

PROVISIONAL ARTICLES OF ASSOCIATION

The University of Michigan Club of Fairfield County

Article One - NAME

The name of this organization is the University of Michigan Club of Fairfield County, hereinafter referred to as UMCFC.

Article Two – PURPOSE

The UMCFC is an affiliate of the Alumni Association of the University of Michigan (AAUM), an educational, non-profit membership organization of University of Michigan graduates. Together the club and AAUM promote programs and services that bring alumni together in support of each other and of the University of Michigan.

Article Three – MEMBERSHIP

The UMCFC membership is a benefit of membership in AAUM without additional payment of dues. The classes of AAUM membership are:

- Regular members who consist of all those who have been regularly enrolled in a degree granting program at the University of Michigan for one semester or more and have paid current annual or life dues to AAUM.
- Associate members who consist of all persons, excluding those qualified as regular members, who have shown an active or vital interest in the University of Michigan and the AAUM and who have paid current annual or life dues to AAUM.

Article Four - BOARD OF OFFICERS AND DIRECTORS

The UMCFC shall be governed by a Board of Officers and Directors (hereinafter the "Board") who are elected by the general membership at the Annual Meeting in February. New Officers and Directors shall be nominated by the Nominating Committee six (6) weeks prior to the February Annual Meeting and presented to the Board for approval by a majority vote of the Board members present at the January Board meeting. Current Board members may submit names for consideration to the Nominating Committee. The nominations shall be affirmed by a majority vote of the general members at the February annual meeting.

The members of the Board shall be drawn from the membership of the UMCFC, who are members of the AAUM. The Board shall consist of the following:

- A. Four (4) Officers: President, Vice President, and Secretary.

B. Five (5) Directors: Marketing and Communications, Membership, Programming, Scholarship & Student Relations, and Young Alumni (Some clubs have all three members of the Marketing and Communications Committee on their boards including the Website Administrator, Contributing Editor, and MAC Database Administrator)

C. Up to Four (4) Directors-at-Large

General duties and specific terms of office are specified in the accompanying Bylaws.

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 unexpired term until the next election, at which time a replacement will be selected by utilizing the nomination and selection process outlined in the first paragraph of Article Four.

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 unexpired term until the next election, at which time a replacement will be selected by utilizing the nomination and selection process outlined in the first paragraph of Article Four.

Article Five - MEETINGS

An Annual Meeting of the Board shall be held in February of each year for the election of Officers and Directors. All UMCFC members may attend the Annual Meeting and vote in the election of Officers and Directors. There shall be at least one other meeting of the Board each year open to all members in good standing. The Board will meet at least (three) times each year. Additional meetings of the Board may be called when determined to be necessary by the President or a majority of the Board. Notice of meetings shall be provided by email or by mailed notice, provided such notice is given at least (seven) (7) days prior to the meeting.

Article Six - BYLAWS

The Bylaws shall be adopted for the governance of the UMCFC by a majority of the Board.

Article Seven - AMENDMENT OF ARTICLES OF ASSOCIATION

The Articles of Association may be amended at any meeting of the Board by a two-thirds majority vote of the Board members present, as long as specific information about the amendment(s) is presented in writing 30 days in advance at a Board meeting. A committee of Board members appointed by the President shall review the Articles of Association and accompanying Bylaws on a biannual basis.

Section One – GENERAL DUTIES OF OFFICERS, DIRECTORS AND COMMITTEES

OFFICER AND DIRECTOR POSITIONS

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

Executive Committee/Officers

The Executive Committee is comprised of all officers of the UMCFC. The responsibilities of this Committee shall include but not be limited to the following:

- Set overall strategy for the UMCFC
- Lead efforts to revise Articles of Association and By-Laws as needed

President

The President's responsibilities include:

- Supervising and coordinating UMCFC activities
- Calling and presiding over regular and special meetings of the Board and the Executive Committee
- Ensuring the holding of the Annual Meeting as called for by club's Articles of Association
- Ensuring the completion of the UMCFC Annual Report for the AAUM (this responsibility is often listed as a responsibility of the Vice President.
- 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 committees for the UMCFC and their respective chairpersons
- Serving as principal liaison with the University, the Alumni Association and other organizations

Vice President

The Vice President's responsibilities include:

- Presiding over the UMCFC meetings in the absence of the President
- Chairing the Nominating Committee
- Ensuring that the term limits described in the UMCFC bylaws are adhered to by the Officers and Directors of the Board
- Serving as a resource for the Chairs of the following committees: (list club committees here) and, participating in associated activities as needed
- Assuming the duties of the President on an interim basis if the President is unable to complete his/her term

Additional responsibilities to consider for this position:

- Larger clubs sometimes have more than one vice-president, each with different responsibilities related to chairing committees.
- Some clubs list completing the Annual Report for the AAUM as a responsibility of the Vice President.

- Some club succession plans include adding the Vice-President, at the end of the current President's term, to the slate for incoming President.

Secretary

The Secretary's responsibilities include:

- Giving notice of the UMCFC Board meetings
- Taking and distributing meeting minutes at Board and special meetings
- Maintaining a permanent record of all UMCFC proceedings
- Tallying votes from the Board and general membership
- Maintaining and circulating the current Articles of Association and Bylaws of the UMCFC
- Taking attendance at UMCFC Board meetings

Additional responsibilities to consider for this position:

- Some clubs list completing the Annual Report for the AAUM as a responsibility of the Vice President.
- Serving as a resource for the MAC Database Administrator, Contributing Editor(s) and Web Site Administrator and supervising annual elections are also duties that some clubs Secretaries perform.

Treasurer

The Treasurer's responsibilities include:

- Receiving all funds paid to the UMCFC
- 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 current treasurer no later than the (April) Board Meeting
- Assisting in preparation of event-based budgets and related record keeping
- Serving as a resource for the Director(s) of (1) Scholarship Awards & Student Relations and (2) Fundraising, participating in associated activities as needed

Immediate Past President

The Immediate Past President responsibilities include:

- Serving as a member of the Executive Committee with voting privileges
- Advising club officers and participating with the Board as needed.

DIRECTORS

Directors' responsibilities include:

- Serving as liaisons among the UMCFC leadership, the membership, and the community at large
- Representing the diverse interests of the general membership
- Assisting the Officers in the administration of the UMCFC and in volunteer identification and recruitment
- Attending Board members on a regular basis. “Regular” means attending at least two consecutive board meetings during a calendar year.
- Attending club events on a regular basis. “Regular” means attending at least three club events during a calendar year.
- Contributing to the work of at least one standing or ad hoc committee. (The club needs to define its standing committees. For example: Fundraising, Membership, Programs, Scholarship Awards & Student Relations, Contributing Editor, MAC Administration, Web site Administration, and Young Alumni.) Many clubs require that a Director actually serve as chairperson for a committee and give a committee report at board meetings. The Chair(s) for each committee is responsible for submitting financial goals, including budgets, for the committee in writing to the Treasurer throughout each fiscal year.

Section Two - TERMS OF OFFICE FOR OFFICERS

UMCFC Officers are elected for a (one) (1) year term and may be reelected for (one) (1) additional term for a total of (two) (2) consecutive years of service in a single office.

Section Three - QUORUM AND VOTING

A quorum for the Board shall consist of a minimum (seven) (7) Board members with at least (three) (3) Officer(s) in attendance. Action by the Board must be by a majority of the quorum.

Section Four - COMMITTEES

The UMCFC has six Standing Committees: (a) the Marketing and Communications Committee; (b) the Membership Committee; (c) the Nominating Committee; (d) the Programming Committee, (e) Scholarship and Student Relations Committee, and the (f) Young Alumni Committee. Any and all Directors may be assigned to one of these committees. Non-Board members should also be assigned to these committees in such numbers as the scope of the jobs at hand indicates. The President, with the majority vote of the Board, may add standing or ad hoc 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. Said financial goals are to be reviewed and rejected, accepted, or accepted with modifications by the Board.

COMMITTEES

A. Marketing and Communications Committee

Members of this committee include the MAC Database Administrator, Website Administrator, and Contributing Editor. The responsibilities of the Marketing and Communications Committee include coordinating the communication and marketing strategies for the UMCFC and assisting other committees with creation and execution of flyers, postcards, and other mailers.

Website Administrator responsibilities include:

- Managing and updating the content of the website as requested by the Board and the Contributing Editor

Contributing Editor responsibilities include:

- Writing text for the UMCFC website, listserv messages and Regional e-TrueBlue
- Submitting UMCFC monthly submissions to Regional e-TrueBlue
- Submitting information for the AAUM website event calendar
- Writing text for and coordinating supplemental and other AAUM sponsored paper mailings

Michigan Alumni Connections (MAC) Database Administrator responsibilities include:

- Updating alumni information for the UMCFC on a regular basis
- Running queries to download alumni information
- Updating and maintaining the club's listserv

B. Membership Committee

The responsibilities of the Programming Committee include:

- Creating and executing strategies to welcome new graduates moving to the UMCFC area
- Planning, with the Programming Committee, an annual welcoming event each August or September for new alumni
- Creating and executing strategies to welcome relocating alumni to UMCFC area
- Creating strategies, with the Alumni Association, to market the value proposition of membership to current 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 UMCFC events

C. 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 for Officer and Director positions to the Board of Directors

D. Programming Committee

The responsibilities of the Programming Committee include:

- Leading the UMCFC Programs Planning meeting, scheduled annually in (February), 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 (April) Board meeting
- Planning, arranging and coordinating events for the UMCFC
- Establishing financial and operational objectives for UMCFC events
- Determining subcommittees and elect subcommittee chairs that best fulfill the annual programming goals of the UMCFC
- Ensuring that the 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 committee attends events that are planned by the committee

E. Scholarship & Student Relations Committee

The responsibilities of the Scholarship and Student Relations Committee include:

- 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 UMCFC 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 UMCFC
- Awarding scholarships to students from the UMCFC area
- Serving as liaison to the UM Office of Financial Aid

F. Young Alumni Committee

The responsibilities of the Young Alumni Committee include:

- Advising the Board when necessary to amend the definition of “young alumni”, which is currently defined by year of graduation
- Serving as the single point of contact for initiating and responding to young alumni communications
- Assisting the Programming Committee in developing programs and events focused on engaging young alumni in UMCFC, including identifying young alumni to serve as volunteers for young alumni events and events involving local high school student

Section Five - ANNUAL MEETING OF MEMBERS

The Annual Meeting of the Board shall be held at specified date, time, and location in (February) each year as the Board or President may designate with proper notice being

sent to all members at least fourteen (14) days before the meeting. Any member in good standing may attend. Such notice shall accompany the notice of the election of Officers and Directors.

Section Six - RULES OF ORDER

Roberts Rules of Order, or any other set of Rules of Order duly adopted by a majority of the Board, shall govern parliamentary procedure in the UMCFC meetings.

Section Seven - AMENDMENT OF BYLAWS

A majority vote by the Board is required to amend the Bylaws.