responsibilities for these committees are listed in the accompanying addendum. The Board can choose to have a Nominating Committee, separate from Membership, by a majority vote of the Board.

Section Six - MEETINGS

The Annual Meeting of the Board shall be held between April 1 to June 30 of each year, at a date, time, and location as determined by the Board (or the President may designate time and date with proper notice being sent to all members). Any member in good standing may attend. Such notice shall accompany the notice of the election of Officers and Directors.

There shall be at least three other meetings of the Board each year. Additional meetings of the Board may be called when deemed necessary by the President or any two members of the Board. Notice of such meeting may be provided by e-mail, or with mailed notice, provided such notice is given at least seven days prior to said meeting.

Section Seven - RULES OF ORDER

We will operate by general consensus, with the Club President serving as Arbiter if conflict persists

Section Eight - BYLAWS

The Bylaws shall be adopted for the governance of the UMACBC by a majority of the Board. A majority vote by the Board is required to amend the Bylaws.

Adopted by the U of M Club Board of Directors on May 13, 2011.

-Includes amendments through January 13, 2012.

D. Keith Birchler, Secretary

ADDENDA
The U of M Alumni Club of Bay City
Amendments Adopted May 13, 2011

ADDENDUM (A)

OFFICER AND DIRECTOR POSITIONS

Officers

The responsibilities of the officers of the Alumni Club of Bay City shall include but not be limited to the following:

- Set overall strategy for the Alumni Club of Bay City
- Implement Club Policy
- Administer Club activities

President

The President's responsibilities include, but are not limited to:

- Supervising and coordinating Bay City Club activities
- Calling and presiding over regular and special meetings of the Board
- Ensuring the holding of the Annual Meeting as called for by club's bylaws
- Ensuring the timely completion of the Bay City Club's Annual Report for the AAUM
- Serving, if interested, as a member of any standing or ad hoc committee, with the right to vote
- Appointing, with a majority vote of the Board, standing or ad hoc Club committees and their respective chairpersons
- Serving as principal liaison with the University, the Alumni Association and other organizations
- Performing all communication functions as called for by Listserv or E-mail
- Serving as President of the U of M Scholarship Fund of Bay City

Vice President

The Vice President's responsibilities include:

- Presiding over the Bay City Club's meetings in the absence of the President
- Chairing the Nominating Committee
- Ensuring that the term limits described in the Club's bylaws are adhered to by the Officers and Directors of the Board
- Serving as a resource for the Chairs of the standing or ad-hoc committees as necessary
- Adding any other responsibilities as assigned by the Club President
- Assuming the duties of the President on an interim basis if the President is unable to complete his/her term
- Serving as Vice President of the U of M Scholarship Fund of Bay City

Secretary

The Secretary's responsibilities include, but are not limited to:

- Giving notice of the Bay City Club's Board meetings
- Recording and distributing meeting minutes of Board and special meetings
- Maintaining a permanent record of all Club proceedings
- Tallying votes from the Board and general membership
- Maintaining and circulating the current club Articles of Association, Bylaws and Addendums
- Managing and updating the content of the website as requested by the Board

- Taking attendance at Club Board meetings
- Supervising the Club's annual election
- Ensuring the completion of the Bay City Club's Annual Report for the AAUM if so directed by the Club President
- Directing the selection and awarding of Club scholarships to deserving students
- Preparing and filing an annual tax return in behalf of the U of M Scholarship Fund of Bay City
- Serving as Secretary of the U of M Scholarship Fund of Bay City

Treasurer

The Treasurer's responsibilities include, but are not limited to:

- Receiving all funds paid to the Alumni Club of Bay City
- Disbursing money on properly authorized orders/invoices
- Maintaining the permanent record of all financial matters
- Preparing a Treasurer's Report on the status of the operating and scholarship funds for all meetings of the Board, including the Annual Meeting
- Preparing a final report for the prior fiscal year and submitting such report to the Board
- Transferring funds to the Office of Financial Aid of the University of Michigan
- Transferring financial records to the Club President no later than the Spring Board Meeting
- Assisting in preparation of event-based budgets and related record keeping
- Ensuring the completion of the Bay City Club's Annual Report for the AAUM if so directed by the Club President
- Preparing an annual Club budget
- Maintaining the club's non-profit tax status
- Serving as Treasurer of the U of M Scholarship Fund of Bay City

DIRECTORS

Directors' responsibilities include:

- Serving as liaisons among the Alumni Club's leadership, the membership, and the community at large
- Representing the diverse interests of the general membership
- Assisting the Officers in the administration of the Club and in volunteer identification and recruitment
- Attending Board meetings on a regular basis
- Attending club events on a regular basis
- Contributing to the work of at least one standing or ad hoc committee

ADDENDUM (B)

COMMITTEES

The Chair(s) for each committee shall be responsible for submitting financial goals, including budgets, in writing to the Treasurer throughout each fiscal year. The financial goals are to be reviewed and rejected, accepted, or accepted with modifications by the Board.

Marketing and Communications Committee

The responsibilities of the Marketing and Communications Committee include coordinating the communication and marketing strategies for the Bay City Club and assisting other committees with creation and execution of flyers, postcards, and other mailers. Duties also include:

- Writing text for the Club website, listserv messages and Regional e-TrueBlue
- Submitting pertinent Club data monthly to Regional e-TrueBlue

- Submitting information for the AAUM website event calendar
- Writing text for and coordinating supplemental and other AAUM sponsored paper mailings
- Performing all functions related to MAC database administration such as:
- Updating alumni information for the Club on a regular basis
- Running queries to download alumni information
- Updating and maintaining the club's listserv

Membership Committee

The responsibilities of the Membership Committee include:

- Creating and executing strategies to welcome alumni moving to the Bay City Club's area
- Planning, with the Programming Committee, an annual welcoming event each August or September for new members
- Creating and executing strategies to welcome relocating alumni to the club's area
- Creating strategies, with the Alumni Association, to market the value proposition of membership to members
- Leading Board recruitment efforts to identify volunteers to serve on committees and to join the Board
- Insuring that at least one representative on the committee attends events that are planned by the committee
- Insuring that AAUM membership materials and volunteer sign-up sheets are available at events of the Bay City Club

Nominating Committee

The responsibilities of the Nominating Committee include:

- Soliciting nominees for Officer and Director positions by canvassing current board members and collaborating with the Marketing and Communications Committee to develop a strategy to make opportunities for leadership known to the general membership
- Presenting a slate of nominees, through the Vice President who serves as chair of the Nominating Committee, to the Board of Directors for Officer and Director positions

Programming Committee

The responsibilities of the Programming Committee include:

- Leading the Bay City Club's Program Planning meeting, scheduled annually in MAY, where a diverse calendar of events for the fiscal year (July 1 – June 30) are identified
- Presenting the proposed calendar of events to the Board for approval at the JUNE Board meeting
- Planning, arranging and coordinating events for the Bay City Club
- Establishing financial and operational objectives for Club events
- Determining subcommittees and electing subcommittee chairs that best fulfill the annual programming goals of the Club
- Insuring that the Marketing/Communications Committee is informed of all events with sufficient time to make sure members are notified of events and encouraged to attend
- Collecting informal feedback from event attendees and informing the Board of "lessons learned" from each event
- Insuring that at least one representative on the Programming committee attends events that are planned by the committee

Scholarship & Student Relations Committee

The responsibilities of the Scholarship and Student Relations Committee include:

- Providing at least one member to serve as Alumni Student Recruiter for Bay County and liaison to the Admissions office
- Assisting in the recruiting of students for the University of Michigan
- Attending college nights at local high schools
- Recruiting volunteers for the Alumni Association's adopt-a-school program
- Contacting high school guidance counselors within the Bay City Club's area
- Developing and coordinating a student send-off reception for newly admitted students, information sessions, and a "conversion" party for accepted students
- Disseminating scholarship information and materials to UM students in the Club's area
- Awarding scholarships to students from the Club's area
- Serving as liaison to the UM Office of Financial Aid